



**FINANCE COMMITTEE  
MEETING MINUTES  
AUGUST 29, 2023**

**1. CALL TO ORDER / ROLL CALL**

Chairman Tom Counts called the Finance Committee Meeting to order at 7:00 p.m. The following members were in attendance: Tom Counts, Chairman; Heather Karr, Council Representative; Jennifer Bonifas, Citizen Representative; Brad Coomes, Citizen Representative. Absent from the meeting was Scott Wiley, Citizen Representative. Also, in attendance was Mayor Daniel Swartwout; Rosa Ocheltree, Finance Director; Samantha Borchers, Assistant Finance Director; Aaron Stanford, City Engineer; and Andy White, City Manager.

**2. APPROVAL OF MINUTES**

- A. Approval of Finance Committee Meeting Minutes held on July 11, 2023

[07.11.2023 Finance Committee Minutes.pdf](#)

Minutes of the Finance Committee meeting held on July 11, 2023 were approved by consensus.

**3. TODAY'S BUSINESS**

- A. July 2023 Cover Memo

[July 2023 cover memo.pdf](#)

Finance Director Ocheltree reviewed the July 2023 memo which highlights the July 2023 Financial Reports. The General Fund revenue for the year-to-date was \$13,979,830, which is an increase of 54.1% from the same period last year. The components that played into the increase were the favorable income tax variance, the ARPA funds that were used to subsidize public safety and the interest investment plan that was put in place last year. Revenue across all funds had an increase of 28.7% compared to July of 2022. General Fund expenditures for the month had a slight decrease due to the timing of

transfers. Year-to-date General Fund expenditures, including transfers were 48.6% of the budget, which is below the target expenditure of 58.3% for this period.

B. July 2023 Financial Reports

[Monthly Report-July 2023.pdf](#)

[Finance-Monthly Reports-July 2023.pdf](#)

The highlights from the reports were covered in the memo. Finance Director Ocheltree informed the Committee that they did receive the second half of the property tax for the year. She estimates that the income tax will be \$17 million. There were no additional questions or comments relating to the July Finance Report.

City Manager White discussed the transitions within the Powell Police Department and challenges that the City faces with recruitment. There is currently an open recruitment for the Chief of Police. He discussed the strategic annexation initiative relating to the Sheetz Gas Station, which is outside the jurisdictional boundaries of the City. There was an incident that recently occurred at this location that required a lot of City resources. In regards to moving forward, he discussed looking at different options to address recruitment and retention. He talked about the open positions in the police department.

C. 2023 Supplemental Appropriations

[2023 Supplemental Appropriations.pdf](#)

Assistant Finance Director Samantha Borchers provided the update relating to the supplemental appropriation. There are 16 items totaling \$770,700 for the third quarter supplementals. The General Fund has six items totaling \$308,500, including vehicle purchase and the income tax collection fee. Finance Director Ocheltree discussed the Street Maintenance Fund, which has two requests, including a \$300,000 request for support of the 2024 Street Maintenance Program and the request of \$67,205 for the Seldom Scene Repaving Project. Assistant Director Borchers discussed the Recreation Programs, and there were three items for supplies and materials to support the Fall and Winter programs and special events. She also discussed the Capital Projects Fund which relates to the irrigation repair that was reported by City Manager White at the previous City Council meeting. The appropriations will be presented to City Council as an emergency appropriation at the September 5, 2023 meeting. Chairman Counts discussed the intention to

move supplementals from a monthly basis to a quarterly basis. Mayor Swartwout thanked staff and the committee with the change to the quarterly approach.

D. Review of the 2023 Legislative Calendar

[2023 Legislative Calendar\\_Finance.pdf](#)

Finance Director Ocheltree provided an overview of the calendar. She reminded the Committee that there is a Finance Committee meeting scheduled for September 12, 2023.

E. 2024--2028 Draft CIP

[24-28 CIP Presentation.pdf](#)

[City of Powell 24-28 CIP Budget Book - DRAFT.pdf](#)

Finance Director Ocheltree presented the 2024-2028 CIP. She provided a copy of the plan which includes the 2024 plan and the five-year plan, as well as a description of projects, and funding summary. The information will be available online to residents.

Councilmember Karr discussed Council priorities and questioned that signage and wayfinding was pushed to 2025 and also voiced question relating to the CSX tunnel. City Manager White discussed that it is currently in the design phase and will move to production in 2025. City Engineer Aaron Stanford discussed the phasing of the wayfinding. He also discussed the new point of contact with CSX to have a project manager and permits for entry should be approved and expect to see progress on the project.

Chairman Counts mentioned the Downtown Street Improvement and Shared Path have been identified for potential grants. City Engineer Stanford discussed that relating to grants there is a need to apply based on the grant cycle. Chairman Counts discussed the South Depot connection, which was not listed as a priority project by Council. Finance Director Ocheltree discussed this new to the five-year CIP and is connected to the North Depot Street extension. City Engineer discussed that this will be dependent on the timing of the extent of the improvement will be dependent on if and when the Village Green redeveloped. Chairman Counts discussed the process of setting goals and that a new council will have a discussion coming up and this could create a whole new list of priorities. Finance Director Ocheltree discussed that the plan is fluid and can change. She discussed the planning cycle and the need to look ahead a year.



Brad Coomes questioned the Pickleball Courts and if this was a new addition. Finance Director Ocheltree discussed that this was originally in the 2023 plan, but added to 2024 funding to execute the plan. Jennifer Bonifas questioned the \$350,000 contingency. Finance Director Ocheltree discussed this can be adjusted as needed, but allows for smaller items that need to be quickly executed. Larger items would need to come before Council.

Finance Director Ocheltree reviewed the funding of the CIP and the end balance. She reviewed the color-coded system to determine the funding source. The CIP will be presented to City Council for a first reading on September 19.

**4. OTHER BUSINESS**

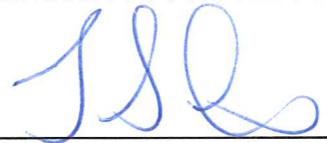
**A. 2022 ACFR**


There were no questions regarding the 2022 ACFR.

**5. ADJOURNMENT**

Chairman Counts adjourned the Finance committee Meeting at 8:03 p.m.

**MINUTES APPROVED: September 12, 2023**

  
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Tom Counts,  
Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Elaine McCloskey,  
City Clerk

  
\_\_\_\_\_  
Date