



Special Finance Committee
Monday, November 1, 2021 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Special Finance Committee meeting for November 1, 2021 to order at 5:12 pm

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

Staff present - Dana Steffan, Jack Liggett, Chief Haroon, Marvin Block, Teresa Monroe.
Public present - None

2. Asset Value Quotes; Asset Control Solutions, HCA Asset Inventory, IAC

Dana Steffan provided three quotes from asset valuation firms, said she is still waiting on some references for one company, reviewed some positives and negatives for the firms under consideration; said she is down to two, working through the process of elimination.

- a. Asset Control Solutions Inventory Proposal
- b. HCA Asset Inventory Proposal
- c. IAC Agreement

3. Bed Tax Ordinance

a. Transient Occupancy Tax

Review of Upper Arlington's Transient Occupancy Tax Ordinance. Questions and continued conversation on what funds Johnstown would distribute the revenue to; some pending questions to Law Director. Ben Lee said his suggestion is to move forward with codifying this in an Ordinance to entertain in Council.

ACTION:	Benjamin Lee moved to go forward with codifying this in an Ordinance pending an answer for the distribution piece that could be amended, or could say just one hundred percent to General Fund and then if needs changed could do that; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

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

4. Budget 2022 Review

- a. ARPA Funds – Sub Budget - breakdown between categories and Revenue vs Expense and proposed items to fund from this bucket.

Dana Steffan provided a sub-budget breakdown for review.

Discussion on allowed uses of the American Rescue Plan Act (ARPA) funds.

Conversation on work phones used by employees, stipends etc.; on revenue replacement, decision to use the remaining revenue replacement to cover the deficit in General Fund budget. Jack to attend a Monday meeting with the county to learn about additional money available for projects, would need to apply. Talked through projects that may qualify; sewer lining etc.

Discussion on cost of living, three percent increase to payroll, \$1,000 bonus payments to employees for essential work during COVID.

ACTION: Mayor Dutcher moved that under Letter B from the State and Local Coronavirus Fiscal Recovery Funds, that they allocate \$1,000.00 per employee as premium paid for their essential work during the COVID pandemic; Cheryl Robertson seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 – 0

Discussion on legislation needed; Ms. Steffan to prepare an appropriation Ordinance.

- b. Bonded Monies - Review of current State (Revenue vs Expenditures) and proposed items to fund from this bucket.

Discussion; continue next time.

- c. Budget - Line item questions and discussion

Line item review and edits as needed; some outstanding questions need to be asked.

- d. Police Department - General Fund Requests

Discussion on staffing and equipment costs for Utility Billing/Admin and Police Department.

Chief Haroon said first year total expenditure would be \$341,000; Mr. Lee confirmed that number included two additional officers, a new car, central dispatching and CAD consideration; discussion on absorbing the two Police Dispatchers into other positions. Different scenarios for budget were discussed.

5. Other Business – No further business

- 6. Adjourn – Mr. Lee moved to adjourn, Ms. Robertson seconded and all were in favor. Meeting ended at 7:23 pm.