Personnel, Budget and Finance Committee Agenda
May 10, 2021

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

Call to Order

Approval of Minutes – April 5, 2021

Auditor's Update

Old Business

New Business

- City vehicle policy
- City-wide electric aggregation
    - All city departments on same electric plan
- Dog Park
- Operating Levy Renewal

Department Head Updates

Schedule June Meeting

Personnel, Budget & Finance Committee

May 10, 2021

20 S. Walnut Street

Minutes

Committee members present: Josh Peters and Carla Blazier
City representatives present: Mayor, Patrick Closser; Safety Service Director, Rex Castle; Auditor, Kenna Combs; Treasurer, Sue Mosier; Tax Director, Amy Marsh; Police Chief, Glenn Nicol; Wastewater Superintendent, Jerry Ussher and Executive Assistant, Amy Rees

The meeting was called to order at 6:00pm

The minutes of the April 5, 2021 meeting were approved with one correction.

AUDITOR'S UPDATE - Kenna Combs

- April finances are closed
- The new financial software is operating smoothly
- The city budget looks good for the year

OLD BUSINESS

Financing

Mr. Castle stated that he ensured that local banks be included in the fire truck and traffic lights bond advertisement.

NEW BUSINESS

City Vehicle Policy

Changes are proposed to the City Personnel Policy and Procedure Manual, detailing the usage, care, and accident notification process for all City of London vehicles and sets general guidelines for all drivers (see attachment)

- Mr. Peters moved to change the City Personnel Policy and Procedure manual to reflect more details, rules and regulations regarding city vehicles and drivers. Mrs. Blazier seconded the motion and it passed. Mr. Peters will sponsor the legislation for City Council consideration

City-wide Electric Aggregation

Mr. Castle is currently researching providers and electric rates. Mr. Ussher is researching natural gas providers and rates. Mr. Castle stated that he would like all city departments to use the same providers

- Mrs. Blazier moved to contract with the electric provider that would be in the best interest of the city and residents. Mr. Peters seconded the motion and it passed. Mrs. Blazier will sponsor the legislation for City Council consideration

Dog Park Amenities

Mayor Closser proposed purchasing recreation items for the dog park at an approximate cost of $7,000

- Mr. Peters moved to purchase recreation items for the dog park, not to exceed $7,000. Mrs. Blazier seconded the motion and it passed. Mr. Peters will sponsor the legislation for City Council consideration

Renewal of the City Operating Levy

The renewal of the city operating levy will appear on the November 2, 2021 ballot

- Mr. Peters moved to approve the renewal of the city operating levy. Mrs. Blazier seconded the motion and it passed. Mrs. Blazier will sponsor the legislation for City Council consideration

DEPARTMENT HEAD UPDATES

Jerry Ussher – Wastewater Superintendent

Mr. Ussher is requesting to purchase a tractor with a bucket and forklift at a cost of $55,065.07.

- Mrs. Blazier moved to recommend the approval of the purchase of a tractor at a cost of $55,065.07. Mr. Peters seconded the motion and it passed. Councilman Anthony Smith will sponsor the legislation for City Council consideration

Glenn Nicol - Police Chief

Requesting permission to apply for an $18,000 reimbursement Justice Assistant Grant to purchase additional body cameras so that every officer has one. Currently, there are just enough cameras to have in each cruiser

- Mrs. Blazier moved to recommend the approval of Chief Nicol to apply for an $18,000 reimbursement Justice Assistant Grant to purchase additional body cameras. Mr. Peters seconded the motion and it passed. Mrs. Blazier will sponsor the legislation for City Council consideration

Amy Marsh – Tax Director

- The General Fund balance is $548,389.74, an increase of 9.34% compared to 2020
  Fire/EMS revenue for the year is $242,941.79, an increase of 12% compared to 2020
- Will soon be taking additional individuals to small claims court

The next Personnel, Budget & Finance Committee meeting will take place on June 7, 2021 at 6:00pm at City Hall

The meeting adjourned at 3:42pm.

Brenda Russell

Brenda Russell, Chairman

Respectfully submitted by Amy Rees

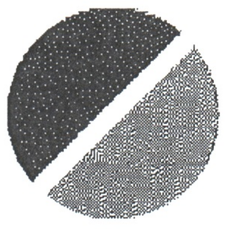
THE BOW WOW

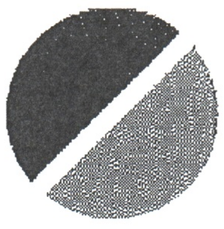
Recommended Minimum Park Size: 40' x 40'



Products Included: Tug Around, Tunnel Run, Hoop Jump, Canine Condo, Adjustable Jump, and a Pet Waste Station.

6 Pieces $6,589.00


Field


Sky



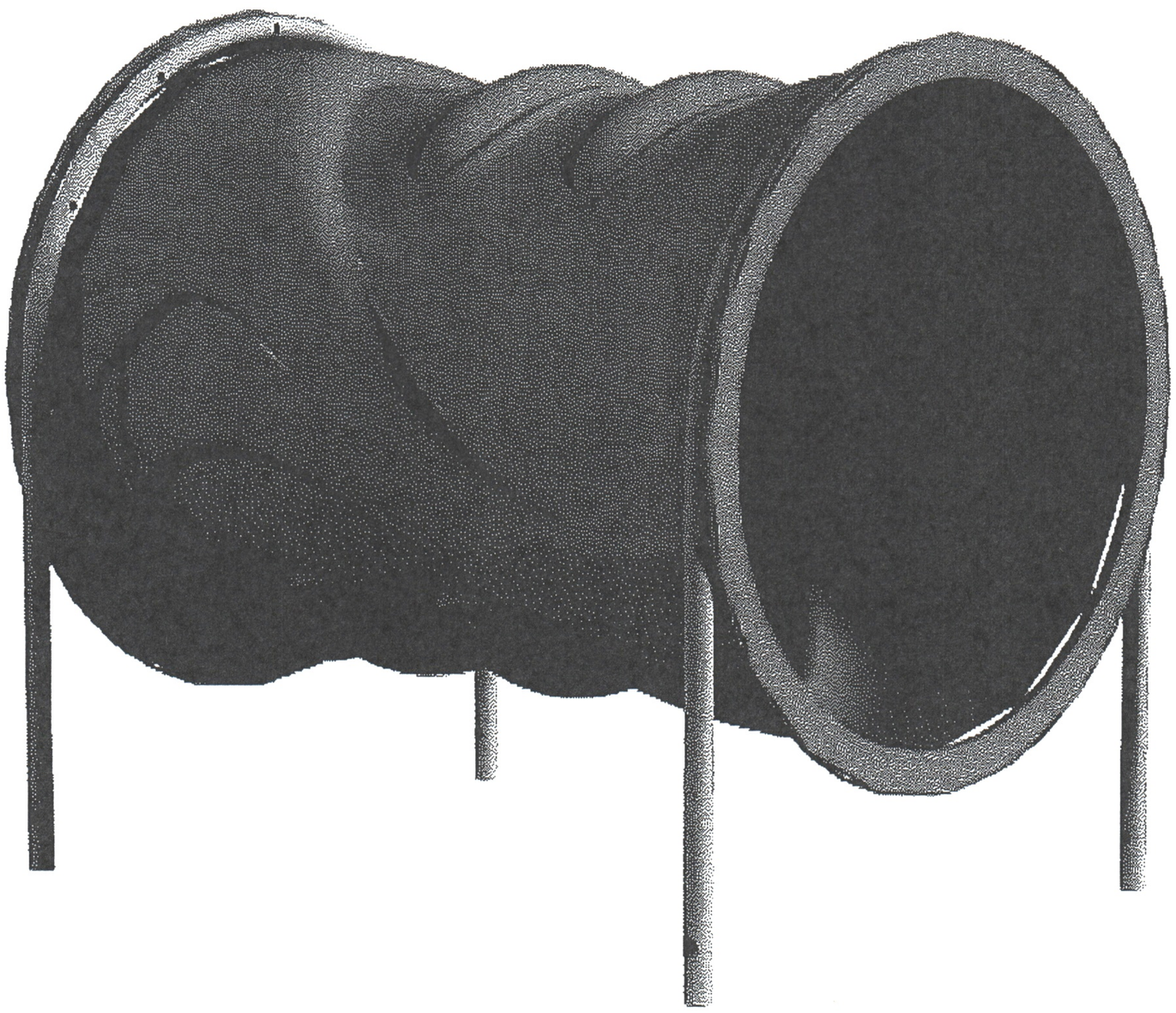
Dogs are curious; they love to explore! Our new Canine Condo gives dogs everything they love in one package. A shady cove, easy climbing steps, a ramp adventure – all topped off with a sheltered perch that dogs will absolutely love. You better bring some treats to get dogs to leave the Canine Condo!

$3,248.00

CAD Drawings

Tunnel Run

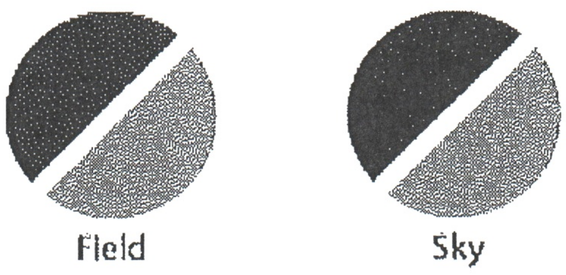
For the dogs who have seen The Great Escape one too many times!



The Barks and Rec Tunnel Run is a fun way to enjoy your dog as they run through the tunnel on to the next obstacle.

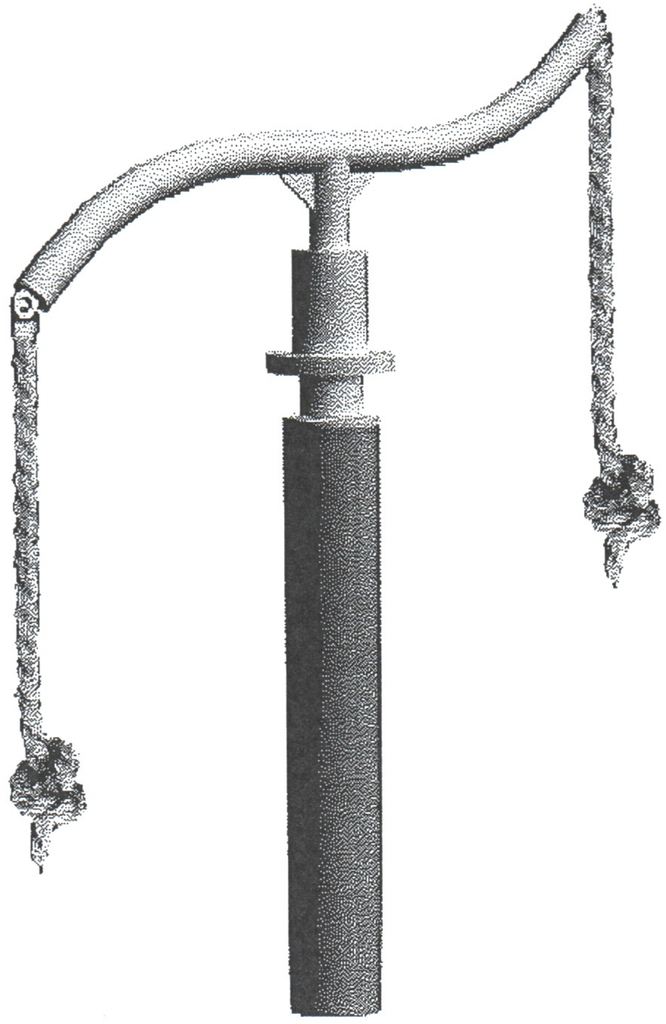
$973.00

CAD Drawings Install Instructions



TUG AROUND

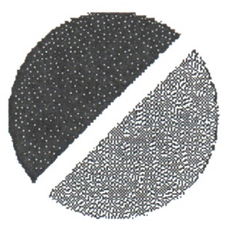
For the dogs that both want and don't want to share!

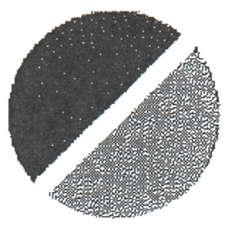


The Tug-Around is one of Barks and Rec's multiple dog interactive dog park items. Equipped with two ropes at different heights, dogs are able to pull and play with each other as the Tug-Around turns around in circles.

$996.00

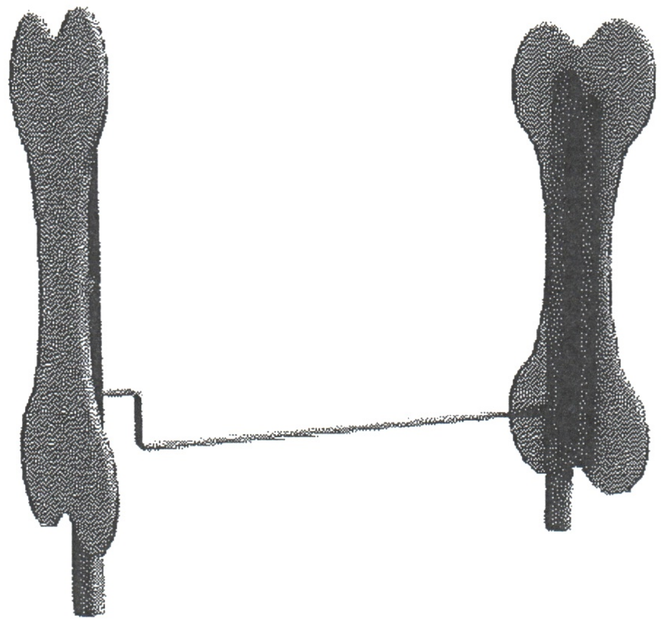
CAD Drawings Install Instructions





ADJUSTABLE JUMP

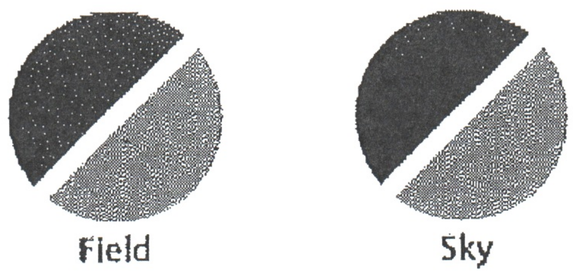
For the dogs that like a challenge!



Our one-of-a-kind Adjustable Jump allows dogs to approach from both directions. Because of its unique designe, the bar will always yield and fall if the dog comes in contact with it while jumping. Multiple settings allow your dog to advance as jumping skills increase.

$860.00

CAD Drawings Install Instructions



USE OF EMPLOYER-OWNED VEHICLES OR PERSONAL VEHICLE ON EMPLOYER BUSINESS — SECTION 6.02

A. POLICY

The City of London maintains a fleet of vehicles to meet City work requirements for the benefit of operations. The City issues some vehicles in a take home status for persons requiring this convenience. This policy details the usage, care, and accident notification process for all City of London vehicles and sets general guidelines for all drivers.

The City of London may require that an employee maintain a valid driver's license and may require the employee to drive his/her personal vehicle for work related purposes, such as travel to and from work sites in the field, offices of other agencies, meetings, or other purposes. If an employee is eligible for reimbursement by the City for mileage per the IRS guidelines, then the activity constitutes a work-related purpose.

For employees who are required to have a Commercial Driver's License as part of their employment, these procedures are separate from and in addition to those required by Federal Motor Carrier Safety Regulations.

- *This policy addresses the minimum expectations/requirements for all Departments. Departments may include additional procedures at their discretion.*

1. Employers — Generally:

   a. Vehicles purchased or leased by the Employer shall be subject to regulation by the Employer.

   b. All vehicles owned or leased by the Employer shall be plainly marked as the property of the City, shall bear City license plates, City logo and vehicle number, except law enforcement undercover vehicles.

   c. Vehicles may be provided for those officials, department heads and employees who require transportation in the course of their duties. Employer-owned vehicles are not to be used for employee travel to and from work unless authorized by the Employer in writing.

      The department head may also assign a City vehicle to employees attending training, seminars, conferences, or similar programs approved in advance by the Employer.

   d. Employer-owned vehicles shall be used by employees whenever possible on approved City business.

2. Assignment of City Vehicles:

a. Permanent vehicle assignments or assignment of a vehicle to attend a conference, meeting, etc. will be made based on written request which provides documented justification. Approval will be based on transportation needs, emergency requirements, call-out availability, after hours meetings, cost effectiveness, or as otherwise determined by the Employer.

b. Permanent vehicle assignments shall be reviewed annually by the Employer during the budget appropriations process. All permanent vehicle assignments shall be reported to the Auditor for income tax purposes. Employees assigned vehicles shall comply with the Auditor's Office in meeting the IRS rules. All employees who have permanently assigned vehicles shall keep a daily record of any personal use of the vehicle. This shall include, but not be limited to, commuting to and from work. All costs associated with personal use must be added as income to the employee's W-2 statement. The records shall also include maintenance, insurance, fuel, etc. Failure to maintain and provide such information may result in loss of use of the vehicle.

c. Daily vehicle assignment will be at the discretion of the department head based on the operational needs of the respective department.

3. Qualifications for Using Employer Vehicles or Personal Vehicles on Employer Business:

a. All operators of Employer owned or leased vehicles or employees using their own vehicles for Employer business shall be at least 18 years of age.

b. All drivers must have a current, valid Ohio driver's license that covers the type of vehicle to be operated. Proof of valid driver's license shall be required annually. A copy of the license must be placed in the driver's file.

In those classifications which require a certain motor vehicle license, newly hired employees must generally possess such license as a condition of employment, and all current employees must maintain said license for the duration of their employment in said classification. Loss of license and driving privileges by such employees may result in termination of employment for incompetency. In the event that the employees driving record is a basis for denial of insurance coverage by the City's provider may result in termination of employment for incompetency.

c. Employees operating a vehicle on behalf of the Employer are expected to operate the vehicle in a responsible manner. An individual's driving record as maintained by the State of Ohio Bureau of Motor Vehicles (BMV), or record from any other state or country in which the driver or applicant has resided or operated a motor vehicle during the previous 36 months, or any

other legal source, will be used as an indication of the individual's ability to responsibly operate a vehicle. The Employer will review the BMV driving record of each City employee who operates a vehicle on behalf of the Employer annually.

d. If an employee performs required work-related driving, and acceptable driving record must be maintained.

An Acceptable Driving Record is defined as:

- No major violations in the last three (3) years
- Maximum of three (3) minor moving violations in the last three (3) years (0 at-fault accidents).
- Maximum of one (1) at-fault accident within the last three (3) years whether cited or not.

A Major Violation is one that involves:

- Operating a vehicle under the influence of drugs or alcohol (OVI) Failure to stop and report an accident
- Homicide, manslaughter or assault arising out of operation of a motor vehicle
- Driving while license is suspended or revoked
- Reckless operation
- Speed contest, drag racing or attempting to elude an officer of the law
- Making a false accident report
- Speeding violation of 20mph or more above the posted limit
- Driving under FRA (Financial Responsibility Act) suspension

An employee's City driving privileges will only be considered for reinstatement if the court system grants limited driving privileges for occupational purposes and if the City's insurance provider will cover the employee.

A **Minor Violation** is one that involves:

- Any moving traffic citation (speed less than 20mph above the posted limit, failure to stop or yield, improper lane change, driving left of center, improper backing, etc.) other than a major violation.
- Any non-moving citations (Motor vehicle equipment, load or size requirements, Improper display or failure to display license plates, Failure to sign or display a registration card).

~~d.~~ ~~The following is a listing of motor vehicle related occurrences (violations, convictions and accidents), the appearance of which on the driving record of a City employee during the previous 36 month period will normally result in the suspension of the employee's driving privileges for the City.~~

~~A conviction for:~~

- ~~Driving while under the influence of alcohol or drugs;~~
- ~~Vehicular homicide or manslaughter;~~
- ~~Leaving the scene of an accident;~~
- ~~Attempting to elude or flee a police officer after a traffic violation;~~
- ~~Drag racing; or~~
- ~~Other intentional and dangerous or reckless use of a motor vehicle.~~

~~The following is a listing of motor vehicle related occurrences (violations, convictions and accidents), the appearance of which on the driving record of a City employee during a 36 month period may result in the suspension of the employee's driving privileges for the City;~~

~~(1) Two (2) or more "at fault" accidents, the nature and severity of the violations may be taken into consideration by the Employer.~~

~~(2) Two (2) or more moving violations, the nature and severity of the violations may be taken into consideration by the Employer.~~

~~(3) One (1) "at fault" accident and one moving violation, the nature and severity of which may be taken into consideration by the Employer.~~

In a case where the Employer or the State of Ohio has suspended the employee's driving privileges, or the employee becomes uninsurable under the Employer's policy, and driving is an essential function of the employee's position, the Employer may take appropriate disciplinary action up to and including termination of employment by the City.
The Employer may also require employees to participate in remedial or defensive driving courses when employees evidence poor driving records.

e.~~f.~~ An applicant may be denied employment on the basis of an unsatisfactory driving record. At the discretion of the Employer, denial may be made without regard to the number of points or violations or whether they occurred within the State of Ohio. The Employer will review the BMV driving record of any applicant who, if employed, will be operating a vehicle on behalf of the Employer, prior to making an offer of employment.

f. ~~g.~~ Drivers shall report to their department head any moving violations or accidents which occur while they are on or off duty. On-duty accidents or moving violations shall be immediately reported to the department head.

Off-duty accidents or moving violations shall be reported as soon as possible, not to exceed within five ( ) calendar days of the occurrence.

g.~~h.~~ Employees who use their personal vehicle for official Employer business will be reimbursed on a mileage basis at the authorized rate. Insurance coverage for personal vehicles used on Employer business shall be the responsibility of the owner of the vehicle.

h. All authorized operators of City vehicles must sign an agreement to maintain a valid driver's license. All operators of personal vehicles used for City business must sign an agreement to maintain a valid driver's license and liability insurance at the State of Ohio minimum insurance requirements during employment with the City. This agreement specifies that the employee is prohibited from any work-related driving if either his license or insurance lapses for any reason (suspension/revocation/expiration). The signed agreement is kept in the personnel file.

4. Use of Vehicles:

a. Employer-owned or leased vehicles shall not be used for any purpose other than official city business.

b. Employees must continuously recognize that use of an Employer-owned vehicle is a privilege and that they are constantly visible as an official representative of the city. Employees should show every courtesy while operating a city vehicle or their personal vehicle on city business in order to enhance the good reputation of the city.

c. Employees shall exercise caution and responsibility and adhere to all safety regulations when operating Employer-owned vehicles. Operators and passengers shall wear safety belts at all times while driving or riding in an Employer-owned vehicle or their personal vehicle on Employer business. Negligent, reckless, or improper operation of vehicles while on Employer business is grounds for disciplinary action.

d. Except as otherwise provided herein, passengers not on official Employer business and hitchhikers are not permitted in Employer-owned vehicles. A family member or friend may be permitted as a passenger, but never as a driver, in Employer-owned automobiles on authorized trips to meetings, conferences, and conventions only if approved in advance by the Employer.

e. Employees who must operate a city vehicle as part of their job or their personal vehicle on city business, either on a regular or occasional basis, are required to report any suspension or revocation of their driver's license to the department head immediately.

f. Use of alcoholic beverages or controlled substances immediately prior to or during operation of a City vehicle is prohibited. Alcoholic beverages or controlled substances shall not be transported in a City vehicle except as required in the performance of the employee's duties (e.g., law enforcement). Any employee convicted of operating a City vehicle while under the influence of alcohol or drugs will be subject to immediate dismissal.

g. Turn signals and warning signals shall be utilized by all vehicle operators. Vehicle headlights shall be used during periods of limited visibility or any time the vehicle windshield wipers are in use.

h. Employees are responsible for ensuring any City vehicle which they are permitted to take home is properly maintained, kept locked, and parked in a safe and secure location.

i. Employees shall ensure any City vehicle which they use is cleaned, fully fueled, and readied for service upon completion of its use.

j. The operator of a vehicle shall be responsible for seeing that any service, safety, or maintenance items are corrected on the vehicle or reported to the proper authority.

k. Use of Tobacco and E-Cigarettes in city vehicles is prohibited. Violation may be grounds for disciplinary action.

5. Accidents/Traffic Citations Involving City Vehicles or Personal Vehicles While on Employer Business:

a. Accident reports shall be completed and submitted to the Employer within 24 hours of an accident (Driver's Report Form, BWC form, and/or Injury/Accident Report).

b. Parking, moving violations, and other fines received while operating a City vehicle or a personally owned vehicle while on City business are the responsibility of the operator.

c. Operators involved in accidents while operating a City vehicle in a non-approved manner, will be subject to appropriate disciplinary action and may be liable for the cost to repair the vehicle.

B. PROCEDURE

1. Motor Vehicle Reports Candidates who are being considered for a position which requires work-related driving must complete an initial motor vehicle driving record review. The driving record is used to evaluate candidates for employment; the candidate must sign a release for the City to obtain the motor vehicle record. Failure to sign the release will result in any contingent offer being withdrawn.

Upon hire, the City must assure that drivers remain qualified throughout the duration of employment. Motor Vehicle Record Checks will be obtained periodically for all employees who are required to perform work-related driving. Driver qualification files will be maintained to facilitate review of the employee's adherence to the Driving Policy.

A release/consent form authorizing the Motor Vehicle Record Check is required. Failure to sign the release will result in disciplinary action up to and including termination of employment. An unsatisfactory result on this record check, which does not reflect an acceptable driving record as stated above, will result in disciplinary action up to and including termination.

~~1.~~2. Mileage Reimbursement Requests: Employees should use an Employer-owned vehicle whenever possible to conduct Employer business. However, any employee who uses a privately owned automobile on approved City business shall be reimbursed at the current reimbursement rate established by the Employer. The employee must obtain approval from the department head prior to incurring the expense. To receive reimbursement, the employee must submit the odometer readings of the vehicle showing starting and ending mileage. When air flight is less expensive than paying mileage, the cost of air flight may be approved at the discretion of the Employer.

~~2.~~ 3. Reporting Accidents: ~~Employees shall immediately report all accidents involving Employer-owned vehicles or personally owned vehicles being used for Employer business. A Driver's Report/Accident Report Form shall be completed, signed and submitted by the employee to the department head. The department head shall review and submit the Driver's Report Form to the Appointing Authority. The driver will also report the accident to the appropriate law enforcement agency, obtain a copy of that agency's accident report and forward such report to the Appointing Authority. If the driver is in a safety-sensitive position, is a CDL holder, or if there is reasonable suspicion that the driver is under the influence of alcohol or drugs, the driver may be required to take a drug or alcohol test in accordance with the Employer's policy for CDL holders.~~

a. When an employee is involved in an accident while driving on City business, whether with or without passengers, the employee must call his immediate supervisor as quickly as possible to report the problem. The employee must immediately call local law enforcement in the case of a motor vehicle accident to report the accident.

b. Accident report forms and related documentation are to be completed and submitted or forwarded to the City Safety Service Director within 24 hours of the event.

c. When involved in an accident while driving a City vehicle, the driver must follow the instructions and complete the forms in the accident kit located in the

glove compartment. This must be done while on the scene so as to capture the information as accurately as possible and to identify all potential witnesses.

d. Major traffic violations and at-fault accidents must be reported to the Supervisor immediately.

e. Traffic Violations: Parking, moving violations and/or other fines received during the operation of a vehicle for City business are the responsibility of the operator. It is essential that the employee report immediately to his supervisor by providing a copy of the citation.

f. On a case-by-case basis and at their discretion, Management reserves the right to pursue, investigate and discipline (up to and including termination) any other incidents that come to the attention of the City management.

4. **Reporting Requirements**

If licensure is revoked or suspended, the employee must notify the Supervisor of this fact at the earliest of the following:
a) Day of Suspension/Revocation/Lapse
b) Next Working Day

Note: Departmental Work Rules may specify more stringent reporting timelines. Failure to notify of the above infractions shall result in disciplinary action up to and including termination of employment. Employees must exercise due diligence to get driving privileges restored as quickly as possible.

C. SAFETY REQUIREMENTS

a. **It is imperative that all employees who operate City vehicles, or personal vehicles used for City business adhere completely, at all times, to all motor vehicle laws and regulations of the State of Ohio and of the municipality or geographic area in which the driving takes place. Ohio motor vehicle laws and regulations may be obtained from the Ohio Bureau of Motor Vehicles.**
b. The City maintains the right to conduct drug/alcohol testing in the case of reasonable suspicion. No employee shall be under the influence while operating a personal vehicle or City vehicle while conducting work-related business. All employees must be in compliance with federal, state and local laws.
c. Drivers must refrain from using cellular phones while operating a vehicle in accordance with the City Cellular Telephone Policy.
d. No individuals other than on-the-job employees and authorized personnel are permitted to ride in City vehicles.
e. When traveling in City or personal vehicles for work-related business, tools, material and equipment are to be secured before operation of the vehicle so as to prevent vehicle-related road debris.

f. Vehicle operators shall notify their Supervisor immediately if they detect any hazardous or unsafe condition in or on any City vehicle. The Supervisor is responsible for scheduling repair of the defect.

g. Drivers are to drive courteously and practice defensive driving techniques.

h. Unattended City vehicles shall have the keys removed, valuables secured out of sight, brakes set, windows rolled up and the doors locked.

i. Drivers and authorized passengers are prohibited from smoking in City vehicles.

Note: The Department of Transportation Motor Carrier Safety Regulations for CDL Drivers supersedes the above where different.