

Sunbury Finance  
Committee Meeting Minutes  
May 18, 2022  
6:30 PM

**Call to Order** - Tim Gose opened the Sunbury Finance Committee meeting at 6:30p.m., Wednesday May 18, 2022, in the Council Chambers.

**Roll Call** - Those answering roll included David Martin, Damin Cappel, Cindi Cooper, John Grumney, Tim Gose and Murray Neff. Joe St. John was absent from the meeting. Others in attendance included City Engineer Wes Hall, City Administrator Steve Pyles, and Assistant City Administrator Daryl Hennessy.

**Minutes** – the April 20, 2022, minutes were reviewed. Mr. Martin moved to approve the minutes. The motion was seconded by Mr. Grumney and approved unanimously with 6 yeas.

**2022 Street Program**

Mr. Gose introduced the first item on the agenda, 2022 street program, and asked staff for an update. Mr. Hennessy reported that three bids to provide street repair and maintenance services were received by the City, and that the lowest qualified bid from Columbus Asphalt Paving was within the amount budgeted for this year’s program (see table below). The total bid of just under \$389,880 included \$373,167.13 for basic street repair and brick maintenance and another \$25,712 for road improvements in the cemetery. Action to award the project to the bidder was scheduled for Council action later in the evening.

PROJECT: 2022 Street Improvements  
OWNER: City of Sunbury  
PROJECT NO.: 22000704

BID SUMMARY

BIDDER	PART A Streets	PART B Cemetery	TOTAL BID PARTS A & B
Columbus Asphalt Paving	\$373,167.13	\$25,712.00	\$398,879.13
Strawser Paving Co., Inc.	\$393,053.45	\$30,797.00	\$423,850.45
Decker Construction Company	\$396,882.77	\$36,127.66	\$433,010.43

**Legal Services – Frost Brown Todd LLC Engagement**

Mr. Gose briefed the committee on the need for additional legal services to advise the City on matters related to our tree preservation program. The City was recently notified of a potential legal challenge to its program by Metro Development, which necessitated the reason for counsel. City staff helped answer questions from committee members regarding potential issues with our tree preservation program. Mr. Hennessy noted that an updated engagement letter was expected soon that would broaden the scope of services to include related matters that stem from the initial legal research on the tree program and other project agreements. Mr. Hennessy also advised that a future budget amendment may be needed to accommodate this unanticipated expense. Action to approve the revised engagement letter was scheduled for Council action later in the evening.

**Ordinance No 2022.01 First Amended**

Related to the legal services discussion above, Mr. Gose alerted members that staff will be reviewing the current budget to determine if a budget amendment is needed and advise the committee at its next meeting of the status. Items that may impact the current budget include funds to pay for the Sunbury Parkway District Plan, emergencies sewer repairs on Letts Avenue, and additional legal services needs. No action was needed on this item at the meeting.

General Fund YTD Expenses are up 27.4% compared to this time last year. This figure removes the transfer to the Capital Projects Fund, but still includes the transfer to the Park Fund.

General Fund YTD Revenue in 2021 was \$1,842,784.74 and in 2022 decreased to \$1,639,602.82, a decrease of 11.02%. All this difference is due to a reduction in the amount of Intergovernmental Revenue from the prior year.

**Reports**

Investments

Fifth Third Bank – Statement included. Currently interest earned at Fifth Third ranges from 0.17% to 1.8% with a two-year window.

Star Bank

Currently Star Ohio is paying 0.36% interest

Bank Reconciliation

Bank balance of	16,547,149.75
Star Ohio	7,149,531.88
Fifth Third	7,842,870.15
First Commonwealth	1,554,747.72

**MTD/YTD CURRENT REVENUE REPORT 2022.04**

General Fund

- The beginning year fund balance was \$9,994,378.25 and the current balance is 5,830,279.19, a decrease of \$4,164,099.06. This includes a transfer of 4,000,000.00 to the Capital Projects Fund, leaving a comparative difference of \$164,099.06 in the General Fund.
- Through April, year to date revenue should be at 33.33%. We came in at 30.43%. With the leaders being Income Tax at 32.09%, Local Government fund is at 47.26%. Real Estate Tax came is at 69.46%
- Building Permits are coming back up, coming in at 22.73%. This is more of a budgeting matter. I have tried to plan for the actual building for this year.
- Interest income is low and expected to remain that way throughout 2022.

#### Street Fund

- The beginning balance was \$418,793.05. Current balance is \$507,753.31.
- Gas Tax collections year to date are \$88,895.36. 24.83% of the estimated revenue. The entire fund is at 25.93% of the estimated revenue.

#### Impact Fees Police

- The beginning balance of the fund was \$85,266.60. Current balance is \$88,349.08. Collections through April are 61.65% of the budget.

#### Impact Fees Municipal Building

- The beginning balance of the fund was \$4,556.13. Current balance is \$10,342.07. Collections through April are 57.86% of the budget.

#### Sewer Fund

- The beginning fund balance was \$4,767,782.44. Current balance is \$4,399,979.39.
- Customer usage is 33.05%.
- The entire fund is 32.78% of the estimated budget.

### **MTD/YTD CURRENT EXPENSE REPORT 2022.04**

#### General Fund

- The current expenses are 55.0% of the total budget, however 75.6% of the total costs are associated with the transfer of funds to the Capital Projects Fund.
- Removing the transfer from both the revenue and expense columns of the budget, actual expenses are 22.98% of the “restated” budget through the first third of the year.  
NOTE – A transfer in the General Fund shows as an expense.
- RITA is one of the leading expenses at 27.09% of the budget.

#### Street Fund

- Expenses for the Street Department are \$19,709.24, or 4.9% of the budgeted \$400,000.00.

#### Sewer Fund

- Total expenses to date of \$801,854.35 are 42.17% of budget.
- Contract services (36.3%), supplies (38.4%), and capital sewer plant expansion (75.7%), are all outpacing the current budget. An installment payment of \$115,550 on a sewer loan also occurred in January, which contributes to the higher reported spending for this fund.

The meeting concluded with Mr. Gose and Mr. Hennessy both highlighting some of the financial details identified above.

### **Adjournment**

There being no further business for the committee, Mr. Martin moved to adjourn the meeting. The motion was seconded by Mr. Cappel and approved unanimously with 6 yeas.