JOHNSTOWN
Established 1813

Finance Committee Meeting
Tuesday, August 17, 2021 - 5:00 PM
AGENDA

1. Call to Order
2. Action on Minutes
    a. July 20, 2021
3. Finance Director Reports
    a. Bank to Book July 2021
    b. Director Report
    c. Financial Report
4. Local Government Distribution
    a. Distribution
5. Trauma Kits/AEDs
6. Fireworks 2022 - Prelim Update
7. Hartford Waterline
8. Impact Fees Discussion
9. Explore Licking County Ad
10. Generator @ Admin Bldg and Lift Station #1 - Quotes
11. Intellinetics cost quote for Zoning file scanning
    a. Document scanning quote
12. Software Solutions Discussion
13. JPD ARP - Portable Radio Consideration
    a. Agenda Report
14. Discussion on Holding Facility at the Police Dept.
15. Other Business
16. Adjourn

2021 Committee Goals

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to $500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

Finance Committee
Tuesday, July 20, 2021 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Finance Committee meeting for July 20, 2021 to order at 5:00 pm

Members Present - Ben Lee, Mayor Chip Dutcher, Cheryl Robertson
Absent - None

Staff present - Jim Lenner, Dana Steffan, Bailey Klimchak, Jack Liggett, Chief Haroon, Teresa Monroe.

Public present - None

2. Action on Minutes a. May 26, 2021 Special Finance b. June 15, 2021

ACTION:	Cheryl Robertson moved to Approve minutes en bloc; Chip Dutcher seconded and all were in favor
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

3. Finance Director Reports

a. Bank to Book

Finance Director commented on outstanding checks due to a check run in July for June's period of accounting. Ms. Robertson inquired on payroll checks outstanding; Ms. Steffan noted that new employees are required to sign up for direct deposit.

Review and discussion on Finance Director report from Council packet; noted the Ordinance for legal fees, Finance Director said being realistic she knows there will be more before the end of the year. Ms. Steffan said the ARP payment was received yesterday, working on fund/budget accounting.

4. Appropriations

a. Trailhead Parking Lot Paving

Review of paving quote from Law for $43,032.62; Mayor Dutcher noted we should not pay the mobilization charge twice if contractor will be here already; also no milling; Jack Liggett to discuss with contractor. Discussion on where to pay for the paving from.

ACTION:	Ben Lee moved to Approve the Trailhead parking lot with the lowest and best price and being appropriated from the CIP fund; Ms. Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Dana Steffan said if an appropriation Ordinance is needed she will have on for August 3rd.

b. Main Street Tree Trimming (Arborist estimate)

Bailey Klimchak said the standing estimate is $7,900 but she is working with the arborist to try and get that reduced. The Oak tree trimming estimate is $1,500 and will be paid out of Tree Commission budget which has sufficient funds already appropriated; Marvin Block said Tree Commission was in favor.

Discussion on where to pay the $7,900 from; decision to pay from the appropriated Budget Stabilization funds.

ACTION:	Ben Lee moved to Approve; Chip Dutcher seconded and the vote was as follows:
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

c. Oliver Bigelow Headstone

Oliver Bigelow's headstone is cracked and not fixable; estimate in the amount of $2,900 received for replacement, discussion on adding $1,000 for a dedication plaque from the citizens of Johnstown. Discussion on where to pay from; Finance Director stated preference was to increase General Fund revenue for income tax to reflect a portion of projected. Committee decision to also pay the $7,900 arborist quote previously approved for the Main Street tree trimming out of the same.

Mr. Lee asked for a motion to move forward with the $3,900 for the Bigelow headstone.

ACTION:	Chip Dutcher moved to Approve; Cheryl Robertson seconded and all were in favor
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

Mr. Lenner informed committee that a large tree came down in the cemetery today causing damage to fence and neighboring structure; getting insurance estimates.

5. Mobility Hub Funding Update / Jim

Jim Lenner updated that Bailey Klimchak presented to LCATS, funding source has been switched from CMAQ money to total local funds with no real strings attached. Have been given the ok to advertise for consultants so working to finalize the RFP, hoping to get out on Friday, this is for the technology to create the pilot, focused on the labor and the businesses and the business park. With Senator Brown's appropriation, $500,000 will be used for non-emergency medical transport and educational services, $400,000 is to go to the design of the Mobility Hub itself. Mr. Lenner said the $900,000 must survive the process and the appropriations committee; we are hopeful it will; to just be nominated is huge and very exciting. Said he had a great call with Denison University today, they are interested in internships and curriculum etc. added he and Ms. Klimchak will be meeting with the Department of Administrative Services for construction dollars.

6. Service Dept Staffing / Jack

Jack Liggett asked Finance to entertain bringing on another full-time street department employee; village is growing and the department is having a hard time keeping up with asphalt repair/pot hole filling and plowing snow. Jack said he does not want to wait until next year to hire; discussion on wage and cost of benefits; employee wage to start at $16-$17 hourly; money is available in the street maintenance fund for the balance of this year.

ACTION:	Chip Dutcher moved to hire an additional street employee; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None

ABSTAIN:	None

Passed 3 - 0

Jack Liggett given authorization to begin advertising.

7. Generator @ Admin Bldg / Jack & Jim

   Waiting on quotes for connecting the municipal offices generator to the server. Jack Liggett said he does have quotes at this time.

   Chief Haroon elaborated on department function failure during a power outage; said a UPS (uninterrupted power system) or battery backup is needed for the time between power outage and generator power up to avoid the power "flicker" and loss of communications etc. Discussion on having both UPS to avoid interruption and generator that would be able to run long term if power is out for extended period.

8. Generator @ Lift Station One / Jack & Jim

   Waiting on quote for conversion to natural gas from diesel. No estimate yet.

9. Rte 62 & Duncan Plains Water Loop Quotes (from S & S) / Jack

   Jack Liggett provided numbers on contractor estimates received; twelve-inch line cost is $242,000 and sixteen inch is $342,000; would like to get all water lines underneath Duncan Plains before the road is redone. Jack stated the money is in the bond and needs to be used for projects. Prime Engineering is preparing contract for design work, Jack said he did not know what that number was going to be; looking for committee blessing to go ahead with design.

ACTION:	Ben Lee moved to go forward with design work for the water loop, design money to come from already appropriated bonded money; Chip Dutcher seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

10. Village Investment Review / Details on Current State / Dana

    Questions answered that were asked previously.

    - Finance Director has forwarded some more detailed information relative to the overall performance of the market.

- Bureau of Workman's Comp refunds are posted back to the funds from which they were originally paid.
- OML addressing Opioid settlement money, webinar upcoming.
- Project appropriations balance of $153,000; bills are coming in, just have not paid them.

11.

Energy Aggregation Follow up:

Jim Lenner updated on Energy Aggregation; due to Newark's charter they cannot make it happen, they county will hold off until next year.

12. Software Solutions Presentation Review / Dana

Review next month

13. Other Business

1. Chip Dutcher noted bad grass on one side of US 62 from the project, seems one side of the road got better seed. Jack Liggett said contractor will not reseed, maintains their requirement is complete. Service department will seed over.

2. Marvin Block asked the flavor of doing something with the old nursing home; schedule Executive Session for discussion on purchase of real property.

3. Marvin Block said Park and Rec Committee Chair Carol Van Deest asks for money in the park fund to advertise Johnstown as a destination, $4-5,000 requested for marketing, map and illustrator etc. Can be budgeted for next year.

4. Dog Park fence going in August 16th.

14. Adjourn

ACTION:	Benjamin Lee moved to Adjourn; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Meeting adjourned at 6:27 pm

Bank / Account	Balance
Fifth Third Securities	3,194,469.09
Park General X9082	250,000.00
Park Payroll X9085	17,424.09
Water & Sewer X2587	48,788.51
Park Sweep X2608	12,730,786.08
Mayor's Court X9848	15,092.40
Total All Bank Accounts	**16,256,560.17**
Outstanding Checks	(141,812.92)
BALANCE PER BANK	**16,114,747.25**
Book Balance:	16,101,325.23
Variance:	**(13,422.02)**

Reconciling Items				
Q2 Unbooked Investment Income				
	Fifth/Third Securities	$	(1,935.82)	*to be booked in Oct 2021*
	Park National Bank	$	257.51	*to be booked in Oct 2021*
Water & Sewer Variances:				
	Various posted receipts, did not clear bank	$	(902.82)	*timing*
	Lockbox receipt cleared bank, not posted	$	2,230.23	*timing*
	Water payments received in bank, not posted	$	290.00	*timing*
	2 water deposits received in bank, not posted	$	300.00	*will be posted in August*
	water deposit booked twice erroneously	$	(150.00)	*will be reversed in August*
General Variances:				
	check clearing variances	$	(0.92)	
Payroll Variances:				
	OPERS employee deductions, will clear bank in next month	$	7,640.92	*timing*
	OP&F employee deductions, will clear bank in next month	$	5,486.01	*timing*
	various city tax deductions	$	206.91	*timing*
Total Reconciling Items		**$**	**13,422.02**	
unidentifed variance		*$*	*0.00*	

Outstanding Checks	Check No.	Check Amount	Check Date
payroll	5997	$175.00	6/25/2021
payroll	5999	$1,247.40	7/9/2021
payroll	6003	$1,313.39	7/23/2021
payroll	6009	$32.56	7/23/2021
payroll	6011	$300.82	7/23/2021
	14426	$22.75	2/9/2021
	14432	$62.94	2/9/2021
	14455	$76.25	2/11/2021
	14457	$546.90	2/11/2021
	14559	$37.00	3/12/2021
	14642	$97.99	4/8/2021
	14644	$81.75	4/8/2021
	14649	$134.51	4/8/2021
	14851	$42.50	6/4/2021
	14863	$105.41	6/4/2021
	14866	$133.74	6/4/2021
	14963	$117.50	7/7/2021
	14968	$83.30	7/7/2021
	14976	$2.50	7/7/2021
	15006	$799.50	7/8/2021
	15010	$194.58	7/22/2021
	15011	$123.44	7/22/2021
	15012	$1,311.93	7/22/2021
	15018	$3,095.06	7/22/2021
	15019	$387.93	7/22/2021
	15020	$1,354.14	7/22/2021
	15022	$36.25	7/22/2021
	15023	$9,722.50	7/22/2021
	15024	$130.43	7/22/2021
	15025	$7,835.00	7/22/2021
	15031	$671.62	7/22/2021
	15032	$195.00	7/22/2021
	15035	$895.00	7/22/2021
	15036	$46,885.05	7/22/2021
	15037	$113.53	7/22/2021
	15038	$1,136.04	7/22/2021
	15041	$66.13	7/22/2021
	15042	$71.48	7/22/2021
	15043	$352.55	7/22/2021
	15044	$540.79	7/22/2021
	15045	$411.37	7/22/2021
	15047	$1,375.00	7/29/2021
	15048	$501.00	7/29/2021
	15049	$767.50	7/29/2021
	15050	$580.22	7/29/2021
	15051	$15.00	7/29/2021
	15052	$928.80	7/29/2021
	15053	$157.59	7/29/2021
	15054	$456.14	7/29/2021
	15055	$694.78	7/29/2021
	15056	$662.19	7/29/2021
	15057	$53,447.20	7/29/2021
	15058	$300.00	7/29/2021
	15059	$444.00	7/29/2021
	15060	$489.97	7/29/2021
	15061	$50.00	7/29/2021

Total O/S Checks at 7/31/21:
$141,812.92

Village of Johnstown
Administrative Offices
www.johnstownohio.org

VILLAGE OF JOHNSTOWN, OHIO

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Johnstown, Ohio 43031
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Finance Director's Report to Council
August 17th, 2021

1. Tax Revenue. Total Income Tax revenue collected through July 2021 was $1,645,883. This represents 72.5% of 2021 Budgeted Income Tax revenue of $2,270,400, and a 41.5% increase from 2020 collections for the same period. At this time I am projecting 2021 total annual income tax revenue to reach $2.58M ($309K more than budget).

   The largest source of the Village's income tax revenue, withholding taxes derived from individuals working in Johnstown, increased 25.8%, individual returns increased 41.0%, and business net profits increased 269.2% as compared to the same period in 2020.

   The table below illustrates the Village's July YTD income tax revenue from 2017 through 2021:

	2017	2018	2019	2020	2021
Withholding	$ 544,242	$ 602,873	$ 664,635	$ 661,488	$ 832,389
Individual	$ 442,867	$ 544,534	$ 620,458	$ 455,048	$ 641,403
Net Profit	$ 150,676	$ 112,839	$ 107,171	$ 46,616	$ 172,090
Total	**$ 1,137,785**	**$ 1,260,246**	**$ 1,392,264**	**$ 1,163,151**	**$ 1,645,883**

   Withholding taxes have increased every year from 2015-2021 (with 2020 as an exception); this can be attributed to an increase in the number of jobs and increased pay rates in Johnstown.

   Individual income tax collections for July YTD have surpassed 2019 YTD collections, pre-pandemic.

   The **2021 Net Profit** revenue is at its highest. Key businesses driving this increase include Atrium, Washington Auto Parts, CRC Metal Products, and Bleckmann.

2. Revenues and Expenditures. See attached spreadsheets for 2021 year-to-date revenue collections and expenditures.

   Notes on Revenue:

   <u>General Fund – Real Estate Tax</u> – The second half distribution will be received from Licking County in October. Based on the first half collection, I expect to receive about $67k more than the amount budgeted.

   <u>General Fund, Shared Taxes</u> – Local Government distributions were $7,100 in July. My current expectation for total receipts is $104,052, surpassing the $85,000 budgeted amount.

General Fund, Permits, Fines & Licenses –Zoning permits collected YTD are $50,669 ($30,000 budgeted for the year) due to the many New Build zoning fees collected thus far, as well as a $19,100 preliminary plot application for Concord Rd area (received in March).

General Fund, Interest – Year-to-date interest revenue is low due to losses in Q1.

General Fund, Misc – $15,000 was donated in June for the Mobility hub concept. $18,000 was received for goods sold on online auction throughout the year.

Street Construction / State Highway Funds – Both are slightly lower than budget due to the loss of revenues for the Gasoline tax as a result of COVID-19 and its impacts on travel. In 2020 we budgeted $300,000 and received $267,454, a shortfall of $32,546. The 2021 budgeted amount is also $300,000. At this time, we are projecting a shortfall of $32,000 in 2021 for the Gasoline Excise Tax. Motor Vehicle Registration revenue was budgeted at $96,750 in 2021. Currently we are projecting a surplus of $23,000. With community growth, new homes & residents, we will likely see this line continue to increase in the future. Note that the General Fund will be supplementing Fund 2011 with $90,000 to help pay salaries and other expenses this year.

Right-of-Way Fund should begin to see revenues from our utility providers in Q3.

5101 Water Operating YTD collections include a $60,000 contract payment from New Day Farms. Without this payment, our collections are 70.1% of budget. Water rents have been higher than normal in July, which is likely due to new residents moving into the newly-built homes and lawn watering.

5201 Sewer Operating same comment as above referring to higher than normal usage.

Water/Sewer Improvements Funds have each collected >100% of their respective budgets due to ninety-two (92) new homes & one (1) new commercial building permitted YTD. Each new build home brings in $7,400 into the Water Improvements Fund, and $7,400 into the Sewer Improvements Fund. New Day Farms has also paid $180,844 in bulk sewer hauling YTD.

Enterprise Deposit Fund has collected >100% of its annual budget due to the high number of new homes permitted this year.

Notes on Expense:

General Fund, Economic Development has $30,000 remaining for the CIC contributions (2020 & 2021). The IRS has not granted the CIC tax exempt status yet. They are still considering granting the status provided that the CIC pass a resolution to modify its Articles of Incorporation, and respond to a second request for more detailed information regarding the types of economic development activities in which the CIC plans to engage, along with projections of future revenues and expenses.

General Fund, Legislative Activities is 80% spent as a result of legal fees.

General Fund, Land & Buildings is 83% spent primarily due to the annual payment on the annual property & casualty insurance premium.

Budget Stabilization Fund – $19,946 was spent YTD, detailed below.
All of these expenditures can/will be reclassed or reimbursed, thereby reimbursing the BS Fund. I would suggest that the $5,000 spent on legal fees for the Miles Estate attorney be reimbursed from the General Fund.

Expense Description		**Amount**	
Miles Estate Attorney	*No appropriation was made for this*	$	5,000.00
New Cruiser outfitting	*to be reclassed to Cruiser PO once established*	$	3,326.89
RAISE grant	*to be reclassed to ARP Funds*	$	8,857.50
Dague Tree (cemetery)	*to be reimbursed from Insurance*	$	517.00
Project Mastodon	*Will be recouped from SIB loan*	$	2,245.00
Total 2021 spend in Budget Stabilization Fund		**$**	**19,946.39**

Debt Service Fund – Mid-year payments of debt principal have been made to OPWC in May. The majority of these payments will occur in November-December 2021.

Water Debt & Sewer Debt – Mid-year payments of principal & interest have been sent to the OWDA and OPWC in May. The payments that are due in December will exhaust these encumbrances.

3. American Rescue Plan Act – See below for *recommendations* on expenditures from the ARP Funds, first tranche payment of $267,010.45 (note these may change based on Finance Committee discussion outcome):

American Rescue Plan			
RAISE Grant		$	8,857.50
Time Clock scanners		$	1,500.00
Mobility Hub Concept		$	35,000.00
Dry Restroom at Hannah's Park		$	50,000.00
Scanning of Zoning documents		$	20,000.00
New chairs for Council Chambers and conference room		$	6,000.00
Revenue Replacement	*gasoline taxes, 2020*	$	33,000.00
New Financial & utility billing Software		$	100,000.00
Total		**$**	**254,357.50**

Guidance from the US Treasury provide that ARP funds may be used:

a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

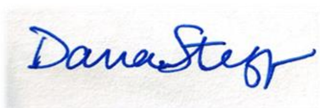
b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;

c) For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and

d) To make necessary investments in water, sewer, or broadband infrastructure.

4. <u>2022 Budget.</u> The timeline has been established for the preparation of the 2022 budget. First deliverable is scheduled for August 27.

Respectfully Submitted,



Dana Steffan, CPA
Finance & Human Resources Director

Village of Johnstown Financial Report

Revenues

as of *7/31/2021*

A/C	Sub-Fund	2021 Expected Revenues	Actual Revenues	
1000	Real Estate Tax	$ 265,000	$ 166,460	62.81%
1000	Income Tax	$ 2,270,400	$ 1,645,883	72.49%
1000	Shared Taxes	$ 90,300	$ 58,019	64.25%
1000	Charges for Services	$ 150	$ 190	126.67%
1000	Permits, Fines, & Licenses	$ 228,700	$ 154,220	67.43%
1000	Interest	$ 25,000	$ 595	2.38%
1000	Miscellaneous	$ 28,000	$ 36,813	131.47%
1000	Other Financing Sources	$ -	$ 4,486	
1000	**Total General Fund**	**$ 2,907,550**	**$ 2,066,665**	71.08%
2011	**Total Street Construction & Repair**	$ 462,810	$ 213,487	46.13%
2021	**State Highway & Improvement**	$ 23,940	$ 12,743	53.23%
2901	**Mayor's Court - Computer**	$ 1,000	$ 660	66.00%
2906	**Restricted Police Grants**	$ 2,000	$ 7,021	351.03%
2907	**Right-of-Way Fund**	$ 30,000	$ 2,864	9.55%
5101	**Water Operating**	$ 639,750	$ 508,614	79.50%
5201	**Sewer Operating**	$ 833,750	$ 576,206	69.11%
5701	**Water Replacements & Improvements**	$ 308,000	$ 537,430	174.49%
5702	**Sewer Replacements & Improvements**	$ 370,000	$ 595,384	160.91%
5721	**Water Debt Service**	$ 430,000	$ 324,619	75.49%
5722	**Sewer Debt Service**	$ 414,000	$ 218,421	52.76%
5781	**Enterprise Deposit**	$ 40,500	$ 46,562	114.97%
9904	**Mayor's Court**	$ 80,000	$ 38,312	47.89%
	TOTAL ALL FUNDS	**$ 6,543,300**	**$ 5,148,986**	78.69%

Village of Johnstown Financial Report

Expenditures

as of *7/31/2021*

A/C	Sub-Fund	2021 Appropriations	Actual Expenditures	
110	Police	$ 1,272,447	$ 739,983	58.15%
130	Street Lighting	$ 65,000	$ 36,511	56.17%
210	Public Health	$ 19,500	$ 9,364	48.02%
310	Recreation Department	$ 26,450	$ 9,773	36.95%
410	Zoning	$ 154,382	$ 86,795	56.22%
490	Economic Development	$ 42,000	$ 12,000	28.57%
710	Administration	$ 512,091	$ 240,010	46.87%
715	Legislative Activities	$ 93,665	$ 75,007	80.08%
720	Mayors Court	$ 95,513	$ 47,622	49.86%
725	Finance Department	$ 84,301	$ 57,954	68.75%
730	Lands & Buildings	$ 108,200	$ 89,854	83.04%
740	County Auditor (Property Tax Collection)	$ 6,000	$ 3,096	51.59%
745	State Auditor	$ -	$ -	#DIV/0!
755/760	Income Tax Administration	$ 72,000	$ 48,039	66.72%
	Other Uses of Funds & Transfers	$ 716,900	$ 474,564	66.20%
1000	**Total General Fund**	**$ 3,268,449**	**$ 1,930,571**	**59.07%**
	Street Maintenance & Repair			
	Street Cleaning, Snow Removal			
	Traffic Signs & Signals			
	Sidewalks (Capital outlay)			
2011	**Total Street Construction & Repair**	**$ 482,013**	**$ 252,357**	**52.35%**
	State Highway Maintenance			
	Street Cleaning, Snow & Removal			
	Traffic Signs & Signals			
2021	**State Highway & Improvement**	**$ 22,500**	**$ 3,810**	**16.93%**
2901	**Mayor's Court Computer**	**$ 1,000**	**$ 953**	**95.28%**
2903	**Budget Stabilization Fund**	**$ 60,000**	**$ 19,429**	**32.38%**
2905	**Leafy Dell Traffic Improvement Fund**	**$ 10,000**	**$ -**	**0.00%**
2907	**Right of Way Fund**	**$ 9,000**	**$ 5,910**	**65.67%**
3101	**Debt Service Fund**	**$ 490,000**	**$ 100,394**	**20.49%**
4901	**Capital Projects**	**$ 1,818,808**	**$ 693,410**	**38.12%**

Village of Johnstown Financial Report

Expenditures

	A	B	C	D		E		J
5	*as of*	*7/31/2021*						
6				**2021**		**Actual**		
7	A/C	**Sub-Fund**		**Appropriations**		**Expenditures**		
62	4902	**Capital Projects - US62**		**$**	**153,400**	**$**	**458**	**0.30%**
63								
64	5101	**Water Operating**		**$**	**835,003**	**$**	**459,403**	**55.02%**
65								
66	5201	**Sewer Operating**		**$**	**951,429**	**$**	**496,929**	**52.23%**
67								
68	5701	**Water Replacements & Improvements**		**$**	**4,452,623**	**$**	**656,990**	**14.76%**
69								
70	5702	**Sewer Replacements & Improvements**		**$**	**2,603,320**	**$**	**331,425**	**12.73%**
71								
72	5721	**Water Debt Service**		**$**	**396,600**	**$**	**139,336**	**35.13%**
73								
74	5722	**Sewer Debt Service**		**$**	**481,500**	**$**	**202,621**	**42.08%**
75								
76	5781	**Enterprise Deposit**		**$**	**36,000**	**$**	**24,211**	**67.25%**
77								
80	9904	**Mayor's Court**		**$**	**85,000**	**$**	**41,443**	**48.76%**
81								
82		**TOTAL ALL FUNDS**		**$**	**16,156,646**	**$**	**5,364,135**	**33.20%**

CURRENT LOCAL GOVERNMENT DISTRIBUTION			CHANGE COMMISSIONERS %	40.00%						
			CHANGE TO CURRENT DISTRIBUTION			CHANGE BASED UPON POPULATION ONLY				
Subdivision	PER CURRENT METHOD	% Grand Total	USING CURRENT METHOD	% Grand Total	INCREASE / (DECREASE)	TOTAL POPULATION	POPULATION %	NEW DISTRIBUTION	% Grand Total	INCREASE / (DECREASE)
LICKING COUNTY	$ 2,196,845.00	50.00%	$ 1,757,476.00	40.00%	(439,369.00)	175,769		$ 1,757,476.00	40.00%	(439,369.00)
433 HEATH	$ 60,632.92	1.38%	$ 72,759.51	1.66%	12,126.59	10,942	5.28%	$ 139,081.93	3.17%	78,449.01
437 NEWARK CITY	$ 1,258,352.79	28.64%	$ 1,510,023.38	34.37%	251,670.59	50,315	24.26%	$ 639,545.55	14.56%	(618,807.24)
NEW ALBANY CITY			$ -	0.00%	0.00	219	0.11%	$ 2,783.67	0.06%	2,783.67
438 PATASKALA	$ 54,921.13	1.25%	$ 65,905.35	1.50%	10,984.22	15,883	7.66%	$ 201,886.16	4.59%	146,965.03
439 REYNOLDSBURG	$ 4,393.69	0.10%	$ 5,272.43	0.12%	878.74	9,300	4.48%	$ 118,210.74	2.69%	113,817.05
427 ALEXANDRIA	$ 18,892.87	0.43%	$ 22,671.44	0.52%	3,778.57	542	0.26%	$ 6,889.27	0.16%	(12,003.60)
428 BUCKEYE LAKE	$ 6,590.54	0.15%	$ 7,908.64	0.18%	1,318.10	2,856	1.38%	$ 36,302.14	0.83%	29,711.60
429 GRANVILLE	$ 111,599.73	2.54%	$ 133,919.67	3.05%	22,319.94	5,916	2.85%	$ 75,197.29	1.71%	(36,402.44)
430 GRATIOT	$ 13,181.07	0.30%	$ 15,817.28	0.36%	2,636.21	137	0.07%	$ 1,741.38	0.04%	(11,439.69)
431 HANOVER	$ 19,771.61	0.45%	$ 23,725.93	0.54%	3,954.32	1,204	0.58%	$ 15,303.84	0.35%	(4,467.77)
432 HARTFORD	$ 18,453.50	0.42%	$ 22,144.20	0.50%	3,690.70	410	0.20%	$ 5,211.44	0.12%	(13,242.06)
434 HEBRON	$ 52,724.28	1.20%	$ 63,269.14	1.44%	10,544.86	2,477	1.19%	$ 31,484.73	0.72%	(21,239.55)
435 JOHNSTOWN	$ 44,815.64	1.02%	$ 53,778.77	1.22%	8,963.13	5,098	2.46%	$ 64,799.83	1.47%	19,984.19
436 KIRKERSVILLE	$ 19,771.61	0.45%	$ 23,725.93	0.54%	3,954.32	552	0.27%	$ 7,016.38	0.16%	(12,755.23)
440 ST LOUISVILLE	$ 25,044.03	0.57%	$ 30,052.84	0.68%	5,008.81	386	0.19%	$ 4,906.38	0.11%	(20,137.65)
441 UTICA	$ 32,952.68	0.75%	$ 39,543.21	0.90%	6,590.53	2,240	1.08%	$ 28,472.27	0.65%	(4,480.41)
400 BENNINGTON	$ 17,135.39	0.39%	$ 20,562.47	0.47%	3,427.08	1,788	0.86%	$ 22,726.97	0.52%	5,591.58
401 BOWLING GREEN	$ 20,650.34	0.47%	$ 24,780.41	0.56%	4,130.07	1,847	0.89%	$ 23,476.91	0.53%	2,826.57
402 BURLINGTON	$ 19,332.24	0.44%	$ 23,198.68	0.53%	3,866.44	1,295	0.62%	$ 16,460.53	0.37%	(2,871.71)
403 EDEN	$ 19,771.61	0.45%	$ 23,725.93	0.54%	3,954.32	1,321	0.64%	$ 16,791.01	0.38%	(2,980.60)
404 ETNA	$ 13,181.07	0.30%	$ 15,817.28	0.36%	2,636.21	17,351	8.37%	$ 220,545.66	5.02%	207,364.59
405 FALLSBURY	$ 16,256.65	0.37%	$ 19,507.98	0.44%	3,251.33	1,038	0.50%	$ 13,193.84	0.30%	(3,062.81)
406 FRANKLIN	$ 17,135.39	0.39%	$ 20,562.47	0.47%	3,427.08	2,255	1.09%	$ 28,662.93	0.65%	11,527.54
407 GRANVILLE	$ 26,362.14	0.60%	$ 31,634.57	0.72%	5,272.43	10,279	4.96%	$ 130,654.65	2.97%	104,292.51
408 HANOVER	$ 17,135.39	0.39%	$ 20,562.47	0.47%	3,427.08	3,115	1.50%	$ 39,594.24	0.90%	22,458.85
409 HARRISON	$ 19,332.24	0.44%	$ 23,198.68	0.53%	3,866.44	8,092	3.90%	$ 102,856.06	2.34%	83,523.82
410 HARTFORD	$ 17,135.39	0.39%	$ 20,562.47	0.47%	3,427.08	1,500	0.72%	$ 19,066.25	0.43%	1,930.86
411 HOPEWELL	$ 16,696.02	0.38%	$ 20,035.23	0.46%	3,339.21	1,430	0.69%	$ 18,176.49	0.41%	1,480.47
412 JERSEY	$ 18,014.13	0.41%	$ 21,616.95	0.49%	3,602.82	2,964	1.43%	$ 37,674.91	0.86%	19,660.78
413 LIBERTY	$ 16,256.65	0.37%	$ 19,507.98	0.44%	3,251.33	2,500	1.21%	$ 31,777.08	0.72%	15,520.43
414 LICKING	$ 24,604.66	0.56%	$ 29,525.60	0.67%	4,920.94	4,949	2.39%	$ 62,905.91	1.43%	38,301.25
416 MCKEAN	$ 16,256.65	0.37%	$ 19,507.98	0.44%	3,251.33	1,634	0.79%	$ 20,769.50	0.47%	4,512.85
417 MADISON	$ 20,210.97	0.46%	$ 24,253.17	0.55%	4,042.20	3,409	1.64%	$ 43,331.23	0.99%	23,120.26
418 MARY ANN	$ 16,696.02	0.38%	$ 20,035.23	0.46%	3,339.21	2,269	1.09%	$ 28,840.88	0.66%	12,144.86
419 MONROE	$ 16,256.65	0.37%	$ 19,507.98	0.44%	3,251.33	7,548	3.64%	$ 95,941.37	2.18%	79,684.72
420 NEWARK	$ 16,696.02	0.38%	$ 20,035.23	0.46%	3,339.21	2,067	1.00%	$ 26,273.29	0.60%	9,577.27
421 NEWTON	$ 18,892.87	0.43%	$ 22,671.44	0.52%	3,778.57	3,408	1.64%	$ 43,318.52	0.99%	24,425.65
422 PERRY	$ 19,771.61	0.45%	$ 23,725.93	0.54%	3,954.32	1,707	0.82%	$ 21,697.39	0.49%	1,925.78
423 ST ALBANS	$ 18,014.13	0.41%	$ 21,616.95	0.49%	3,602.82	2,581	1.24%	$ 32,806.66	0.75%	14,792.53
424 UNION	$ 13,181.07	0.30%	$ 15,817.28	0.36%	2,636.21	9,301	4.48%	$ 118,223.46	2.69%	105,042.39
425 WASHINGTON	$ 19,771.61	0.45%	$ 23,725.93	0.54%	3,954.32	3,274	1.58%	$ 41,615.27	0.95%	21,843.66
GRAND TOTALS	$ 4,393,690.00	100.000%	$ 4,393,690.00	100.000%	$ (0.00)	$ 207,399.00	100.00%	$ 4,393,690.00	100%	0.00

COUNTY DISTRIBUTION	$ 2,196,845.00	50.00%	$ 1,757,476.00	40.00%	$ 1,757,476.00	40.00%
TOTAL FOR ALL CITIES	$ 1,378,300.53	31.37%	$ 1,653,960.66	37.64%	$ 1,101,508.05	25.07%
TOTAL FOR ALL VILLAGES	$ 363,797.56	8.28%	$ 436,557.04	9.94%	$ 277,324.95	6.31%
TOTAL FOR ALL TOWNSHIPS	$ 454,746.91	10.35%	$ 545,696.30	12.42%	$ 1,257,381.00	28.62%
GRAND TOTAL	$ 4,393,690.00	100.00%	$ 4,393,690.00	100.00%	$ 4,393,690.00	100.00%

2190 Dividend Drive Columbus, Ohio 43228 | +1 614 921 8170

Village of Johnstown (VOJ)

Price Estimate for Zoning Documents and Large Format Prints

Scanning Project

August 2nd, 2021

Summary

This quote is for document scanning services for Village of Johnstown (VOJ). These services will be provided by the Intellinetics' Document Scanning Services (DSS) division, which operates in partnership with ARC Industries, an Accredited Community Rehabilitation Provider (CRP) #GDC706. The immersive Intellinetics DSS program employs individuals with developmental disabilities and is focused on training and long-term employment in the community. This proposal is comprised of tasks performed by individuals from both Intellinetics and ARC Industries side-by-side. The tasks provided by DSS program participants are specifically noted within the proposal with the ARC logo. All Large format scanning will be processed at the Intellinetics' GSI division located in Madison Heights, MI that that has the specialized equipment, personnel and operations to process large format and other non-standard business document-types.

Scope of Work

There are three document categories included in this quote:

1. Lateral Commercial Zoning files
2. Zoning files in filing cabinets
3. Large Format drawings

All of the document processing volumes are estimates and actual page counts will be billed.

Quality Control

Each production step will be carefully monitored and evaluated to ensure the highest quality product humanly possible - attributes are as follows:

• Scanning	Ensure legibility Ensure skew-angle Ensure orientation Ensure sequence
• Data Entry	Ensure data entry accuracy
• Data Transfer	Data Upload into VOJ's IntelliCloud Platform

Document Preparation and Transfer

i. It is assumed that VOJ will provide ready access to all files to be boxed and inventoried for transfer
ii. Intellinetics will provide boxes and labels for efficiency and consistency
iii. Intellinetics will transport to the proper Intellinetics' processing site
iv. All boxes will be labeled with information for tracking, inventory and chain of custody using the Intellinetics-provided labels
v. Prior to departing from VOJ on pickup day, VOJ will be asked to sign-off on box-list and count
vi. Upon arrival at Intellinetics, all boxes will be "checked-in" by documenting box details and quantity received and signed-off by Intellinetics personnel

b. Document Processing
   i. All files will be processed with the same model that includes:
      1. Document removal from source box
      2. Staple removal
      3. Fastener removal
      4. Transferred to Scanning / Indexing / Quality Assurance
      5. Document will be re-filed in original folder and re-boxed

c. Scanning and Indexing Processes to be Provided
   i. All related images in a folder will be scanned and indexed into the same "folder" during processing
   ii. File folders will not be scanned
   iii. Sticky notes, if present, will not be scanned

d. Indexing Model
   i. The folder label will be used as the index value

Project Deliverables and Operations Model

One-time Cost Deliverables

1. Intellinetics will catalog and pickup documents for transfer

2. Upon arrival at Intellinetics, boxes will go through an intake process to preserve chain of custody and inventory receipt.

3. A secure IntelliCloud^{TM} domain will be provisioned and configured for job processing.

4. An audit log of image / index information and page counts will be used for billing and quality assurance.

5. Upon project completion, Intellinetics will upload VOJ project data into VOJ's production IntelliCloud domain for online access by VOJ going forward

6. Intellinetics will return the boxes documents to VOJ

Change Management

If changes become necessary to accommodate yet unforeseen requirements, VOJ will express the need for the change and the desired outcome in writing. The request for change document should be sent to Intellinetics, who will review the change request to determine the feasibility of the change and any potential costs related to the change request. Intellinetics will return, in writing, the results of the feasibility review and a price quotation to VOJ if needed. VOJ may then accept or reject the change request.

Timeline estimate from document pickup

1. Scanning Services 8-12 weeks
    a. Preparation
    b. Indexing
    c. Q/A
    d. Upload
    e. Document return

Pricing:

Document Category	Estimated Files	Estimated Pages	Cost / Image	Cost Estimate	File Naming	Document Pickup / Dropoff/Jobs Setup/Data Upload
Lateral Commercial Zoning	75	6,300	**$ 0.162**	**$1,019.01**	**Address**	**$ 3,830**
Zoning	2,100	127,400	**$ 0.094**	**$12,028.22**	**Address**	
Blueprints	200	1,500	**$ 1.055**	**$1,582.65**	**Address/Description**	

Payment Terms and Milestones:

- One-time fees due with order - $3,830
- Scanning services billed monthly until complete
- Estimated page volume is presented above for planning, *actual page volume will determine scanning services cost*

Purchase Authorization:

As an authorized representative of my organization, I approve this purchase.

VOJ SIGNATURE DATE SIGNED

Name and Title

INTELLINETICS, INC. SIGNATURE DATE SIGNED

James DeSocio, CEO

Date: Tuesday, August 3, 2021

To: All Members of Johnstown's Council

From: Ibrahim Y. Haroon, Chief of Police

Re: Portable Police Radios

Council Members,

Recently, Josh Healey of R.E.M. reached out to me to inform me that Kenwood (manufacturer of radio systems) recently offered a promotion. Specifically, the handheld radios that officers carry on their duty belts.

Earlier this year, I had an intent to propose that Council consider upgrading our portable radios with A.R.P. funds. With these funds being limited, I tabled considering the request. However, with a savings of 33%, it is worth the open dialogue.

M.A.R.C.S. will only support our current portable radios until 2023. This year, J.P.D. upgraded the in-car systems. Upgrading the portable radios will place all radios within the same upgrade cycle.

I have included both quotes with this request for your consideration. I have a belief that this will fall within the A.R.P. guidelines. The 17 units requested will cover ten issued radios, two spare (administrative/mutual aid) radios, and five auxiliary (non-issued) radios.

I am open to any dialog. Thanks in advance for your time and consideration in this matter. The promotion expires on August 31, 2021.

Respectfully submitted,

Ibrahim Y. Haroon, Chief of Police

R.E.M. COMMUNICATIONS INC.

2625 Johnstown Rd
Columbus OH 43219
Phone #: 614-258-9985
Fax #: 614-258-9986

QUOTATION

109000212

Bill To:
JOHNSTOWN POLICE DEPT
599 S MAIN ST
JOHNSTOWN, OH 43031

Ship To:
JOHNSTOWN POLICE DEPT
599 S MAIN ST
JOHNSTOWN, OH 43031

KENWOOD VIKING SUMMER SALE PROMOTION
STARTS : JUNE 3, 2021
ENDS: AUGUST 31, 2021

Date: 08/03/2021	Customer# : 8641	Sales Rep: 929	PO# :	Terms: NET 30 DAYS

Qty	Item	Description	Unit Price	Extended
17	VP6430BKF2	PORTABLE RADIO, 7/800 MHz, M2, BLACK,	1,808.00	30,736.00
17	KRA-32K	ANTENNA, 700/800MHZ WHIP ANTENNA	28.80	489.60
17	KNB-L2M	BATTERY, LI-ION 2600MAH	113.60	1,931.20
17	8322000002	P25 CONVENTIONAL	280.00	4,760.00
17	8322000005	P25 PHASE 1 TRUNKING	100.00	1,700.00
17	8326000006	1024 CH	0.00	0.00
17	8323000003	DES-OFB MULTI KEY	0.00	0.00
17	8323000005	ARC4 (ADP COMPATIBLE)	0.00	0.00
17	8326000001	P25 AUTHENTICATION	80.00	1,360.00
17	8326000025	BLUETOOTH	80.00	1,360.00
17	KSC-32	CHARGER, RAPID SINGLE UNIT	65.60	1,115.20
17	R50840000L30	BELT LOOP. 3" LEATHER	20.00	340.00
17	R50843LP2001	NYLON CASE POLICE, L2 MODEL, VP6000	56.00	952.00
17	KMC-70M	SPEAKER MIC,W/ACTIVE NOISE REDUCTION	106.40	1,808.80
1	EC6M	CHARGER, SIX UNIT CHARGER	498.33	498.33
17	PROGRAM-ADVANCED	ADVANCED RADIO PROGRAMMING	80.00	1,360.00
17	*DISCOUNT	FLAT DISCOUNT - KENWOOD "SUMMER SALE"	-708.00	-12,036.00

Subtotal :	$36,375.13
Tax :	$0.00
Total Quote :	$36,375.13

R.E.M. COMMUNICATIONS INC.

2625 Johnstown Rd
Columbus OH 43219
Phone #: 614-258-9985
Fax #: 614-258-9986

QUOTATION

109000025

Bill To:
JOHNSTOWN POLICE DEPT
599 S MAIN ST
JOHNSTOWN, OH 43031

Ship To:
JOHNSTOWN POLICE DEPT
599 S MAIN ST
JOHNSTOWN, OH 43031

Date: 03/09/2021	Customer# : 8641	Sales Rep: 929	PO# :	Terms: NET 30 DAYS

Qty	Item	Description	Unit Price	Extended
17	VP6430M2	VP6430M2 PORTABLE, P25 PHASE 1 7/800MHZ W/ANTENNA, BATTERY & CLIP LIMITED KEYPAD	1,808.00	30,736.00
17	KRA-32K	ANTENNA, 700/800MHZ WHIP ANTENNA	28.80	489.60
17	KMC-70M	SPEAKER MIC,W/ACTIVE NOISE REDUCTION VP6000	106.40	1,808.80
17	8322000002	P25 CONVENTIONAL	280.00	4,760.00
17	8322000005	P25 PHASE 1 TRUNKING	100.00	1,700.00
17	*NPN	RADIO FEATURES 83260000006 1024CH, 8323000005 ARC4,	0.00	0.00
17	8326000001	P25 AUTHENTICATION	80.00	1,360.00
17	*NPN	RADIO FEATURE - BLUETOOTH	80.00	1,360.00
17	KSC-32	CHARGER, RAPID SINGLE UNIT TK-2180/3180	65.60	1,115.20
17	PROGRAM-ADVANCED	ADVANCED RADIO PROGRAMMING	80.00	1,360.00
1	EC6M	CHARGER, SIX UNIT CHARGER TWP-KW4A PODS	398.66	398.66
17	KNB-L2M	BATTERY, LI-ION 2600MAH STANDARD	113.60	1,931.20
17	R50840000L30	BELT LOOP. 3" LEATHER	20.00	340.00
17	R50843LP2001	NYLON CASE POLICE, L2 MODEL, VP6000	56.00	952.00

Subtotal :	$48,311.46
Tax :	$0.00
Total Quote :	$48,311.46