



## City of Powell Finance Committee

### MINUTES October 13, 2015

#### Attendees:

Tom Counts, Mike Crites, Frank Bertone, Jane Van Fossen, Jim Hrivnak, Steve Lutz and Debra Miller

#### Minutes

The minutes were approved as received.

#### Financial Reports for September 2015

Ms. Miller stated that revenues were on target to meet budget with the income tax collection higher than anticipated. Expenditures are in-line with the budget. She also briefly highlighted the bank report and the investment report.

#### 2016 Budget

Ms. Miller began reviewing the budget by going over the income tax projections for 2016 and the projected future since income tax is the City's largest income source. The projected change to income tax is a 4.1% increase for 2016 over 2015. Next, she reviewed the development revenue with the committee. The budget for 2016 is high than the budget 2015 for development revenue but lower than the anticipated revenue to be received in 2015. She brought the committee's attention to the repayment schedule of the advance made in 2014.

Ms. Miller discussed the steps she utilized to budget the personnel expenditures for 2016 – using both the union contracts and the salary charts steps to budget for changes in salaries. A variety of ranges were used to anticipate the change in insurance costs – 9% for health to 1.0% for Accidental Death & Dismemberment.

Building Department – an additional \$17,000 was budgeted for plan reviews and other contracted services. The development revenue is up to pay for this increase and it reflects the changes Council has had to make to the 2015 budget due to the increased revenue.

Communications Department – an additional \$4,000 was budgeted due to the City not hosting the new website. An additional \$3,000 was budgeted to replace/add to the City's downtown banners. An additional \$11,000 was budgeted to produce more videos to supplement the City's reporting to residents and to review the City's graphic standards.

Engineering Department – an additional \$7,500 was budgeted for contract engineer/consultant to assist the department in applying for grants. The department hopes to learn from the consultant in order to apply for some of the simple grants themselves.

Finance Department – an additional \$7,500 was budgeted for RITA collections fees to offset the higher revenue collections anticipated. Ms. Miller pointed out the various transfers that were being requested in the budget along with a discussion on the CORMA increased premium costs. These premium costs were due to the Lifestyle case and the timing of the premium bid and the settlement of the case.

Information Technology Department – \$26,000 for copiers – the main copier and the police department copier; \$10,000 body cameras – a question was asked how many officers this covered and the response was all 18 certified officers. \$10,000 consultant/revenue of City's phone system – in getting ready to replace the system in future years along with adding service to additional sites. Budget includes iPads for Engineering, Parks/Public Service and Development Departments.

Parks Department – an additional \$10,000 for equipment maintenance – the small equipment is getting older and is now in need of replacement. \$6,500 for pond maintenance as the City takes over a pond from a developer/Home Owners Association.

Public Service Department – an additional \$2,500 for bridge inspections and \$5,000 for drainage repairs. The City has been utilizing all of its budget for drainage repairs. The department has also requested to have an additional pickup adding to its fleet operations.

Police Department – a new police officer is budgeted to begin in July and the budget for vehicles is increased this year to include 2 police cruisers (usual) and an unmarked vehicle.

PR Programming Fund – requesting a seasonal be changed to a part-time employee to assist with the variety of hours in the spring, fall and winter.

Ms. Miller then reviewed with the committee the variety of staff requests for the next few years as there are more staff requests than money to fund. These positions included: police officers – 3; public service laborer – 1; parks laborer – 1; parks/public service clerical – 1; human resources clerical – 1; change part-time zoning to full-time; change part-time P&Z clerical to full-time. The committee discussed the variety of needs including also the future need of an economic development person. Future discussions will be held to assist in determining which positions to move forward with and when.

Street Maintenance Repair program, the joint project with the township and the replacement subdivision signs were then discussed to come from the Street Maintenance funds.

Capital projects in the Downtown TIF, Sawmill TIF and the Voted Capital Improvement Fund were then discussed.

#### Other Business

Ms. Miller briefly reviewed the possibility of refinancing two different bond issues – 2006 and 2008. The percentage savings is at a good target 8% and 4.5% range. She asked if the committee was okay with the refinancing going directly to council or if they wanted it to come to finance committee first. The consensus was this was a straight refinance and council members are familiar with the concept to go directly to council. Ms. Miller was asked to try to get the refinancing completed before year-end.

Mr. Lutz or Ms. Miller had no other business.

Adjourn

Committee adjourned at 8:35 pm.