



City of Powell Finance Committee

MINUTES September 11, 2018

Attendees:

Tom Counts, Dan Swartwout, Frank Bertone, Brendon Newcomb, Jon Bennehoof, Jeffrey Gardiner, Simon Barlow, Steve Lutz, Debra Miller, and Jessica Marquez.

Call to Order

Approximately 7:00 p.m.

Approval of Minutes

Minutes were approved as submitted.

Financial Reports for August 2018

Ms. Miller stated that expenditures continue to be in-line with no unusual occurrences. Ms. Marquez went over the municipal income tax collection for August and September.

Ms. Miller noted that the Development revenues continue to be right at the 50% mark of covering the Building, Development and Engineering Department operating costs. The committee will be seeing adjustments to the fee schedule from these departments for the 2019 budget.

HB312 Changes to Credit Card Policy (Personnel Manual Ordinance#2016-40)

Ohio Legislation passed HB312 with the cooperation of the State Auditor Dave Yost. Mr. Yost has been discussing this bill with finance directors, including Ms. Miller for the last few years. The City of Powell already complies with the majority of the bill but its policy needs updating to reflect that. The policy needs to be in place in November.

Mr. Swartwout discussed using the words "shall or must" instead of "may" on the topic of discipline for using inappropriately. Mr. Counts asked about having our attorney review the document along with what other entities are doing with their policy. Ms. Miller stated that she would send the draft to Mr. Albrecht for his review and a copy of HB312 to both Mr. Swartwout and Mr. Counts.

Best Practice Review (Fiscal Responsibility and Management Ordinance#2017-27)

Ms. Miller stated that the Best Practices review is going slowing due to all the extra work being done with the Citizens Task Force. This policy is being updated for cash deposits and the City now utilizing remote deposit for checks.

Mr. Swartwout and Mr. Counts were interested in rewording a few of the times for clarity purposes. Such as: 3.b.iv. on what it means when it reaches \$100 and the minimum and 3.b.iii. on transmitting the data.

Appropriation Request(s)

Moved the appropriation requests agenda item in front of the 2019 Budget Review (part 1).

1. Last week, City Council approved a resolution to authorize the City Manager to submit a grant application. Part of the paperwork is for the Finance Director to certify that there is sufficient funds (i.e. \$289,000) to pay the City's portion of the grant. In order for the Finance Director to sign the certification, City Council needs to appropriate the funds out of the Street Maintenance and Repair fund.
2. Last month, the Finance Committee discussed the Adventure Park Barn and the variety of options to repair or demolition. The option of demolition was chosen and bids were sent out and came back at \$11,000. An appropriation is needed to fund this project.

Mr. Bertone asked about the funding selection of the General Fund City Council Contingency and not possibly the Park Development Fund. Ms. Miller and Mr. Lutz stated that both options are available and appropriate but Ms. Miller stated she was trying to keep the Park Development funds available for Seldom Seen Park change orders. The committee discussed the options and kept it at the Contingency.

3. Additional attorney fees are needed to fund the public records case. The month of August was over \$7,000. Mr. Lutz stated that it appears that the case may be finished this month. The amount requested is \$13,830 which is the remaining balance of the City Council contingency.
4. An additional appropriation request was handed out at the meeting. The City has experienced a lot of rain over the last few days which has affected a variety of infrastructure. Several of the storm sewer drains failed and need repairs. All of the repairs can be handled by existing maintenance budgets except for one that is expected to be close to \$10,000. This storm sewer drain is on Powell Road or State Highway 750 near the Lapcraft building. The City is asking to use \$10,000 of the State Highway funds to repair this storm sewer drain.

All four appropriations will be moved forward to City Council as recommended by the Finance Committee.

2019 Budget Review (Part 1)

- Agency Funds
Ms. Miller gave a definition of the funds while Ms. Marquez went over GASB 84 to give the committee a heads up on the possible change. The Health Reimbursement Account (HRA) Fund is the one staff thinks might be affected by this GASB. More information will follow as staff works to research the issue.

Ms. Miller went over that the Agency funds are not appropriated and the various uses of the funds.

- Special Review Funds
Ms. Miller gave a definition of the funds.

Street Maintenance and Repair Fund requests are for: \$180,000 annual street maintenance program; \$75,000 for the Sawmill Parkway (N. of Seldom Seen) street repair with main construction in 2020 with assistance of received grant \$1,171,000 for the Seldom Seen/Liberty street repair. The Seldom Seen/Liberty repair is the project the City is working on a grant application. This project may move back a year depending on notice of the grant.

Park Development Fund requests are for: \$5,000 for trash cans, benches, etc at the new Seldom Seen Park.

Law Enforcement Assistance Fund requests are for: \$12,000 training. This is one-time expenditure to (a) lower the balance in the fund and (b) lower the cost spent in the General Fund.

Canine Support Fund requests are for: normal operations of the canine. We are anticipating that Axel will need to be replaced in 2021.

- Debt Service Funds.
Ms. Miller went over each outstanding debt issue along with the projected change in property tax millage. She also discussed the Liberty Community Infrastructure Financing Authority and the Powell Community Infrastructure Financing Authority with their projected payoff date after the 10-year call date arrives.
- Capital Project Funds
Ms. Miller reviewed the various capital funds and how each current project was doing – Verona Sanitary Sewer, Spectrum/Ganzhorn Sewer and Powell Grand.

The only new projects was in the Downtown TIF fund. Those requests were: \$275,000 for the 4 Corners repair and \$200,000 for the Scioto Street/Liberty Street intersection repair.

Other Business

No other business was noted.

Adjournment at 8:20 pm