

VILLAGE OF OAKWOOD
FINANCE MEETING MINUTES
October 25, 2022

ATTENDED

Johnnie Warren-President
Elaine Gaither-Council at Large
Chris Callender-Ward 1 (late)
Eloise Hardin-Ward 2
Paggie Matlock-Ward 3
Mary Davis-Ward 4

Brian Thompson-Finance
Mark Garratt-Police

ABSENT

Candace Williams-Ward 5

Jim Climer-Law Director
Gary Gottschalk-Mayor

Meeting opened approximately 6:10 by Warren
Pledge of Allegiance and attendance taken.

Warren: The purpose of the meeting is to go over the quarterly and then we will go over the chief's request.

Thompson: Looking at our monthly financials and look over our ratios. We can look over things that you have in your main financial book for the month and then we can forage into chief's budget for 2023 projected appropriations. The month end September 2022, we collected over \$7.5 million. It's at a .74 ratio where it should be about .75 so it's really, really close through 9 months. We fixed the Council Clerk's so that is right where it should be. **Hardin:** Can we jump to the yellows? **Thompson:** Yes. So, the legal admin is at .85 but I am going to be working with Jim to take a look. We were dialoguing and some of the stuff he had been doing for Premier. Premier had reimbursed us, but I have to put the actual expense on the books. We may be able to process a revenue reduction, like the reimbursement we got from Premier and reduce his expenses to that amount. So, we are going to be.... **Hardin:** ...revenues yet? **Thompson:** From Premier, yes, we received some time ago. **Hardin:** Why are we just now adjusting the figures? **Thompson:** We got to the point where he was okay. Now some of his bills are catching up and that is what pushed it over the ratio through September, so I will be meeting with him to take a closer look. **Hardin:** Either we have it, or we don't have it to adjust. **Davis:** Do we, have it? **Thompson:** I have the reimbursement from Premier. It's just an accounting adjustment. When I talk to Jim, I want to be really clear about his billings and then I can process the revenue reduction. **Hardin:** How long is this going to take? **Thompson:** You will see it on the next financials for the month of October. That will give me ample time to meet with Climer. **Hardin:** What will be our remedy if we are over? **Thompson:** Ultimately, he can review any legal matters. I am not sure when was the last time you met with Climer in terms of legal. But the remedy would be he would have to raise some of his appropriations to accommodate his expenses out of the explanation of what he has going on with the village. **Davis:** I assume this is from the Premier/Kroger.... **Thompson:** Premier is out; Kroger is in. ***inaudible-Warren/Davis/Thompson talking over each other*** I just want to get my arms around it. I see the bills come in every month and I just want to review with him and chop out what those expenses were. Because he has other things on that billing. Not just Premier and Interstate McBee. **Warren:** And maybe what you could do when you get ready to make the adjustment is to give us a side summary of the legal fees as it relates to specific developments so we can get an idea. **Thompson:** I will do a nice spreadsheet and hopefully he can do some of that on his end to summarize it. I do have the capacity to get the spreadsheet together. **Hardin:** For all intents and purposes, are we finished with the legal parts of these deals? **Thompson:** I would say not because it's definitely ongoing. **Hardin:** I guess what I am saying before we even start to project for next year, is he going to have some.... In other words, we are going to need him to help us to make sure we know what were doing. **Thompson:** Most definitely. When I meet with him.... **Warren:** What she is saying is when we meet for the 2023 appropriations budget that it reflects what it needs to reflect so that we don't have a situation where we are running over. Either way, if it's Premier that is reimbursed, it will still end up being the same bottom line. **Davis:** With the public lands and buildings, why do we have it up to 89%? **Thompson:** That is mostly utility bills, and they are running high. I didn't have enough assumption of appropriations in there to offset the bills we are getting in for the utilities. **Gaither:** Electric went way up. **Thompson:** Electric, gas, all those go into that department. We have another quarter left. In the end, I am potentially going to raise the appropriation to level out to get the ratios where they're supposed to be. But I will see how it turns out through October. **Hardin:** You are really going to do a balancing act because where it's 70.... **Thompson:** Yeah, we are at 70, we have not gone over to 75% holistically but in just 2-3 areas that are over 75%. **Davis:** Why isn't recreation listed as a fund? **Thompson:** What

happened is this is just the general fund. The recreation is on the second page. If you go to the second page, you can see the revenue for senior and rec. Then I gave you the expense for senior and rec. Now if you want me to expand this, it's really in the book here. You can see all your line items if you go to fund 204, then fund 208 you can see what ties into these. I just put a summary level there so you could see what's going on with revenues and expenses. But you can always look back to the fund at the statement of cash report when you look in this blue book. So, fund 204 it ended with \$295---. I pushed out some transfers. I got them out of the negative status for the transfers that the council gave me approval. And also, on the recreation, which they done a lot of programs. **Davis:** And why hasn't summer help, the counselors, been paid? According to all the papers, they have not been paid yet. **Thompson:** They've been paid. We pay them under summer camp. **Davis:** I didn't see anything for wages. **Thompson:** It's under summer camp. I can show you the pages. We kind of amend where we charge them because we kind of want to see where the Mayor's really charging for those individuals. The wages under rec are mostly Carlean and assistant. But the summer camp.... **Davis:** I was looking for summer camp and I couldn't find anything. The only thing I found was the bus drivers. I know you paid the buses. **Thompson:** That goes through Bedford. **Davis:** And I see you paid some of the instructors that come for summer camp, but I see nothing of the wages for the counselors. **Thompson:** It's coded to summer camp. In the big book it's page 16 of 26. **Warren:** What fund is it? **Thompson:** 204.3342.52155 is the object code. If you go to the middle of the page, you can see where the ytd expense is \$70,207 and the salary for the individuals are in there plus some of the programs. **Davis:** I see the programs. **Thompson:** You have to go to the expense report as well. **Davis:** See where under summer camp wages, you had 0, 0, 0 and that's why I asked if they were paid. **Thompson:** Yes, we summarize them under summer camp. **Davis:** So, you put it up there. You don't need actual.... **Thompson:** Yeah, we can clean this up.... **Davis:** ...you were just listing it. **Thompson:** What happened over the years, we kind of refined this budget working with the Mayor. He's always got a different program every year. We create a new line item for it and the next year, he doesn't use it. We have to keep the history on the books for that year. But now we move it to the next year and it's all 0's because we amended the line items. That's what's going on. They are there administratively. **Davis:** Okay and the second thing I wanted to say, is it listed anywhere when they reimburse? Don't parents pay so much for the summer camp? **Thompson:** It's in the revenue section. **Davis:** I didn't see it. **Thompson:** They do pay, you just have to go to.... **Davis:** What about for recreation, the people that attend the instruction classes at nighttime? Do we have an account of how many people come to those? **Thompson:** They give us a sign in sheet. We pay the invoices to the contractors per their sign in sheets. That is part of their documentation when we cut them the check. We have a history of that but it will be attached to the invoice. You would have to look every week. They do turn that in. **Warren:** That is something that should be reviewed in order to see the determination of how popular the programs are. Are we making investment in the right programs or did something change? If you see one class is overbooked and the other are short, we should expand the one that is overbooked. **Thompson:** That may be something you could ask here. **Davis:** I would like to because I have asked before if she can come to tell us how the camp went as a report. **Thompson:** Yeah, so the Mayor can come in. **Warren:** We may start looking at certain department heads that are not frequently at our meetings. We may start mandating they should be here every quarter. **Morgan:** Carlean has dropped two of the classes that weren't getting anybody so right now she is just doing 'yoga with a twist.' **Hardin:** What classes were dropped? **Morgan:** I don't know. She had me drop them off the website and I had to fix the calendar. **Thompson:** She still doing the spin? **Morgan:** That I don't know. **Matlock:** How many classes does she actually do? **Thompson:** I can't think off the top of my head, but she is doing the spin. She's doing the yoga. **Morgan:** And she had instructors for the other 2 but I can't remember. **Thompson:** She was definitely doing 2 herself and then her instructors. Instead of speculating, we can hear from her. I will convey to the Mayor she really needs to be here. **Warren:** Once a quarter minimum. **Davis:** So, we know what is going on. **Morgan:** To answer the question that Mary had last time, you were asking about the rate increase emails that I have been sending you all. This is another reason that I send them because if the rates go up, that is going to affect the budgets as well. **Thompson:** Ultimately, I think the Mayor worked into these contracts that these companies are giving \$40,000 back to the Village honed into these programs as well. It's encroached in the language of the contract with the Kroger deal. **Warren:** When we get those types of reports and we have things like that offset the cost, we want them documented to show so that this way we can determine if that contract is really being enforced with the commitments and obligations these developers have taken on supposedly with what the Mayor is negotiating. Just to make sure we have the contribution sheets for the specific purposes, and we can identify the company. And who knows, maybe we will want to send them a letter of appreciation or notice or something saying we appreciate whatever. More importantly, we want to make sure they are fulfilling their commitment and that we are following up to make sure they are following that commitment on this deal. When the Mayor is giving us these presentations, do you already have your book set up when we know the deal is going forward, so that you're prepared to segregate the money whether to make sure that the commitment that each make to donate toward recreation or whatever. **Thompson:** The contract has been accepted so

that has kind of giving me the authority from council to set the line item up. What we will do is create a new line item in the revenue report under the general fund and note "Kroger commitment or contribution" **Warren:** Actually, if we can have those major ones identified like that as a report to see what revenue is received from each business. **Thompson:** We may have some timelines in there as well as to when they are to be giving the contribution. **Davis:** Because you have in here 'other sources' of our companies to have those listed.... **Thompson:** The TIFs because those are a separate fund which has a distinctive usage. Every time he creates that TIF fund, then I create a new one. There is a backdoor process for those TIFs. You have to send them to the state, they have to certify them, they have to communicate with the county. Once they start making the adjustments for the property taxes. **Warren:** Do you follow up to identify if they are truly and fully fulfilling the obligations or commitments that they made? **Thompson:** Yes. What we do is kicked off by this building permit and project costs that they certify to the county. We go back and spot check the certain type of revenue that is supposed to be coming in and we can have the history. It's always in the book but I can probably put a nice summary sheet for the history of the TIF. **Davis:** The senior lunches are up. I am sorry but they are outrageous to me with the price. \$923 for one week. I assume that is why you transfer more money. How many people are they serving? **Thompson:** We get a lot of the food from Miles Market. Carlean has been taking a different approach, like Whitmore's, giving him some of the business. I guess she is getting the input from the senior. I assume there is about 30 seniors down there. **Davis:** But \$923 for one luncheon for one week. **Thompson:** It can fluctuate if they eat salmon or chicken.... **Davis:** Most of them were \$200-\$300 but \$923. Even if you have 30, that is still \$30 a lunch. **Thompson:** Yeah. **Matlock:** How are they transforming funds? I know they had a party- (the black and white ball). **Hardin:** That is a different fund. **Thompson:** She is homing in on meals. I will have to look at the detail to see what that \$923 was. Maybe it was a payment of 2 invoices, but I will have to look back at the financials to see if that was the case. **Davis:** That was pretty high. Usually it is \$200-\$300. **Warren:** Yeah but 30 people for \$900. ***inaudible-several voices*** **Thompson:** I will just have to go back and run the detail and pull the invoice. **Hardin:** I have 3 things. You are going to finish my first question; you are going to explain H/B operational why it's at 81 and then I want to know if the auditors are here. **Thompson:** They started and finished. Just preliminaries. No recoveries for finding and the report turned out really good. **Hardin:** Really! **Thompson:** Yeah. They have a couple of things they want to discuss in the management report. So, they are hoping to release in a couple of weeks. It was a pretty good seamless operation that was here for 3 days. It's been ongoing since COVID. They have been operating from the office and we were funneling a lot of information to them. But the onsite visit turned out well. **Hardin:** And as soon as you get it.... **Thompson:** We can convene and go over the report. **Hardin:** Someone is running for a county executive and in his platform, he is going to get rid of RITA taxes. **Thompson:** I would frown on that. I have had a great relationship with RITA. **Hardin:** But those are payroll taxes are they not? **Thompson:** Payroll and net profit and individual withholding. **Hardin:** What is it he is trying to get rid of? Because he doesn't have the authority to.... So, what, he wants to change the collector? **Thompson:** You've got the CCA (Central Collection Agency) is the other big one. Now the large H/B, you have a lot of miscellaneous contractual that covers most of the village. I know the RITA collections were coming a little bit higher this year, so I may have to set the appropriations a little bit higher. We are getting more money but the percentage to collect has to go up. Actually, my health benefit claims were coming in pretty good this year. It's pretty much the miscellaneous contractual. I don't have the detail with me by potentially making an adjustment for the higher collections from RITA. The portion of the collections have to be book for what they collect for us. **Hardin:** Do we have any big claims this year? **Thompson:** It's always ongoing and you know you have HIPAA laws. I haven't seen anything astronomical to hit our stop loss. **Hardin:** Since we are running so close, can we have 2 meetings instead of 1? **Warren:** Remember we are going to be having our budget committee meetings soon. **Thompson:** The next page (see attached) is just summary for street fund and the senior rec. We kind of talked about those funds a bit. All their ratios are in line at this point so if no other questions, we may be able to segway into the police.

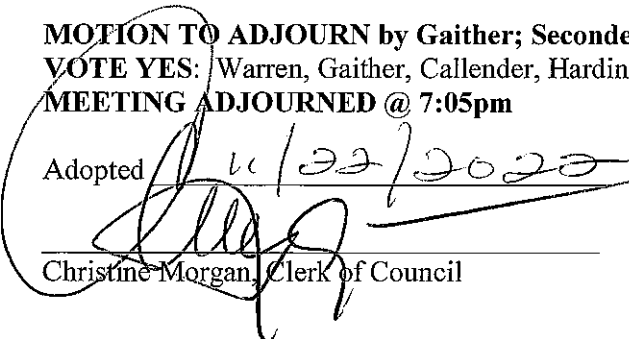
Garratt: Police Budget breakdown (see attached).

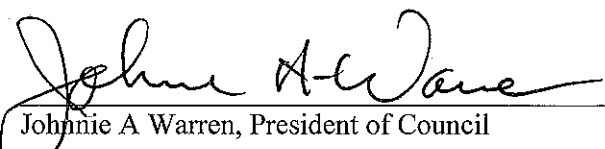
MOTION TO ADJOURN by Gaither; Seconded by Davis

VOTE YES: Warren, Gaither, Callender, Hardin, Matlock, Davis

MEETING ADJOURNED @ 7:05pm

Adopted


Christine Morgan, Clerk of Council


Johnnie A. Warren, President of Council

Revenue/Budget ratio report Month Ending September 2022

Finance Committee Meeting 10-25-22

Budgeted Revenue ratio = .75%

Max Ratio Limit = .75/100%

General Fund-101	Projected Revenue	YTD Revenue 9/30/2022	Actual Budget/Revenue ratio
General Fund Revenue	\$ 10,195,350.00	\$ 7,566,632.32	\$ 0.74
Beginning Balance	\$ 72,355.74		
Total	\$ 10,267,705.74	\$ 7,566,632.32	

Expense/Budget ratio report Month Ending September 2022

Budgeted expense ratio = 75%

Max Ratio Limit = .75/100%

General Fund-101	100% Appropriations	YTD Expenses 9/30/2022	Actual Budget/Expenses ratio
Police	\$ 2,454,340.51	\$ 1,641,983.59	0.67
Fire	\$ 2,318,562.00	\$ 1,614,758.84	0.70
School Guard	\$ 7,900.00	\$ 3,427.15	0.43
Dog Warden	\$ 13,000.00	\$ 8,028.00	0.62
Auxiliary	\$ 50,000.00	\$ 15,984.75	0.32
Misc Contractual-utility	\$ 121,000.00	\$ 73,657.83	0.61
Building	\$ 303,310.00	\$ 182,444.20	0.60
Service Department	\$ 525,450.00	\$ 364,690.28	0.69
Rubbish Disposal	\$ 125,000.00	\$ 91,600.61	0.73
Council Clerk	\$ 56,090.00	\$ 38,670.73	0.69
Council	\$ 175,785.59	\$ 114,831.76	0.65
Mayor	\$ 249,200.00	\$ 162,767.04	0.65
Mayors Court	\$ 181,825.00	\$ 120,022.09	0.66
Finance	\$ 327,700.00	\$ 233,456.67	0.71
Legal Administration	\$ 148,664.00	\$ 126,674.76	0.85
Engineer	\$ 42,900.00	\$ 28,684.68	0.67
Pub/Lands and Building	\$ 87,800.00	\$ 77,790.72	0.89
Senior Van	\$ 65,650.00	\$ 41,311.04	0.63
Bedford Schools	\$ 215,000.00	\$ -	0.00
Summer Employment	\$ 2,400.00	\$ -	0.00
Board of Commissions	\$ 13,200.00	\$ 7,573.17	0.57
H/B Operational Contr.	\$ 2,800,750.00	\$ 2,275,879.89	0.81
Total General Fund	\$ 10,285,527.10	\$ 7,224,237.80	0.70

Expense/Budget ratio report Month Ending September 2022

Desired expense ratio = 75%

Max Ratio Limit = .75/100%

Special Revenue Fund

Finance Committee Meeting 10-25-2022

<u>Revenue</u>	Projected Revenue	YTD Revenue 9/30/2022	Actual Budget/Revenue ratio
Senior Fund-208	\$ 131,646.00	\$ 65,354.28	0.50
Recreation Fund-204	283,331.00	\$ 199,685.00	0.70
SCMR	\$ 1,222,956.00	\$ 562,424.61	0.46

<u>Expenses</u>	100% Appropriations	YTD Expenses 9/30/2022	Budget/Expenses ratio
Senior Fund-208	\$ 131,620.00	\$ 55,287.65	0.42
Recreation Fund-204	\$ 280,510.00	\$ 199,669.50	0.71
SCMR	\$ 1,218,133.00	\$ 992,226.92	0.81