

City of Rossford, Ohio

Finance and Insurance Committee

Monday, October 26, 2020

Attendees: Robert Ruse, Larry Oberdorf, Bob Densic, Gina Schell, Allyson Murray

Guests: Todd Kitzler, Todd Audet

Meeting called to order at 5:45 p.m.

New Business:

1. Review of credit card invoices
 - a. No issues.
2. September 2020 Cash Statement Summary
 - a. General Fund
 - i. GF cash flow is positive
 - ii. Revenues are 2.7% ahead of 2019 YTD
 - iii. Income tax receipts are 7.6% ahead of 2019 YTD
 - b. Special Revenue Funds
 - i. Interest revenue is down 45% due to low rates
 - ii. Hotel/Motel receipts are down 18%. This has impacted distributions to the CVB.
3. Updated 2020 Budget
 - a. Expenditures are up. This has lowered monthly reserves to 4.86 months. Gina will be further reviewing estimated revenues for the year. They have been trending up and possibly will bring us near or above the 6-month reserves guidelines.
 - b. The Finance Department will continue to monitor, updating the committee.
 - c. A final appropriations adjustment should be reviewed at the November committee meeting with an ordinance to council to immediately follow.
4. Draft 2021 Budget
 - a. Gina presented a first draft of the 2021 budget. Gina and Allyson coordinated with all the department heads and committee discussions to include discussed projects or purchases.
 - i. GF Revenues are not showing any income tax from Amazon. The committee discussed including some basic level based on first planned hiring levels. Gina and Allyson noted adjustments can be made to the budget – do we prefer to adjust up once income tax receipts come in or adjust down if our estimates are off? We will continue this through the November meeting after the Amazon opening date.
 - ii. Special Revenue Funds indicate several discussed projects which push the specific funds into deficits:
 1. State Highway and State Highway Construction and Maintenance. This is primarily due to increase rates to purchase salt.
 2. Recreation Center. This includes a planned \$175K transfer from the GF, however still leaves a projected \$27K deficit. Bob asked Larry if he could discuss revenues, such as rate increases, to negate the potential deficit.
 - iii. Capital Project Funds

1. Capital Improvements – Based on the previous 5-year road plan (\$500K) plus additional projects. This shows a \$578K deficit. Public Works will discuss further at their next meeting.
 - iv. Proprietary Funds
 1. Marina Fund shows a potential \$8.8K deficit. Revenues may be higher due to higher dock rental capacity. The FPM Committee will also be discussing rates at their next meeting.
 - v. This budget “as-is” would result in a \$7.6M fund balance at the end of the year. This years estimated balance is \$9.5M
 - vi. The committee would like to review further prior to the normal November meeting. Meeting set for November 9th at 6:00 pm.
5. Health Insurance
- a. Savage and Associates provided a quote for a PPO option – it is actually higher than the current HSA plan primarily because of the pool we are grandfathered into.
 - b. If contracts are reopened due to the high rate increase, we would incur legal fees that may exceed the potential costs savings. The committee would like to discuss this further.
 - c. The committee also discussed the possibility of working with each contract renewal to try to align their renewal dates. This could aid in keeping all employees consistent with potential future benefit adjustments if needed.
6. Review of COVID19 CARES Act Expenses
- a. General Discussion
 - i. Items listed cannot be currently budgeted or under planning or construction.
 - ii. Items must comply with needs as listed within the guidelines provided by the State of Ohio. The needs listed are generalized and may be subject to interpretation.
 - iii. Gina noted because the total distributions will exceed \$750K this will be subject to a single audit (dedicated) rather than a general audit. If items are found not to be in compliance with the guidelines, the city would need to repay the funds.
 - b. Third Installment
 - i. Committee reviewed items. Bob questioned the “mobile sign trailers” for \$39K. Allyson and Todd Audet discussed the use of these for communication of COVID related data and status, and potential long-term use in emergency management communications.
 - ii. Most items were PPP, remote work or touchless fixtures.
 - c. Fourth Installment
 - i. Committee reviewed items. A duplicate item for an automated water fountain was corrected from the first draft.
 - ii. \$20K is included for provisions necessary for an Emergency Operations Center at the Eagle Point Annex. Todd Audet has coordinated the needs with both public safety Chiefs.
 - iii. \$20K is included for Hazard Pay for city employees who worked during the initial shutdowns. This represents a 1% hazard pay for the time period.
 - iv. \$20K is included for distribution to the Rossford Business Association for them to manage with member businesses in compliance with the guidelines. The

RBA will have full responsibility for distribution, compliance, accounting and record keeping.

- v. \$20K is included for distribution to the Convention and Visitors Bureau.
 - 1. FY2020 budget distributions were \$165K. Current distribution is \$85K. Past year average distributions were in the \$140-150K range.
 - 2. Robert recommended increase the distribution to \$50K for the CVB
- d. Motion by Ruse, Second by Densic to recommend both Installments for approval to City Council – All aye.
- 7. Debt Limitation Language – City Financial Statement
 - a. Gina Schell provided draft language from our bond counsel. The committee members will review and provide any comments back for a final draft at the next committee meeting.
- 8. Resolution – Then and Now
 - a. Council approved Resolution 2020-17 for Wood County to provide Emergency Management services. The invoice was received prior to a Purchase Order being issued.
 - b. Motion by Densic, Second by Oberdorf to recommend for approval to City Council – All aye

Old Business:

- 1. Position descriptions/Personnel Committee – No action.

Meeting adjourned: 6:55 pm

Next Meeting: November 23, 2020 at 5:45 pm