JOHNSTOWN
Established 1813

Finance Committee Meeting
Monday, December 7, 2020 - 5:00 PM
AGENDA

1. Call to Order
2. Action on Minutes
   a. November 17, 2020
3. Executive Session: To consider the compensation of a public employee
4. Budget 2021 Review
   a. Updates to current version for Tuesday passage
   b. Consideration of line item requests for 2021 (PD E-tickets, Bike Path trees etc.)
   c. Vote on Final Budget Version for Council consideration
5. E-Tickets
   a. Memo to Committee - Chief Haroon
6. CARES Act Funding Update
7. Other Business
8. Adjourn

Vision Statement: The Village of Johnstown is dedicated to providing a secure community environment that fosters cultural, recreational, educational and economic opportunities while preserving our unique historical character

Finance Committee
Tuesday, November 17, 2020 - 5:00 PM
MINUTES

1. Call to Order

    Committee Chair Benjamin Lee called the Finance Committee meeting for November 17, 2020 to order at 5:03 pm

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

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

    Public present - None

2. Approval of Minutes

    a. October 27, 2020 Special Finance

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

3. Bank to Book Reconciliation / Finance Director Report

    a. Bank to Book Rec Oct. 2020

    Finance Director said she was able to reconcile to the penny; nothing to call out.

    b. Director Report Nov. 17, 2020

    Committee members asked any questions they had on the Finance Director report; a question posed on withholding taxes from Franklin County; Dana Steffan said she suspects it is related to people working from home but will follow up. Mr. Lee noted he just did not want to see them turn into re-payments next year.

    Reviewed finance Ordinances 33-2020 and 36-2020 on tonight's Council agenda.

4. CARES Act Funds - Update on unassigned balance and carryover to date

    Current balance of CARES Act funds available is $3,500 and the permitting software has been factored in.

a. Estimate for Electronic Permitting Software

Bailey Klimchak reviewed the estimate for electronic permitting software from Open Gov; if approved, this three year contract would go to 2023. $24,997.00 has been set aside from current Cares Act funds received due December 1, 2020; subsequent payments of $13,500 due January 1, 2022 and $15,000 due January 1, 2023 are not currently budgeted, then in 2024 the village would need to decide on renewal. This software will allow zoning permits to be submitted online rather than in person, it will allow staff members and engineers to add comments and tracking to keep everything organized from start to finish. Mr. Lee asked if we have the server bandwidth to keep all the additional documentation online; Ms. Klimchak said Open Gov has unlimited storage on the cloud and all are encrypted; if Open Gov were to dissolve, the documents belong to the village and would always have access to them; there is also available 24/7 support.

ACTION:	Benjamin Lee moved to approve the permitting software to be expended from CARES Act funds; Chip Dutcher seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

b. Estimate for Touchless Faucets

Estimate reviewed for installation of touchless faucets in all village building sink faucets to include the water, sewer, street, admin and police departments. There are not enough available funds from the current CARES round but will keep the estimate for future rounds if given from the State.

Ms. Steffan said she was hoping to put any and all future money received toward Police salaries; she expects to hear something in the next week about how much money we could potentially get.

5. Budget 2021 - Continued review / Final prep

a. Budget 2021 version 4

Some minor tweaks but no major updates for the second reading of the budget. Finance Director Dana Steffan said any major changes that will arise between now and the third and final reading will be primarily due to costs that we know will not be spent in 2020 that need to be re-appropriated in 2021; she foresees a lot of that coming from the bonded projects, will not spend all of that so will get carried over. Further added good news that the medical premiums reduced further, from 7% to 3.4 %. Added also that the negative balance from the street fund would be covered by General fund and would reflect in the third reading. Mayor Dutcher said he would like then to revisit employee increases for 2021 and to make a motion increasing the 3% budgeted to 5%. Discussion on the dollar amount of the healthcare savings versus decrease in General Fund to go to the five percent; savings on insurance will be $8,000 and the decrease to General Fund would only be $1,000.

ACTION:	Chip Dutcher moved to increase employee wages from 3% to 5%; Benjamin Lee seconded and the vote was as follows:
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

Continued discussion on the negative street fund balance and tight timeline of budget third reading; Ms. Steffan said current projections are for a negative $70,000 balance but that could change by final budget. Mr. Block requested an Executive Session to discuss compensation of an employee.

ACTION:	Cheryl Robertson moved to move money from the General Fund to cover the Street Maintenance Fund's negative balance for the 2021 budget; Mayor Dutcher seconded and the vote was as follows:
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

ACTION:	Chip Dutcher moved that the Finance Committee go into Executive Session to discuss a salary matter (employee compensation) and to waive Council Rule (for 24 hour notice), with Mr. Lee, Ms. Robertson, Mr. Block, himself, and Ms. Steffan; Ms. Robertson seconded and the vote was as follows:
AYES:	Benjamin Lee, Mayor Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Committee came back to regular session at 6:05 pm

6. Other Business

   None

7. Adjourn

ACTION:	Chip Dutcher 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 6:08 p

2021 PROJECTED AVAILABLE FUNDS

	FUND	ANTICIPATED REVENUES	CARRYOVER FROM 2020	TOTAL FUNDS	TOTAL APPROPRIATIONS	12/31/2021 Balance
1000	General Fund	$ 2,907,550	$ 210,000	$ 3,117,550	$ 3,021,975	$ 95,575
2011	Street Maintenance	$ 462,810	$ 23,000	$ 485,810	$ 482,013	$ 3,797
2021	State Highway	$ 23,940	$ 6,000	$ 29,940	$ 22,500	$ 7,440
2101	Permissive Motor License	$ -	$ 341	$ 341	$ -	$ 341
2901	Mayor's Court Computer	$ 1,000	$ 2,655	$ 3,655	$ -	$ 3,655
2903	Budget Stabilization Fund	$ -	$ 411,359	$ 411,359	$ 60,000	$ 351,359
2904	FEMA Fund	$ -	$ 822	$ 822	$ -	$ 822
2905	School Traffic Improvement Fund	$ -	$ 23,120	$ 23,120	$ 10,000	$ 13,120
2906	Police Fund	$ 2,000	$ 3,404	$ 5,404	$ -	$ 5,404
2907	Right of Way Fund	$ 30,000	$ 16,362	$ 46,362	$ 3,000	$ 43,362
2908	Employee Fund	$ 9,500	$ 19,000	$ 28,500	$ -	$ 28,500
2909	CARES Fund	$ -	$ -	$ -	$ -	$ -
3101	Debt Service Fund	$ 467,000	$ 140,600	$ 607,600	$ 490,000	$ 117,600
4901	Capital Improvements	$ 150,400	$ 193,622	$ 344,022	$ 331,000	$ 13,022
4902	Capital Improvements - US 62 Turn Lane	$ -	$ -	$ -	$ -	$ -
5101	Water Operating	$ 639,750	$ 505,000	$ 1,144,750	$ 770,503	$ 374,247
5201	Sewer Operating	$ 833,750	$ 1,732,689	$ 2,566,439	$ 942,929	$ 1,623,510
5701	Water Enterprise Improvement.	$ 308,000	$ 6,411,276	$ 6,719,276	$ 4,448,033	$ 2,271,243
5702	Sewer Enterprise Improvement.	$ 370,000	$ 2,403,111	$ 2,773,111	$ 2,730,000	$ 43,111
5721	Water Debt Service	$ 430,000	$ 112,500	$ 542,500	$ 396,600	$ 145,900
5722	Sewer Debt Service	$ 414,000	$ 356,000	$ 770,000	$ 481,500	$ 288,500
5781	Enterprise Deposits	$ 40,500	$ 299,412	$ 339,912	$ 36,000	$ 303,912
9101	Unclaimed Funds	$ -	$ -	$ -	$ -	$ -
9904	Mayor's Court	$ 80,000	$ 9,632	$ 89,632	$ 85,000	$ 4,632
	TOTALS	**$ 7,170,200**	**$ 12,879,905**	**$ 20,050,105**	**$ 14,311,054**	**$ 5,739,051**

EXHIBIT A:

VILLAGE OF JOHNSTOWN 2021 APPROPRIATIONS

12/4/2020

	AMOUNTS	SUBTOTALS	FUND TOTALS
GENERAL FUND			
SECURITY OF PERSONS & PROPERTY			
POLICE DEPARTMENT			
Personnel Costs	$1,023,921.66		
Contractual Services	$74,900.00		
Supplies & Materials	$123,600.00		
Miscellaneous	$1,500.00		
TOTAL APPROPRIATION, POLICE DEPARTMENT	$1,223,921.66		
STREET LIGHTING			
Contractual Services	$65,000.00		
TOTAL APPROPRIATION, STREET LIGHTING	$65,000.00		
TOTAL APPROPRIATION, SECURITY OF PERSONS & PROPERTY		**$1,288,921.66**	
PUBLIC HEALTH SERVICES			
Board of Public Health Fees	$19,500.00		
TOTAL APPROPRIATION, PUBLIC HEALTH SERVICES		**$19,500.00**	
LEISURE TIME ACTIVITIES			
RECREATION DEPARTMENT			
Personnel Costs	$0.00		
Contractual Services	$950.00		
Supplies & Materials	$21,000.00		
Miscellaneous	$0.00		
TOTAL APPROPRIATION, RECREATION DEPARTMENT	$21,950.00		
TOTAL APPROPRIATION, LEISURE TIME ACTIVITIES		**$21,950.00**	
COMMUNITY ENVIRONMENT			
ZONING DEPARTMENT			
Personnel Costs	$113,832.19		
Contractual Services	$16,800.00		
Supplies & Materials	$800.00		
Miscellaneous	$1,500.00		
TOTAL APPROPRIATION, ZONING DEPARTMENT	$132,932.19		
OTHER COMMUNITY ENVIRONMENT			
Miscellaneous	$27,000.00		
TOTAL APPROPRIATION, OTHER COMMUNITY ENVIRONMENT	$27,000.00		

TOTAL APPROPRIATION, COMMUNITY ENVIRONMENT		**$159,932.19**

TRANSPORTATION

STREET MAINTENANCE & REPAIR		
Personnel Costs	$0.00	
Contractual Services	$0.00	
TOTAL APPROPRIATION, STREET MAINTENANCE & REPAIR	$0.00	
TOTAL APPROPRIATION, TRANSPORTATION		**$0.00**

GENERAL GOVERNMENT

ADMINISTRATIVE OFFICES	
Personnel Costs	$185,091.79
Contractual Services	$207,500.00
Supplies & Materials	$12,500.00
TOTAL APPROPRIATION, ADMINISTRATION OFFICES	$405,091.79
LEGISLATIVE ACTIVITIES	
Personnel Costs	$21,664.80
Contractual Services	$37,750.00
Supplies & Materials	$1,250.00
Miscellaneous	$3,000.00
TOTAL APPROPRIATION, LEGISLATIVE ACTIVITIES	$63,664.80
MAYOR'S COURT	
Personnel Costs	$92,113.44
Contractual Services	$2,400.00
Supplies & Materials	$1,000.00
Miscellaneous	$0.00
TOTAL APPROPRIATION, MAYOR'S COURT	$95,513.44
FINANCE DEPARTMENT	
Personnel Costs	$60,650.65
Contractual Services	$19,650.00
Supplies & Materials	$4,000.00
TOTAL APPROPRIATION, FINANCE DEPARTMENT	$84,300.65
LANDS & BUILDINGS	
Contractual Services	$81,700.00
Supplies & Materials	$6,500.00
TOTAL APPROPRIATION, LANDS & BUILDINGS	$88,200.00
COUNTY AUDITOR & COUNTY TREASURER FEES	
Contractual Services	$6,000.00
TOTAL APPROPRIATION, COUNTY AUDITOR & COUNTY TREA:	$6,000.00
AUDITOR OF STATE FEES	
Contractual Services	$0.00

TOTAL APPROPRIATION, AUDITOR OF STATE FEES	$0.00		
INCOME TAX ADMINISTRATION			
Contractual Services	$72,000.00		
Miscellaneous	$0.00		
TOTAL APPROPRIATION, INCOME TAX ADMINISTRATION	$72,000.00		
TOTAL APPROPRIATION, GENERAL GOVERNMENT		**$814,770.68**	

OTHER FINANCING USES

Transfers	$712,900.00		
Other Uses of Funds	$4,000.00		
TOTAL APPROPRIATION, OTHER FINANCING USES		**$716,900.00**	
TOTAL APPROPRIATION, GENERAL FUND			**$3,021,974.53**

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STREET CONSTRUCTION, MAINTENANCE, & REPAIR FUND

STREET MAINTENANCE & REPAIR

Personnel Costs	$335,913.34		
Contractual Services	$11,000.00		
Supplies & Materials	$79,600.00		
TOTAL APPROPRIATION, STREET MAINTENANCE & REPAIR		**$426,513.34**	

STREET CLEANING, SNOW & ICE REMOVAL

Supplies & Materials	$29,000.00		
TOTAL APPROPRIATION, STREET CLEANING, SNOW & REMOVAL		**$29,000.00**	

TRAFFIC SIGNS & SIGNALS

Contractual Services	$4,500.00		
Supplies & Materials	$15,000.00		
TOTAL APPROPRIATION, TRAFFIC SIGNS & SIGNALS		**$19,500.00**	

SIDEWALKS

Capital Outlay	$6,000.00		
TOTAL APPROPRIATION, SIDEWALKS		**$6,000.00**	
Other Uses of Funds	$1,000.00		
TOTAL APPROPRIATION, OTHER USES OF FUNDS		**$1,000.00**	
TOTAL APPROPRIATION, STREET CONSTRUCTION, MAINTENANCE & REPAIR FUND			**$482,013.34**

STATE HIGHWAY & IMPROVEMENT FUND

STREET MAINTENANCE & REPAIR

Personnel Costs	$0.00		
Contractual Services	$1,000.00		
Supplies & Materials	$10,000.00		
TOTAL APPROPRIATION, STREET MAINTENANCE & REPAIR		**$11,000.00**	

STREET CLEANING, SNOW & ICE REMOVAL

Supplies & Materials	$4,000.00		
TOTAL APPROPRIATION, STREET CLEANING, SNOW & REMOVAL		**$4,000.00**	

TRAFFIC SIGNS & SIGNALS

Contractual Services	$7,500.00		
Supplies & Materials	$0.00		
TOTAL APPROPRIATION, TRAFFIC SIGNS & SIGNALS		**$7,500.00**	
TOTAL APPROPRIATION, STATE HIGHWAY & IMPROVEMENT FUND			**$22,500.00**

PERMISSIVE MOTER VEHICLE LICENSE TAX FUND

Capital Outlay	$0.00		
TOTAL APPROPRIATION, PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND			**$0.00**

COPS FAST FUND

Personnel Costs	$0.00		
TOTAL APPROPRIATION, COPS FAST FUND			**$0.00**

	AMOUNT	SUBTOTALS	FUND TOTALS
ENFORCEMENT & EDUCATION FUND			
Supplies & Materials	$0.00		
TOTAL APPROPRIATION, ENFORCEMENT & EDUCATION FUND			**$0.00**
EQUITABLE SHARING FUND			
Supplies & Materials	$0.00		
TOTAL APPROPRIATION, EQUITABLE SHARING FUND			**$0.00**

MAYOR'S COURT — COMPUTER FUND

Supplies & Materials	$0.00	
TOTAL APPROPRIATION, MAYOR'S COURT — COMPUTER FUND		**$0.00**
	AMOUNT	SUBTOTALS

BABCOCK PROJECTS FUND

Capital Outlay	$0.00	
TOTAL APPROPRIATION, BABCOCK PROJECTS FUND		**$0.00**

BUDGET STABILIZATION FUND

Capital Outlay	$60,000.00	
TOTAL APPROPRIATION, BUDGET STABILIZATION FUND		**$60,000.00**

FEMA FUND

Supplies & Materials	$0.00	
TOTAL APPROPRIATION, FEMA FUND		**$0.00**

SCHOOL TRAFFIC IMPROVEMENT FUND

Supplies & Materials	$10,000.00	
TOTAL APPROPRIATION, SCHOOL TRAFFIC IMPROVEMENT FUND		**$10,000.00**

RESTRICTED POLICE GRANT FUND

Contractual Services	$0.00	
TOTAL APPROPRIATION, RESTRICTED POLICE GRANT FUND		**$0.00**

RIGHT OF WAY FUND

Contractual Services	$3,000.00	
Capital Outlay	$0.00	
TOTAL APPROPRIATION, RIGHT OF WAY FUND		**$3,000.00**

EMPLOYEE FUND

Transfers - out	$0.00	
TOTAL APPROPRIATION, EMPLOYEE FUND		**$0.00**

DEBT SERVICE FUND

Debt Service	$490,000.00

TOTAL APPROPRIATION, DEBT SERVICE FUND $490,000.00

CAPITAL PROJECTS FUND

Capital Outlay	$331,000.00

TOTAL APPROPRIATION, CAPITAL PROJECTS FUND $331,000.00

CAPITAL PROJECTS FUND - Rt 62

Capital Outlay	$0.00

TOTAL APPROPRIATION, CAPITAL PROJECTS FUND Rt 62 $0.00

WATER OPERATIONS FUND

Personnel Costs	$346,653.45
Contractual Services	$126,950.00
Supplies & Materials	$289,400.00
Permit Fees	$6,000.00
Capital Outlay	$0.00
Other Uses of Funds	$1,500.00

TOTAL APPROPRIATION, WATER OPERATIONS FUND $770,503.45

SEWER OPERATIONS FUND

Personnel Costs	$385,529.41
Contractual Services	$254,000.00
Supplies & Materials	$297,900.00
Permit Fees	$4,000.00
Capital Outlay	$0.00
Other Uses of Funds	$1,500.00

TOTAL APPROPRIATION, SEWER OPERATIONS FUND $942,929.41

WATER REPLACEMENT & IMPROVEMENTS FUND

Capital Outlay	$4,448,033.00

TOTAL APPROPRIATION, WATER REPLACEMENT & IMPROVEMENTS FUND

$4,448,033.00

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SEWER REPLACEMENT & IMPROVEMENTS FUND

Capital Outlay	$2,730,000.00
Miscellaneous	$0.00

TOTAL APPROPRIATION, SEWER REPLACEMENT & IMPROVEMENTS FUND **$2,730,000.00**

WATER DEBT SERVICE FUND

Debt Service	$396,600.00

TOTAL APPROPRIATION, WATER DEBT SERVICE FUND **$396,600.00**

SEWER DEBT SERVICE FUND

Debt Service	$481,500.00

TOTAL APPROPRIATION, SEWER DEBT SERVICE FUND **$481,500.00**

ENTERPRISE DEPOSIT FUND

Miscellaneous	$35,000.00
Transfers	$1,000.00

TOTAL APPROPRIATION, ENTERPRISE DEPOSIT FUND **$36,000.00**

UNCLAIMED MONIES FUND

Transfers	$0.00

TOTAL APPROPRIATION, UNCLAIMED MONIES FUND **$0.00**

MAYOR'S COURT FUND

Contractual Services	$85,000.00

TOTAL APPROPRIATION, MAYOR'S COURT FUND **$85,000.00**

TOTAL APPROPRIATIONS, ALL FUNDS $14,311,053.74

Finance Committee:

Chapter 171 of the Johnstown's Ordinances cover Mayor's Court and establishes home rules. The Johnstown Division of Police is seeking approval to add language that establishes the acceptable use of an electronically crated citation (hereinafter known as e-tickets). E-tickets is a digital form of a citation that is created in-car and distributed in a readable printed format. Chapter 171, section 08, was vetted and approved by the Johnstown Law Director, and is ready for the Council's consideration. The approval of such an ordinance is only to approve the ordinance as written and has no bearing on the expectation of equipment. Such an ordinance will support successful outcomes of grants that may be submitted. The Johnstown Division of Police is currently able to process e-tickets, and the Johnstown Division of Police expects to implement the use of e-tickets within the next one to five years.

Printer Grant:

The Ohio Department of Public Safety (DPS) has established a program that allows for the free distribution of portable in-car (police) printers. Such a program will require the mandatory requirements to be met:

1. Be a department who conducts traffic enforcement in the State of Ohio; (Criteria met)
2. Use the OLEIS eCitation module or a *private vendor eCitation module* that meets rules established by ODPS, including the successful transmission of test citation data to ODPS; (Criteria met)
3. Enter into this MOU with ODPS; (Pending)
4. Submit Recipient Agency's traffic citations to a court with a Local Rule established to accept eCitations; (Pending, criteria met)
5. Have in-car computers; (Criteria met)
6. Use the printers primarily for eCitations; and (Pending approval)
7. Maintain the equipment and provide necessary supplies. (Pending approval)

If the following criteria is met then the Johnstown Police Department will receive the following free of charge:

1. Pocket Jet 7, or comparable mobile printer.
2. Needed mounts

In the future, the Johnstown Division of Police will be responsible for the following:

1. Paper (at approximately $11.00 per a 100' roll)
2. Extended cables ($10 per a unit, and may not be needed)
3. Installation (performed by Chief Haroon @ $0 billed cost)
4. Replacement of damaged units or parts.

The time, on the part of an officer, to prepare and serve a paper citation is approximately 20-minutes. The estimated time for an officer to prepare and serve an e-ticket is estimated at 10-

minutes. Approximately 50% of this officer's time will be saved switching to this format. Streamlining processes allows for the officers to be in the Community more.

The Johnstown Police Department spends approximately $22 for a book of 25 paper citations. This cost equals $.88 per a unit. The size of a citation is 4" x 11". If the same size was used for e-tickets the 100' roll could create 300 citations. The cost would be $.04 a unit. Adopting such a program may save the Village 2,200% the cost over a paper citation.

It should be noted that the e-tickets will be stored electronically. Further cutting down on time, and space needed for storage. The Mayor's Court Clerk will also save time, as the digital information is migrated over from the officer's terminal. The Mayor's Court Clerk will be limited on the amount of time that she spends manually entering citation information.

Such a program will save the Village revenue and resources. Please let me know if you have questions. Thanks for your time in this matter.