



**FINANCE COMMITTEE
MEETING MINUTES
September 12, 2023**

1. CALL TO ORDER / ROLL CALL

Chairman Tom Counts called the September 12, 2023, Finance Committee meeting to order at 7:01 p.m. The following members of the Finance Committee were present for the meeting: Tom Counts, Council Representative; Heather Karr, Council Representative; Jennifer Bonifas, Citizen Representative; and Brad Coomes, Citizen Representative. In addition, the following staff members were in attendance: Andy White, City Manager, and Rosa Ocheltree, Finance Director.

2. APPROVAL OF MINUTES

- a. Approval of Finance Committee Meeting Minutes held on August 29, 2023

[Finance Committee Minutes 08292023.pdf](#)

The Finance Committee Meeting Minutes held on August 29, 2023 were approved by consensus.

3. TODAY'S BUSINESS

- a. August 2023 Cover Memo

[August 2023 cover memo.pdf](#)

Finance Director Rosa Ocheltree reviewed the memo to the Committee. She discussed that the 2023 General Fund year-to-date revenues are \$15,668,941 and are 47.2% higher than Fiscal Year 2022 revenues. This increase can be due to an increase in income tax and contribution from the ARPA Fund. Year-to-date General Fund expenditures, including transfers, are \$10,009,063 and are 58% of the budget. This is below the target expenditure of 66.6%. At the end of the month, the General Fund has an estimated unassigned fund balance of \$18,510,182 or \$21.7million if including the General Fund Reserve.

b. August 2023 Financial Reports

[1. Monthly Report-Aug 2023.pdf](#)

[2. Finance-Detailed Monthly Reports-Aug 2023.pdf](#)

Expenditures for the month were somewhat higher than normal and this is related to the three-pay cycle for the month of August. Due to health care saving and vacancy credit the City is below under budget for personnel expenditures. The Operating and Capital Expenditure also shows a positive variance based on timing, as there are some projects still being worked on and purchases are pending. The increase in interest income is significant. Brad Coomes questioned if the Ohio Star Account is a variable rate. Chairman Counts discussed the increase in personnel from 2020-2023 and was this related to not being fully staffed and when hired new the City needed to be competitive. Finance Director Ocheltree discussed that during this period there were open positions relating to the pandemic and retirement. There was also additional positions added to personnel.

c. Investment Policy

Finance Director Ocheltree discussed that the Investment Policy was last reviewed in June/July and that there were some questions relating to Portfolio/Diversification and also Performance Measure. She provided that she spoke with Meeder on these questions relating to diversification and they felt that the ORC covers all the sections. Chairman Counts voiced his concern relating to the ORC that allows the City to invest in bonds without any limitations and feels this is inappropriate. There is no limitation on any one issuer. Finance Director voiced her concerns on the language being too restrictive which could be time prohibitive. She discussed that the City would not invest all funds into one fund and that most municipalities follow the ORC. Chairman Counts voiced his preference to have a restriction on any issuer to a certain level. Finance Director Ocheltree clarified that Chairman Counts wants a cap on the amount for an issuer. Councilmember Heather Karr questioned what are the policies of other municipalities and if it similar to what is provided. Finance Director Ocheltree discussed that most of the policies point to the ORC. Chairman Counts voiced concerns how other cities invested in hedge funds and the outcome if there ends up being a fiscal emergency. City Manager discussed that staff will take the input into advisement.


Finance Director Ocheltree discussed Performance Measure and the benchmark to be used for the portfolio. She questioned if they want to restrict to a specific particular performance measure in the policy or give the Finance Director and Department the flexibility to manage that base of the investment strategy. Chairman Counts discussed that the benchmark is there to keep everyone honest. He discussed that in his past experience, in the retirement system, the government body sets the benchmark. Rosa recommended having the consultant come in to explain more in detail. Chairman Counts questioned the longest time period allowed to invest. Finance Director Ocheltree informed the Committee that the period is 5 years. The Committee had continued discussion regarding what the percentage cap should be and the need for diversification.

The Committee requested that this be a continued discussion for the next meeting and to hold off on the Debt Management Policy discussion.


4. ADJOURNMENT

Chairman Counts adjourned the Finance Committee meeting at 7:43 p.m.

MINUTES APPROVED: October 10, 2023



Tom Counts,
Chairman



Date



Elaine McCloskey
City Clerk



Date