


December 4, 2020

To: Ken Suer, Chairman
Financial Planning Committee of City Council

From: Brian K. Riblet, City Manager 

Subject: Financial Planning Committee Meeting December 7, 2020

As a reminder, the Financial Planning Committee is scheduled to meet on Monday, December 7 at 4:00 p.m. in City Hall. The agenda for this meeting is as follows:

1. November 2020 Income Tax Reports - Katie Smiddy, Finance Director, will be present to discuss the November Income Tax Report with the Committee. Staff will be prepared to answer any questions on this report at Monday's meeting.
2. Supplemental Appropriations to the 2020 Budget - Attached for your information is a memorandum from Katie Smiddy requesting year-end supplemental appropriations to the 2020 Budget. The year-end supplemental appropriations are necessary to reconcile various accounts either needing additional appropriations or which are required to be reduced for budgetary compliance purposes. The aggregate effect of the supplemental appropriations which staff will be available to present this information and explain the rationale behind the changes.
3. Other Business-The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also attached are the minutes from the October 5, 2020 meeting of the Financial Planning Committee for review and approval at Monday's meeting.

Should you have questions or concerns regarding the above agenda items or have additional items to be discussed at the meeting, please do not hesitate to contact me.

c: Financial Planning Committee Members (2)
Mayor and City Council Members (4)
Katie Smiddy, Finance Director
Connie Gaylor, Administrative Coordinator
File



FINANCIAL PLANNING COMMITTEE OF CITY COUNCIL

10101 Montgomery Road • Montgomery, Ohio 45242

(513) 891-2424 • Fax (513) 891-2498

AGENDA

December 7, 2020

4:00 P.M.

The meeting will also be offered both in place at City Hall at 10101 Montgomery Road and by teleconference for those who cannot attend in person or feel safer sheltering at home. To participate in this meeting by teleconference please use the following phone number: 1-866-228-9900 with a passcode of 204938.

1. Call to Order
2. Guests and Residents
3. Communications
4. New Business
 - a. 2020 November Earnings Tax Report
 - b. Supplemental Appropriations to the 2020 Budget
5. Approval of Minutes: October 5, 2020
6. Other Business
7. Adjournment

December 1, 2020

To: Brian Riblet, City Manager
 From: Katie Smiddy, Finance Director *KMS*
 Subject: 2020 November Income Tax Variance Report

Year to Date

For the month of November 2020, the City's total income tax receipts were \$706,183, which is an increase of \$62,988 or 9.79% compared to the 2019 November collections of \$643,195. Year-to-date collections are up 3.18% over 2019, and 7.7% over estimated receipts.

	2020	2019	% Change
MTD November Actuals	706,183	643,195	9.79
YTD Collections	9,469,958	9,178,415	3.18
	YTD Actual	YTD Estimate	% Change
2020 Estimated collections	9,469,958	8,793,604	7.7

A breakdown by category for November 2020 is as follows:

Withholding- November 2020 withholding collections were \$656,377; an increase of \$53,984 or 8.96% when compared to November 2019 collections of \$602,393. Large withholding payments from two employers accounted for most of the increase. Withholding collections have remained up consistently throughout 2020 and year-to-date revenue is 3.14% over 2019.

Business- In November 2020, net profits from businesses located within or doing business within Montgomery were \$15,491. This is an increase of \$13,004, or 523% when compared to November 2019 collections of \$2,487. Business revenue has normally fluctuated month-to-month in 2020; however, going into the month of December, collections are up 5.31%.

Resident- Revenues of \$34,315 were collected in November 2020 from residents living in Montgomery, which is a decrease of \$4,000 or (10.4) % when compared to

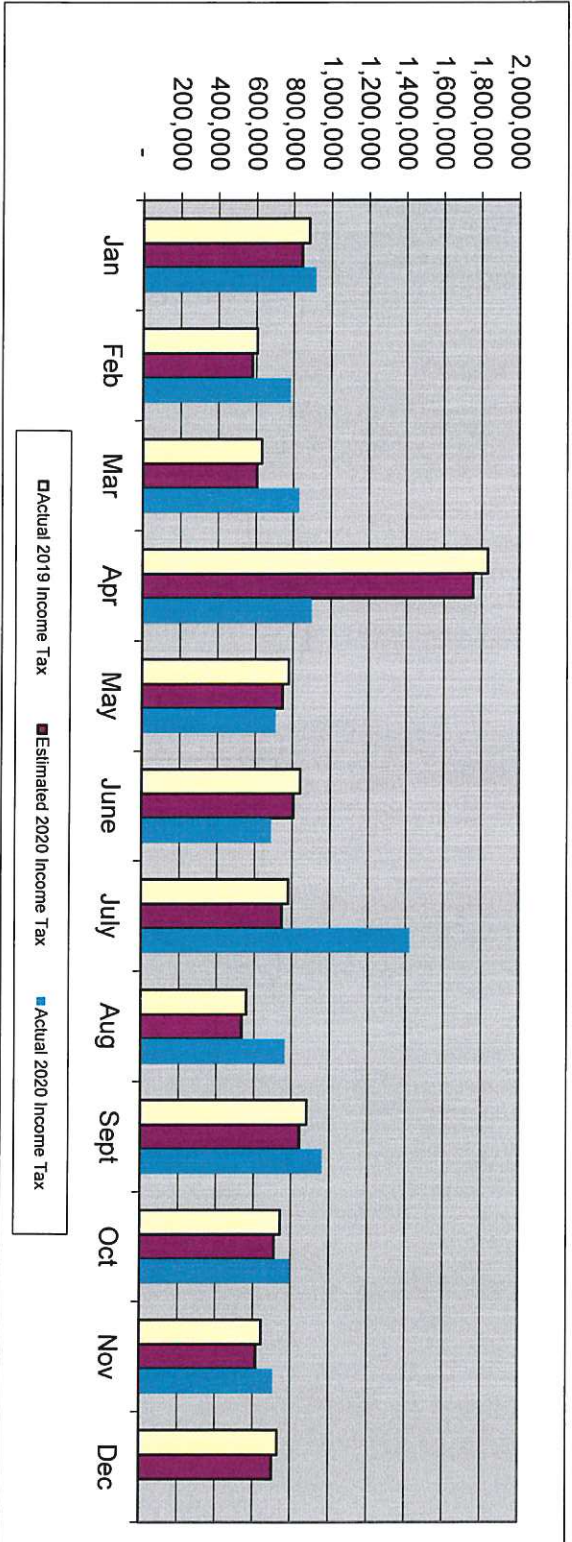
November 2019 collections of \$38,315. Year-to-date Individual collections are up 2.63% over 2019 revenue.

The following schedule breaks down collections by source and provides a graph comparing actual and estimated income tax revenues for 2019 and 2020. There is also an End of Month report attached showing the comparison between month-to-date and year-to-date.

c: Financial Planning Committee Members (2)
Mayor and City Council Members (3)
Katie Smiddy, Finance Director
Connie Gaylor, Administrative Coordinator
File

Schedule of Income Tax Collections by Source
Actual 2019 Compared to 2020 Estimate & Actual

	Actual 2019			Actual 2020			2020 Estimate			Estimate		Actual	
	Business	Resident	Withholding	Business	Resident	Withholding	Total	Estimate	Variance	%	Variance	%	
Jan	23,361	177,517	681,087	28,440	128,068	759,371	915,879	844,988	70,891	8.39%	33,914	3.85%	
Feb	14,646	50,905	539,390	12,992	60,207	709,427	782,626	579,578	203,048	35.03%	177,685	29.37%	
Mar	49,446	103,397	478,540	47,701	44,276	737,931	829,908	604,911	224,997	37.20%	198,525	31.44%	
Apr	288,686	669,423	875,057	87,594	192,504	616,698	896,796	1,756,309	(859,513)	-48.94%	(936,370)	-51.08%	
May	14,709	178,478	585,866	40,919	86,097	580,623	707,639	746,419	(38,780)	-5.20%	(71,444)	-9.17%	
June	65,634	212,176	564,698	82,210	116,413	487,087	685,709	807,185	(121,476)	-15.05%	(156,799)	-18.61%	
July	23,227	51,476	705,914	119,340	779,989	522,443	1,421,772	747,889	673,883	90.10%	641,155	82.13%	
Aug	7,884	39,052	511,279	15,372	74,313	675,636	765,321	534,811	230,510	43.10%	207,106	37.10%	
Sept	68,875	215,211	596,317	149,022	253,569	560,997	963,588	843,492	120,096	14.24%	83,185	9.45%	
Oct	36,111	131,038	575,793	27,611	146,113	620,619	794,342	711,794	82,548	11.60%	51,400	6.92%	
Nov	2,487	38,315	602,393	15,491	34,315	656,377	706,183	616,228	89,955	14.60%	62,988	9.79%	
Dec	56,735	156,157	520,259	-	-	656,377	-	702,414	-	-	62,988	0.00%	
Totals	651,802	2,023,144	7,236,623	626,691	1,915,863	6,927,209	9,469,763	9,496,018	676,159	7.7%	291,345	3.2%	



END OF MONTH REPORT - City of Montgomery

	MTD TWO YRS AGO	MTD LAST YR	MTD	THIS YR VS LAST YR MONTH %	YTD TWO YRS AGO	YTD LAST YR	YTD	THIS YR VS LAST YEAR %
BUSINESS	21,687.83	23,361.43	28,439.59	21.74%	21,687.83	23,361.43	28,439.59	21.74%
INDIVIDUAL	88,921.04	177,516.53	128,068.27	(27.86%)	88,921.04	177,516.53	128,068.27	(27.86%)
WITHHOLDING	619,742.62	681,087.45	759,371.18	11.49%	619,742.62	681,087.45	759,371.18	11.49%
01 JANUARY	730,351.49	881,965.41	915,879.04	3.85%	730,351.49	881,965.41	915,879.04	3.85%
BUSINESS	15,406.25	14,646.24	12,992.01	(11.29%)	37,094.08	38,007.67	41,431.60	9.01%
INDIVIDUAL	46,737.29	50,905.46	60,206.99	18.27%	135,658.33	228,421.99	188,275.26	(17.58%)
WITHHOLDING	543,652.84	539,389.55	709,427.46	31.52%	1,163,395.46	1,220,477.00	1,468,798.64	20.35%
02 FEBRUARY	605,796.38	604,941.25	782,626.46	29.37%	1,336,147.87	1,486,906.66	1,698,505.50	14.23%
BUSINESS	59,789.91	49,446.15	47,700.67	(3.53%)	96,883.99	87,453.82	89,132.27	1.92%
INDIVIDUAL	112,716.78	103,396.76	44,426.18	(57.03%)	248,375.11	331,818.75	232,701.44	(29.87%)
WITHHOLDING	628,910.45	478,539.70	737,930.53	54.20%	1,792,305.91	1,699,016.70	2,206,729.17	29.88%
03 MARCH	801,417.14	631,382.61	830,057.38	31.47%	2,137,565.01	2,118,289.27	2,528,562.88	19.37%
BUSINESS	217,646.98	288,685.64	87,593.71	(69.66%)	314,530.97	376,139.46	176,725.98	(53.02%)
INDIVIDUAL	729,322.73	669,423.26	192,504.10	(71.24%)	977,697.84	1,001,242.01	425,205.54	(57.53%)
WITHHOLDING	629,342.68	875,056.70	616,697.91	(29.52%)	2,421,648.59	2,574,073.40	2,823,427.08	9.69%
04 APRIL	1,576,312.39	1,833,165.60	896,795.72	(51.08%)	3,713,877.40	3,951,454.87	3,425,358.60	(13.31%)
BUSINESS	6,840.43	14,709.15	40,919.24	178.19%	321,371.40	390,848.61	217,645.22	(44.31%)
INDIVIDUAL	62,011.80	178,477.93	86,096.86	(51.76%)	1,039,709.64	1,179,719.94	511,302.40	(56.66%)
WITHHOLDING	485,770.48	585,896.33	580,622.96	(0.90%)	2,907,419.07	3,159,969.73	3,404,050.04	7.72%


END OF MONTH REPORT - City of Montgomery

	MTD TWO YRS AGO	MTD LAST YR	MTD	THIS YR VS LAST YR MONTH %	YTD TWO YRS AGO	YTD LAST YR	YTD	THIS YR VS LAST YEAR %
05 MAY	554,622.71	779,083.41	707,639.06	(9.17%)	4,268,500.11	4,730,538.28	4,132,997.66	(12.63%)
BUSINESS	58,013.25	65,634.06	82,209.98	25.26%	379,384.65	456,482.67	299,855.20	(34.31%)
INDIVIDUAL	186,639.88	212,175.51	116,457.51	(45.11%)	1,226,349.52	1,391,895.45	627,759.91	(54.90%)
WITHHOLDING	564,163.61	564,697.64	487,086.54	(13.74%)	3,471,562.68	3,724,667.37	3,891,136.58	4.47%
06 JUNE	808,816.74	842,507.21	685,754.03	(18.61%)	5,077,316.85	5,573,045.49	4,818,751.69	(13.53%)
BUSINESS	28,286.59	23,226.76	119,339.82	413.80%	407,651.24	479,709.43	419,195.02	(12.61%)
INDIVIDUAL	68,450.79	51,475.67	779,989.39	1415.26%	1,294,800.31	1,443,371.12	1,407,749.30	(2.47%)
WITHHOLDING	564,798.92	705,914.06	522,443.24	(25.99%)	4,036,381.60	4,430,581.43	4,413,579.82	(0.38%)
07 JULY	661,516.30	780,616.49	1,421,772.45	82.13%	5,738,833.15	6,353,661.98	6,240,524.14	(1.78%)
BUSINESS	23,532.84	7,883.66	15,371.57	94.98%	431,184.08	487,593.09	434,566.59	(10.88%)
INDIVIDUAL	68,210.05	39,051.69	74,312.99	90.29%	1,363,010.36	1,482,422.81	1,482,062.29	(0.02%)
WITHHOLDING	507,691.86	511,278.89	675,636.40	32.15%	4,544,073.46	4,941,860.32	5,089,216.22	2.98%
08 AUGUST	599,434.75	558,214.24	765,320.96	37.10%	6,338,267.90	6,911,876.22	7,005,845.10	1.36%
BUSINESS	113,095.79	68,875.01	149,021.75	116.37%	544,279.87	556,468.10	583,588.34	4.87%
INDIVIDUAL	225,024.55	215,210.69	253,568.65	17.82%	1,588,034.91	1,697,633.50	1,735,630.94	2.24%
WITHHOLDING	541,494.88	596,316.68	560,997.16	(5.92%)	5,085,568.34	5,538,177.00	5,650,213.38	2.02%
09 SEPTEMBER	879,615.22	880,402.38	963,587.56	9.45%	7,217,883.12	7,792,278.60	7,969,432.66	2.27%

END OF MONTH REPORT - City of Montgomery

	MTD TWO YRS AGO	MTD LAST YR	MTD	THIS YR VS LAST YR MONTH %	YTD TWO YRS AGO	YTD LAST YR	YTD	THIS YR VS LAST YEAR %
BUSINESS	37,542.25	36,110.51	27,610.66	(23.54%)	581,822.12	592,578.61	611,199.00	3.14%
INDIVIDUAL	131,510.83	131,036.24	146,112.59	11.50%	1,719,545.74	1,828,671.74	1,881,743.53	2.90%
WITHHOLDING	555,065.36	575,792.82	620,619.06	7.79%	5,640,633.70	6,113,969.82	6,270,832.44	2.57%
10 OCTOBER	724,118.44	742,941.57	794,342.31	6.92%	7,942,001.56	8,535,220.17	8,763,774.97	2.68%
BUSINESS	7,536.74	2,487.05	15,490.83	522.86%	589,358.86	595,065.66	626,689.83	5.31%
INDIVIDUAL	41,724.17	38,315.30	34,315.08	(10.44%)	1,761,269.91	1,866,987.04	1,916,058.61	2.63%
WITHHOLDING	517,979.62	602,392.68	656,377.41	8.96%	6,158,613.32	6,716,362.50	6,927,209.85	3.14%
11 NOVEMBER	567,240.53	643,195.03	706,183.32	9.79%	8,509,242.09	9,178,415.20	9,469,958.29	3.18%
BUSINESS	47,706.75	56,735.48	0.00	(100.00%)	637,065.61	651,801.14	626,689.83	(3.85%)
INDIVIDUAL	194,471.27	156,156.64	0.00	(100.00%)	1,955,741.18	2,023,143.68	1,916,058.61	(5.29%)
WITHHOLDING	604,724.24	520,259.35	44,120.66	(91.52%)	6,763,337.56	7,236,621.85	6,971,330.51	(3.67%)
12 DECEMBER	846,902.26	733,151.47	44,120.66	(93.98%)	9,356,144.35	9,911,566.67	9,514,078.95	(4.01%)
	9,356,144.35	9,911,566.67	9,514,078.95	(4.01%)	62,366,130.90	67,425,218.82	66,483,669.48	(1.40%)

December 4, 2020

TO: Brian K. Riblet, City Manager
FROM: Katie Smiddy, Finance Director 
SUBJECT: Legislation Request Amending the Current Year Appropriations

Request

It is necessary for City Council to amend the 2020 Appropriation Ordinance to appropriate and reduce appropriations in various funds.

Financial Impact

The aggregate effect of the supplemental appropriations is to increase total appropriations by \$1,440,280 as a result of increased obligations in comparison to total appropriations. Under Ohio Revised Code, appropriations cannot be exceeded by expenditures and appropriations cannot be made when there are no monies available in the fund balance.

Background

The year-end supplemental appropriations are necessary to reconcile various accounts which have been overdrawn for various reasons. A brief recap of the proposed appropriations is detailed on the attached page.

Recommendation

It is recommended that Council place this item on the agenda which amends the 2020 Appropriation Ordinance which increases appropriations in various funds for the year.

2020 Year-End Appropriations

GENERAL FUND

From:	Unappropriated General Fund 101			173,100
To:	101.201.5201	Support of Prisoners	\$	1,000
	101.317.5310	Utilities	\$	1,500
	101.317.5350	Refunds and Reimbursements	\$	2,000
	101.317.5365	Contract Services	\$	5,000
	101.708.5365	Contract Services	\$	3,600
	101.715.5350	Refunds-Tax	\$	100,000
	101.715.5474	Transfers	\$	60,000
Total			\$	173,100

Law Enforcement Fund

From:	Unappropriated Law Enforcement Fund			105,000
To:	215.000.5404	Operating Equipment	\$	105,000
Total:			\$	105,000

Coronavirus Relief Fund

From	Unappropriated Coronavirus Relief Fund			311,102.00
To:	221.000.5340	Equipment Maintenance	\$	340
	221.000.5345	Facility Maintenance	\$	2,323
	221.000.5350	Refund and Reimbursements	\$	768.00
	221.000.5365	Contract Services	\$	82,159
	221.000.5380	Supplies and Materials	\$	13,780
	221.000.5383	EMS Supplies	\$	10,550
	221.000.5401	Small Business Grant	\$	87,500
	221.000.5404	Operating Equipment	\$	82,630
	221.000.5405	Capital Equipment	\$	31,052
Total			\$	311,102.00

CARES Act Relief Fund

From:	Unappropriated CARES Act Funding			\$ 509,255.00
To:	222.000.5205	Salary & Wages	\$	470,890
	222.000.5206	OT	\$	16,753
	222.000.5207	PT Wages	\$	21,612.00
Total			\$	509,255.00

Special Assessment Fund

From	Unappropriated Special Assessment Fund			\$ 23
To:	322.000.5370	County Treasurer Fees	\$	23
Total:			\$	23

Capital Improvement Fund

From:	Unappropriated Capital Improvement Fund			16,800
To:	410.000.5350	Refunds and Reimbursements	\$	15,000
	410.321.5470	Capital Projects Special Events	\$	1,800
Total			\$	16,800

Downtown Improvement Fund

From:	Unappropriated Downtown Improvement Fund			\$ 325,000
To:	480.000.5401	Special Projects	\$	325,000
Total			\$	325,000

As of 11.30.2020

ORDINANCE NO. , 2020

**AN ORDINANCE TO AMEND APPROPRIATIONS FOR
CURRENT EXPENSES AND OTHER EXPENDITURES OF THE
CITY OF MONTGOMERY, STATE OF OHIO,
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020**

WHEREAS, the 2020 Appropriation Ordinance No. 18, 2019 passed December 4, 2019, appropriated a total of \$40,660,310.00 for the year 2020; and the supplemental Appropriation Ordinance No. 3, 2020, appropriated an additional amount of \$62,050.00; and

WHEREAS, appropriations within a certain fund are insufficient to meet the obligations of the City;

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Montgomery, Ohio, that the appropriation ordinance be amended as below:

SECTION 1. There be an increase of \$173,100 in the appropriation balance of the following accounts of the General Fund 101:

Account Number 101.201.5201	Support of Prisoners	+	\$	1,000
Account Number 101.317.5310	Utilities	+	\$	1,500
Account Number 101.317.5350	Refunds and Reimb	+	\$	2,000
Account Number 101.317.5365	Contract Services	+	\$	5,000
Account Number 101.708.5365	Contract Services	+	\$	3,600
Account Number 101.715.5350	Refunds-Tax	+	\$	100,000
Account Number 101.715.5474	Transfers	+	\$	60,000

SECTION 2. There be an increase of \$105,000 in the appropriation balance in the Law Enforcement Fund 215 to:

Account Number 215.000.5404	Operating Equipment	+	\$	105,000
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SECTION 3. There be an increase of \$311,102 in the appropriation balance in the Coronavirus Relief Fund 221 to:

Account Number 221.000.5340	Equipment Maint	+	\$	340
Account Number 221.000.5345	Facility Maintenance	+	\$	2,323
Account Number 221.000.5350	Refunds	+	\$	768
Account Number 221.000.5365	Contract Services	+	\$	82,159
Account Number 221.000.5380	Supplies & Mat	+	\$	13,780
Account Number 221.000.5383	EMS Supplies	+	\$	10,550
Account Number 221.000.5401	Business Grant	+	\$	87,500
Account Number 221.000.5404	Operating Equip	+	\$	82,630
Account Number 221.000.5405	Capital Equip	+	\$	31,052

SECTION 4. There be an increase of \$509,255 in the appropriation balance in the CARES Act Relief Fund 222 to:

Account Number 222.000.5205	Salary & Wages	+	\$	470,890
Account Number 222.000.5206	OT	+	\$	16,753
Account Number 222.000.5207	PT Wages	+	\$	21,612

SECTION 5. There be a, increase of \$16,800 in the appropriation balance in the Capital Improvement Fund 410 to:

Account Number 410.000.5350	Refunds	+	\$	15,000
Account Number 410.321.5470	Capital Projects	+	\$	1,800

SECTION 6. There be an increase of \$23 in the appropriation balance in the Special Assessment Fund 322 to:

Account Number 322.000.5370	County Treasurer Fees	+	\$	23
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SECTION 7. There be an increase of \$325,000 in the appropriation balance in the Downtown Improvement Fund 480 to:

Account Number: 480.000.5401	Special Projects	+	\$	325,000
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This Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: _____

ATTEST: _____
Connie Gaylor, Clerk of Council

Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM

Terrence M. Donnellon, Law Director

These minutes are a draft of the proposed minutes from the Financial Planning Committee of the City Council meeting. They do not represent the official record of proceedings until formally adopted by the Financial Planning Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Financial Planning Committee Meeting
October 5, 2020

Present

Brian Riblet, City Manager
Tracy Roblero, Asst. City Manager/Acting Community Dev. Dir.
Katie Smiddy, Finance Director
Connie Gaylor, Clerk of Council

Council Committee Members Present

Ken Suer, Chair
Lee Ann Bissmeyer-teleconference
Mike Cappel-teleconference

The Financial Planning Committee of Council convened its meeting for October 5, 2020 at 4:30 p.m. as a hybrid meeting held at City Hall and by telephone conference with Mr. Suer presiding. This remote access meeting was allowed by emergency legislation adopted last week by the Ohio General Assembly and approved by the Governor. The emergency legislation added language to RC Section 121.22 allowing public meetings by telephone conference during the current pandemic and declared State of Emergency. As required by the statute, notice of the telephonic meeting was publicized more than 24 hours in advance to allow public access through the same conference call in service. The public was also given a backup number to call in the event there were technical difficulties. This Notice was posted on the City's website and a similar Notice was sent to The Cincinnati Enquirer.

September 2020 Income Tax Report

Ms. Smiddy explained that for the month of September 2020, the City's total income tax receipts were \$963,588, which is an increase of \$83,186 or 9.4% compared to the 2019 September collections of \$880,402. She stated that staff noticed an increase in the estimated tax collections this year as compared to 2019. Year-to-date collections are up 2.2% over 2019, and 6.7% over estimated receipts.

Ms. Smiddy stated that September withholding collections were \$560,997; a decrease of \$35,320 or (5.9)% when compared to September 2019 collections of \$596,317. She explained that staff noticed a slightly lower volume in the number of payments received in September compared to 2019 numbers; however, year-to-date revenue is up 2.0%.

Ms. Smiddy stated that in September 2020, net profits from businesses located within or doing business within Montgomery were \$149,022. She explained that this is an increase of \$80,147, or 116.3% when compared to September 2019 collections of \$68,875. Third quarter estimated tax collections were higher this year; including large payments from two businesses in Montgomery and the distribution from the State of Ohio centralized collections.

Ms. Smiddy stated that revenues of \$253,569 were collected in September 2020 from residents living in Montgomery, which is an increase of \$38,358 or 17.8% compared to September 2019 collections of \$215,211. The increase is partly due to collections from delinquent accounts, along with increased estimated tax payments from residents.

2nd Half Real Estate Settlement

Ms. Smiddy explained the 2nd half property tax collections have been received from the County Auditor and provided a tabulation of total property tax collected for 2020 compared to 2019. She explained that total collections for 2020 of \$10,162,457 are up \$224,908 or 2.26% compared to 2019 collections of \$9,937,549. General Fund property tax

These minutes are a draft of the proposed minutes from the Financial Planning Committee of the City Council meeting. They do not represent the official record of proceedings until formally adopted by the Financial Planning Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

Financial Planning Committee Minutes
October 5, 2020
Page 2

collections are up \$43,315 or 1.92%, Fire Levy collections are up \$102,397 or 1.94% and Tax Increment Financing Districts are up \$87,507 or 3.93%.

Other Business

Discussion of Reallocation of Earnings Tax

Ms. Smiddy stated that at the Budget Review Session held in September the reallocation of Earnings Tax was mentioned. She asked that with the bonding of the Montgomery Quarter and issuing those bonds before Thanksgiving if it would be prudent to consider reallocating the distribution of the earnings tax. She stated that currently 80% goes to the General Fund and 20% goes to Capital Improvement.

Mr. Riblet explained that a reallocation of the earnings tax would go hand in hand with the anticipated impact of COVID in 2021 and 2022 as projected in the financial tool of Management Partners. He explained that of the impact is different than projected, the reallocation is another option to consider. He stated this is just to consider as an opportunity to be prepared for a financial downfall.

Mr. Suer explained that reallocations have been done in the past and if it looks like something that makes sense that he has no problem doing it. He stated that two things to consider are the rationale for doing it and determining the right percentage. He stated he foresees it as not being drastic but a moderate shift.

Mr. Riblet stated that staff is not looking for a motion at this time just to bring the consideration to the Committee's attention. He stated that if we get into 2021 and there is a significant impact from COVID, it is a consideration to reallocate slightly. He stated it is an option staff will continue to monitor.

Mr. Cappel asked if there were other alternatives.

Ms. Smiddy stated that the other alternative is to spend down reserves or to make other transfers such as TIF districts that have been paid off.

Mr. Cappel stated that his fear was not having reserves to maintain the public infrastructure.

Ms. Smiddy suggested that if we were to reallocate funds that we could consider an 85/15 or 90/10 reallocation.

Mr. Riblet stated that we would not jeopardize the infrastructure if we are well over reserves for Capital Improvement fund and/or projects. He stated that this could also be a short-term reallocation for a year and then we could reallocate the split back to the original split.

Mrs. Bissmeyer stated that she liked that the numbers are looking good. She asked Ms. Smiddy if there was an opportunity to refinance any current notes.

Ms. Smiddy replied that currently we have the lowest interest rates as we just recently refinanced our notes.

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Discussion of Budget Platforms

Mr. Suer asked Ms. Smiddy how the process of streamlining the budget platforms was coming.

Ms. Smiddy replied that currently staff is reviewing budget software with a budget book companion piece. She stated that at this time staff is viewing a demonstration of the fourth piece of software. She stated that so far, all web-based applications have a seamless entry to budget book process.

Discussion of New Tax Module

Mr. Suer asked how the new tax module is progressing.

Ms. Smiddy reminded the Committee that in 2018 new finance software system was purchased and as of the week of September 28, staff were running the old tax software in parallel with the new software and hope to be fully online with the new tax module the second week of December and fully functional before the next tax year.

Discussion of Proposed Fleet Management Program

Mr. Suer asked for an update on the proposed Fleet Management program.

Ms. Smiddy explained that a result of the capital improvement assessment that was conducted earlier in the year, staff is looking at how to best manage our fleet. She stated that staff met with Enterprise Fleet Management to discuss how to create efficiencies when purchasing vehicles.

Mr. Suer stated that he felt it was time well spent to look into what kind of programs are out there and our current practices.

Discussion of Proposed Personnel System

Ms. Smiddy explained that she spoke with a representative from Paycor regarding their software and client base. She explained that Paycor would conduct all training that includes the retention of records and staff training. She added that the software has a payroll scheduler piece and also cuts checks.

Mrs. Bissmeyer stated that she felt that all items discussed could add value to our processes.

Mr. Cappel stated that he would always support automation of processes.

Mr. Riblet reported that staff would be making a presentation to Moody's on Thursday, October 8.

Minutes

Mrs. Bissmeyer moved to accept the minutes of the September 8, 2020 meeting of the Financial Planning Committee as written. Mr. Cappel seconded. The Committee unanimously agreed.

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Adjournment

Mr. Cappel moved for adjournment. Mrs. Bissmeyer seconded. The Committee unanimously agreed.

The Financial Planning Committee of Council was adjourned at 4:58 p.m.

Chair

DRAFT