

# RECORD OF PROCEEDINGS

Finance/Audit Committee

August 31, 2022

## **CALL THE MEETING TO ORDER:**

Mrs. Cyphers called the meeting to order at 5:00PM

## **ROLL CALL:**

### **PRESENT:**

Mrs. Katherine Cyphers

Mr. Ernie Havens

Mr. T.J. Hoke

### **ALSO PRESENT:**

Rob Schommer, City Manager

## **APPROVAL OF MINUTES:**

Mrs. Cyphers asked if anyone had any corrections to the minutes of the April 28, 2022, meeting. Hearing none, the minutes were declared approved.

## **NEW BUSINESS:**

Mr. Schommer introduced the quarterly financial report. (Original budget, year to date balance and encumbrances, remaining available budget, second quarter actuals, and measuring our percent to budget. He noted the second quarter went well with fund balances and revenue /expense being on budget.

Mr. Hoke asked about the bank balance. Mr. Schommer noted it is the month's reconciling for April..

Mr. Havens asked about Swag-It (streaming service) if it was a one-time fee. Mr. Schommer stated it is a one time fee associated to the upgrade to the new video steaming service.

A motion to recommend approval of the 2022 second quarter financial report as submitted (Mrs. Cyphers)

Motion made by Mrs. Cyphers, Seconded by Mr. Hoke

Voting Yea: Mrs. Cyphers, Mr. Havens, and Mr. Hoke

Motion Carries

Mrs. Cyphers introduced the next order of new business, the Financial Audit Review. She noted the official results have been received and certified by the State Auditor.

Mr. Schommer noted a copy of the audit was provided in the packet. The overview and the financial statement, audit of statement and the desk review was completed and there were no findings on the audit which was approved as submitted.

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Mr. Havens asks about the discussion previously about the purchase of a ladder truck and or a new fire department or adding on to the current fire station. He asked if the City could start a fund instead of financing. Mr. Schommer stated that was possible for a specific project; however a source of revenue would need to be identified.

Mr. Hoke spoke on a fire house renovation, noting there was an estimate done a few years ago, resulting in roughly a three-million-dollar project. He added Little Sugarcreek Road and other large expenses, knowing something is going to need to be done; how the City prepares and where to source the funds from. Mr. Schommer noted it is a mixture of sources including grants, our own funding, or debt financing that will be used. Mr. Hoke asked what venue is best to sort out those strategies and Mr. Schommer stated that is part of the budget and the capital improvement plan process.

Mr. Hoke asks what outstanding bonds we have.

Mr. Schommer states we have loans through Ohio Public Works Commission and provided the amounts owed.

Mrs. Cyphers introduces the next order of business the 2023 budget process.

Mr. Schommer stated we are in the beginning process for the budget and is currently working on the worksheets, forecast and numbers.

Mrs. Cyphers asks, when building the 2023 budget, will there be a preliminary version within the Committee or will all be done with full council.

Mr. Schommer stated there could be a monthly meeting to look at where the process is and get input from the committee for a recommendation to Council.

Mr. Hoke asks if these would be working session or public meetings.

Mr. Schommer states they are the same. He then asked if it could be executive session, and Mr. Schommer stated it could not for budget.

Mr. Havens stated he feels it is the responsibility of the Committee to ask questions before the budget goes to the full council. Mr. Schommer suggested the Committee and Council look more into the larger expenses not the little items and also to look for trends, looking more ahead of time by years not just by months on spendings.

Mr. Hoke asked if ARPA funding could be used for the cross walks and streetscape work. Mr. Schommer stated it can be.

Mr. Havens would like to have an overview of the projects we have discussed and a rough estimate. He noted a concern that money is spent without collectively talking about the projects.

Mr. Schommer states we are looking into these projects to correct the flooding in certain areas around Bellbrook. Mr. Havens suggested having a line-item list that would be helpful for the spending.

Mr. Havens asked if we can use ARPA money we do have to leverage getting more grant money.

Mr. Schommer stated ARPA funds cannot be used for matching funds. All funds must be used within

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the requirements and areas of purpose of the recovery act.

Mr. Havens suggested a decision should be made on allocating assistance money to small businesses. Mr. Hoke stated if it is done for one, then others will want to know why they didn't get help.

Mr. Schommer states the original assistance funds were for business not able to make payroll etc., unable to pay benefits, unable to stay open, etc.

Mr. Hoke asks if we can see some numbers. Mr. Schommer states we do not want to design a program around one individual's needs. Based on information received about current needs, nothing matched with what is needed for ARPA money.

Mrs. Cyphers feels a budget for future spending of the ARPA funds would be helpful.

Mr. Schommer suggest we would first identify what type of scenarios that businesses would be eligible to receive whatever funds we were going to offer first. This would be a policy decision. The funding source is irrelevant, however, what is relevant is what council wants to do for a policy.

## **OLD BUSINESS:**

None

## **ADJOURNMENT:**

Hearing no further business coming before the Committee, Mrs. Cyphers declared the meeting adjourned at 5:55 PM

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Katherine Cyphers, Chair

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Robert Schommer, Clerk of Council