

CITY OF TWINSBURG, OHIO

Finance Committee Meeting

Tuesday, January 26, 2021

6:00 PM

Meeting Called to Order: Mr. Barr called meeting to order at 5:30 PM

1. Roll Call: Mr. Bellan, Mr. Barr, Mr. Furey, Mrs. Walker, Mrs. McFearin, Mrs. Stauffer, Ms. Buccigross, Mayor Yates, Dave Maistros, Jennifer Betenson, Jim Roberts, Bryan Mineard

2. Audience Participation: None

3. Approval of November 24, 2020 Finance Committee Minutes: Mr. Furey motioned to approve the 11/24/2020 meeting minutes. Mr. Bellan seconded the motion. Minutes were approved as submitted.

Mr. Furey presented a motion to amend today's finance committee meeting agenda to add the election of new Finance Committee officers. This motion was seconded and unanimously passed.

Mr. Barr nominated Sam Scaffide as Finance Committee Chairman. Mr. Scaffide nominated Scott Barr as Vice Chairman. Both nominations were seconded and unanimously passed. Jo-Ann McFearin is also appointed as a member of the Finance Committee.

4. 2020 Financial Review: Presented by Sarah Buccigross, Finance Director with accompanying slides for reference.

General Fund: We recently closed out 2020 finances. Several reductions were made to the 2020 budget, reducing capital, operating expenses, and personnel. We were able to add to our reserves, these dollars will be needed for financial planning. This will be examined further at future Finance Committee meetings.

Income tax collections were 22.6 million dollars. Tax collections were expected to be down about 2 million, but we are down about half of this figure (3.98%). A large net profit tax estimate of \$800,000+ was received late 2020. We will have to wait until tax payers file their taxes to make sure we can keep this money.

Revenue: Reserves were built through expense reductions combined with relief funds received from Local Covid-19 funds and Summit County Payroll Relief Program. These funds were used to offset Police and Fire payroll costs as well as COVID-19 related expenses. Workers Comp

gave us two additional dividends generating an additional \$1.36 million. We also received an EMS relief grant for specific fire costs related to COVID. Our OPWC loan payment for July was deferred, and a discount was received for our Medical Mutual premium payment for December.

Under consideration is if employees could not meet fitness requirements of the Employee Fitness Incentive. We would like to proceed with supporting employees with the \$325.00 typically earned regardless of meeting fitness points.

The Clubhouse Bond was issued in 2020. This will be paid out of the general bond retirement fund.

Finance is holding multiple year planning sessions. We are planning on catching up on some capital and infrastructure spending that were delayed last year. Regarding personnel, beginning in 2020 we started with 182 full time employees and ended at 164 full time employees. As things open back up, this number may need to change.

General Fund Pie Chart: Sixty-six cents per dollar out of General Fund was spent on personnel. Nineteen cents of every dollar goes to operating costs. 58.24% of the General Fund is spent on safety and service, which does not include healthcare costs associated with those employees.

5. 2021 Permanent Appropriation Presentations:

- A. *Golf Pro Shop*: Bryan Mineard discussed a potential increase of golf fees and the possible effects of the increase of minimum wage for seasonal employee hires. This will need to be discussed further as this progresses and more information becomes available. There are no changes to the temporary budget at this time. The revenue numbers may change resulting in a change for subsidy.
- B. *Golf Maintenance*: Jim Roberts stated that they will be watching minimum wage increase possibility as it effects seasonal hiring. The course operating expenses will remain the same. We are expecting a potential increase in items we use yearly (fertilizer, fuel, chemicals). Capital items are on hold. We are trying to keep expenses down. Jim has requested reconsideration to replace the 1996 wheel grinder. It is no longer in production and we cannot get parts for repairs. A new grinder purchase would be a long term investment for the City, not needing replacement for 20+ years. The new unit is safer and more efficient for the user. Original budget request is \$48,700, we can possibly get this down to \$46,000. Mr. Scaffide said this will be taken under consideration.
- C. *Parks & Recreation/Seniors/Fitness*: There are no line items changes to the temporary budget. We do have money in the budget for events. Per Jennifer Betenson, Rock the Park concerts can go forward with a possible increase of ticket prices. Extensive protocols for Covid-19 safety and restrictions must be considered.

Bus transportation is a concern for Summer Camp. The schools district is only allowing approximately 18 children on a bus, we are researching other options. Bussing may need to be eliminated from Summer Camp this year. All options need to be further discussed. Mrs. Betenson will provide additional information to Committee members.

Mrs. Betenson also discussed the City Hall's up-lighting and Holiday lighting. This project can be done in-house, including installation and operation. She will forward information, specifications and the bids from Mars Electric and Rock the House Company to committee members and council. The approximate quote is 54,000 for equipment and installation.

Senior Center: There are no changes to the temporary budget at this time. When the building reopens we will need to discuss additional staffing to operate the building and assist with senior services. Additional discussion will take place possibly in the spring.

Fitness Center: There are no changes to the temporary budget at this time. Revenues are down 60% due to Covid-19. The Fitness Center is presently working on a recovery plan with Finance. As things are opening back up and we can open the Water Park, Parks and Recreation may ask for additional appropriations.

6. Miscellaneous: We have a Sewer bank account we have not been using. Ms. Buccigross requested to close this account and move the money into our main bank account. There were no objections noted.

We are starting Phase 2 of the sewer billing upgrade. This phase will provide an additional payment method for residents and save the City money by not mailing bills to residents should they choose to sign up for the online service.

Multi-year financial planning discussions regarding personnel, capital and operating needs are in progress. More information will be provided at future Finance Committee meetings.

7. Next meeting date: February 23, 2021 at 6:00 PM.

8. Adjournment: Motion to adjourn the meeting was presented and the motion was seconded. Mr. Scaffide adjourned meeting.