

**BUDGET AND FINANCE COMMITTEE**  
**Meeting Summary**  
**April 26, 2021**

**DRAFT**

**Attendance:**

**Brian Mueller, Chair**  
**Scott Gehring, City Council**  
**Tom Henning, City Council**  
**Tom Moeller, City Manager**  
**Lori Thompson, Assistant City Manager**  
**Robert Paul, Treasurer**  
**Kristie Lowndes, Assistant Treasurer**

The meeting was called to order at 6:30 PM.

1. **Monthly Financial Reports.** Mr. Moeller reported on the year to date finances as follows:

Highlights from the March 2021 – Monthly Financial Reports.

**General Fund Revenue**

- **Real Estate/Property Tax.** Total for YTD is \$1,455,000 vs. \$1,290,000 YTD 2020 (+12.8%).
- **Earnings Tax Revenue.** Total YTD is \$783,511 vs. \$776,740 YTD 2020. (+1%)
- **Admissions Tax Revenue.** Total YTD is \$51,852 vs. \$49,150 YTD 2020. (+5.5%)
- **Rollback and Homestead.** Total YTD \$0 vs. \$0 YTD 2020 (0%).
- **JEDZ Tax/Fee Revenue.** Total YTD is \$145,744 vs. \$146,029 YTD 2020. (-.02%)
- **Fine/Forfeitures/Court Costs.** Total YTD \$10,533 vs. \$6,926 YTD 2020 (+52%)
- **Building Permit Fees.** Total YTD is \$43,549 vs. \$29,129 YTD 2019. (+49%)
- **Interest Income.** Total YTD is \$1,200 vs. \$16,614 YTD 2020 (-92%).
- Total GF Revenue is \$2,586,027 YTD vs. \$2,416,666 YTD 2020. (+7%).

**General Fund Expenses**

- General Fund Expenses YTD 2021 \$1,728,664 vs YTD 2020 \$1,745,001 (-.09%).

**Street Fund**

- Revenue Total YTD 2021 \$157,532 vs. \$163,850 YTD 2020 (-3.8%)

2. **American Rescue Plan Discussion/Update.** Mr. Moeller presented preliminary estimates on the amount of lost revenue which may be replaced under the ARP. He noted that adjustments in the calculations would take place at the end of each year depending on how much revenue is received in Earnings Taxes, JEDZ Taxes/Fees, and Gasoline

Taxes. He reported that preliminary estimates indicate lost revenue of \$1,055,000 through December 31, 2024. Mr. Mueller stated that the remaining amount of funds provided by ARP from the original \$1.8 million amount would be \$745,000. The committee discussed potential uses for these funds under the initial standards provided by the Federal Government:

- **Non-Profits.** Mr. Mueller noted that non-profit organizations are specifically mentioned in the standards. He asked the committee to discuss the potential of setting aside some of the remaining funds to assist non-profits which have been impacted by COVID. The non-profit organizations listed include:
  - Madeira Chamber of Commerce
  - Madeira Farmers Market
  - Madeira Historical Society
  - Madeira Woman's Club
  - Madeira Mile
  - Madeira Police Benevolent Association
  - Outdoor Madeira
  - Youth Recreation Sports

The committee discussed whether the funds could be used to upgrade the electric on Dawson Road as that would improve the Farmers Market use of the property. Mr. Moeller will research this. Mr. Gehring noted the distribution should be need driven. Mr. Henning stated that the Economic Development Committee should be consulted as to whether this might help to reinstate the Business District Incentive Program. The committee agreed to recommend to City Council that a policy be developed by which funds could be made available to these organizations. Staff would attempt to identify other non-profit organizations in preparation of the policy.

- **Holding Fund.** Mr. Mueller asked the committee to discuss the potential of setting aside a portion of the funding in the event it was necessary to be used for other purposes as we receive additional guidance from the Federal Government. There was discussion as to whether the funds could be used for "storm water system" repairs as the standards identify "water, sewer and broadband" uses. Mr. Moeller stated he will have to check on this as the word "sewer" is more associated with sanitary/wastewater systems as opposed to storm water systems. He said he hopes to learn more in the coming weeks as more guidance is issued. Mr. Mueller asked Mr. Moeller to see if we can use part of the funds to reimburse the CP-28 Water Distribution Fund for the cost of the Camargo Road water main. This would allow for additional funds to be recouped for the \$600,000+ cost of the project into the Traditions TIF Fund.
- **Premium Pay.** The committee discussed whether some of the funds should be used for "premium pay" as allowed for essential employees and whether this could be retroactive or only for future time. No decision or recommendation was made at this time.

3. **Special Events Budget.** Mr. Mueller presented to the committee a request by the Park Board to increase the budget for entertainment at the Independence Day Festival and Street Dance. The Board requests \$7,900 for the Naked Karate Girls for Independence Day. Mr. Moeller noted we spent \$2,500 on the band for the 2019 event. Mr. Mueller stated that with the sale of beer and other refreshments, there will be a higher revenue stream for the event that will offset the additional cost. The committee agreed to recommend the additional expense as the City did not hold an event last year. Mr. Mueller also presented information regarding the use of Cincinnati Circus Company to manage and promote the Street Dance. While the cost would be higher than in previous years, the goal is to take some of the burden of planning and managing the event off of the volunteers on the Park Board. Mr. Moeller stated he has the contract from CCC and is currently reviewing it with staff. The committee agreed to recommend the use of CCC for the 2021 Street Dance.
4. **Financial Indicators.** Mr. Henning noted he will have an update at the next meeting. Mr. Mueller stated that the committee should consider how often the report is updated in the future.
5. **General Fund Reallocation.** Mr. Mueller noted, per the 2021 Budget, that we will have approximately \$900,000 over the 27% reserve amount. He asked the committee to discuss what to do with these additional funds later in the year as we learn more about the ARP funding and where it can be spent. He suggested it could be transferred to other capital funds where needed.

The meeting was adjourned at 7:20 PM.

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Brian Mueller, Chair