

BUDGET AND FINANCE COMMITTEE

Meeting Summary

May 7, 2020

Attendance:

Brian Mueller, Chair
Scott Gehring, City Council
Tom Henning, City Council
Tom Moeller, City Manager
Lori Thompson, Assistant City Manager
C. Robert Paul, Treasurer
Kristie Lowndes, Assistant Treasurer

The meeting was conducted utilizing the teleconferencing platform ZOOM to comply with the social distancing standards by the State of Ohio as a result of the COVID-19 Pandemic.

The meeting was called to order at 4:00 PM.

Mr. Mueller announced that the next meeting of the Committee will be held on May 26th at 6:30 PM prior to the regularly scheduled City Council meeting. The meeting will be conducted using ZOOM.

Mr. Mueller added to the agenda:

- Review and discussion of Mr. Henning’s “Fiscal Indicators” Analysis.
 - Update on Crossing Guard layoff compensation.
1. **FY2020 Budget Update.** Mr. Moeller reviewed the amendments to the FY2020 Budget and Five Year Forecast to reflect recent changes in revenue and expenditures. A copy of his report to the committee is incorporated and included with the meeting minutes. Mr. Mueller thanked the committee and administrative staff for preparing the information as it will be important to make certain budget figures are up-to-date as this information is critical in evaluating the impact of the COVID-19 Pandemic on the city’s financial position. The committee discussed the timeframe as to when it will know more fully the impact of the Pandemic on tax revenues. Mr. Moeller noted we will have much more information after the July 15th tax filing and payment deadline. He also noted there will be minor impacts on the Local Government Fund as this includes Sales Tax revenue shared by the State of Ohio. The committee also discussed what expenses City Council will cut first in the event there is a significant impact on the budget. There was consensus that capital projects will be initially considered and then operating expenses. Mr. Mueller noted that the majority of the City’s operating expenses are personnel related. Reductions in those expenses will significantly impact service delivery to the residents.
 2. **Zoning Code Re-Write Update.** Mr. Moeller reported he has included \$30,000 in the FY2020 Budget for costs associated with the work. He will be working with Law Director Brian Fox to determine a final cost amount. Mr. Mueller, Mr. Gehring and Mr. Henning all spoke in favor of moving forward with the project. Mr. Henning also noted that this is a project which

could be delayed if the City's budget is severely impacted after the July 15th tax filing and payment deadline. The committee agreed this is an important project and approved including it in the Planning Commission budget for FY2020. Mr. Moeller noted that this cost may carry-over into FY2021 as the re-write will take a significant effort that could span more than 12 months.

3. **Crossing Guard Compensation Update.** Mr. Moeller reported that he has sent notice to all three employees urging them to seek both State of Ohio unemployment compensation as well as Pandemic pay during their layoff. He has not had any further contact with them since the letter was sent.
4. **Fiscal Indicator Analysis Discussion.** Council Member Henning prepared a series of graphs and charts with financial data from 1993 through 2018. The purpose of this analysis was to determine whether there were any trends regarding revenue and expenses that could help predict future financial conditions relative to operating and capital expenses. *A Draft Copy of the report is attached to these meeting minutes.* Mr. Mueller thanked Mr. Henning for the effort in preparing this data. Mr. Gehring asked Mr. Henning if he would be willing to do a video presentation of this report that could be posted on the City's website. He believes this is important information for residents to understand the history of the City's budget and financial condition as well as provide information for the future of maintaining the City's infrastructure. Mr. Mueller supported Mr. Gehring's statement. Mr. Mueller would also like the video to be incorporated into the B&F Committee's annual Budget and Capital Plan Policy memo for 2021. Mr. Moeller noted that this information shows the importance of the Estate Tax in the 1990's in providing additional funding for capital projects and the subsequent loss of the Estate Tax has not allowed the City to fund capital improvements to the same degree. He noted that while the JEDZ has helped to fill that gap, it does not completely replace the loss of revenue from the Estate Tax in 2013. Mr. Henning agreed to work with Mr. Mueller and Mr. Gehring on this video presentation.

The meeting was adjourned at 4:55 PM.

Brian Mueller, Chair