

**FINANCE COMMITTEE
MOTION SUMMARY
October 29, 2020**

ITEM 1. Roll Call

Chairman Hellinger called the Virtual Cisco Webex Finance Committee meeting to order at 1:01 p.m.

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

Council in attendance: Mayor Carolyn Kay Riggle

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

ITEM 2. Approval of the Motion Summary for the meeting held September 21, 2020, as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary from September 29, 2020, as recorded and transcribed, seconded by Vice-Chairman Jones. Motion approved by a 3-0 vote.

ITEM 3. Public Comments

Brett Latta
Via Email
376 North Sandusky Street
Delaware, Ohio

The Clerk read Mr. Latta's email into the record requesting information on dollars available from not operating the city pool in 2020.

ITEM 4. Discussion on Year End Budget Amendment

Mr. Nahvi reviewed the various amendments. Three of the items are for tax refunds. A second item have experienced unemployment claims by Ohio Department of Jobs and Family Services. There was a large unanticipated term payment for an employee in storm water department. Another item includes with cost incurred with debt refunding for the Recreation Bonds that were refunding in March. A few other items include refunds issues for impact fees. The other items are related to wastewater. There is a maintenance fee for the Munis Accounting system. Also notified on appropriations needed for signage repair and utility work along the East William Street. Also included is the CARES

Act fund as a contingency in the event money needs returned back to the State or if there is a fourth round of funding.

ITEM 5. Review of September Financial Report

Mr. Nahvi reviewed the September Financial Report. He discussed that the second half real estate taxes have not been received at this time. He expects the money to be available in November. Income taxes were marginally down by 1% and discussed the charges for services from the enterprise funds. The General Fund expenditures are performing as expected.

Mr. Nahvi address the public comment question regarding the money not spent on the pool in 2020. He discussed that the City on made of the quarterly payments to the YMCA for the recreation services agreement which included operating the municipal pool. These savings were not reprogramed into other recreation services in the current fiscal year.

ITEM 6. Review of 2020 Budget Gauge

Mr. Nahvi reviewed that 2020 Budget Gauge remains at Elevated Monitoring.

ITEM 7. Review of 2021 Recommend Budget

Mr. Nahvi reviewed 2021 budget discussion items including the methodology and basis of budgeting an the development of the 5 year Financial Forecast on all Funds.

For the methodology he discussed being conservation on revenue estimates for all funds and that they adhere to financial policies relating to Cash Reserve Balances. For 2021 revenue estimates for the General Fund are equalized to recommended expenditures and that they are wanting to preserve of ending cash reserves in the even of a continued economic decline.

For the 2021 budget guidance it was requested to have no new positions and replace only vehicles/equipment that is critical to the safety and welfare of the community. Infrastructure expenditures only for projects that include grant funding or are required pursuant to State or Federal mandates. Mr. Nahvi reviewed the 2021 Budget Assumptions.

He discussed the 5-year financial forecast on revenues and expenditures for all funds which was developed. In February of 2021, City Administration will report on this forecast for the General Fund after year end close for the 2020 Fiscal Year. This all funds forecast will be utilized for the preparation of the CIP as well as determining utility rates on a annual basis.

ITEM 8 Member Comments

Vice-Mayor Shafer praised Mr. Nahvi's presentation and the idea of a 5 year forecast. He discussed concerns on if the swimming pool will open in 2021 and at what point does the decision need to be made. Mr. Homan discussed planning on different scenarios to open the pool, even if it is through reservations as other cities did.

Vice-Chairman Jones questioned about the funding from the CARES Act and providing the funding to non-profits. Mr. Homan discussed that staff is working on a report to be provided to Council.

Mayor Riggle discussed having a meeting with the Lt. Governor and discussion was held on funding to be provided to non-profits from the state level.

ITEM 9. Adjournment

Motion: Chairman Hellinger moved to adjourn the Finance Committee meeting. The Finance Committee meeting adjourned at 4:16 p.m.





Elaine McCloskey, Clerk