

BUDGET AND FINANCE COMMITTEE
Meeting Summary
May 24, 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 Report.** Mr. Moeller reported on the April Financial Reports:

General Fund Revenue

- **Real Estate/Property Tax.** Total for YTD is \$1,551,717 vs. \$1,364,538 YTD 2020 (+13.7%).
- **Earnings Tax Revenue.** Total YTD is \$1,316,455 vs. \$1,113,268 YTD 2020. (+18.2%)
- **Admissions Tax Revenue.** Total YTD is \$70,441 vs. \$65,541 YTD 2020. (+7.4%)
- **Rollback and Homestead.** Total YTD \$194,148 vs. \$173,440 YTD 2020 (12%).
- **JEDZ Tax/Fee Revenue.** Total YTD is \$204,817 vs. \$205,336 YTD 2020. (-.02%)
- **Fine/Forfeitures/Court Costs.** Total YTD \$16,236 vs. \$32,959 YTD 2020 (-50%)
- **Building Permit Fees.** Total YTD is \$62,004 vs. \$52,691 YTD 2019. (+17.7%)
- **Interest Income.** Total YTD is \$1,586 vs. \$19,439 YTD 2020 (-92%).
- Total GF Revenue is \$3,544,413 YTD vs. \$3,133,564 YTD 2020. (+13%).

General Fund Expenses

- General Fund Expenses YTD 2021 \$2,247,913 vs YTD 2020 \$2,416,844 (-7%).
- Expenses are tracking “on budget” through the first four months of FY2021

Street Fund

- Revenue Total YTD 2021 \$210,260 vs. \$210,664 YTD 2020 (-.01%)
 - Revenue is running behind projections as we should be 20%-30% ahead of the current amount as a result of the state gasoline tax increase in 2019.
2. **American Rescue Plan Update.** Mr. Paul and Ms. Lowndes presented a memo which reviewed the latest guidance regarding the ARP funds (see attached). Mr. Moeller stated it appears we can use the funds for water main replacement and, potentially, for storm

water system replacement in future Street Repair Programs through 2024. Mr. Mueller stated he is hesitant to recommend using ARP funds for water mains because all of Madeira taxpayers are paying for the ARP funds from the Federal Government, but replacing water mains only benefits those residents/users on the Indian Water System side of Madeira. He suggested if there were still funds available into 2024, he would recommend using the balance of the funds for water mains. Final guidance is due to be released in July 2021.

- 3. American Rescue Plan – Non Profit Organizations.** The committee discussed the use of ARP funds for assistance to Madeira non-profit organizations. Mr. Moeller presented a revised draft of the policy for review by the committee. Mr. Mueller reviewed the changes with the committee including revised language identifying eligible non-profits. Mr. Gehring noted he is interested in knowing how many eligible organizations there are so he can know what the potential outlay of funds might be. Mr. Moeller stated he would research the State of Ohio for all registered non-profits in Madeira. Mr. Mueller stated he does not want to include any Madeira City School non-profits as the schools are already receiving ARP funds. He also stated he supports the standard that a non-profit cannot already have received the PPP funds. Mr. Henning supports getting funds to the organizations quickly as identified under #1 of the Program Information. He noted that #2 will require much more documentation from the non-profit to receive additional funds. Mr. Gehring asked if it is possible to modify #1 to provide for funds based on some criteria/standards. Mr. Moeller stated he believes the policy can be established in whatever manner City Council decides. He suggested keeping the criteria objective/quantitative to make it simpler on his office to administer the funds. Mr. Paul stated he would recommend staying away from subjective criteria. Because final guidance to the program is not due to be published until July, the committee will defer making a decision until more information is provided.
- 4. Financial Indicators Update.** Mr. Henning suggested that the Financial Indicators be updated twice per year: first after the release of the CAFR and second during the last quarter of the year. Mr. Mueller stated that we should be aware of potential large payments that occur such as the street repair program as this can affect the indicators related to fund balances. Mr. Moeller agreed this should be taken into consideration and can be adjusted so there is a lesser impact because of large payments. The committee agreed that two time per year is appropriate.

The meeting was adjourned at 7:15 PM.

Brian Mueller, Chair