

VILLAGE OF OAKWOOD  
COUNCIL FINANCE (BUDGETARY HEARING)  
COMMITTEE MEETING MINUTES  
May 5, 2020

PRESENT:

Johnnie Warren – Council President  
Elaine Gaither- Council at Large  
Chris Callender – Ward 1  
Eloise Hardin – Ward 2  
Melanie Sanders-Ward 3  
Patricia Rogers – Ward 4  
Candace Williams – Ward 5

Jim Climer-Law Director  
Gary Gottschalk-Mayor  
Tom Haba-Service  
Mark Garratt-Police Chief  
Brian Thompson- Finance Director

ABSENT:

\* Arrived after roll call

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Thompson opened meeting at 6:11p

Pledge of Allegiance

Roll Call

*Covid-19 Effects on 2020 Budget*

**Thompson:** We are up by \$20,000 which is 1%. We compared the first quarter collections of 2019 to 2020 collections. **Williams** asked if he could extract March 2020 compared to March 2019. **Thompson:** It is down \$37,000 for March. March 2019 was \$496,905 and March 2020 was \$460,894. **Warren:** It is starting to show the down trend. **Williams** asked if the shut-down covered two weeks in March. **Thompson:** Yes. RITA anticipates Oakwood being down \$500,000 for the year. **Warren:** Overall? **Thompson:** Yes. We started cutting expenses for 2020 which is shown in the exhibit, showing cuts in events cancelled. **Williams** asked about the cuts. **Thompson:** The Mayor's events and infrastructure cuts amount to \$500,000 in lost revenue this year. We anticipated upgrading the Community Center for \$38,000, which is being put off. **Williams** asked about the remodel, **Mayor:** It hasn't been done since the early 1980's. I cut \$42,000; \$38,000 from capital improvement and \$5,000 from the Community Center funding. **Williams** Is the Mayor's office cuts directly related to Recreation as well? **Mayor:** It is just Mayors office. We are also cutting \$91,000 for the first five weeks of camp. We will go forward with the second half. We can do that remotely. That will save us another \$30,000. We are the only community in the county holding camp with recorded lessons. **Warren:** Transportation will be cut as well. It should be more than 30% cut in the camp expenses. **Mayor:** The \$91,000 is the first part with another \$101,000 the second half. **Warren:** It would reflect more than this in cuts. **Mayor:** There could be more, but I am not sure yet. We will maintain the enrichment portion or the second half of camp. **Rogers** asked about concerts. **Mayor:** I eliminated all of July. The others might be cut too. We will know more in a month. **Warren:** The virus will spike. The aggressive testing hasn't taken place yet. **Mayor:** We will know more in another 30-45 days. **Warren:** We will have to make sure protective gear is available if we move forward with concerts. We have to follow CDC guidelines. If we don't implement those things, we can be held liable, ask the Law Director. **Rogers:** That isn't going to happen. **Warren:** If that doesn't happen, these events won't happen. **Williams:** Does any cut include personnel? **Thompson:** No personnel at this point. **Mayor:** Brian will review the infrastructure cuts. No cuts will involve layoffs or furloughs. **Thompson:** We talked about cutting Weber Park, Lincolnville, Winterberry in the Meadows, Buckthorn, and reducing street striping from \$25,000 to \$20,000. County roads will be cut as well as Broadway Avenue. All together we are cutting \$538,000 infrastructure, Recreation and Mayor events. **Williams:**

Why was Weber Park cut, I will get questions from residents. **Mayor:** We will have to wait until next year. We only have 35 employees, not counting Fire. We don't have a lot of wiggle room. It comes down to infrastructure. **Williams:** It was cut before the virus. **Mayor:** If there was no virus, we won't have cut it. **Williams:** Was there criteria? **Mayor:** It would have cost \$24,000. **Thompson:** That was cut before the appropriations were approved. **Mayor:** It should be on for next year, but not this year. I hate to cut the Community Center, but I couldn't justify keeping it in 2020. We cut most, if not all the infrastructure. We support streets via transfers from the general fund. We are looking at \$1/4 million for infrastructure projects. **Rogers** asked about Bedford Schools. **Mayor:** The Superintendents are talking about a rotation with students. We just gave the schools \$250 for pictures of all the seniors, which will line Broadway recognizing Oakwood Village seniors. Each community is doing that. The pictures will be 1.5' with their name. The signs will be posted in alphabetical order from Wendy's to the end of Hawthorne Valley Shopping Center. Originally the schools were going to place them at the high school. I thought it would be neat to have them in the communities. **Callender** suggested giving the pictures to the students after they are displayed for two weeks. **Clerk** asked about the Youth Council. We normally have a big celebration for them each year. That isn't going to happen. What could we do instead. We have five Youth Council students graduating this year. I have the pen sets for them. I requested resolutions from each of the communities for their individual students. I am looking for input. **Callender:** You could do a virtual ceremony, get the Bedford football stadium. **Warren:** Post their picture on our website with additional congratulations. **Clerk:** Great ideas. Those who are graduating have been in the program 4-5 years. **Williams** suggested pulling them back for a second chance at celebrating next year. **Clerk:** Thank you. **Rogers** asked about activities listed that may go forward; what is the total cost of those? **Mayor:** That was part of the total. **Williams** asked what the cost would be for the second half of camp. **Thompson** will look into that. **Williams:** The Ward 4 Exterior Maintenance Program was to continue, because we still had funds. Dan Marinucci previously asked if we could pause the program. Do you know the reasoning. **Thompson:** I do not know. The balance was \$26,000. **Rogers:** He is postponing the Heritage Home Program, not Ward 4. I spoke to him myself. I followed up with him on that.

#### *Premier*

**Thompson:** I distributed reports to Council. I sent the email from Premier picking up the costs of rolling the note; \$105,000 for three years. I received correspondence from Premier Senior Vice President, Kevin Callahan, they would pick up the cost for closing the deal.

#### *Finance Reports*

**Warren:** Is there a reason why it takes so long to get the Finance reports? **Thompson:** No real reason. I will try to close out April. I am committed to the time line I put out for the Finance meetings this year to have the information to Council Friday prior to the meetings. **Warren:** You can distance your Finance personnel. **Thompson:** I am going to move the conference table in the Council conference room to put some of my team there. **Warren:** Even now when we postponed the last Finance Committee meeting, there is no reason we should get part of the reporting today and part of it Friday. We should have this in a comfortable time frame prior to the meeting. Staffing shouldn't be an issue. With due diligence it should be set up like any other community, to make sure you are complying with the state and federal guidelines for safe distancing There is no reason those people should be in the same office. That should have been addressed early on. **Thompson:** The RITA information was just released today. Nonetheless, I concur with the time lines and will work more diligently to follow the schedule of meetings.

#### *Timely Budget Completion*

**Williams:** We haven't hit the target yet, but we have asked to be able to approve the budget timely. It should be done by December or January. We haven't hit that goal yet. **Thompson:** It is noted. **Warren:** You have less money to count now. **Thompson:** We will watch the funds coming in closely. We cut the \$500,000 in anticipation of the loss in 2020. We may make additional changes.

*Reserve Balance*

**Williams** asked about the GFOA advice. When can you put a plan together and when can it be achieved?

**Thompson:** The advice given was to maintain \$1.6 million and we are usually \$400-\$450,000. I will need to make huge cuts to accomplish that or rely on the new revenue from new businesses. Once that takes place, we can do that. **Williams:** Are you thinking within 2-4 years to be implemented? **Thompson:** Yes. **Rogers** asked about it. **Thompson:** I went to the Government Finance Officers Association for a recommendation on maintaining a reserve balance. It was recommended by the GFOA to maintain two months income as a reserve. It isn't mandated, but it is recommended. The \$1.6 figure reflects \$9.8 million in annual anticipation of funds.

*Next Finance Meeting*

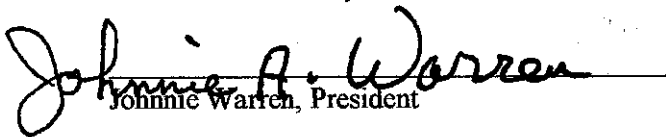
**Thompson** asked if May 26th is a good date for our next Finance meeting.

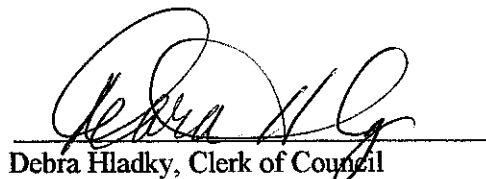
*Ward 4 Exterior Maintenance Grant Extension*

**Rogers:** In regard to the Ward 4 maintenance grant, we had an end date of May 15th. I don't expect many applications this year. Could the application deadline be extended? **Dan Marinucci** thought it would be a good idea. **Warren** suggested extending it by two months. **Rogers:** Okay. The extension will be moved to July 15th.

Meeting adjourned 6:55pm

Approved: May 12, 2020

  
Johnnie Warren, President

  
Debra Hladky, Clerk of Council

## Events Cancelled

Thu Mar 19 CVLT "Pippin" & Dinner @ Mt. Zion  
Sat Apr 4 Bible Walk Museum (Palm Sunday next day)  
Sun Apr 19 Helicopter Egg Drop (Week after Easter)  
Fri Apr 24 Cleveland Orchestra @ Severance Hall & Brunch @ Cracker Barrel  
Fri May 15 Cleveland Orchestra & Brunch @ Cleveland Heinen's  
Sat May 16 Murder Mystery on Cuyahoga Valley RR & Dinner @ Hampton Inn  
Thu May 23 CVLT "Women In Jeopardy" & Dinner @ Blue Canyon  
Tue Jun 9 Nat'l Veteran's Memorial Museum in Columbus & Brunch @ Schmidt's German Village  
Fri Jun 26 I Love A Parade & Model T Ford Museum Tour in Detroit & Brunch @ Souful Bistro  
Sat Jul 4 Community Day @ Oakwood Community Park  
Tue Jul 14 Dine & Cruise on Valley Gem Sternwheeler on Muskingum River in Marietta, OH  
Sat Aug 22 Cruise, BBQ & Alleghany Casino Tour in Chautauqua NY  
Thu Jul 9, 16, 23 & 30 – Concerts  
Mon Jun 8 – Fri Jul 10 1<sup>st</sup> 5 - Weeks Summer Camp

## Activities Still Offered

Thu Aug 6 LaFlavour Concert  
Thu Aug 13 Mike Albert's "Memories of Elvis Show"  
Thu Aug 20 STAYIN ALIVE's Tribute to The BeeGees  
Thu Aug 27 Maxine Nightingale's Tribute to Disco Queen Donna Summer  
Tue Oct 6 SAM'S Club Breakfast @ Mt. Zion  
Fri Oct 16 Amish Tour I  
Wed Oct 21 Gospel & Inspiration Side of Elvis @ Mt. Zion with special guest TASHA COBB  
Sat Oct 24 Halloween Haunted House Tour  
Wed Nov 11 Billy Donato's Las Vegas Show & Dinner @ Blue Canyon  
Tue Nov 24 Thanksgiving Dinners  
Fri Nov 27 Amish Tour II  
Sun Dec 13 Santa Comes to Oakwood

## Also Offered

2<sup>nd</sup> 5 - Weeks of Summer Camp (Enrichment Academy Workshops)  
Mon Jul 13 - Fri Aug 14  
Implement Hands – On Distance Learning of Programs  
STEM, Cosmetology/Nutrition, Girl & Boy Talk, Heroes of The Bible  
Weekly drop off to participants home's bundles of:  
Recorded Lessons, Class Supplies & Tablets, if necessary, for Zoom Learning  
Fitness/Wellness & Education Programs for Seniors  
Healthy Oakwood & Gym Membership Discounts

## Appropriation Cuts

\$ 91,000	Summer Camp – 1 <sup>st</sup> 5 - Weeks
26,500	Recreation Programs
38,950	Mayor's Office
47,850	Community Center Programs
<u>38,000</u>	Remodel Community Center Exterior
<b>\$ 242,300</b>	

**Revenue/Budget ratio report Month Ending March 2020**

**Finance Committee Meeting 04-28-2020**

**Desired Revenue collected ratio = .25% Collected**

**Max Ratio Limit = .25/100%**

General Fund	Projected Revenue	YTD Revenue 3/31/2020	Actual Budget/Revenue ratio
General Fund Revenue	\$ 9,811,200.00	\$ 2,233,531.00	\$ 0.23
Beginning Balance	\$ 319,852.69		
Total	\$ 10,131,052.69		

**Expense/Budget ratio report Month Ending March 2020**

**Desired expense ratio = .25%**

**Max Ratio Limit = .25/100%**

General Fund	100% Appropriations	YTD Expenses 3/31/2020	Actual Budget/Expenses ratio
Police	\$ 2,291,065.60	\$ 568,293.00	0.25
Fire	\$ 2,281,000.00	\$ 569,861.76	0.25
School Guard	\$ 11,600.00	\$ 3,189.01	0.27
Dog Warden	\$ 11,000.00	\$ 2,264.00	0.21
Auxiliary	\$ 62,200.00	\$ 14,759.05	0.24
Misc Contractual-utility	\$ 95,000.00	\$ 30,580.04	0.32
Building	\$ 248,400.00	\$ 75,404.02	0.30
Service Department	\$ 523,200.00	\$ 123,776.54	0.24
Rubbish Disposal	\$ 108,000.00	\$ 28,268.71	0.26
Council Clerk	\$ 59,175.00	\$ 14,785.95	0.25
Council	\$ 160,635.59	\$ 35,857.23	0.22
Mayor	\$ 262,350.00	\$ 54,521.10	0.21
Mayors Court	\$ 169,425.00	\$ 39,328.22	0.23
Finance	\$ 284,700.00	\$ 64,383.71	0.23
Legal Administration	\$ 148,700.00	\$ 26,408.68	0.18
Engineer	\$ 42,900.00	\$ 10,269.58	0.24
Pub/Lands and Building	\$ 86,300.00	\$ 28,878.39	0.33
Senior Van	\$ 67,600.00	\$ 16,688.50	0.25
Bedford Schools	\$ 105,000.00	\$ -	0.00
Summer Employment	\$ 2,400.00	\$ -	0.00
Board of Commissions	\$ 13,200.00	\$ 1,359.58	0.10
H/B Operational Contr.	\$ 1,641,326.00	\$ 451,983.27	0.28
Transfers Out	\$ 1,096,000.00	\$ -	0.00
<b>Total</b>	<b>\$ 9,771,177.19</b>	<b>\$ 2,160,860.34</b>	<b>0.22</b>

**Expense/Budget ratio report Month Ending March 2020**

**Desired expense ratio = .25%**

**Max Ratio Limit = .25/100%**

**Special Revenue Fund**

**Finance Committee Meeting 04-28-2020**

<b><u>Revenue</u></b>		<b>Projected Revenue</b>		<b>YTD Revenue 3/31/2020</b>		<b>Actual Budget/Revenue ratio</b>
<b>Senior Fund-208</b>	\$	156,079.00	\$	-		0.00
<b>Recreation Fund-204</b>	\$	287,862.00	\$	20,815.00		0.07

<b><u>Expenses</u></b>		<b>100% Appropriations</b>		<b>YTD Expenses 3/31/2020</b>		<b>Budget/Expenses ratio</b>
<b>Senior Fund-208</b>	\$	155,548.00	\$	33,410.72		0.21
<b>Recreation Fund-204</b>	\$	287,850.00	\$	52,067.44		0.18

Village of Oakwood  
 Summary of Costs Incurred for Land Acquisition Borrowing

	Series 2018 Actual	Series 2019 Actual	Series 2020 Anticipated
Par Amount Issued	\$ 1,015,000.00	\$ 1,050,000.00	\$ 1,100,000.00
Interest Rate on BANS	2.15%	1.85%	2.00% 2020 estimate
Bond Counsel (SPB)	4,500.00	4,250.00	4,250.00
Underwriter (5/3)	2,786.75	2,808.50	-
Muni Advisor (MAS)	1,776.25	1,837.50	1,925.00
Paying Agent (US Bank)	750.00	750.00	-
Development Counsel (Calfee)	-	3,915.00	10,723.00
Sub-total	9,813.00	13,561.00	16,898.00

Interest Expense Due at Maturity	21,761.88	19,371.04	22,000.00 2020 Estimate
Total	31,574.88	35,322.88	38,898.00

<b>Cumulative Carrying Costs</b>	<b>31,574.88</b>	<b>66,897.76</b>	<b>105,795.76</b>
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## **Brian Thompson**

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**From:** Kevin Callahan <Kevin@premierdevelop.com>  
**Sent:** Tuesday, April 28, 2020 12:16 PM  
**To:** Brian Thompson  
**Subject:** FW: Land acquisition cost

**From:** Kevin Callahan <Kevin@premierdevelop.com>  
**Date:** Tuesday, April 28, 2020 at 9:30 AM  
**To:** Brian Thompson <bthompson@oakwoodvillageoh.com>, "Kevin M. Hinkel" <KHinkel@frantzward.com>  
**Cc:** Dionna Hammett <dhammett@oakwoodvillageoh.com>  
**Subject:** RE: Land acquisition cost

Brian

Premier Oakwood will pay the additional costs submitted for the land acquisition at closing, as agreed.

**Kevin R. Callahan**  
Senior Vice President  
Premier Development Partners, LLC  
5301 Grant Avenue, Suite 100  
Cleveland, OH 44125  
Phone: 216.341.1200 x107  
Fax: 216.341.5120  
Cell: 216.469.2143

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www.premierdevelop.com



Information derived from GFOA website.

FYI purposes only

**GFOA (Government Finance Officers Association)**

Recommends, at a minimum, that general purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.

Oakwood projected 2020 revenue	9,811,200.00
Two months average revenue	1,635,200.00
Projected year end general fund balance	400-450 k

**2020**

**Finance Committee Meeting**

**Schedule**

**6:00 PM**

**April 28, 2020-----Moved to May 5, 2020**

**May 26, 2020**

**June 23, 2020**

**July 28, 2020**

**August 25, 2020**

**September 22, 2020**

**October 27, 2020**

**November 24, 2020**

**December 22, 2020**

# 2019 WARD 4 EXTERIOR MAINT PAYMENT HISTORY

For the Year 2019

Check Date	Name	Repair(s) Done	Amount
7/22/2019	McDonald, Mark & Leslie	Resurface Driveway	\$3,000.00
7/22/2019	Robinette, Maryellen	Resurface Driveway	\$3,000.00
8/13/2019	Haviland, Tim & Debra	New Roof	\$3,000.00
8/13/2019	Banks, Betty/Gwin	Exterior Façade - Overall Upgrade	\$2,475.00
8/13/2019	Christian, Pat	Basement Waterproofing	\$3,000.00
8/13/2019	Taylor, Jason & Kelly	Replacement Windows	\$3,000.00
8/22/2019	Hladky, Debbie	Garage Roof	\$2,585.25
8/26/2019	Christian, Tamara	Tree Removal	\$1,256.25
9/27/2019	Zlokci, Susan	Roof	\$3,000.00
9/27/2019	Skocic, Roberta	Asphalt Driveway	\$3,000.00
9/27/2019	Schuman, Sandra	Roof Installed	\$2,625.00
10/10/2019	Meadows, Shirley	Windows & Fench Doors	\$2,400.00
10/10/2019	Byrd, Reginald & Deborah	Tree Removal, Levl Concrete, & Power Wash House	\$2,550.00
10/10/2019	Allen, Louis	Windows	\$2,771.25
10/25/2019	Davis, Mary	Windows Installed	\$3,000.00
11/13/2019	Walker, Cynthia	Concrete Block Repairs	\$701.25
11/13/2019	Richardson, William & Barbara	Replace front bay window and addition windows and door	\$3,000.00
11/13/2019	Thrush, Gregory	Replace garage door and front and some side windows	\$2,587.50
11/13/2019	Nichles, Jim A.	Tree Removal	\$972.00

**Total 2019 Payouts**

**\$47,923.50**

**WARD 4 EXTERIOR MAINTENANCE PAYMENT HISTORY  
FOR THE YEAR 2020**

CHECK DATE	NAME	REPAIR(S) DONE	AMOUNT
<b>Total 2019 Payouts</b>			
1/31/2020	BLEIWEISS, RICKY	Install New Doors & Gutters	\$ 47,923.50
2/18/2020	ROBINSON, CHERYL	Install New Roof	\$ 2,931.00
			\$ 3,000.00
<b>APPROPRIATED FUNDS</b>			
<b>Total Payouts</b>			\$ 80,000.00
<b>AVAILABLE FUNDS</b>			\$ 53,854.50
			\$ 26,145.50