

CIRCLEVILLE FINANCE COMMITTEE MINUTES 6/4/2024

Circleville City Finance Committee convened in City Council Chambers, 127 South Court St, Circleville, OH. on Tuesday, June 4, 2024, at 6:00 p.m. Members Present: Chair Katie Logan Hedges, Committee members Jeff Hallinin and Tom Duvall, and Clerk Melissa Burns. Other Council Members present: Barry Keller, Zack Brooks, Tom Klitzka, and John Moats. Invited Guests present: Mayor Michelle Blanton and Auditor Mark Bidwell.

Call Meeting to Order and Roll call.

Duvall motioned to approve the minutes from May 28, 2024. Hallinin seconded. Motion carried.

New Business:

a) ADOPTING THE BUDGET OF THE CITY OF CIRCLEVILLE, OHIO FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND SUBMITTING THE SAME TO THE COUNTY AUDITOR.

Discussion: Bidwell stated this is an estimate of what the City anticipates bringing in for tax revenues and fees for the entire year of 2025. This is the first estimate based on history and his knowledge. The big items are for Utilities and the Tax Levy. The Utility Plant should be done by the end of 2024, so there will be no more additional draws. The Tax Levy was not included in this estimate because the Levy has not passed. As the year progresses, Bidwell will update the budget to be more accurate. Bidwell stated he projected an additional 6% increase over last year's taxes. Bidwell stated Exhibit 1 breaks down what the City brought in for revenues for previous year and the forecast for 2025, with the anticipated 6% increase. The JEDD revenue will increase significantly based on their loan being paid off by the end of this year.

Hedges asked if the 6% increase was for revenue or expenses. Bidwell confirmed it is for revenue. Hedges asked if the large increase in the 101 Fund (\$2.6 to \$4.3 mill) was based on the Levy not passing. Bidwell confirmed he had to move all the payroll expenditures to this fund based on the Levy not passing and not having the funds available in 227.

Keller asked if the 101 Fund could sustain those additional expenses if the Levy does not pass. Bidwell confirmed it could not. Keller stated the only reason it could now is because of the large carryover. Keller stated that at some point cuts will have to be made because it is not sustainable for the general fund to pay 227's cost, if the Levy does not pass.

Exhibit 2 is the Police and Fire Pension Fund 217. Bidwell stated this fund is pretty standard and there are no significant changes to those amounts.

Exhibit 3 is the Unencumbered Balance anticipated rolling into 2025. Bidwell used a 4% increase to determine those numbers.

Exhibit 4 is the estimated cost for contract services expenses. Bidwell included the first payment of \$1.6mill that will be due the beginning of 2026, for the WWTP.

Exhibit 5 is for the current bonds and notes that will be paid out in 2025.

Duvall asked if the Levy passes what is the estimate of the carryover? Bidwell believes it would be a ballpark of \$4.5-5mill.

Keller stated there will be a PH in two weeks and then the first reading of the budget will be at the next Council meeting.

MOTION-ROLL CALL-VOTE. Hallinin motioned to forward the Budget to the next Council meeting on June 18, 2024, with a recommendation for passage after 2 readings. Duvall seconded. Roll call (3 Yeas – 0 Nays) Motion carried.

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b) AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE IN CAPITAL IMPROVEMENT .4% INCOME TAX FUND 206 SAFETY FORCES .5% TAX FUND 227 AND FEMA – GRANTS FUND 246 OF THE CITY OF CIRCLEVILLE

Discussion: Mayor Blanton said she received two invoices at the beginning of the year from W. S. Electronics. The first invoice, in the amount of \$16,240, is for the MARCS Radio upgrades that will be done statewide. The second invoice for \$47,137.50, is for a 3-year renewal of the current maintenance agreement for handheld and in-car devices.

Bidwell stated the FEMA Grant was already paid out in 2023, for a vehicle already received. This item was budgeted twice in error. He is removing the line item, and the funds will go back into the 246 Fund. Hedges clarified because this was a grant this would have been a pass through.

MOTION-ROLL CALL-VOTE. Duvall motioned to forward the Ordinance to the next Council meeting on June 18, 2024, with a recommendation for passage. Hallinin seconded. Roll call (3 Yeas – 0 Nays) Motion carried.

Old/Other Business:

Hallinin motioned to adjourn the Finance Committee Meeting at 6:25 p.m. Duvall seconded. Motion carried.

Minutes prepared by: Melissa Burns, Clerk.