Personnel, Budget and Finance Committee Agenda
March 7, 2022

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

Call to Order

Approval of Minutes – February 7, 2022

Auditor's Update

- February books are closed
- Overall – Revenue $ 2,628,806.94
  Expenses $ 2,837,876.95

Old Business

- Huntington – Virtual Card/ACH Payments/Fraud Protection

New Business

- Sanitation Truck/Gov Deals
- Recreation Employees
- Employee Payouts

Department Head Updates

Schedule April Meeting

Personnel, Budget & Finance Committee
20 S. Walnut Street
March 7, 2022

Minutes

Committee members present: Josh Peters, John Stahl and Greg Eades
City representatives present: Mayor, Patrick Closser; Safety Service Director, Rex Castle; Auditor, Kenna Combs; Tax Director, Amy Marsh; Treasurer, Sue Mosier, Police Chief, Glenn Nicol, Street Superintendent, Bill Long and Executive Assistant, Amy Rees
Community members present: Michael Norman

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

The minutes of the February 7, 2022 meeting were approved with corrections of typographical errors.

AUDITOR'S UPDATE

- The February, 2022 financial books are closed
  - Overall: Revenue - $2,628,806.94 and Expenses - $2,837,876.95
    The overage in expenses is due to recent cash flow transfers and the ODOT repaving project and is not budget concern
  - More revenues were received in February 2022 than in February 2021
- Presented and explained the financial report that is given to the County

OLD BUSINESS

- Continuing to meet with representatives from Huntington Bank to discuss ACH payments

NEW BUSINESS

Sanitation Truck

- Sanitation Superintendent, Les Geyman, would like to sell an older, unused sanitation truck on the GovDeals, online, auction site. Council must approve all sales valued over $1000.
- Mr. Peters moved to allow the sale of a sanitation truck on an online website. Mr. Eades seconded the motion and it passed unanimously. Anthony Smith will sponsor the legislation for City Council consideration.

Parks and Recreation Employees

- Tammy Braskett has resigned her position as Director, effective June 4, 2022. The Administration will be advertising and hiring someone to fill her position. If a new Director starts prior to Ms. Braskett's departure the Strength Ordinance for the Department would need to be temporarily increased.
- Mr. Eades moved to temporarily increase the Parks and Recreation Department Strength Ordinance, not to exceed sixty days, to enable the hiring of a new Director prior to the departure of the current Director. Mr. Stahl seconded the motion and it passed unanimously. Josh Peters will sponsor the legislation for City Council consideration.

Mr. Peters made a motion to enter into an executive session to discuss personnel issues. Mr. Stahl seconded the motion and it passed unanimously. All city employees and Council members present were invited to attend.

Mr. Peters made a motion to exit the executive session. Mr. Stahl seconded the motion and it pass unanimously.

DEPARTMENT HEAD UPDATES

Tax Director, Amy Marsh

- The City received tax revenues of $347,217.73 in February; a 17% increase compared to February, 2021.

The Fire/EMS Department received tax revenues of $169,794.67 in January; a 23% increase compared to January 2021.

- Discussed House Bill 519
  - If passed, no late notices will be allowed to be mailed until all extension deadlines have expired
- Currently, the state does not give timely information to the City Tax Department in order to know who has filed their taxes.

Street superintendent, Bill Long

- Requesting to purchase a storm sewer camera for an approximate cost of $100,000 with the remaining $58,791 ARP funds and money from the Storm Water Utility fund. The Law Director will be consulted to see if the storm water utility funds can be used to purchase equipment. If not, the reminder of the funds will come from the City's Capital Fund.
- Mr. Eades made a motion to increase capital appropriations $60,000 for the purchase of a storm sewer camera in addition to using the remaining ARP Funds. Mr. Peters seconded the motion and it passed unanimously. Mr. Eades will sponsor the legislation for City Council consideration.

Mr. Eades asked about Fire/EMS billing and Mr. Castle explained the soft billing process for London citizens.

Mr. Eades discussed the potential for a Joint Income District with Union Township.

Mr. Peters stated that he learned at a recent City Council conference the all legislation regarding finances does not need an emergency clause because they will automatically be enacted immediately after Council passes it. Mr. Castle stated that rules are different between statutory and charter cities and will look into this information.

The next Personnel, Budget & Finance Committee meeting will take place on April 11, 2022 at 4:30pm at City Hall.

The meeting adjourned at 5:53pm.

Josh Peters, Chairman
Respectfully submitted by Amy Rees