Personnel, Budget and Finance Committee Agenda
March 8, 2021

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

Call to Order

Approval of Minutes – February 8, 2021

Auditor's Update

- February books are closed
- Live in new software – admin training on requisition routing March 9th

Old Business

New Business

- Tax Department

Department Head Updates

Schedule April Meeting

Personnel, Budget & Finance Committee

March 8, 2021

20 S. Walnut Street

Minutes

Committee members present: Brenda Russell and Carla Blazier
City representatives present: Mayor, Patrick Closser; Safety Service Director, Rex Castle; Auditor, Kenna Combs; Treasurer, Sue Mosier; Police Chief, Glenn Nicol; Council President, Henry Comer and Executive Assistant, Amy Rees

The meeting was called to order at 6:15pm.

The minutes of the February 8, 2021 meeting were approved as written

AUDITOR'S UPDATE - Kenna Combs

- The staff will complete a training session on the new CMI software. Department managers will be submitting expense requisitions online within a month
- Utilizing the new software for current reports
- The annual audit will begin in April

OLD BUSINESS

- There is $403,000 in the Capital Improvement Fund
    - Mr. Castle requested that in lieu creating a capital budget, all capital expenditures be made as needed throughout the year
    - Committee tabled Chief Nicol's request for a new police vehicle
    - Mr. Castle discussed electric vehicles and the possibility of utilizing the technology in future police vehicles

NEW BUSINESS

- Mayor Closser discussed his plan to promote Assistant Tax Director, Amy Marsh, to the position of Tax Director. He also requested that the strength ordinance be changed to state that the department can have a total of two employees
    - Mrs. Blazier moved to decrease the strength ordinance of the Tax Department from three employees to two employees. Mrs. Russell seconded the motion and it passed unanimously. Mrs. Russell will sponsor the legislation for City Council consideration
- Mayor Closser requested to transfer $10,000 from the general fund to the Mayor's miscellaneous fund to purchase fireworks for the city's 4th of July display. Mrs. Russell will sponsor the legislation for City Council consideration

DEPARTMENT HEAD UPDATES

Chief Nicol

- Due to budget constraints, the part-time Administrative Assistant position was eliminated, saving the department $30,000
- Purchased new training mats that were destroyed when the basement flooded at the Community Center. The department is now utilizing 2 rooms on the 2nd floor of City Hall for training exercises.

The next Personnel, Budget & Finance Committee meeting will take place on April 5, 2021 at 6:00pm at City Hall

The meeting adjourned at 6:53pm.

Brenda Russell

Brenda Russell, Chairman

Respectfully submitted by Amy Rees