

Personnel, Budget and Finance Committee Agenda

January 6, 2020

City Hall Conference Room

Call to Order

Approval of Minutes – December 7, 2019

Auditor's Update

Old Business

New Business

Department Head Updates

Schedule May Meeting

Personnel, Budget & Finance Committee

January 6, 2020
City Hall Conference Room

Minutes

Committee members present: Chairperson, Brenda Russell; Andy Hitt and Carla Blazier

City representatives present: Mayor, Patrick Closser; Safety Service Director, Joseph Mosier; Treasurer, Sue Mosier; Sanitation Superintendent, Les Geyman, BPU Board member, Steve Scaggs, Auditor, Lora Long; Street Superintendent, Bill Long; City Council President, Henry Comer and Executive Assistant, Amy Rees

Others in attendance: Shirley Litchfield

The meeting was called to order at 6:00pm.

The minutes of the December 9, 2019 meeting were approved with one correction.

AUDITOR'S UPDATE

- Still finalizing 2019 reports, therefore no 2020 reports were presented.
- Found errors in the budget. Will present corrections by the February 10 Finance meeting.
- No updates available on the city health insurance coverage.

OLD BUSINESS

Allstate – 20 S. Walnut Renovation

A counter offer has been received by Allstate Exteriors regarding the latest invoice amount and Allstate's retainer. (See attached.) Mr. Mosier recommended paying the total that was presented. Mrs. Long stated that she would research the amount of the retainer and assured the committee that the funds were in the bank. She also stated that she would research the amount of funds remaining in the Walnut Street Fund and report the fund balance to Mayor Closser. After the retainer is paid and the Walnut Street Fund is depleted, the remaining amount owed to Allstate will need to be transferred from the General Fund.

Mr. Hitt moved to transfer the needed funds from the General Fund to the Walnut Street Fund in order to pay the remaining balance owed to Allstate Exteriors. Mrs. Blazier seconded the motion and it passed unanimously. Mrs. Russell will sponsor the legislation for City Council consideration.

London Visual Arts Guild (LVAG) Building

It is not possible, at this time, to supply natural gas to the building; a propane tank will be installed instead. The LVAG will be responsible for setting up the utility in their name and will be solely responsible for the usage cost.

NEW BUSINESS

- The Sanitation Department is considering the purchase of a used sanitation truck that has the ability to be operated by just one individual. This will eliminate the need to replace a worker that has recently left the department. To lessen the time needed to make a purchase, Mr. Scaggs requested approval to purchase a used vehicle for an amount up to \$130,000.

Mr. Hitt moved to approve the purchase of a used sanitation truck for an amount up to \$130,000 and to allow the Board of Public Utilities to enter into a contract with the seller. Mrs. Russell seconded the motion and it passed unanimously. Mr. Anthony Smith, Council liaison to the BPU, will sponsor the legislation for City Council consideration.

- Dan Leavitt, Waste Water Superintendent, has requested that \$50,000 be re-appropriated into the 2020 budget for the cost of a biohazard gravel pad at the Farm Science Review facility. Mr. Smith will sponsor the legislation for City Council consideration.

DEPARTMENT HEAD UPDATES

Mayor Closser

- The 2019 tax revenues were 1% less than 2018. The City received \$6,100,000 in 2019 which is what is budgeted for 2020.
- The Capital Budget will be discussed at the February Finance meeting. Department heads will be asked to submit their capital expenditure requests in writing to the Finance Committee prior to the February meeting.

The next Personnel, Budget & Finance Committee meeting will take place on February 10 at 6:00pm in the City Hall conference room.

The meeting adjourned at 6:49pm.

Brenda Russell

Brenda Russell, Chairman

Respectfully submitted by Amy Rees

INVOICE

Allstate Exteriors
312 Lafayette Rd
London, OH 43140
(740) 852-2626



City Of London
Job #18-2342 - City Of London Primary Building
City Of London Primary Building,
60 S. Walnut St
London, OH 43140

Invoice #	I-1539
Date	7/30/2019
Amount Due	\$225,959.53
Due Date	8/14/2019

Item	Description	Qty	Price	Amount
Service Counters	Installation of service counters in offices	1.00	\$14,359.00	\$14,359.00
Security Glass and service door	Installation of security door and security glass on service counter	1.00	\$7,099.92	\$7,099.92
Hand Dryer Installation	Installation of 4 hand dryers in restrooms.	1.00	\$4,117.40	\$4,117.40
Window Replacement	Replace 2 damaged frosted windows in restrooms	0.00	\$1,207.54	\$0.00
Hallway Cove base	Installation of cove base throughout halls	1.00	\$2,602.34	\$2,602.34
Motion Sensors	Installation of motion sensing light switches	1.00	\$322.54	\$322.54
Acoustic tile	Acoustic tile installation around HVAC units	0.00	\$2,669.39	\$0.00
Boiler Building vents	Seal boiler building coup with foam and metal siding	1.00	\$953.35	\$953.35
Chair Rail	Installation of chair rail in all meeting rooms	1.00	\$4,636.80	\$4,636.80
Thresholds	Change out of all damaged thresholds	0.00	\$2,420.34	\$0.00
Seal off roof vents	seal roof vents on gym	1.00	\$2,233.79	\$2,233.79
Removal of debris	Removal of debris from damaged burst pipe below gym. The additional charge is for removal of additional pipes and insulation.	1.00	\$27,376.00	\$27,376.00
discount	we have amended lines 4,7,10 to show 0 charge	1.00	\$0.00	\$0.00
Bond	Bond	1.00	\$174,151.00	\$174,151.00
discount	5%	1.00	(\$11,892.61)	(\$11,892.61)

Sub Total	\$225,959.53
Total	\$225,959.53
Amount Paid	\$0.00
Balance Due	\$225,959.53

SPECIAL INSTRUCTIONS

Total discount from original invoice:7.4%

City of
London

Joseph Mosier <jmosier@londonohio.gov>

Allstate Exteriors

Sat, Dec 14, 2019 at 9:30 AM

Rex Castle <rcastle@londonohio.gov>

To: Joseph Mosier <jmosier@londonohio.gov>

Cc: Patrick Closser <pclosser@londonohio.gov>, Joseph Russell <jrussell@londonohio.gov>, Jennifer Hitt <jhitt@londonohio.gov>

OK, I guessing this might be the numbers.

BPU	\$ 11,846.00	
Building and zoning	\$ 4,746.33	
Auditor	\$ 4,746.33	
Parks and Rec	\$ 29,609.79	There's no money left in the Walnut Street Fund
General Fund	\$ 174,890.82	Depending on if all of the above has enough funds available.

This needs to be paid where ever the money comes from. I will sponsor.

Rex

[Quoted text hidden]