Personnel, Budge and Finance Committee Meeting
February 5, 2024 City Hall Conference Room

Call To Order:
Present Kenna Combs
Sue Mosier
Amy Marsh
Rex Castle
Shannon M. Treynor
Greg Eades
Andy Hitt
Pat Closser
Lane McKenzie
Michael Norman
Brent Mc Daniel's
Tommy Boyd

Approval of Minutes from Dec. 11, 2023

Auditor's Update:
Dec and Jan Books are closed. Revenue / Expense reports. Greg Eades had questions regarding Fire Dept Fund transfer, question for $88k encumbered in December 2023. Question regarding health insurance fund, above line, encumbered likely for health insurance cost for the year. Eades question about interest income, expecting 10k, had almost 105k, why the bump. Change in interest rates. Commercial permits also jumped greatly. Rex Castle addressed. EMS receipt line created recently to track revenue. Kenny Blvd transfer 128k expected, earned 223k. Question re: where money generated from. Rex will look into, can't recall. Kenna says it was transferred from 317 and closed out that fund. London collection retention for sewer was not as bad as anticipated.

2024 MTD/YTD same figures. No questions.

Next Meeting dates: March 7, April 4. Agenda items to Kenna the Thursday prior to finance meeting. Any requests for funding should be documented by a statement of need. Any department heads requesting money should also follow suit. Rex needs to approve the need prior to sending to finance committee. Kenna will send out in the email prior, if they are received in sufficient time.

Department Head Updates:
Amy Marsh Year End, up 4.11 %, up 18% for December. See 2023 update spreadsheet. Online tax filing pitch, not for 2024 tax year. Would like to see up and running by July or August 2024.

Sue Mosier, nothing to report.

Lane McKenzie. Nothing to report until pickleball agenda.

Bill Long, Street Department. (came in late). Need street repair, need to come up with 1 million to start repairing streets. Salt dome needs repairs. No documentation available for any requests.

Kenna Combs, update. Beginning with ADP HR services, which will streamline new employment paperwork.

Rex Castle to present Glen Nichols report. RE: congressional district reporting, made contact with UDSA office, budget not approved yet, once that happens, funds will be allocated. Not sure when will be released. Need to replace an unmarked car, needs $45,000 in capital. Will replacing 2016 model with 181700 miles.

Also, reiterating what Bill Long stated, always transferred money into capital fund for street projects. Haven't been doing that since, COVID have left those funds in the general fund. Now are operating at a deficit.

Mayor report: next step for roads and vehicle? Next step is: Greg wants to know what will buy for 45k and what will be used for. Documentation to support the funding request.

Question from Michael Norman: documentation regarding Bill's for the streets? Greg will accept a professional representation from Bill regarding what streets need to be repaired and what the approximate cost of those repairs will be. How specific does the funding allocation request need to be? Beforehand or afterwards? Usually grade the roads first, and six months later the grading will have changed. Rex says this is a bidding process, which is time consuming anyway. Usually bring contractor in that grades the roads with the street dept. Milled and filled needs to be every street.. slurries will only last for so long. COVID stopped the road projects because city administration was anticipating a lost of 40 to 50 percent of income. Need to get back into the habit of allocating remaining funds from general to street department.

Question about bringing legislation to allow Bill to bring contractors in to at least start grading. Last mill and fill was Merrimont and Graceland and that was 4 years ago. All the city roads are in need, not state routes.

Grading today may not be grading tomorrow depending on weather. Haven't graded any roads since COVID. Bidding needs to be asap for contractors to start in May 2024.

Commissioners wanted to retain brick road on 4th street, nor the sidewalks. Dropping a million on the repair job now.

Old Business

Amy Marsh, brought up from last year: Tax Department would like to explore online tax filing for its residents. Initial cost is 10573. Gives the people the option to file online, make estimated payments, see pay history, file extensions. Many already use online filing for everything. This is same software that Plain City uses. Rex has used this program, it is very easy to use. There are some issues which will complicate issues which are atypical. Otherwise very easy to upload W2s. If approved this year, online by July will give the department enough time to get used the program. Kenna thinks Tax department will have sufficient funds to expend from its own resources from last year carryover. This year, they required funding. Eventually there will likely be another year that funding is not required. One time fee, annual fee approximately $3k. Choosing a payment provides that they utilize will not generate additional cost to the city. Will definitely save on the amount of paper, will save time. Every return is done manually now. Could focus more on delinquencies at the moment. Sent letters out recently, generate about $20k in revenue. The program will save the department from having to manually enter each return. Tax dept could just download. Also will provide a digital copy to the individual filer. London is one of the last departments not using an online program to file taxes. Compatibility not an issue will link directly to the new website. Andy movies to bring to council, SMT seconded, motion passed 3-0. $11,103 to increase in appropriations. Andy Hitt will sponsor the legislation.

New Business

Cash Flow transfers reports by Kenna Combs. Reasons for the transfers are in the "reason column." Question from Andy re: mowing charges. Those are the costs of the contractors. Rex will be bringing to safety the request for putting special assessment on the property tax bill, to recoup the cost of the of mowing.

Question from Michael re: $70k transfer to sanitation from water… used to be 70/70/70 for the office. Motion passed 3-0, sponsor from Greg Eades. This will be an emergency clause, without objection from committee members.

Walnut Street: finishing vacant land from demo. Not enough fill dirt was supplied, there is a lot of ponding going. Looking for landscaping quotes. Will need to be leveled, reseeded. One quote was very high… the other was approx. $40k. Allscapes $40,600… Madison Lawncare $198,690.11. Obviously not going with that quote. The company that did the demo originally was supposed to have done regrading and seeding. Also had a lawsuit involved with regard to the retainer, Mikey's Trucking hauling company. Law director will go after the demo company for the deficiencies in the work that they did. Original company did do the compacting that was necessary because they were originally supposed to be building on. Did the job to the bare minimum. Michael Norman question regarding the truck loads of dirt from the North Main water line, the supply of that fill dirt could reduce the quote from Allscapes. Will want them to get started before the summer landscaping season starts in full throw. SMT moved to take to council, Andy seconded for $45k for the budget. No emergency? No bidding necessary because under $75k in total. Will need to submit as emergency in order to get onto Brad's schedule before the summer landscape season. Motion passed 3-0.

Pickleball Courts at Cowling Park. The existing asphalt will need to be removed, in bad shape. Voted to send to the Services committee to explore possible other locations. Then can come back to finance.

Police Funding request: $45k for detective use as an unmarked vehicle. Brought to the committee last year, discussed the possibility of trading in old vehicle. Necessary purchase especially needing a good vehicle to do job. Looking at an SUV, which is why the cost. Good old days police department got used state patrol cars. Beater with a heater was the under cover vehicle. Has been quite a while… he doesn't ask for them very frequently. SUV as opposed to a sedan? Undecided as to what model. May also look for a used vehicle. Has talked about this in the past, was looking at used vehicle last year as well. Kenna indicates that they have a couple unmarked vehicles. Early during the year was brought to safety committee. Already have two cruisers delivered… One more K-9 unit, the Tahoe was also delivered. 160+ miles on the other vehicle, it has been 8 years since he last requested. Andy Motioned, SMT 2nd, no emergency. Greg will sponsor.

Addressing Roads: System before COVID? Capital Fund has currently $415k. Except for the vehicle, ($45k) will come out of capital. Pickleball will also come out of capital. Usually recommend having 3-4 months of expenditures in fund balance. General has surplus of $3k, necessary to have 1.5 or so for expenses. Rex proposes putting money into the capital fund from the general fund and allocating for Bill to spend on roads. Kenna proposes $500k as an additional starting amount. Earmark from the check from the county, to reimbursement from the demo, looking for $461k and some change. The state paid the county that money back in September. SMT made motion to put $500k from general fund, the county check will come in as miscellaneous income. Kenna proposes putting the $961k, SMT so moved, Andy 2nd. Motion passed 3-0. No emergency. To cover bases, need to motion, SMT, 2nd by Andy, motion passed 3-0. Bill to $961k Increase appropriations to street department expense line.

Councilmember Norman brought proposed legislation to allow SS Director, or Mayor (whomever needs to be the grant applicator) to apply for grants for the 2024 calendar year without seeking council approval. Police and Fire would have to go through Rex anyway.

Motion to take to council passed 3-0. Michael Norman is the sponsor.

Greg Eades question regarding city supplying office space to the transferred employees in exchange for MidOhio not charging the City for water / sewer services. Until such time as they build a new building. This is just a discussion point, not new business.

Next meeting March 11

SMT Motion to adjourn.

Meeting adjourned at 7:19.

Approved 3-11-24