

**CITY OF DELAWARE
FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
5:00 P.M.**

AGENDA

July 30, 2018

1. Roll Call
2. Approval of the Motion Summary for the meeting held July 11, 2018, as recorded and transcribed.
3. Update and Continued Discussion on the City Hall Annex Project
4. Staff Comments
5. Member Comments
6. Next Meeting Date
7. Adjournment

**FINANCE COMMITTEE
MOTION SUMMARY
July 11, 2018**

ITEM 1. Roll Call

Chairman Hellinger called the Finance Committee meeting to order at 3:05 p.m.

Members Present: Vice-Mayor Kent Shafer and Chairman George Hellinger

Members Absent: Vice-Chairman Chris Jones

Staff Present: Dean Stelzer, Finance Director, Lory Johnson, Income Tax Administrator, Sean Hughes, Economic Development Director, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

Council Member in Attendance: Third Ward Councilman Jim Browning

Motion to Excuse: Vice-Mayor Shafer moved to excuse Vice-Chairman Jones, seconded by Chairman Hellinger. Motion approved by a 2-0 vote.

ITEM 2. Approval of the Motion Summary for the meeting held April 25, 2018 as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary from April 25, 2018, as recorded and transcribed, seconded by Chairman Hellinger. Motion approved by a 2-0 vote.

ITEM 3. Executive Session: Pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance.

Vice-Mayor Shafer motioned to enter into Executive Session at 3:06 p.m. pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance and Ohio Revised Code 121.22 (D) (2) exempts audit conference meetings from the requirements of the Open Meetings Act, seconded by Chairman Hellinger. The Finance Committee conducted a discussion of those items with the following members present: Vice-Mayor Shafer and Chairman Hellinger. Following the

discussion at 3:40 p.m. Chairman Hellinger motioned to enter back into the Open Session, seconded by Vice-Mayor Shafer.

ITEM 4. Review of City's Primary Revenues

Discussion was held on major revenue sources for the City. Mr. Stelzer discussed the income tax credit and the failed levy. He discussed how residents are taxed and what portion comes into the City. Ms. Johnson reviewed the procedures for collecting data for the income tax. She discussed the process of collecting electronic W-2 forms and putting the information in the system to utilize the information. She did inform that some information still needs to be entered in manually. Mr. Stelzer discussed tax credit for citizens that work in different cities. Mr. Homan discussed the tax credit issue and concerns that have been presented by citizens, especially in the south east part of the city where there is a NCA. Mr. Homan discussed other cities that are recommending to increase their tax credit and that they have a different tax base from the City of Delaware. Mr. Johnson discussed the misunderstanding that taxes taken from other cities are being returned to the City of Delaware, when they are not. Mr. Stelzer discussed the income tax history of the City of Delaware.

ITEM 5. Updates:

A. City Hall Annex Project

Mrs. Walker discussed the ability to use the current contractor with Cohatch and add on to his contract and change its scope of work and take advantage to using his services while he is available. Mrs. Walker provided an update on past approved funding and work that has been completed. She discussed the new estimate for the connector bridge. She discussed the cost to the City to remove three AEP poles which would be required to put the connector bridge in. She explained that the northern pole carries the electricity for the next block. Mrs. Walker reviewed the updated estimates for Utility Pole relocation. She discussed the removal of asbestos. Mrs. Walker recommended that the demolition of the second floor continue for \$21,000. Information was provided on security upgrades for first floor and ground floor in City Hall. Mr. Homan discussed the limited resources for capital projects and the best use of the resources. He discussed the questions on the status of the previous Engineer Building and should this building be removed to establish a municipal parking lot and additional amenities. He discussed the need for additional office space but also to look at funds towards the engineering building removal to add a parking lot. A discussion was held on having an analysis on how to fund both projects. The Finance Committee was in agreement to move forward on the demolition part of the City Hall Annex Building.

B. Downtown Hotel Projects

Mr. Homan discussed that the City has been approached by two additional developers for hotels in the downtown area. He discussed that each project could have a partnership with the City. He informed the Committee that one project has the potential to provide municipal parking in the form of a parking garage. Mr. Hughes discussed the challenges of the projects in a historic downtown area and the high cost of land. A discussion was held on the viability of the projects compared to the potential Wesleyan Inn development and that the current developers are aware and voiced no concerns.

C. 2019 Budget & 2019-2024 Capital Improvement Plan

Mr. Homan provided an update on the timeline for the CIP. Mr. Stelzer discussed that there will be 27 pay periods in 2019.

ITEM 6. Member Comments

ITEM 7. Next Meeting Date

The Committee recommended that the next meeting be held on July 30, 2018 at 5:00 p.m.

ITEM 8. Adjournment

Motion: Vice-Mayor Shafer moved to adjourn the Finance Committee meeting, seconded by Chairman Hellinger. The Finance Committee meeting adjourned at 5:07 p.m.

Chairman

Elaine McCloskey, Clerk