# Personnel, Budget and Finance Committee Agenda
# August 9, 2021

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

## Call to Order

## Approval of Minutes – July 6, 2021

## Auditor's Update

- July books are closed

## Old Business

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## New Business

- Donations for park benches and National Night Out
- ARPA Grant

## Department Head Updates

## Schedule September Meeting

**Personnel, Budget & Finance Committee**

**August 9, 2021**

**20 S. Walnut Street**

**Minutes**

**Committee members present:** Brenda Russell and Carla Blazier
**City representatives present:** Safety Service Director, Rex Castle; Auditor, Kenna Combs; Treasurer, Sue Mosier; Tax Director, Amy Marsh; Councilman, Rich Hays; Council President, Henry Comer and Executive Assistant, Amy Rees

The meeting was called to order at 6:04pm.

The minutes of the July 6, 2021 meeting were approved as written.

**AUDITOR'S UPDATE - Kenna Combs**

- July finances are closed.
- Office is running smoothly.
- Beginning to work on the 2022 budget.

**OLD BUSINESS** – none

**NEW BUSINESS**

**Cowling Park Benches**

$1,500 in donations were received to purchase two benches to be placed in Cowling Park.

- Mrs. Blazier moved to increase appropriations by transferring $1,500 from the General Fund to the Parks & Recreation donation line. Mrs. Russell seconded the motion and it passed. Mrs. Blazier will sponsor the legislation for City Council consideration.

**National Night Out Donation**

The Madison County Prosecutor's Office donated $1,000 toward the expense of the local National Night Out event.

- Mrs. Blazier moved to increase appropriations by transferring $1000 from the General Fund into the Police Donation Fund. Mrs. Russell seconded the motion and it passed. Mrs. Blazier will sponsor the legislation for City Council consideration.

**American Recovery Plan Act (ARPA)**

The City received $540,934.47 of ARPA funds. The money will go toward budget deficits due to COVID-19 expenses and loss of revenue. A new fund was created for the specific ARPA money.

- Mrs. Blazier moved to increase appropriations by transferring $540,934.47 from the General Fund into the ARPA Fund. Mrs. Russell seconded the motion and it passed. Mrs. Blazier will sponsor the legislation for City Council consideration.

**Police Pension Fund**

The Police Pension Fund needs additional money to cover expenses for the remainder of the year.

- Mrs. Blazier moved to transfer $75,000 from the Police Pension Fund into Police Pension Expense Fund. Mrs. Russell seconded the motion and it passed. Mrs. Blazier will sponsor the legislation for City Council consideration.

**OPWC Water Meter Purchase**

Additional money will need to be appropriated into the Wastewater and Water Department expense lines. $700,000 will be transferred to each line. Anthony Smith will sponsor the legislation for City Council consideration.

**DEPARTMENT HEAD UPDATES**

**Tax Director, Amy Marsh**

- City received $471,044.53 in July; a 13.04% decrease compared to July, 2020. The city revenues have increased 14.88% for the year, compared to 2020.
- The Fire /EMS Department received $228,894.12 in July; a 13.60% increase compared to July 2020. The Department revenues have increased 22.91% for the year, compared to 2020.

**Treasurer, Sue Mosier**

- Upgraded financial software is working efficiently and effectively.
- Rhythm & Rib Fest went well.

The next Personnel, Budget & Finance Committee meeting will take place on September 13, 2021 at 4:30pm at City Hall.

The meeting adjourned at 5:10pm.

Brenda Russell

Brenda Russell, Chairman
Respectfully submitted by Amy Rees

| Month | Tax yr.2020 Gen fund | Tax yr. 2021 Gen Fund | monthly diff 20/21 comp. | Monthly Comp % | | Tax yr. 2020 Fire Fund | Tax yr. 2021 Fire Fund | Diff 20/21 Fire | Monthly Comp % |
|---|---|---|---|---|---|---|---|---|---|
| January | $403,150.27 | $457,397.45 | $54,247.18 | 13.46% | | $168,968.04 | $203,057.07 | $34,089.03 | 20.17% |
| February | $359,988.15 | $285,262.69 | ($74,725.46) | -20.76% | | $161,726.30 | $129,935.01 | ($31,791.29) | -19.66% |
| March | $331,870.40 | $385,159.56 | $53,289.16 | 16.06% | | $137,200.19 | $156,940.55 | $19,740.36 | 14.39% |
| April | $424,662.84 | $548,389.74 | $123,726.90 | 29.14% | | $172,236.90 | $242,941.79 | $70,704.89 | 41.05% |
| May | $224,718.67 | $423,289.85 | $198,571.18 | 88.36% | | $100,569.09 | $173,319.90 | $72,750.81 | 72.34% |
| June | $264,237.32 | $359,283.93 | $95,046.61 | 35.97% | | $115,807.80 | $165,289.26 | $49,481.46 | 42.73% |
| July | $541,658.85 | $471,044.53 | ($70,614.32) | -13.04% | | $201,485.70 | $228,894.12 | $27,408.42 | 13.60% |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| | | | Yrly Diff gen 20/21 | Yrly Gen 20/21 comp | | | | Yrly fire 20/21 | Yrly fire % |
| Grand Total | $2,550,286.50 | $2,929,827.75 | $379,541.25 | 14.88% | | $1,057,994.02 | $1,300,377.70 | $242,383.68 | 22.91% |