Personnel, Budget and Finance Committee Agenda
December 6, 2021

City Hall Conference Room
20 S. Walnut Street
London, Ohio

Call to Order

Approval of Minutes – November 8, 2021

Auditor's Update

- November books are closed

Old Business

- 2022 Budget

New Business

- Fire Department
- Street Department
- Strength Ordinance (Street & BPU)

Department Head Updates

Schedule January Meeting

Personnel, Budget & Finance Committee
20 S. Walnut Street
December 6, 2021

Minutes

Committee members present: Brenda Russell, Carla Blazier and Josh Peters
City representatives present: Mayor, Patrick Closser; Safety Service Director, Rex Castle; Auditor, Kenna Combs; Street Superintendent, Bill Long; Tax Director, Amy Marsh; Executive Assistant, Amy Rees and Council President, Henry Comer

The meeting was called to order at 4:30pm.

The minutes of the November 8, 2021 meeting were approved as written.

AUDITOR'S UPDATE

- November finances are closed
- Open enrollment for medical insurance began today
- Ohio Open Checkbook is online and reflects the current city finances

OLD BUSINESS

2022 Budget

Budget adjustments are being made to reflect the final medical insurance premiums. Other adjustments may be needed pending items in the New Business portions of the agenda

NEW BUSINESS

Fire/EMS Department

- The department needs additional funds for salaries for the remainder of 2021.

Mr. Peters made a motion to appropriate $100,000 toward the Fire/EMS salaries for the remainder of 2021. Mrs. Russell seconded the motion and it passed unanimously. Mr. Russell will sponsor the legislation for City Council consideration.

Street Department

- With the increases of their current workload and the addition of upcoming snow removal duties, Mr. Long is requesting that the strength ordinance for the Street Department be changed to include six full-time employees. He is also proposing that the position of Assistant Superintendent be added. It his intention to promote an employee to this position and hire an additional Street worker.

Mr. Peters made a motion to increase the strength ordinance for the Street department to include six full-time employees, add an Assistant Superintendent position and to increase the budget to reflect this new position. Mrs. Russell seconded the motion and it passed unanimously. Mrs. Russell will sponsor the legislation for City Council consideration.

Board of Public Utilities

- An office employee is retiring April 29, 2022. Carol Benedict, Utilities Director, is requesting a temporary increase of one full-time employee to aid in training a new employee prior to the retirement date.

Mr. Peters made a motion to temporarily increase the BPU office strength ordinance by one additional position from January 1 to May 1, 2022 to aid in training a new employee prior to the retirement date. Mrs. Russell seconded the motion and it passed unanimously. Mrs. Russell will sponsor the legislation for City Council consideration.

DEPARTMENT HEAD UPDATES

Tax Director, Amy Marsh

- The City received tax revenues of $314,969.36 in November; a 3.5% increase compared to November, 2020. The City revenues have increased 14% for the year, compared to 2020.
- The Fire/EMS Department received tax revenues of $151,914.77 in November; a 19% increase compared to November 2020. The Department revenues have increased 24% for the year, compared to 2020.
- Currently sending 4th quarter estimated payments.

The next Personnel, Budget & Finance Committee meeting will take place on January 10, 2021 at 4:30pm at City Hall.

The meeting adjourned at 5:36pm.

Brenda Russell

Brenda Russell, Chairman
Respectfully submitted by Amy Rees