December 1, 2017

To: Ken Suer, Chairman
Financial Planning Committee of City Council

From: Brian K. Riblet, Interim City Manager BKR

Subject: Financial Planning Committee Meeting December 4, 2017

As a reminder, the Financial Planning Committee is scheduled to meet on Monday, December 4 at 4:30 p.m. in City Hall. The agenda for this meeting is as follows:

1. November 2017 Income Tax Reports – Katie Smiddy, Finance Director, will be present to discuss the November Income Tax Report with the Committee. Staff will be prepared to answer any questions on this report at Monday's meeting.

2. Supplemental Appropriations to the 2017 Budget – Attached for your information is a memorandum from Katie Smiddy requesting year-end supplemental appropriations to the 2017 Budget. The year-end supplemental appropriations are necessary to reconcile various accounts either needing additional appropriations or which are required to be reduced for budgetary compliance purposes. The aggregate effect of the supplemental appropriations which staff will be available to present this information and explain the rationale behind the changes.

3. Other Business–The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also attached are the minutes from the November 6, 2017 meeting of the Financial Planning Committee for review and approval at Monday's meeting.

Should you have questions or concerns regarding the above agenda items, or have additional items to be discussed at the meeting, please do not hesitate to contact me.

c: Financial Planning Committee Members (2)
Mayor and City Council Members (4)
Katie Smiddy, Finance Director
Connie Gaylor, Administrative Coordinator
File

CITY OF MONTGOMERY

FINANCIAL PLANNING COMMITTEE OF CITY COUNCIL
10101 Montgomery Road • Montgomery, Ohio 45242 • (513) 891-2424 • Fax (513) 891-2498

AGENDA

December 4, 2017
Montgomery City Hall
10101 Montgomery Road

4:30 P.M.

1. **Call to Order**

2. **Guests and Residents**

3. **Communications**

4. **New Business**
   a. November 2017 Income Tax Reports
   b. Supplemental Appropriations to the 2017 Budget

5. **Approval of Minutes:** November 6, 2017

6. **Other Business**

7. **Adjournment**

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As of 11.30.2017

ORDINANCE NO. , 2017

AN ORDINANCE TO AMEND APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MONTGOMERY, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017

WHEREAS, the 2017 Appropriation Ordinance No. 7, 2016 passed December 7, 2016, appropriated a total of $28,199,651 for the year 2017; and the supplemental Appropriation Ordinance No. 8, 2017, appropriated an additional amount of $1,796,550.00; and the supplemental appropriation Ordinance No. 13,2017 appropriated an additional amount of $375,000; and

WHEREAS, appropriations within a certain fund are insufficient to meet the obligations of the City;

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Montgomery, Ohio, that the appropriation ordinance be amended as below:

SECTION 1. There be an increase of $209,350 in the appropriation balance of the following accounts of the General Fund 101:

Account Number 101.201.5202	Youth Services	+	$	5,250
Account Number 101.303.5207	Part Time-Parks	+	$	11,000
Account Number 101.703.5365	Contractual-Law	+	$	30,000
Account Number 101.703.5401	Special Projects-Law	+	$	3,000
Account Number 101.707.5206	Overtime-Mayor's Court	+	$	2,000
Account Number 101.709.5205	Salaries and Wages	+	$	20,000
Account Number 101.715.5350	Refunds-Tax	+	$	60,000
Account Number 101.715.5385	Property Tax Refunds	+	$	78,100

SECTION 2. There be an increase of $400 in the appropriation balance in the DUI Law Enforcement Fund 217 to:

Account Number 217.000.5380	Operating Supplies	+	$	400

SECTION 3. There be an increase of $2,500 in the appropriation balance in the COPS Grant Fund 219 to:

Account Number 219.000.5205	Salary and Wages	+	$	2,000
Account Number 219.000.5206	Overtime	+	$	500

SECTION 4. There be an increase of $10,000 in the appropriation balance in the Reserve Bond Retirement Fund 328 to:

Account Number 328.000.5501	Bond Redemption	+ $	10,000

SECTION 5. There be an increase of $300 in the appropriation balance in the Capital Improvement Fund 410 to:

Account Number 410.303.5470	Capital Projects	+ $	100
Account Number 410.321.5470	Capital Projects	+ $	200

SECTION 6. There be a decrease of $6,500,000 in the appropriation balance in the Vintage Construction TIF Fund 463 from:

Account Number 463.000.5470	Capital Projects	- $	6,500,000

SECTION 7. There be an increase of $400 in the appropriation balance in the Downtown Improvement Fund 480 to:

Account Number 480.000.5310	Utilities	+ $	400

SECTION 8. There be an increase of $29,500 in the appropriation balance in the Trust Reimbursement Fund 546 to:

Account Number 546.000.5350	Refunds	+ $	29,500

SECTION 9. There be a decrease of $32,100 in the appropriation balance in the Compensated Absences Fund 875 to:

Account Number 875.000.5220	Leave Payout	+ $	32,100

SECTION 10. There be an increase of $1,000 in the appropriation balance in the Unclaimed Monies Fund 890 to:

Account Number 890.000.5474	Transfers Out	+ $	1,000

This Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED:_____

ATTEST: _____
Connie Gaylor, Clerk of Council

_____
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM

_____
Terrence M. Donnellon, Law Director

2017 Year-End Appropriations

GENERAL FUND

From:	Unappropriated General Fund 101			209,350
To:	101.201.5202	Youth Services	$ 5,250	
	101.303.5207	PT Parks	$ 11,000	
	101.703.5365	Contractual-Law	$ 30,000	
	101.703.5401	Special Projects-Law	$ 3,000	
	101.707.5206	OT-Mayor's Court	$ 2,000	
	101.709.5205	Salaries and Wages-PW Admin	$ 20,000	
	101.715.5350	Refunds-Tax	$ 60,000	
	101.715.5385	Property Tax Refunds	$ 78,100	
Total				$ 209,350

DUI LAW ENFORCEMENT FUND

From:	Unappropriated DUI Law Enforcement Fund-217			$ 400
To:	217.000.5380	Operating Supplies	$ 400	
Total				$ 400

COPS GRANT FUND

From:	Unappropriated Cops Grant Fund-219			$ 2,500
To:	219.000.5205	Salary and Wages	$ 2,000	
	219.000.5206	Overtime	$ 500	
Total				$ 2,500

RESERVE BOND RETIREMENT FUND

From:	Unappropriated Reserve Bond Retirment Fund-328			$ 10,000
To:	328.000.5501	Bond Redemption	$ 10,000	
Total				$ 10,000

CAPITAL IMPROVEMENT FUND

From:	Unappropriated Capital Improvement Fund-410			$ 300
To:	410.303.5470	Capital Projects	$ 100	
	410.321.5470	Capital Projects	$ 200	
Total				$ 300

VINTAGE CONSTRUCTION TIF FUND

From:	463.000.5470	Capital Projects		$ 6,500,000
To:	Unappropriated Vintage Construction TIF Fund-463		$ 6,500,000	
Total				$ 6,500,000

DOWNTOWN IMPROVEMENT FUND

From:	Unappropriated Downtown Improvement Fund-480			$ 400
To:	480.000.5310	Utilities	$ 400	
Total				$ 400

TRUST REIMBURSEMENT FUND

From:	Unappropriated Trust Reimbursement Fund-546			$ 29,500
To:	546.000.5350	Refunds	$ 29,500	
Total				$ 29,500

COMPENSATED ABSENCES FUND

From:	Unappropriated Compensated Absences Fund-875			$ 32,100
To:	875.000.5220	Leave Payout	$ 32,100	
Total				$ 32,100

UNCLAIMED MONIES FUND

From:	Unappropriated Unclaimed Monies Fund-890			$ 1,000
To:	890.000.5474	Transfers Out	$ 1,000	
Total				$ 1,000

These minutes are a draft of the proposed minutes from the Financial Planning Committee of the City Council meeting. They do not represent the official record of proceedings until formally adopted by the Financial Planning Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Financial Planning Committee Meeting
November 6, 2017

Present
Brian Riblet, Acting City Manager
Katie Smiddy, Finance Director
Connie Gaylor, Clerk of Council

Council Committee Members Present
Ken Suer, Chair
Laith Alfaqih
Mike Cappel

Guests and Residents
Ryan Tufts

The Financial Planning Committee of Council meeting was called to order at 4:30 p.m. by Chairman Suer.

October 2017 Income Tax Reports

Ms. Smiddy explained that for the month of October 2017, the City's total income tax receipts were $747,037, which is an increase of $21,565 or 2.9% compared to the actual amount collected in October 2016 of $725,472. Ms. Smiddy stated that in October 2017, net profits from businesses located within or doing business within Montgomery were $36,283. This is a decrease of $4,297 or 10.5% compared to October 2016 collections of $40,579; however, business revenue remains 2.8% above the year-to-date 2016 collections.

Ms. Smiddy stated that revenues of $107,402 were collected in October 2017 from residents living in Montgomery, which is an increase of $31,607 or 22.7% compared to October 2016 collections of $139,009. Ms. Smiddy stated that this is likely due to the change in the due date for 3rd quarter estimated payments. She reported that September revenue was up 43.1%. Year-to-date collections remain slightly (0.3%) above 2016 revenue.

Other Business

HB49
Ms. Smiddy updated the Committee on the status of HB49 regarding Centralized Tax Collection. She stated that currently there are 200 municipalities who have joined the coalition to be named in a lawsuit filed by Frost Brown Todd Attorneys against the State of Ohio. She explained that at the October 18, Work Session that City Council made a motion to join this coalition. She stated at this time staff is waiting for an engagement letter from Frost Brown Todd and then staff will prepare the $4,000 retainage fee due to Frost Brown Todd. She concluded with explaining that due to the large number of members in the coalition, that a portion of the retainage fee could be reallocated back to each municipality once the necessary funds are met.

2018 Budget
Ms. Smiddy provided an update on the 2018 Budget Ordinance. She explained that the general fund had been modified to account for the new solid waste collection contract but that any changes that may occur for the Vintage Club or Gateway Redevelopment Area will be made after the new year when additional information comes in on these projects. She explained that when that occurred staff would make sure to provide updated replacement pages for their budget binders.

Fire Levy
Ms. Smiddy and Mr. Riblet provided an update to the Committee on the Fire Levy process. Mr. Riblet explained that legislation will be on the November 15, Work Session Agenda that will request the Hamilton County Auditor to certify both scenarios previously presented to City Council, for a 5 mill or 6 mill levy. Mr. Riblet stated that these certifications would provide City Council with the necessary information in which to make their decision.

Mr. Riblet stated that a vote would need to be made at the December 6 Business Session in order to meet the deadlines to file with the Hamilton County Board of Elections in February 2018. Ms. Smiddy also explained that property reappraisals are being performed in November so the certifications coming from the Hamilton County Auditor will be based on the newest rates.

Mr. Suer stated that when the Political Action Committee was formed that it would be a good idea to include MCLA graduates and representatives from the business community in addition to residents.

Ms. Smiddy updated the Committee on the hiring process for the Tax Commission position.

Mr. Suer inquired about a future article featuring the new Rumpke waste collection contract. Mr. Riblet and Ms. Gaylor stated that the article is planned to run in the January Montgomery Bulletin and discussed the details of the article.

Mr. Riblet explained to the Committee that he had identified a grant from the Cincinnati Regional Business Community that could possibly subsidize the public parking garage or green space at the Gateway Redevelopment Area. He explained that the grant is due by November 21 and will be forwarded to the Governor's local task force for review in early 2018. Mr. Riblet stated that he anticipated submitting the grant for $2 million and if awarded it would not be funded until 2020.

Mr. Alfaqih asked Ms. Smiddy about the progress of the finance software Request for Proposals (RFP). Ms. Smiddy stated that staff is currently drafting a RFP now that they will meet to review in the next week. Mr. Alfaqih asked if there would be the capability for filing online. Ms. Smiddy replied that it would be included in the specifications of the RFP.

Minutes

Mr. Cappel moved to accept the minutes of the October 2, 2017 meeting of the Financial Planning Committee as written. Mr. Alfaqih seconded. The Committee unanimously agreed.

Adjournment

Mr. Cappel moved for adjournment. Mr. Alfaqih seconded. The Committee unanimously agreed.

The Financial Planning Committee of Council was adjourned at 5:09 p.m.

_____
Chair

DRAFT