



**CITY OF TWINSBURG, OHIO**

**Finance Committee Mtg.**

**Tuesday, January 28, 2020**

**6:15 PM**

**CALL TO ORDER**

Bill Furey called the meeting to order.

**1. Roll Call:**

**Finance Committee Members:** Mr. Furey, Mr. Barr

**Finance Director:** Ms. Buccigross

**Also Present:** Councilperson Ms. McFearin, Ms. Walker, Mr. Scaffide, Ms. Stauffer  
and Mayor Ted Yates

**2. NO AUDIENCE PARTICIPATION**

**3. ELECTION OF CHAIRMAN:**

**MOTION:**

Mr. Furey made a motion to amend the agenda to include the election of Chairman to be #3.  
Mr. Barr seconded the motion. Vote was unanimous.

**MOTION:**

Mr. Furey made a motion to have Scott Barr be the Chairman of the Finance Committee. Mr.  
Barr seconded. There was not any discussion. Vote was unanimous and Scott Barr was  
named Chairman of the Finance Committee.

**4. APPROVAL OF THE December 3, 2019 FINANCE COMMITTEE MINUTES**

Minutes were unanimously approved as submitted.

**5. PROCUREMENT CARD POLICY & 2019 CREDIT CARD REVIEW**

**a. Card Policy** – Ms. Buccigross noted that the Procurement Card Policy was created. The  
Procurement card was discussed last year to add the Mayor and Director of Parks and  
Recreation’s cards as part of second phase of the program. This action is so that the  
Mayor and Parks and Recreation Director could start earning rebates and be included in  
that program.

**b. 2019 Credit Card Review** – This review is something that the City of Twinsburg has to  
do for the State of Ohio. Ms. Buccigross provided everyone at this meeting the list of who  
has possession of store cards.

**6. REVIEW OF 2019 FINANCIAL RESULTS & STATE OF OHIO INDICATORS**

**a. Statement of Cash** – the general fund balance ended well with a little over \$8 million.  
This came from cutting back on the budget, controlling expenses, and the City had a good  
income tax year in 2019.

**b. Total Unexpended Fund Balance** - This balance increased and this increase is mostly due  
to the sewer fund. The City is starting to build reserves that the City will need to do the  
plant operation capital expenses.

- c. The State of Ohio indicators are the declining fund balance and the general fund declining fund balance total in the City. In 2019 these numbers look a little better as some of these indicators should start leveling off especially if the City can do some other things in 2020. There were not any questions regarding these indicators.

**7. 2020 PERMANENT BUDGET**

- a. Ms. Buccigross noted that she has a list of items that they could take another look at where they might need to put more budget on both the revenue and expense side - one of the items being the Clubhouse note. Mr. Furey questioned if the numbers were closed on 2019 and Ms. Buccigross confirmed that the numbers on the statement of cash are the 2019 numbers. Ms. Buccigross also confirmed that they could go back and take another look at the areas that the Finance Committee may want to trim or expand on in the same manner that they did in 2019. The original requests could be used as a reference when the Finance Committee meets to discuss if any numbers might be revised. Next work session/Finance Committee meeting was discussed to go over these numbers. Ms. Buccigross wanted to discuss to see how the Finance Committee wanted to proceed before the permanent budget is brought back to legislation. A work session was tentatively scheduled for Monday, February 3, 2020 at approximately 6:00 p.m. They will need to see if Mr. Bellan is available for this work session.

**8. CLUBHOUSE NOTE RENEWAL**

- Ms. Buccigross stated that the clubhouse note renewal (the roll) is on emergency for Council. She spoke with Matt Stuczynski to get up-to-date rate information. The one year note renewal is currently at 1.2%. The Finance Committee needs to decide if they want to move forward with the additional \$1 million dollars on the debt, and if they would like to move forward, would they do that on the note in February or would they want to wait and do that when they go to bond. Ms. Buccigross explained the reason for the additional funds would be to reimburse the general fund.

**MOTION:**

- Mr. Furey made a motion that the Finance Committee include the additional \$1 million into the estimated 1.2% note for refinancing ordinance 092020. Mr. Barr seconded the motion. The motion passed unanimously and this recommendation will be moved to Council for a final vote. This will be per Council's recommendation as to what the number actually becomes on this ordinance. There was no further discussion or questions.

**9. COMMENTS/QUESTIONS – No comments/questions.**

**10. MISCELLANEOUS**

- Ms. Buccigross mentioned that they had had two recommendations from the auditors from the 2018 audit:
  - The first was to address the bank reconciling items in a more timely manner. Finance had a 50% personnel turnover in 2018 and that issue has been addressed and training provided to new staff. The City also moved sewer billing into their citywide accounting software in 2019, so it is now one system, reducing entries needed.
  - Another note had to do with the posting of estimated receipts in their accounting software. This issue has been rectified.
- Ms. Buccigross mentioned that they have had a discussion with Mark Gutowski, and they are going to start communicating better with the public, maybe doing short videos. For example, on the general fund dollar report that they gave out in December. The City is going to try to communicate better from finance to the public. The finance department is hoping to accomplish this in 2020 with Council's blessing.

**DRAFT**

- 11. NEXT MEETING:** February 25, 2020 at 6:15 p.m. This meeting date and time is subject to change as needed.
- 12. ADJOURNMENT:** Mr. Barr adjourned the meeting at 6:46 p.m.