

CITY OF TWINSBURG, OHIO

Finance Committee Meeting

Tuesday, February 23, 2021

5:30 PM

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

1. Roll Call: Mr. Scaffide, Mr. Barr, Mrs. McFearin, Mrs. Walker, Mrs. Stauffer, Ms. Buccigross, Mayor Yates, Dave Maistros

2. Audience Participation: None

3. Approval of January 26, 2021 Finance Committee Minutes: Mr. Scaffide motioned to approve the 01/26/2021 meeting minutes. Ms. McFearin seconded the motion. Minutes were approved unanimously as submitted.

4. Financial Sustainability Planning: Presented by Sarah Buccigross, Finance Director with accompanying slide presentation for reference.

Revenue Generating Options: This year will be different because we have a ballot issue for 2.4 mills of property tax which is dedicated to safety services, police and fire pensions and capital expenses. Also reviewed was the Refuse and Recycling Program which did cost the City 1.3 million dollars last year. The performance audit last year did suggested that we charge residents a fee for this service, however we are not moving forward with that at this time. Additionally, we discussed the assessments for the Road Program, our storm water system, and the water utility fee that is included on utility bills and income tax credit options. Mrs. McFearin shared information regarding other communities' tax credits. Mayor Yates stated that revenue options will be a continuing discussion with Finance Committee and City Council.

Expense reductions currently in place:

Parks and Recreation- Our Naturalist did retire and we did not replace that position. We are minus one person at the Senior Center in transportation and one position in Parks and Recreation Department that we are not filling.

Assistant Police Chief retired, we are not filling that position.

Animal Warden position was not filled. We still provide this service to residents for animal control.

Engineering- We reduced three fulltime employees. This department was cut in half.

Mayor's office- Executive Assistant was reduced from full time to a part time position. This position was also unfilled for some time in 2020.

Fitness Center- We have reduced hours and programs related to COVID-19 and to further cost savings. We have reduced three full time positions at this time, two full time receptionists and the Fitness Center manager position are still vacant.

Building Department- We have reduced one part time and one full time position.

Public Works-The Service Superintendent is an unfilled position, as well as a full time clerical position.

Glen Eagles- We did outsource the restaurant and banquet facility, those positions are eliminated, as well as a full time maintenance position for the golf course.

5. 2021 Permanent Appropriation Presentations

- a. Building - Keith Foulkes reported the Building Department budget was reduced. We are seeing a lot of activity and an increase in the commercial sector. Dan Cegelka is full time and Jason Pastorius is part time. Jason is applying for additional certifications. We want to increase the part time staff certifications to have multi-certified personnel to increase the department's effectiveness. The department has implemented new software. It is working very well and we will see a savings due to increased efficiency. Keith discussed the process of the new software and how it is accessed through the City's web page. The Building Department has started collecting the 1% and 3% fees from the State of Ohio, which include permit costs and anything the building codes apply to. Previously, the City was absorbing this cost, now the customer is paying this cost. We are trying to keep our costs down.
- b. Economic Development & Planning – Larry Finch reported they are operating at minimal levels. Their biggest expense is salary. We have had reductions in administrative costs, travel, trainings and education costs. There is a slight increase in professional services due to new software. In regards to the Economic Development, the CIC does not receive any money from the City aside from the money from businesses who benefit from Incentive Programs through the annual performance report fees. We also receive a portion of the bed tax. CIC does provide payouts to the school district to compensate them for revenue losses. This comes primarily through the Community Investment program.
- c. Engineering & Infrastructure – Amy Mohr reported a decrease in budget due to losing personnel and expenditures were decreased. The copier and plotter purchases were delayed. We also delayed a road program with Ohio Public Works funding and we were able to move that to a new date. The tree program money will come from developers as those lawns are established. The sidewalk program has also been reduced and the smaller catch basin projects, including any traffic control will be done by the Service Department. Ms. Buccigross stated that if we do not increase the budget to make roadway repairs we will fall behind and have to do increased catch up. The road program is a multi-year planning project, it will need to double to get back to that 20-25 year replacement cycle. Amy stated that we will need to start doing

studies and prioritizing the storm water program to look at repairs. We want to make sure we are closely monitoring our storm water systems. We can explore Ohio Public Works funding for minor repairs to avoid major repairs. Our goal is to put this on a 10-15 year cycle for maintenance and cleaning. Amy is researching funding options for the future. We will need to start discussing these programs with Council as we move forward with these decisions.

d. Various Department Updates – Sarah Buccigross reported:

Revenue: Sewer revenue and improvements funds were updated to reflect the Reminderville flow money. We also updated property tax revenue for police and fire pensions and this is the last year for the Park fund. Club House revenue and Building Department revenues were updated and we were able to reduce the golf subsidy.

Expenses: We added to HR budget, adding a wellness program platform for employees with earning incentives. Michael is also having testing in safety services, background checks and assessments for new hires. Also, we added some recruiting costs for Civil Service. For the IT department, we did enhance our cybersecurity measures and there was a cost for this as well as money to cover the communications expenses. In the General Government, we updated some information sent to the residents and updated our capital items approved by Capital Improvements. This will be a continued discussion at an upcoming meeting. Some money has been put back into the Senior Center budget, as services open back up we will need more personnel.

The General Fund is 60% for Police, Fire and Service. We reduced appropriations by 2.73% from last year's budget and we are still trying to reduce operating expenses and budgeting for other expenses. We do need to bump up road program and capital improvement. We also have the last bond payment on the purchase of golf course. We will closely watching our income tax revenue recovery and should we receive additional relief funding. Our reserves in the General Fund did grow from \$8 million to \$12 million. In the first half of the year we put in place a lot of cost saving measures in relation to the pandemic and in the second half of the year we did get millions of dollars in relief funding and payouts from Workers Compensation. In total, the permanent budget has been reduced 21.68% from the 2020 appropriation. Permanent appropriations are 1% from being balanced and we will continue to review any cuts and explore revenue generating options.

6. Comments/Questions: Various discussions continued regarding options for sewer improvements funding, storm sewers, road resurfacing and replacement program and other budget issues that were presented.

7. Miscellaneous: None presented at this time.

8. Next meeting date: March 23, 2021 at 6:00 PM.

9. Adjournment: Mr. Scaffide adjourned meeting.