

**CITY OF DELAWARE
FINANCE COMMITTEE
MEETING TO BE HELD VIRTUALLY VIA CISCO WEBEX **1:00 P.M.**

AGENDA

July 29, 2020

1. Roll Call
2. Approval of the Motion Summary for the meeting held June 17, 2020, as recorded and transcribed.
3. Public Comments
Due to the meeting being held virtually, public comment, no more than 500 words, is requested to be received either before the meeting through email at emccloskey@delawareohio.net. Comments received on Facebook may have to be addressed by staff subsequent to the meeting.
4. Review of June Financial Report
5. Review of 2020 Budget Gauge
6. Discussion on 2020 Income Tax Collections and Updated Revenue Forecast
7. Discussion on 2021 Budget Development Timeline
8. Member Comments
9. Adjournment

** This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

FINANCE COMMITTEE
MOTION SUMMARY
June 17, 2020

ITEM 1. Roll Call

Chairman Hellinger called the Virtual Cisco Webex Finance Committee meeting to order at 1:00 p.m.

Members Present: Vice-Mayor Kent Shafer, Vice-Chairman Chris Jones and Chairman George Hellinger

Staff Present: Justin Nahvi, Finance Director, Rob Alger, City Accountant, Alycia Ballone, Budget Analyst, Kyle Kridler, Assistant City Manager, Tom Homan, City Manager

ITEM 2. Approval of the Motion Summary for the meeting held May 13, 2020, as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary from May 13, 2020, as recorded and transcribed, seconded by Vice-Chairman Jones. Motion approved by a 3-0 vote.

ITEM 3. Public Comments

No public comments were received via email.

ITEM 4. Review of May Financial Report

Mr. Nahvi discussed revenues and expenditures for the General Fund including income tax collections. The decline of 15.4% of year to date receipts less than from previous year for income tax receipts is attributed to both the shifting of the income tax filing due date to July 15, 2020 as well as the rise in the unemployment rate which began in March 2020. The hope is that after the July 15 due date the rate will be close to previous years. The unemployment rate for Delaware County was at 11% and the current projected decline for income tax collections is 5.3% of the total estimated revenue from this source is 2020.

He discussed that finance staff will be moving during City Hall renovations to Mingo facilities, but that there will be a drop off box outside for citizens who come to City Hall. He reviewed the Fire/EMS Income Tax Fund, which is down approximately 15%. There is no cash flow concerns in the Fire/EMS fund. The Stormwater Fund, Water Fund, Wastewater Fund, Refuse Fund are performing as expected through May 31, 2020. He reviewed the cash statements, which are fully reconciled until the end of May. Mr. Nahvi reviewed the top 10 Year to Date Employer Withholding Collections. He recommends holding off on any budget

amendments until more information is received in July. He discussed the need for supplemental appropriation that will be needed for the renovations and the debt refunding of the recreation center debt. Mr. Hellinger questioned the impact to the City from the staff reductions at Ohio Wesleyan University.

ITEM 5. Review of 2020 Budget Gauge

Mr. Homan reviewed that 2020 Budget Gauge remains at Budget Restraint. Staff has held on hiring full time positions but have been able to hire some part time positions to assist the Parks Department.

ITEM 6. 2019 Post Audit Discussion for July Finance Committee Meeting

Mr. Nahvi discussed that there was a clean audit and expects to receive the Auditor State Award with Distinction. Mr. Nahvi requested if the Committee would like to have post audit conference. The Committee did not feel that this would be necessary.

ITEM 7. Discussion on Modifying Section 913.23 of the City Code to Remove a Monthly Service Fee for Deduction Meters

Mr. Nahvi discussed that deduct meters are used for watering lawn or filling pools and that there is a secondary charge to use this meter. A concern was received to Mr. Jordan and Mr. Nahvi regarding this additional charge. He believes this fee is no longer needed with the use of automated meters. The Committee agreed to have legislation brought before Council to remove the fee.

ITEM 8. Member Comments

Mr. Homan reviewed the current funding with the Community Promotions Fund and that this fund was affected by the reduction of Hotel Bed Tax Funds received. He will be evaluating what the forecast will be on the balance and requirements to fully fund the grants. He discussed the potential need to cut back the funds in 2021 to help the fund regrow. The CIP process has started and will look at involving Council, as well as, the Planning Commission and the Parks and Recreation Advisory Board. The Cares Act Funding legislation will be on the June 22 City Council meeting. This is money set aside by Congress to apply for eligible funds related to COVID. This is separate from FEMA dollars that the City previously applied for. Mr. Nahvi reviewed that RFP's were received for Banking Proposals. Mr. Homan and Mr. Kridler reviewed the bids received for the City Hall renovation project.

Mr. Jones praised Mr. Nahvi for his monthly statements.

ITEM 9. Next Meeting Date: To Be Determined

The Committee agreed to meet on July 29, 2020 for the next meeting.

ITEM 10. Adjournment

Motion: Chairman Hellinger moved to adjourn the Finance Committee meeting. The Finance Committee meeting adjourned at 1:32 p.m.

Chairman

Elaine McCloskey, Clerk



TO: TOM HOMAN, CITY MANAGER
FROM: JUSTIN NAHVI, FINANCE DIRECTOR
SUBJECT: JUNE 2020 FINANCIAL REPORT
DATE: 7/6/2020

BACKGROUND

The purpose of this report is to provide a brief review of the revenues and expenditures for the following funds: General Fund, Fire/EMS Income Tax Fund, Stormwater Fund, Water Fund, Wastewater Fund, and Refuse Fund.

Actual revenues and expenditures are compared to the budget to assess potential overages/shortages in budgeted categories. Comparisons with figures from last fiscal year are also included to indicate the differences by year, since budgeting techniques remain relatively uniform from one year to the next.

Appendix A details the year-to-date activity for all of the city's active funds. It is important to note the ending balance, encumbrances, and unencumbered balance. The unencumbered balance is the amount remaining in the fund if the city were to expend all the monies listed as encumbrances. The ending balance is the amount of funds available to the city as of June 30, 2020, and ties to the amount listed in Appendix B.

Appendix B is the Financial Statement for the city as of June 30, 2020. This statement provides a listing of the city's funds held at various financial institutions. Also presented are the interest earned to date, weighted average interest rate, and the weighted average maturity (days).

Appendix C is the Debt Schedule for the city through June 30, 2020. All principal and interest payments that have been paid to date are included in the schedule.

Appendix D is a graphical representation of the water and sewer utility consumption billed on a monthly basis in terms of units billed as well as dollars.

GENERAL FUND

The General Fund is the main operating fund for the city and is used to account for all financial transactions which are not reported in other funds. Major sources of revenue include income tax and property tax. Please refer to page three for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The General Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Property Taxes – Settlement revenue is received after the 1st and 2nd half real estate collection periods in March and August respectively. 1st half real estate collections were \$874,226 reflecting an increase of \$18,802 or 2.2% from the same period in the prior year.
- Income Tax – Year-to-date receipts total \$7,424,655 which is \$1,333,698 or 15.2%, less than amount the City received during the same period in the prior year. The decline is attributed to both the shifting of the income tax filing due date to July 15, 2020 as well as the rise in the unemployment rate which began in March 2020. Based on flat revenue collections for the enterprise funds, it can be inferred that most of the decline in income tax collections is primarily linked to the revised filing deadline. Based on the current unemployment rate of 8.4% for Delaware County, the current projected decline for income tax collections is \$560,961 or 3.4% of the total estimated revenue from this source in 2020. This projection will be updated monthly based on the County unemployment rate and will be modified after the filing deadline in July.
- Charges for Services – Chargebacks for the General Fund related services attributed to special revenue and enterprise funds for the 1st and 2nd quarters of 2020 equaled \$1,004,935.

Expenditures

The General Fund expenditures are performing as expected. However, the following expenditures require additional explanations:

- Transfers – Transfers to the following funds have been made to the Capital Improvement Fund (\$925,000), Street Maintenance & Repair Fund (\$692,667), Recreation Fund (\$510,891), Cemetery Fund (\$50,000) and the Airport Fund (\$10,000).

**GENERAL FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Property Taxes	855,424	874,226	1,548,000	56.47%
Intergovernmental Receipts	339,893	1,110,940	1,013,726	109.59%
Income Taxes	8,758,353	7,424,655	16,510,750	44.97%
Fines & Forfeitures	47,417	25,925	140,000	18.52%
Fees, Licenses, & Permits	1,248,372	1,217,533	2,998,000	40.61%
Miscellaneous	197,245	83,155	380,000	21.88%
Other Financing	-	5,013	-	0.00%
Earnings on Investments	415,468	220,245	950,000	23.18%
Charges for Services	997,214	1,004,935	2,299,603	43.70%
Total Revenues	12,859,386	11,966,626	25,840,079	46.31%
EXPENDITURES				
Council	78,072	85,305	187,299	45.55%
City Manager	342,918	403,611	927,910	43.50%
Admin Services	206,064	170,985	425,183	40.21%
Economic Development	232,685	117,433	528,655	22.21%
Legal Affairs	365,517	379,336	882,940	42.96%
Finance	1,032,098	1,163,498	2,353,870	49.43%
General Admin	3,202,718	2,615,141	6,508,792	40.18%
Risk Management	18,123	7,005	349,100	2.01%
Police	4,049,207	4,383,588	9,739,704	45.01%
Planning	533,151	602,524	1,551,146	38.84%
Engineering	712,245	698,397	2,349,511	29.73%
Building Maintenance	244,834	245,778	589,467	41.69%
Total Expenditures	11,017,632	10,872,600	26,393,576	41.19%

FIRE/EMS INCOME TAX FUND

The Fire/EMS Income Tax Fund is a Special Revenue Fund which means that the resources are restricted to only funding expenditures that support the Fire Department. Please refer to page five for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

Several sources of revenue support this fund, including intergovernmental as well as income tax collections.

- EMS Service Agreement - The city contracts with Delaware County to provide EMS services to certain unincorporated portions of the County. To date, the City has received \$342,566.
 - For the 2020 fiscal year, the per unit reimbursement rate will be \$220 for EMS transport and \$110 per non-transport runs.
- Income Tax – Year-to-date receipts total \$5,195,107 which is \$933,315, or 15.2%, less than amount the City received during the same period in the prior year. Based on the current module used to forecast the decline in income tax collections for the General Fund, it is estimated that a similar decline for the Fire/EMS Income Tax Fund would be \$391,000 or 3.4% of the current revenue estimate for this line item.

Expenditures

Fire/EMIS Income Tax Fund expenditures are performing as expected through June 30, 2020.

**FIRE/EMS INCOME TAX FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Intergovernmental Receipts	192,293	345,331	752,765	45.87%
Income Taxes	6,128,422	5,195,107	11,500,000	45.17%
Miscellaneous	2,895	1,516	39,195	3.87%
Other Financing	-	1,175	-	0.00%
Transfer In	131,122	122,310	240,717	50.81%
Total Revenues	6,454,732	5,665,438	12,532,677	45.21%
EXPENDITURES				
Personal Services	3,838,393	4,460,883	9,501,589	46.95%
Charges & Services	369,813	356,087	1,138,934	31.26%
Materials & Supplies	106,256	204,375	447,354	45.69%
Capital Outlay	1,042,453	60,341	1,463,030	4.12%
Refunds	239,300	213,472	500,000	42.69%
Transfer	5,375	4,575	848,044	0.54%
Debt	42,087	-	514	0.00%
Total Fire Expenditures	5,643,677	5,299,734	13,899,465	38.13%

STORMWATER FUND

The Stormwater Fund is an Enterprise Fund that was established to account for the costs of repairing, replacing, and improving the city's storm drainage system. User fees sustain the expenditures of this fund. Please refer to page thirteen for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Stormwater Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date service charges totaled \$438,190, which is \$4,033 (0.9%) greater than the amount collected during the same period in the prior year.

Expenditures

The Stormwater Fund expenditures are performing as expected through June 30, 2020.

**STORMWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	916	1,813	500	362.56%
Charges for Services	434,157	438,190	900,200	48.68%
Total Revenues	435,072	440,002	900,700	48.85%
EXPENDITURES				
Stormwater Operations				
Personal Services	101,408	131,943	257,186	51.30%
Charges & Services	36,437	29,056	223,891	12.98%
Materials & Supplies	18,717	15,147	100,340	15.10%
Capital Outlay	8,524	80	20,000	0.40%
Refunds	16	22	2,000	1.09%
Total Ops Expenditures	165,102	176,247	603,416	29.21%
Stormwater Capital				
Capital Outlay	140,432	353,724	1,716,338	20.61%
Total Cap Expenditures	140,432	353,724	1,716,338	20.61%
Total Expenditures	305,533	529,971	2,319,754	22.85%

WATER FUND

The Water Fund was established to account for the treatment and distribution of water to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page eleven for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Water Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
 - Meter Charges – Year-to-date meter charges for water consumption totaled \$2,664,822 which is \$9,754 or 0.3% greater than the amount collected same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$854,506 and these fees are deposited into the Water Capacity Fee Fund (Fund 536).

Expenditures

The Water Fund expenditures are performing as expected through June 30, 2020.

**WATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	19,063	15,390	25,000	61.56%
Other Financing	-	6,549	11,000	59.54%
Earnings on Investments	137,292	87,670	300,000	29.22%
Charges for Services	2,718,738	2,712,177	6,220,000	43.60%
Total Revenues	2,875,093	2,821,786	6,556,000	43.04%
EXPENDITURES				
Water Administration				
Personal Services	162,638	148,072	325,759	0.00%
Charges & Services	99,455	73,136	276,520	26.45%
Materials & Supplies	304	344	775	0.00%
Capital Outlay	-	-	-	0.00%
Refunds	5,754	3,933	27,750	14.17%
Transfers	1,311,740	365,000	2,659,783	13.72%
Total Admin Expenditures	1,579,891	590,484	3,290,587	17.94%
Water Treatment				
Personal Services	385,818	424,809	930,138	45.67%
Charges & Services	378,549	390,962	812,894	48.10%
Materials & Supplies	177,583	175,557	448,903	39.11%
Capital Outlay	29,664	24,715	87,045	28.39%
Refunds	-	-	-	0.00%
Total Treat Expenditures	971,614	1,016,042	2,278,981	44.58%
Water Distribution				
Personal Services	266,440	283,580	617,833	45.90%
Charges & Services	42,789	28,612	121,283	23.59%
Materials & Supplies	115,271	108,791	300,470	36.21%
Capital Outlay	10,148	-	15,000	0.00%
Refunds	-	-	-	0.00%
Total Dist Expenditures	434,648	420,983	1,054,586	39.92%
Total Expenditures	2,986,153	2,027,509	6,624,154	30.61%

WASTEWATER FUND

The purpose of the Wastewater Fund is to provide wastewater collection and treatment service to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page nine for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Sewer Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
 - Meter Charges – Year-to-date meter charges for wastewater treatment totaled \$3,191,343 which is \$5,789 or 0.2% less than the same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$813,135 and these fees are deposited into the Wastewater Capacity Fee Fund (Fund 546).

Expenditures

The Wastewater Fund expenditures are performing as expected through June 30, 2020.

**WASTEWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	239	18,950	10,000	189.50%
Other Financing	-	7,423	-	0.00%
Earnings on Investments	122,665	84,771	275,000	30.83%
Charges for Services	3,337,618	3,347,439	7,426,500	45.07%
Total Revenues	3,460,522	3,458,584	7,711,500	44.85%
EXPENDITURES				
Sewer Administration				
Personal Services	82,901	135,258	323,556	0.00%
Charges & Services	60,556	24,363	247,743	9.83%
Materials & Supplies	601	392	1,000	0.00%
Capital Outlay	-	-	-	0.00%
Refunds	207	24,010	7,500	320.14%
Transfers	1,959,863	411,500	3,996,618	10.30%
Total Admin Expenditures	2,104,127	595,524	4,576,417	13.01%
Sewer Treatment				
Personal Services	417,249	445,147	975,531	45.63%
Charges & Services	460,266	476,802	1,004,447	47.47%
Materials & Supplies	107,075	93,796	238,770	39.28%
Capital Outlay	-	-	25,000	0.00%
Refunds	-	-	-	0.00%
Total Treat Expenditures	984,589	1,015,745	2,243,747	45.27%
Sewer Collection				
Personal Services	181,691	132,357	291,090	45.47%
Charges & Services	41,611	69,220	253,935	27.26%
Materials & Supplies	55,412	49,242	187,702	26.23%
Capital Outlay	17,863	-	16,100	0.00%
Refunds	-	-	-	0.00%
Total Col Expenditures	296,577	250,819	748,826	33.50%
Total Expenditures	3,385,293	1,862,088	7,568,991	24.60%

REFUSE FUND

The Refuse Fund accounts for the costs of providing refuse services. This fund is an Enterprise Fund which means that the main source of revenue is the monthly fees charged to residents for this service. Please refer to page seven for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Refuse Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date receipts total \$1,794,822 which is \$743 or 0.0% less than the City received from the same period in the prior year.

Expenditures

The Refuse Fund expenditures are performing as expected through June 30, 2020.

REFUSE FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	-	-	260,000	0.00%
Other Financing	13,251	-	-	0.00%
Earnings on Investments	11,065	6,562	12,000	54.68%
Charges for Services	1,795,565	1,794,822	3,793,350	47.31%
Total Revenues	1,819,880	1,801,384	4,065,350	44.31%
EXPENDITURES				
Refuse Administration				
Personal Services	-	-	-	0.00%
Charges & Services	22,041	13,463	92,834	14.50%
Materials & Supplies	-	-	-	0.00%
Capital Outlay	19,680	5,985	9,287	64.44%
Refunds	361	355	1,000	35.52%
Transfers	181,150	185,590	371,180	50.00%
Total Admin Expenditures	223,232	205,393	474,301	43.30%
Refuse Collection				
Personal Services	339,944	370,740	784,850	47.24%
Charges & Services	518,548	533,224	1,332,353	40.02%
Materials & Supplies	75,734	82,178	203,514	40.38%
Capital Outlay	-	-	731,207	0.00%
Refunds	-	-	-	0.00%
Total Collect Expenditures	934,226	986,142	3,051,924	32.31%
Refuse Recycling				
Personal Services	213,840	221,795	474,996	46.69%
Charges & Services	100,674	118,981	300,209	39.63%
Materials & Supplies	19,002	13,201	86,650	15.23%
Capital Outlay	-	-	513,447	0.00%
Refunds	-	-	-	0.00%
Total Recycle Expenditures	333,516	353,976	1,375,302	25.74%
Total Expenditures	1,490,974	1,545,511	4,901,528	31.53%

APPENDIX A

YEAR TO DATE FUND REPORT
June 30, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
101	General Fund	6,801,606.03	11,966,625.50	10,872,599.65	7,895,631.88	982,462.93	6,913,168.95
200	Street Maintenance & Repair	603,206.35	1,697,278.71	1,384,514.82	915,970.24	845,927.11	70,043.13
201	State Highway Improvement	353,397.37	76,163.49	404,210.61	25,350.25	68,169.39	(42,819.14)
202	License Fee	426,903.67	188,058.94	486,299.98	128,662.63	94,267.31	34,395.32
203	Stormwater	2,113,380.23	440,002.40	529,971.11	2,023,411.52	427,374.53	1,596,036.99
210	Recreation	266,459.06	510,976.88	584,170.42	193,265.52	46,147.33	147,118.19
212	Oak Grove Cemetery	276,700.20	120,830.27	127,944.36	269,586.11	129,014.15	140,571.96
215	Tree Replacement	119,237.10	57,900.00	0.00	177,137.10	0.00	177,137.10
222	Airport	184,988.85	343,654.35	391,120.32	137,522.88	20,201.87	117,321.01
223	Hangars	180,442.96	47,696.50	33,352.28	194,787.18	0.00	194,787.18
231	Fire/EMS Income Tax	9,399,949.67	5,665,437.95	5,299,734.29	9,765,653.33	1,375,910.15	8,389,743.18
233	Rec Center Income Tax	5,065,048.57	1,141,285.09	457,175.71	5,749,157.95	37,543.00	5,711,614.95
235	Airport TIF	136,735.75	13,326.15	0.00	150,061.90	0.00	150,061.90
236	Glenn Road TIF	2,011,525.35	2,503,811.33	365,587.18	4,149,749.50	3,069,416.45	1,080,333.05
237	Sky Climber TIF	0.00	23,619.40	0.00	23,619.40	0.00	23,619.40
238	Mill Run TIF	0.00	51,477.73	51,477.73	0.00	0.00	0.00
240	Municipal Court	2,861,453.86	1,006,224.66	1,377,055.56	2,490,622.96	14,417.27	2,476,205.69
241	Court IDIAM	14,674.86	16,075.53	6,055.67	24,694.72	941.33	23,753.39
250	Drug Enforcement	51,218.50	1,193.70	0.00	52,412.20	0.00	52,412.20
251	Court Alcohol Treatment	592,279.16	13,622.60	5,264.16	600,637.60	0.00	600,637.60
252	OMVI Enforcement/Education	4,520.65	398.00	0.00	4,918.65	0.00	4,918.65
253	Police Judgement	40,138.50	229.52	17,044.00	23,324.02	0.00	23,324.02
254	Police Fed Judgement	0.00	17,073.47	4,700.00	12,373.47	0.00	12,373.47
255	Park Exaction Fee	184,116.07	0.00	29,198.98	154,917.09	10,801.02	144,116.07
256	Court Computer Legal Research	757,780.68	96,064.90	39,730.08	814,115.50	76,864.01	737,251.49
257	Court Special Projects	749,712.50	96,825.71	118,501.19	728,037.02	13,531.26	714,505.76
259	Court Probation Services	614,641.81	137,771.71	16,041.41	736,372.11	8,470.00	727,902.11
261	Police Disability Pension	0.00	136,035.06	122,310.00	13,725.06	0.00	13,725.06
262	Fire Disability Pension	0.00	136,035.18	122,310.10	13,725.08	0.00	13,725.08
272	Community Promotion	84,603.77	24,457.29	73,369.25	35,691.81	37,750.00	(2,058.19)
291	CDBG	0.00	0.00	275.00	(275.00)	3,000.00	(3,275.00)
292	Police Fed Treasury Seizures	0.00	3,538.70	0.00	3,538.70	0.00	3,538.70
295	ED Revolving Loan	240,333.27	53,935.36	11,036.00	283,232.63	12,196.00	271,036.63
296	Housing Program Income	8,150.00	0.00	0.00	8,150.00	0.00	8,150.00

APPENDIX A

YEAR TO DATE FUND REPORT
June 30, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
300	General Bond Retirement	621,579.51	256,856.89	253,580.23	624,856.17	3,000.00	621,856.17
301	Park Improvement Bond	111,104.83	15,737,785.81	15,836,058.44	12,832.20	4,000.00	8,832.20
302	SE Highland Bond	0.00	414,560.99	327,519.99	87,041.00	0.00	87,041.00
410	Capital Improvement	4,666,224.39	2,742,272.21	3,885,900.57	3,522,596.03	3,716,383.68	(193,787.65)
415	Point Project	933,691.72	701,169.49	853,681.65	781,179.56	1,362,043.81	(580,864.25)
431	FAA Alloc/Improvement Grant	95,193.38	34,627.14	38,474.61	91,345.91	31,206.04	60,139.87
440	Equipment Replacement	217,510.22	416,508.00	320,238.75	313,779.47	221,095.50	92,683.97
491	Parks Impact Fee	2,067,688.56	195,115.94	23,397.00	2,239,407.50	53,916.50	2,185,491.00
492	Police Impact Fee	429,784.34	51,793.94	7,508.79	474,069.49	164.93	473,904.56
493	Fire Impact Fee	544,494.17	72,273.50	75,738.16	541,029.51	168.79	540,860.72
494	Municipal Impact Fee	444,342.10	77,356.75	16,628.22	505,070.63	7,168.78	497,901.85
496	Glenn Rd S Construction	926,595.96	595,803.13	120,025.00	1,402,374.09	0.00	1,402,374.09
498	Glenn Rd N	330,020.80	50,712.25	39,147.50	341,585.55	0.00	341,585.55
501	Golf Course	81,056.66	70,251.56	26,608.54	124,699.68	9,180.72	115,518.96
520	Parking Lots	52,087.14	15,924.72	21,238.26	46,773.60	829.55	45,944.05
530	Water	1,504,060.97	2,821,785.80	2,027,509.06	2,298,337.71	275,403.39	2,022,934.32
531	Water Construction	2,479,462.37	0.00	736,368.09	1,743,094.28	792,294.41	950,799.87
533	Water Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
536	Water Capacity Fee	10,619,956.63	854,506.30	436,055.75	11,038,407.18	588,586.10	10,449,821.08
540	Wastewater	3,724,670.38	3,458,583.77	1,862,087.73	5,321,166.42	292,160.54	5,029,005.88
541	Wastewater Construction	3,088,062.39	0.00	325,787.40	2,762,274.99	314,908.77	2,447,366.22
543	Wastewater Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
545	Water Customer Deposit	228,317.60	(11,062.99)	1,489.21	215,765.40	0.00	215,765.40
546	Wastewater Capacity Fee	6,796,915.87	813,135.00	852,848.58	6,757,202.29	0.00	6,757,202.29
548	SE Highland Wastewater	268,389.54	163,200.00	423,759.96	7,829.58	0.00	7,829.58
550	Refuse	1,159,867.16	1,801,383.54	1,545,511.28	1,415,739.42	1,332,682.73	83,056.69
601	Garage Rotary	504,994.89	199,181.93	351,584.40	352,592.42	151,849.53	200,742.89
602	IT Rotary	655,372.98	376,548.16	930,817.54	101,103.60	232,066.21	(130,962.61)
610	Health Insurance	522,534.62	4,413,201.05	2,712,109.25	2,223,626.42	4,126.83	2,219,499.59
620	Workers Compensation	2,626,777.89	9,515.16	23,561.89	2,612,731.16	2,144.00	2,610,587.16
701	Fire Donation	1,083.36	200.00	0.00	1,283.36	0.00	1,283.36
702	Parks/Rec Donation	13,214.03	6,500.00	9,415.00	10,299.03	3,500.00	6,799.03
703	Police Donation	10,836.60	0.00	2,000.00	8,836.60	0.00	8,836.60
704	Mayors Donation	898.15	300.00	50.00	1,148.15	0.00	1,148.15
705	Project Trust	1,129,526.94	90,316.91	99,288.72	1,120,555.13	16,950.00	1,103,605.13

APPENDIX A

**YEAR TO DATE FUND REPORT
June 30, 2020**

707	Unclaimed Funds	18,620.57	0.00	0.00	18,620.57	0.00	18,620.57
708	Municipal Court Unclaimed Funds	86,376.18	9,305.73	0.00	95,681.91	0.00	95,681.91
709	Development Reserve	1,008,885.74	0.00	11,273.19	997,612.55	13,463.13	984,149.42
710	Reserve Account	1,188,864.04	0.00	0.00	1,188,864.04	0.00	1,188,864.04
711	Berkshire JEDD	84,717.65	166,407.81	204,277.04	46,848.42	298,162.34	(251,313.92)
750	Cemetery Perpetual Care	33,839.98	178.25	360.00	33,658.23	0.00	33,658.23
801	State Highway Patrol	4,866.99	23,175.98	28,042.98	(0.01)	0.00	(0.01)
803	State Building Permit	1,296.92	4,773.07	5,192.57	877.42	0.00	877.42
804	Performance Bond	694,227.73	50,800.00	122,615.24	622,412.49	0.00	622,412.49
		88,121,216.74	63,272,573.87	57,488,800.45	93,904,990.16	17,001,861.39	76,903,128.77

APPENDIX B

**CITY OF DELAWARE, OHIO
FINANCIAL STATEMENT
June 30, 2020**

	Weighted Average Interest Rate	YTD Interest Earned	Weighted Average Maturity (Days)	Ending Balance
<u>Checking/Depository</u>				
Checking (Operating & Payroll)*		-		24,823,220
Total Bank Deposits		\$ -		\$ 24,823,220
 <u>Investments</u>				
Star Ohio	0.55%	461,114		69,081,770
Total Investments		\$461,114		\$ 69,081,770
 TOTAL BANK DEPOSITS & INVESTMENTS		 \$461,114		 \$ 93,904,990

* The city participates in an Earning Credit Allow ance program. The City maintains a minimum balance in the checking account so that a credit is earned that then offsets the monthly service charge.

I certify that the balances stated above are true to the best of my know ledge.

Justin Nahvi
Finance Director

June 30, 2020
Date

Tom Homan
City Manager

June 30, 2020
Date

APPENDIX C

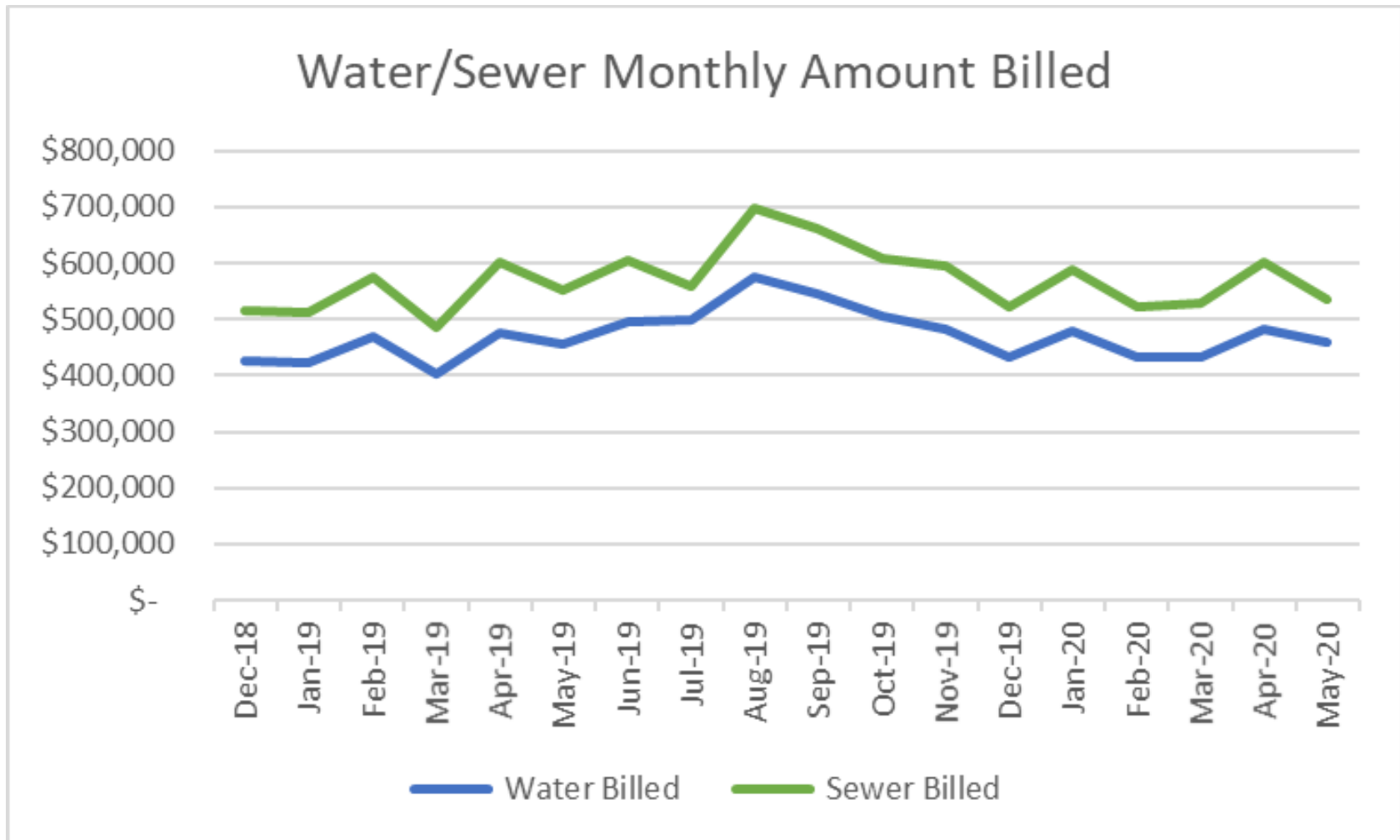
CITY OF DELAWARE
DEBT SCHEDULE
JUNE 2020

	Outstanding Balance 6/30/2020	General	Fire/EMS	Rec Levy	Police Impact Impact Fee	Municipal Impact Fee	Glenn Rd. TIF/NCA	Water User Fee	Water Capacity Fee	Sewer User Fee	Sewer Capacity Fee
2019 GO Bonds	\$20,595,000	\$ 3,491,250				\$ 508,750	\$ 6,710,000				\$ 9,885,000
2017 General Obligation Bonds	\$ 5,805,000	\$ 631,877	\$ 2,665,000						\$ 1,957,654		\$ 550,469
2015 General Obligation Bonds	\$ 5,205,000		\$ 435,000	\$ 2,345,000			\$ 2,425,000				
2013 General Obligation Bonds	\$ 5,190,000		\$ 1,855,000		\$ 587,500	\$ 1,282,500	\$ 1,465,000				
2012 General Obligation Bonds	\$ 1,890,000	\$ 847,722	\$ 172,278								\$ 870,000
OWDA Water Projects	\$29,449,933							\$18,855,372	\$10,594,561		
OWDA Sewer Projects	\$11,327,491									\$ 976,430	\$10,351,061
2020 Recreation Levy Bonds	\$13,690,000			\$13,690,000							
Total Long Term Debt	\$93,152,424	\$ 4,970,849	\$ 5,127,278	\$16,035,000	\$ 587,500	\$ 1,791,250	\$10,600,000	\$18,855,372	\$12,552,215	\$ 976,430	\$21,656,530
Fund Balance Reserves 3/31/20		\$ 5,846,062	\$ 8,239,744	\$ 5,354,930	\$ 447,344	\$ 475,112	\$ 1,806,453	\$ 4,666,539	\$10,642,030	\$ 8,813,290	\$ 6,521,891
Annual Debt Service		\$ 767,721	\$ 702,262	\$ 2,431,580	\$ 136,700	\$ 353,500	\$ 999,126	\$ 1,285,727	\$ 964,722	\$ 152,695	\$ 3,003,987
2020 Revenue		\$25,840,079	\$12,532,677	\$ 2,521,500	\$ 80,000	\$ 222,500	\$ 3,051,300	\$ 6,205,500	\$ 4,050,000	\$ 7,430,300	\$ 4,080,000

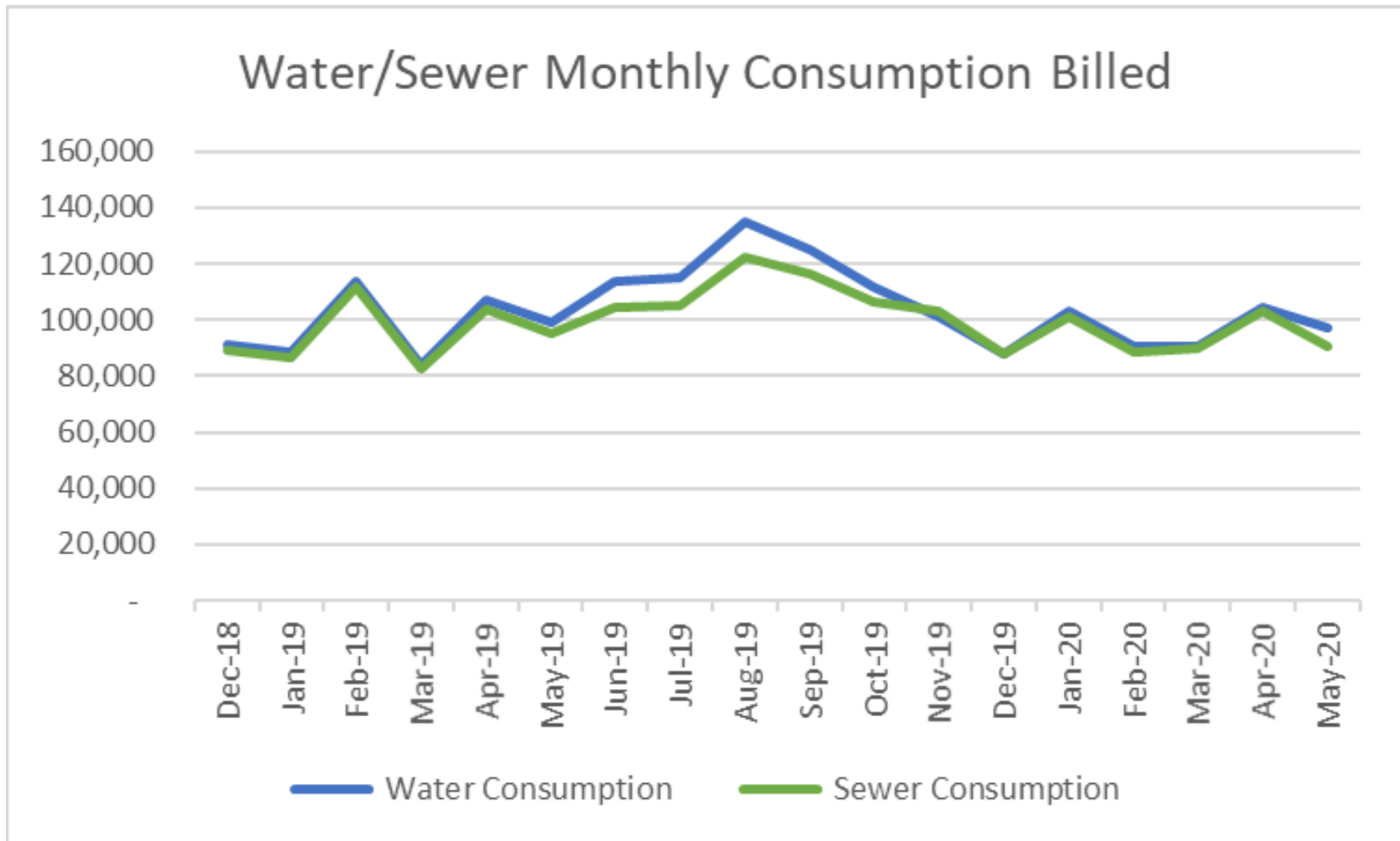
APPENDIX D

Billing Month	Consumption Period	Water Customers	Water Consumption	Water Billed	Sewer Customers	Sewer Consumption	Sewer Billed	Refuse Customers	Refuse Billed	Stormwater ERU	Stormwater Billed
Jan-19	Dec-18	12,928	91,066	\$ 425,547	12,691	89,468	\$ 515,265	14,235	\$ 293,242	36,466	\$ 91,166
Feb-19	Jan-19	12,951	88,253	\$ 423,755	12,711	86,832	\$ 511,264	14,247	\$ 293,493	27,873	\$ 69,681
Mar-19	Feb-19	12,957	113,997	\$ 469,192	12,716	111,840	\$ 576,244	14,316	\$ 294,918	27,908	\$ 69,771
Apr-19	Mar-19	12,983	84,044	\$ 403,182	12,742	82,418	\$ 485,058	14,294	\$ 294,455	27,947	\$ 69,868
May-19	Apr-19	13,050	106,911	\$ 474,402	12,810	104,035	\$ 601,199	14,349	\$ 295,593	27,949	\$ 69,873
Jun-19	May-19	13,096	99,139	\$ 456,613	12,854	95,180	\$ 553,500	14,395	\$ 296,542	28,008	\$ 70,020
Jul-19	Jun-19	13,134	113,613	\$ 494,816	12,890	104,409	\$ 604,106	14,464	\$ 297,966	27,991	\$ 69,978
Aug-19	Jul-19	13,151	115,139	\$ 499,167	12,914	105,412	\$ 559,491	14,495	\$ 298,591	28,039	\$ 70,097
Sep-19	Aug-19	13,172	134,924	\$ 575,052	12,930	122,650	\$ 697,696	14,519	\$ 299,099	28,052	\$ 70,129
Oct-19	Sep-19	13,207	125,047	\$ 544,381	12,965	116,228	\$ 661,645	14,573	\$ 300,203	28,083	\$ 70,208
Nov-19	Oct-19	13,243	111,664	\$ 504,206	13,000	106,141	\$ 608,906	14,599	\$ 300,738	28,011	\$ 70,028
Dec-19	Nov-19	13,211	100,944	\$ 483,479	12,966	103,133	\$ 596,428	14,595	\$ 300,649	27,976	\$ 69,941
Jan-20	Dec-19	13,270	87,728	\$ 431,208	13,024	87,642	\$ 522,014	14,631	\$ 301,390	36,363	\$ 90,907
Feb-20	Jan-20	13,219	102,900	\$ 480,375	12,975	101,172	\$ 587,089	14,382	\$ 296,269	28,119	\$ 70,297
Mar-20	Feb-20	13,240	90,393	\$ 431,582	12,994	88,700	\$ 522,680	14,651	\$ 301,820	28,156	\$ 70,390
Apr-20	Mar-20	13,278	90,392	\$ 433,859	13,031	89,541	\$ 527,488	14,707	\$ 302,973	28,156	\$ 70,390
May-20	Apr-20	13,333	104,347	\$ 483,078	13,086	102,909	\$ 601,266	14,681	\$ 302,426	28,247	\$ 70,616
Jun-20	May-20	13,386	96,858	\$ 460,005	13,138	90,592	\$ 534,923	14,687	\$ 302,549	28,221	\$ 70,552

APPENDIX D



APPENDIX D





2020 BUDGET GAUGE

MARCH 19, 2020

Current Budget Condition:

BUDGET RESTRAINT

Budget Gauge	What Each Level Means
SERVICE LEVEL REDUCTIONS	Forced service level reductions; program elimination; project deferrals; staff reductions
BUDGET CUTS	Mandatory budget cuts across departments to maintain fund balances; serious evaluation of budgets and programs
BUDGET RESTRAINT	Department head directed to be more cautious of spending; show restraint in purchases and implementation of new programs
ELEVATED MONITORING	Regular monthly monitoring among CMO and budget staff; consideration of changing economic conditions
NORMAL OPERATIONS	No indicators of changing financial condition

MONTHLY INCOME TAX REVENUES
2018-2020

	2018					% OF	2019					% OF	2020					% OF
	W/H	PERSONAL	BUSINESS	TOTAL	ACTUAL		W/H	PERSONAL	BUSINESS	TOTAL	ACTUAL		W/H	PERSONAL	BUSINESS	TOTAL	BUDGET	
JANUARY	1,741,914	440,952	56,565	2,239,431		1,570,681	603,605	80,207	2,254,493		1,706,358	637,606	44,177	2,388,141				
FEBRUARY	1,389,048	337,974	56,041	1,783,063		1,616,403	398,566	112,062	2,127,031		1,757,517	309,713	92,790	2,160,019				
MARCH	1,240,476	682,589	192,027	2,115,092		1,308,699	737,799	133,499	2,179,997		1,597,825	513,367	158,820	2,270,012				
APRIL	1,949,558	2,433,093	806,548	5,189,199		1,941,656	2,595,734	781,735	5,319,125		1,942,011	774,039	198,985	2,915,035				
MAY	1,387,867	213,714	18,117	1,619,698		1,440,447	242,575	54,049	1,737,070		1,436,969	284,090	63,824	1,784,883				
JUNE	1,407,521	622,838	374,208	2,404,566		1,696,517	732,504	153,590	2,582,612		1,486,251	546,475	182,455	2,215,181				
SUBTOTAL	9,116,384	4,731,160	1,503,505	15,351,049	55.16%	9,574,404	5,310,783	1,315,141	16,200,329	56.24%	9,926,930	3,065,291	741,051	13,733,271	44.96%			
JULY	1,718,647	227,721	28,964	1,975,332		1,630,973	329,142	27,910	1,988,025						-			
AUGUST	1,363,624	171,517	142,149	1,677,290		1,393,601	220,627	97,863	1,712,090						-			
SEPTEMBER	1,648,825	624,312	164,383	2,437,519		1,742,714	764,332	253,449	2,760,494						-			
OCTOBER	1,675,716	307,591	462,819	2,446,126		1,688,264	281,632	96,126	2,066,022						-			
NOVEMBER	1,442,983	252,947	59,435	1,755,365		1,563,442	258,284	79,136	1,900,863						-			
DECEMBER	1,688,530	412,229	85,907	2,186,665		1,683,645	368,333	124,744	2,176,722						-			
TOTALS	18,654,709	6,727,477	2,447,162	27,829,347		19,277,043	7,533,133	1,994,369	28,804,544		9,926,930	3,065,291	741,051	13,733,271				

	Total Receipts	JUNE Receipts	% of Annual Collections	Projection based on ten year trend!	JUNE 2020 RECEIPTS =	
2010	15,185,348	8,434,378	55.54%			
2011	17,765,717	9,810,969	55.22%	HIGH =	55.03%	\$24,956,328
2012	19,658,101	10,940,918	55.66%	LOW =	56.83%	\$24,166,627
2013	20,557,766	11,367,457	55.30%			
2014	21,537,420	12,083,423	56.10%	LAST 3 YR		
2015	22,852,743	12,575,685	55.03%	AVG =	56.08%	\$24,490,016
2016	24,975,316	14,168,090	56.73%			
2017	25,898,396	14,717,391	56.83%	*2020 BUDGETED RECEIPTS		\$30,545,000
2018	27,829,347	15,351,049	55.16%			
2019	28,804,544	16,200,329	56.24%			
		10 Year Avg.	55.78%			