

FINANCE COMMITTEE MINUTES

January 21, 2026

6:30 PM

Call to Order. John Grumney opened the Sunbury Finance Committee meeting at 6:30 p.m., Wednesday, January 21, 2026, in the Council Chambers.

Roll Call. Those answering roll included Damin Cappel, Cindi Cooper, Nancy Crawford, Tim Gose, John Grumney, and Mayor Joe St. John. Marc Long was absent. Others in attendance included Director of Finance Dana Steffan, Clerk of Council Alyssa Graziano, and City Manager Daryl Hennessy.

Minutes

The December 17, 2025, minutes were reviewed, and a motion was made by **Cappel** to approve the minutes. The motion was seconded by **Gose**. Upon roll 5 yeas, 1 abstain.

New Business/ Unfinished Business

Mrs. Steffan presented a general overview of the City's 2025 financial update, noting that income tax revenues continued to trend upward following the close of the fiscal year. Although the City had projected a 25% increase over 2024 collections, with an estimated \$6 million in revenue, actual collections totaled \$5.8 million, still a significant increase from \$5.1 million in 2024 and \$4.7 million in 2023. She reported that employer withholding remains the largest source of income tax revenue, followed by individual income taxes and net profit earnings, with all categories showing healthy growth. Mrs. Steffan attributed the increases to business expansion, rising employment and wages, population growth, and improved compliance efforts.

Mrs. Steffan reported \$725,000 in property tax revenue for 2025, bringing total General Fund revenues to about \$8.79 million. Income tax remained the largest source, followed by intergovernmental revenue, property tax, and interest. She noted intergovernmental revenue declined due to one-time grants in 2024, and interest income decreased 13% due to lower federal rates.

Mrs. Steffan highlighted miscellaneous revenues from development reimbursements, refunds, and insurance proceeds, and reporting approximately \$10.37 million in general fund expenditures, a 45% increase driven mainly by higher personnel costs, including added positions. She noted a slight decrease in contractual services due to cost savings from bringing work in-house and explained that \$3.3 million was transferred to the capital projects fund for improvements. She also reviewed charts showing that general fund spending is primarily allocated to administration, police, and streets, with overall City expenditures largely driven by facilities, primarily the wastewater treatment plant project.

Mrs. Steffan reported that year-to-date revenues largely met or exceeded budget, with no changes made to revenue estimates during the year. Local government funds and intergovernmental revenues came in above projections; interest income significantly outperformed expectations, and building-related revenues were on target with improved tracking for storm water and engineering fees. State grant revenue was lower than budgeted due to timing and an unawarded grant, though FEMA funds were received and additional grant funding is expected in 2026. Miscellaneous reimbursements exceeded projections, and electric vehicle charging station revenues covered annual costs. Total general fund revenue for the year was approximately \$8.7 million.

Mrs. Steffan provided updates on several funds, noting that the Cemetery Fund did not receive its usual Druggan Fund distribution due to trust balance requirements, though future distributions are expected. She reported grant reimbursements and development-related revenues in Parks and Recreation and explained that Sewer Fund activity includes OWDA proceeds recorded for the wastewater treatment plant project, along with nearly fully drawn FEMA and state grants. She also highlighted capital grant activity, including Ohio to Erie Trail funding with delayed East Granville Street revenues now reflected in 2026, and reported approximately \$79,000 in Mayor's Court fine collections.

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Mrs. Odebralski stated that pass-through fees are developer-funded deposits for consulting and inspection services, with unused funds returned, and do not support internal staff, who are funded separately. Mr. Hennessy noted some inspections have shifted in-house without changing the funds' purpose. She added that deposits are established by code, tracked, and replenished as needed, ensuring development rather than the City covers growth-related costs.

Mrs. Steffan reviewed the 2025 expense report, noting the inclusion of a revised appropriation column to reflect adjustments made during the year. She highlighted significant increases, including police towing and cruiser repairs, administration contractual services and transfers for the Ohio to Erie Trail, street services in the Safe Streets for All program (partially offset by a federal grant), a \$10,000 cemetery bond payoff, Parks and Recreation appropriations, and major Sewer Fund projects, which drove contractual services from \$529,000 to \$1.429 million, along with modest overages in chemical expenses.

YTD 2025

Income Category	Tax	2025	2024	2023	2022	2021
Withholding		\$ 3,466,952	\$ 3,259,856	\$ 2,875,086	\$ 2,498,170	\$ 2,158,614
Individual		1,604,852	1,404,671	1,320,103	1,102,525	1,150,539
Net Profit		772,888	467,497	562,113	319,237	309,696
Total Tax Revenue	\$	5,844,692	\$ 5,132,023	\$4,757,303	\$3,919,932	\$3,618,848
% change		13.9%	7.9%	21.4%	8.3%	

Bank Balances 12/31/2025	
Fifth Third Securities	\$ 12,052,613.45
STAROhio	7,343,045.39
First Commonwealth Bank	2,933,223.65
Total	\$ 22,328,882.49
Outstanding Checks	(\$24,661.76)
BANK BALANCE	\$ 22,304,220.73
Book Balance	22,253,874.87
Variance	(\$ 50,345.86) **

**variances & outstanding check details have been identified *and can be provided upon request*

Adjournment

There being no further business for the Committee, motion by **St. John** and second by **Cappel** to adjourn. All yeas.

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