



**CITY OF TWINSBURG, OHIO**

**Finance Committee Mtg.**

**June 26, 2018**

**6:00 PM**

**1. CALL TO ORDER**

Mr. Scaffide called the meeting to order at 6:00PM

**Roll Call:**

**Finance Committee Members:** Scott Barr, Sam Scaffide, Maureen Stauffer

**Other Council Members Present:** Greg Bellan, JoAnn McFearin (arrived 6:20), Bill Furey (arrived 6:30), Brian Steele (arrived 6:10)

**Also Present: Mayor Yates**

**Finance Director:** Sarah Buccigross

**Law Director:** David Maistros

**2. AUDIENCE PARTICIPATION - None**

**3. APPROVAL OF THE MAY 22, 2018 MINUTES - approved as written**

**4. PRESENTATION OF THE PRELIMINARY MENU FOR AARON & MOSES**

- Mayor Yates distributes and reviews the updated preliminary menu and pricing for Aaron & Moses. The menu & format may still be updated in the coming weeks. The menu will include a kid's section as well. The costs of items are 30% or less, making the menu competitively priced. Opening day will likely be in early September. Several council members express their approval of the menu. Mayor Yates explains that although the menu does not offer a large number of items, our chefs will be preparing everything fresh, by hand. The menu will likely change seasonally. Bar and drink menus are being developed. The menu format will change once all of the menu items are finalized. Restaurant will be open for lunch & dinner, and eventually may expand to offer brunch on the weekends.
- Ms. Buccigross reviews the Gleneagles Banquet Center and restaurant pricing. Our auditors recommended that since this will be a major revenue source, pricing should be discussed in front of finance committee on the record. Ms. Buccigross and Mayor Yates review the pricing that is listed in the marketing book for the Banquet Center. It details items such as space rental, caterers, bar

items, podiums, dance floor, audio visual and other up-charges. Mayor Yates states that the Banquet Center has been sold out all four weekends on October 2019 for weddings.

## **5. REVIEW OF INTENT TO REIMBURSE LEGISLATION FOR THE CLUBHOUSE PROJECT**

- Ms. Buccigross explains the proposed legislation that she would like to go before council in July. This would be a tool that could be used before or during current or future construction projects. If legislation passes, this form can be used as intent to reimburse ourselves for that project. This is a tool for the city to have in place to reimburse ourselves for costs associated with a capital project, through debt (note or bond issue). In order to use it to reimburse the general fund for the costs associated with the clubhouse, legislation would need to pass as an emergency in July. Passing the legislation just gives us permission to use the tool if that is what we choose to do; it is not a commitment to do it definitively. We would have the “Intent to Reimburse” legislation in a file available for us to use on future projects. We can discuss the possibility of using it for the clubhouse and determining that amount in the fall of this year.
- Mr. Bellan asks if there is a downside to using this tool. There would be more debt, and the financing costs associated with it.
- Mayor Yates discusses with council members that more in depth discussions would be needed on a project by project basis.
- Ms. Buccigross asks if the finance committee would support her bringing the legislation forward to council on July 10<sup>th</sup> on emergency in order to have the tool in place, if and when they choose to use it.
- All council members are in favor of the legislation being brought forward on July 10<sup>th</sup>.
- Mr. Bellan discusses that this would give us the ability to replenish the general fund, as long as everyone understands that doing so means we would need to pay the money back.
- Ms. Buccigross explains that currently we have taken approximately \$1.2 million to date in 2018 from the general fund for the clubhouse (this includes the golf carts). There would be a more in depth conversation in the fall with regards to the actual amount that would be utilized.

## **6. UPDATE ON BUDGET CHANGES**

- Ms. Buccigross discusses the new format that department heads will be utilizing during the budget process this year. On the summary total sheet, there is a comparison between the 2018 budget and the 2019 requests. The numbers will turn red if the department head is asking for more and it will turn green if they are asking for less. The department heads will need to explain in their narratives to council when they are asking for more money.
- Mayor Yates discusses how we would like to track comp time in the budget. Comp time is basically the same as overtime, as it is earned at one and half times. However, the money that is paid out in comp time cash outs does not appear in the overtime number, it is buried in the salary and wage numbers. In order to know the true cost of overtime, comp time needs to be included in the overtime numbers. Department heads are being asked to budget comp time separately as a specific line item in the 2019 budgets. There is typically no cap on the amount of comp time that an employee can earn. (There are some restrictions for non bargaining employees) There is a cap on how much can be carried over year to year. (This amount varies from union to union) This means that employees are cashing out large amounts of comp time at the end of the year. Mayor Yates discusses trying to get at the root of what is

creating comp time. While the overtime account has been monitored, comp time is getting buried in the salaries and wages accounts. When including comp time numbers, police and fire overtime is actually up to 40% higher than what the numbers show in the overtime account. Mayor Yates and Ms. Buccigross are continuing to meet with department heads to determine the causes and potential solutions to the issue.

- Ms. Buccigross explains that another component of the budget process this year is going to be to include a revenue projection. She would like to present this at one of the Finance Committee meetings that are scheduled in September. She would like to move towards a balanced budget, and keep the general fund healthy.

**7. COMMENTS / QUESTIONS:**

- There will be a motion to remove the quarter percent income tax legislation at tonight's council meeting. Members discuss that the timing of this legislation is an issue, and that some further information is needed before moving forward with this.

**8. MISCELLANEOUS: None**

**9. NEXT MEETING: August 28, 2018 at 6PM**

**10. ADJOURNMENT: Mr. Scaffide adjourns the meeting at 6:33PM**