



# City of Gahanna

## Meeting Minutes

### Finance Committee

200 South Hamilton Road  
Gahanna, Ohio 43230

*Michael Schnetzer, Chair*  
*Karen J. Angelou*  
*Brian D. Larick*  
*Jamie Leeseberg*  
*Nancy R. McGregor*  
*Brian Metzbower*  
*Stephen A. Renner*

*Kimberly Banning, Clerk of Council*

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Monday, April 9, 2018

Council Committee Room

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#### Immediately Following Committee of the Whole

#### CALL TO ORDER

Chair Schnetzer called the meeting to order at 7:27 p.m.

**Present** 7 - Brian D. Larick, Michael Schnetzer, Stephen A. Renner, Karen J. Angelou, Nancy R. McGregor, Brian Metzbower, and Jamie Leeseberg

#### 2019 BUDGET DISCUSSION ITEMS:

##### - Budget process and assumptions

Schnetzer said asked administration to explain steps taken in Budget Process; more than just capital; Bury walked through some of the tools they use to come up with budget numbers; showed how they look at personnel budgeting; all information gets put into a spreadsheet with some history; FinancePlus allows for only 1 year look out; we look 5 years out; look at anything unusual in past years; then explained what departments get; in 2018, pulled back on some operating expenditures; looked at 3 year actual spend and what was budgeted in 2017; if increases were needed, notes were required; did not allow for emergency buffers in the budget; emergencies are an OK reason to ask for a supplemental; also go into what the current staffing level is; then looks at revenue - operational and external, like property taxes; economic indicators are positive going into 2018; Metzbower asked with economic indicators - where do those come from; Bury said a ton of resources; some other revenue streams are easy because we get the numbers; Angelou asked who are our advisors are; Bury said New Albany; Metzbower asked if we get into trend lines; Bury said we have a 12 month rolling; look at a 12 month rolling stream; are we seeing peaks and valleys; rolling seems to work well; Bury said everything is then put into

tabs and rolled into one spreadsheet; Metzbower asked how many changes are there operationally; Bury said as far as the SOM goes - all pretty consistent; then we have our annual operating resources; then we look at shortfall; then we go back to departments and go line by line; widdle down; then we meet with the Mayor; go line by line; then we start to talk about what departments requested as part of their one-time; then it goes to departments one more time to look at numbers; big book is then created and dropped off to Council.

Schnetzer said on expenditure side; that is fixed; not too much of a variable; asked for explanation of other expenses; Bury said contracts; operating programs; training; supplies; Schnetzer said historically, Council focuses on capital improvements; through this process - starting now vs. October, Council will have input on other budget items, not just capital improvement projects; Metzbower thanked Bury for this information; Angelou asked if our policies are working well; Bury said yes; typically can go 5 years for investment policy; same for debt policy; not heavy debt issuers; do not really change much; Larick said when we passed legislation, we put clocks on those; look at when those were done (possible 2007 and 2005); Schnetzer asked how often we look at banking piece; Bury said we sign a 5 year agreement; just upped that agreement; look at banking fees and our level of customer service; having customer service is vital; is expensive to do an RFP; only way to get good information is to do a full blown one; last one done was in 2012 and was awarded in 2013; likely look again next year; Schnetzer suggested looking at a lot of contract services; possibly do an RFP for those; Mayor Kneeland said Service and Engineering has to do competitive bidding; can get more information on that; always review of services at a department level; constantly looking at those services to make sure we are getting the best price; Barr said this year for example we are saving \$1,000 on fireworks; Leeseberg asked if large projects get better prices; Priestas said absolutely; McGregor asked Franey about getting lower responsive bids due to the length of time left in the contract; Franey said this year we are asking for them to invest in the carts; better if it is a longer contract; just depends on contract; Schnetzer asked about building permit fees, are they calculated with development's; Jones said have a model they use to determine revenue; permit fees are handled through Service; have targets to meet each year; Priestas said not a full analysis, but it is taken into consideration; have to have a good idea of economic temperature; Franey said have brought forward changes to fee schedule; Leeseberg asked how far we look at benchmarking us with other communities; Priestas said just did that with building fees; looking at zoning fees now; have done that with engineering fee schedule; Leeseberg asked if we charge for engineering review; Priestas said yes; Franey said we also review our code annually;

Larick asked if Bury gets information from a revenue side; Bury said looks at trend; also looks at how the economy looks overall; looks at growth; Jones explained how his revenue model works; his estimates are just estimates; Larick asked to drill down more into that, possibly next time.

[2018-0073](#)

2019 Budget Discussion Documents

## **ADJOURNMENT**

8:05 p.m.