FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

APRIL 12, 2022

The meeting was called to order at 5:34 p.m. by Chairperson Mark Weber. Committee members present were Mark Weber, Jonathan Smith, and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, Steve Bronder, Income Tax Commissioner, and Kelly Chalfant, Human Resources Manager.

APPROVAL OF PRIOR MONTH'S MINUTES

There being no objections, the minutes of the March 8, 2022 meeting were approved 3-0.

Mr. Smith noticed on the credit card statements that the Utilities Department has purchased labor law posters. He wanted to know if this is something HR provides to all of the departments. Ms. Chalfant explained that the City has a subscription to a service for that. Ms. Chalfant will talk to Alice Godsey or Matt Choma about this.

CRA REVIEW

Glenn Grisdale, Principal at Reveille and Economic Development Consultant for the City, wanted to give the Finance Committee an update on the Wood County Tax Incentive Review Council and the incentive monitoring that was done for fiscal year 2021. No issues were reported. Companies exceeded or met their performance standards in regards to property investment, job creation, and payroll, even with complications from Covid-19. All Perrysburg Schools and Penta Career Center donations are current or have been invoiced and are expected to be paid. Mr. Smith was curious if anything will be changed with CRAs with people working remotely from home. Mr. Grisdale explained that most of the current CRAs are hands-on jobs where things must be done in person, so the majority of those employees could not work virtually from home. Mr. Smith wants to be sure with future CRAs that we make sure the jobs being created are here in Perrysburg, especially with many working remotely now.

ESTABLISHMENT OF NEW FUND FOR ONEOHIO

Ms. Rathburn explained that the Auditor of State requires that the City set up a new fund for funding provided by the OneOhio MOU. The Committee is recommending this 3-0 to City Council.

DELTA DENTAL RENEWAL

Ms. Rathburn stated that the City has been with Delta Dental for several years and that their rates have not increased since 2016. Beginning 4/1/22 their rates increased 5% and Mr. Holzemer, Savage & Associates recommends staying with Delta Dental. The Committee is recommending this 3-0 to City Council.

COMMERCIAL CARD AGREEMENT

Ms. Rathburn explained that this is an agreement with Huntington Bank. There is a vendor that IT is purchasing from that only accepts credit card payments and Huntington offers a virtual credit card with a onetime generated number. Going forward, additional vendors that accept credit cards and do not charge fees, may be paid with a virtual card to take advantage of earning rewards. Any rewards would be credited to the General Fund. The Committee is recommending this 3-0 to City Council.

CREDIT CARD POLICY UPDATE

Ms. Rathburn stated that the Credit Card Policy needs to be updated to allow for the use of virtual credit cards. She added that the Finance Department will not pay any vendors that charge fees to use virtual cards. A change is also being make to allow for any rewards earned to be credited to the General Fund. Mr. Smith suggested language for non-virtual credit cards, that fees cannot be any more than ten dollars. Ms. Kabat stated that over the next few months they can take note of where fees are charged and try to avoid those places. Mr. Smith wants to get the Law Director's opinion on the definition of a virtual credit card and to consider adding language for existing traditional credit cards in the future. The Committee is recommending this 3-0 to City Council.

INVESTMENT POLICY UPDATE

Ms. Rathburn explained two recommended updates to the Investment Policy from 2009. The new investment broker, UBS, recommended that commercial paper be included as an investment option, which is now allowed by ORC. It was also recommended that the length of investments go from 36 months to 60 months, which is again allowed by ORC. The Committee is recommending this 3-0 to City Council.

CHANGE ORDER WITH SOFTWARE SOLUTIONS

Ms. Rathburn stated that this is for the finance software they are training on right now. Setup for pre-printed, pre-numbered checks were included in the original agreement. The change order will give Finance the opportunity to use blank check stock, which will be more cost effective in the long run, and will allow them to have multiple users as well. Mr. Smith wanted to know if the training is one time or if it occurs throughout the year as needed. Ms. Rathburn responded that Software Solutions has been recording all of the trainings, so they can watch them back anytime, and that they have been great to work with so far. The Committee is recommending this 3-0 to City Council.

QUARTERLY INCOME TAX REVIEW

Mr. Bronder stated that they collected about $1.7 million for the month of March, and it was a fairly strong month. The first quarter of 2022 collections are up 33% year to date, but there is the large payment from February 2022 that is still skewing the numbers, as it may need to be refunded.

FINANCE DIRECTOR'S REPORT

Mr. McCarthy wanted to know if MTM Transit is Perrysburg Transit, which Ms. Rathburn confirmed is correct. Mr. McCarthy was also curious if Perrysburg Transit not offering service on Sundays will change anytime soon. Ms. Kabat explained that there was a drastic decline in request for ridership, in conjunction with being down one dispatcher, there was not enough staff to service rides on Sundays. They are hoping that the request for rides on a Sunday will go up and are actively looking for a new dispatcher. Mr. Smith noticed a large charge for business cards. Ms. Rathburn explained that this payment was to Bank of America, which is the City wide credit card. Regarding health insurance funding, the fund ended March with over $400,000, which continues to look good and Ms. Rathburn is not expecting any large claims at this time.

OTHER BUSINESS

Mr. Smith would like to sit down with Ms. Kabat and Ms. Sandretto regarding the short term rentals, which was discussed at the prior Finance Committee meeting.

There being no further business, the meeting adjourned at 6:25 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance & Economic Development Committee

Next meeting: Tuesday, May 10, 2022 at 5:30 p.m.