Personnel, Budget and Finance Committee Agenda
February 7, 2022

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

Call to Order

Approval of Minutes – January 10, 2022

Auditor's Update

- January Books are Closed
- Overall – Revenue $ 1,350,140.39
  Expenses $ 1,166,613.09

Old Business

New Business

- Tax Department Funding
- Collision Loss - Police Dept.
- Body Cam Grant – Police Dept.
- Ohio Dept. Public Safety Training Grant – Fire Dept
- Decrease Fire Appropriations
- Contract for Road Construction 38/56 Project
- Huntington Positive Pay/Fraud Protection

Department Head Updates

Schedule March Meeting

Personnel, Budget & Finance Committee
20 S. Walnut Street
February 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 and Executive Assistant, Amy Rees
Community members present: Michael Norman

The meeting was called to order at 4:32pm.

The minutes of the January 10, 2022 meeting were approved with corrections of typographical errors.

AUDITOR'S UPDATE

- The January, 2022 financial books are closed
  - Overall: Revenue - $1,350,140.39 and Expenses - $1,166,613.09
  - General Fund: Revenue -$166,810.45 and Expenses - $340,318.50
  - The Tax Dept funding was complete on 1/21/22 for their 2022 Budget of $352,280.46.
  - Some fund balances will remain negative until City Council approves legislation that is currently on Council's agenda

OLD BUSINESS - none

NEW BUSINESS

Tax Department Funding

- The Tax Department gets funded at the beginning of each year and, historically, does not spend the entire amount projected. The carry over money remains in the department's fund and cannot be transferred or used for any other expenses. The fund now has $739,178.63. Even with projected 2022 expenses, the fund balance will have an excess of funds at the end of the year and may not need additional funding in 2023. Mr. Castle proposed that Ordinance # 881.013 be amended to state if the fund balance exceeds 120% of the annual budget, then no additional funds will be required for their annual expenses.
- Councilman Peters moved to amend the ordinance to state if the fund balance exceeds 120% of the annual budget, then no additional funds will be required for their annual expenses. Councilman Eades seconded the motion and it passed unanimously. Councilman Peters will sponsor the legislation for City Council consideration.

Collision Loss – Police Department

- Chief Nicol received $6,661.90 from Collision Loss – Selective Insurance on December 15, 2021. He is requesting an increase of appropriations by that amount for reimbursements of those expenses in 2022.

  Councilman Peters moved to increase appropriations in the Police Department's vehicle maintenance expense line by $6,661.90. Councilman Eades seconded the motion and it passed unanimously. Councilman Peters will sponsor the legislation for City Council consideration.

Body Camera Grant – Police Department

- The Police Department received an award of $18,100.00 grant for body cameras. The Department is required to pay for the entire cost of the cameras and then will be reimbursed 75% of the amount. The city will be responsible for $4,525.00 and will be reimbursed $13,575.00.

Ohio Department of Public Safety Training Grant – Fire/EMS Department

- Chief Eades received $2,500.00 on December 28, 2021 from Ohio Department of Safety for a training grant. Mrs. Combs is requesting to increase the Fire Department's Fire Grant expense line by $2,500.00 so Chief Eades can spend the money received from the grant for training.
- Councilman Peters moved to increase appropriations in the Fire/EMS Department's grant line by $2,500.00. Councilman Eades seconded the motion and it passed unanimously. Councilman Peters will sponsor the legislation for City Council consideration.

Decrease Fire Appropriations

- $800,000.00 of the American Recovery Plan stimulus funds will be used to help pay 2022 Fire/EMS salaries. The Department's salary fund was appropriated $800,000 at the beginning of the year and Mrs. Combs is requesting a decrease in appropriations due to the use of the ARP funds.

  Councilman Peters moved to decrease appropriations in the Fire/EMS Department's salary line by $800,000.00. Councilman Stahl seconded the motion and it passed unanimously. Councilman Peters will sponsor the legislation for City Council consideration. An emergency clause will be added to the legislation.

Contract for Road Construction – 38/56 Paving Project

- Council previously approved the appropriation of $300,000.00 for the City's portion of funding of the Ohio Department of Transportation's (ODOT) project to pave St. Rt. 56 and St. Rt. 38 through the City of London. Mr. Castle is requesting approval to enter into a contract with ODOT to complete the paving project.

  Councilman Eades moved to allow the Safety Service Director to enter into a contract with ODOT to complete the paving project of St. Rt. 56 and St. Rt. 38 through the City of London. Councilman Stahl seconded the motion and it passed unanimously. Councilman Eades will sponsor the legislation for City Council consideration. An emergency clause will be added to the legislation.

Huntington Positive Pay/Fraud Protection

- Mrs. Combs discussed recent meetings with Huntington Bank representatives about potential ACH payments and additional fraud protections for the City's checking account.

DEPARTMENT HEAD UPDATES

Tax Director, Amy Marsh

- The City received tax revenues of $507,861.23 in January; a 9.94% increase compared to January, 2021.
- The Fire/EMS Department received tax revenues of $249,910.95 in January; a 18.75% increase compared to January 2021.
- Late notices were sent to individuals with late payments

Chief Nicol

Officers will be participating in Continued Professional Training and will Chief Nicol will be requesting reimbursement for training expenses in the near future.

The next Personnel, Budget & Finance Committee meeting will take place on March 7, 2022 at 4:30pm at City Hall.

The meeting adjourned at 5:38pm.

Josh Peters, Chairman
Respectfully submitted by Amy Rees