

CITY OF TWINSBURG, OHIO

Finance Committee Meeting

Tuesday, October 27, 2020

6:00 pm

Meeting Called to Order: Mr. Barr called meeting to order at 6:00 PM

1. Roll: Mr. Bellan, Mr. Barr, Mr. Furey, Mr. Scaffide, Mrs. Walker, Mrs. Stauffer, Ms. McFearin, Ms. Buccigross, Mayor Yates

2. Audience Participation: None

3. Approval of September 22, 2020 Finance Committee Minutes: Mr. Furey motioned to approve 9/22/2020 meeting minutes. Mr. Bellan seconded the motion. Minutes were approved as submitted.

4. COVID-19 Relief Funds: Presented by Sarah Buccigross, Finance Director

Covid-19 money received to date is \$1.6 million. The latest deposit of just under \$680,000 needs to be allocated for use.

Covid-19 Summit County: This money was used as payroll relief money for safety services, as required by the program (Police 15% and Fire and Dispatch at 25%)

Covid-19 State of Ohio: Prior deposits have been used for numerous COVID-related expenses including: safety services, temperature kiosks, cleaning supplies, facial masks, sneeze guards, Clorox 360 sprayers and touchless bathroom upgrades throughout the City.

Requests received for the remainder of the COVID money:

- \$50,000 for Council Chambers to remove stationery chairs and replace with configurable seating appropriate for social distancing. The existing chairs are bolted to the floor, so there will be flooring replacements/repairs necessary. The new flooring would have to be done by City's Service department and paid for by the City.
- \$132,000 in requests from Parks and Recreation Department. This includes UV fans for the senior center, programmable key FOB system, keyless entry, video equipment, automatic lights, motion sensory doors, event tent for social distancing.
- Police Department requests training room configurable furniture to comply with social distancing protocol. This room is currently used for roll call, training and CERT training.

- Fire Department requested CPR machines that do compression automatically, decreasing the risk Covid-19 exposure. Additionally, a request for a vaccination pop up site and necessary accompanying equipment to assistance Summit County Health Department with Covid-19 vaccinations. This would include a tent, PPE, and all Covid-19 safety equipment.

Recommendations/Suggestions:

- UV fans for Community Center and Senior Center
- CPR machines for Fire Department
- Council Chambers and Police training room configurable furniture for social distancing protocol. This will facilitate the general public attendance at City Hall meetings.
- Continued Safety Services payroll relief, \$461,000 would take us through the end of the year. Sarah is recommending continuing to follow Summit County guidelines for using this money (15% for Police, 25% for Fire).
- An amount, as determined by Council, to be used for small business grants. For the Fire Department, we could move forward with pieces and parts of their request for vaccination pop-up site. The non-tent portion of the vaccination request would be \$47,800. That would be recommended. This money would include, gloves, masks, face shields, PPE, etc.

This money must be committed by the end of the year.

Mr. Barr would like to see most of this money to be used for safety services and front line staff and residents first.. Mr. Bellan stated if there are City projects that need these funds, we should spend the money there first. Mrs. Stauffer and Mr. Scaffide agreed with Mr. Bellan’s comment. Mrs. Walker thought a portion should be used for small businesses, such as hotels and residents in dire need. Ms. McFearin was in agreement to use this money for City’s needs first and to help City residents. Mayor Yates, wants to assist our local small businesses if possible.

After a detailed discussion, Council members unanimously agreed to use \$40,000 for a small business grant program and \$60,000 for the City’s Covid-19 related needs and projects.

Mayor Yates stated that the County may ask the Fire Dept. to help with vaccinations in the local municipalities. When a vaccine is available, the City would like to be ready to assist.

Ms. Buccigross stated that the deadline on the small business grant option is now. Legislation and details for grants will need to be presented at next council meeting. We will need to have the grant application and approval process completed and be ready to cut checks in December.

A motion was presented allocating \$40,000 of Covid-19 relief funds to the small business grants and the remaining balance to be used for administration recommendations as listed in packet. This motion was seconded and unanimously passed.

5. Comments/Questions: None

6. Miscellaneous: Ms. Buccigross discussed the quarterly credit card report. Two employees have retired and their credit cards were cancelled. No new cards have been issued. The Sewer and Building Departments are researching using online payments. We are ready to move forward with online payments and electronic statements.

We have received estimates from RITA regarding the work from home and how this effects the City. It is estimated that we could lose 3% of withholding tax income for every 10% of people who convert to working from home.

7. Next meeting date: November 24, 2020 at 6:00pm

8. Adjournment: Motion to adjourn meeting was presented and the motion was seconded. Mr. Barr adjourned meeting at 6:54pm.