Finance Committee Meeting
Tuesday, February 16, 2021 - 5:00 PM
AGENDA

1. Call to Order
2. Action on Minutes
    a. January 19, 2021
3. Finance Director
    a. Finance Director report/Bank to Book Reconciliation
4. Loan/Grant Updates
    a. 0% Interest Loans
    b. OPWC Applications
5. Review New Legislation
    a. PD Wage Ordinance / Agenda Report
6. Planning and Zoning - Full Time Equivalent Inspector/Enforcement consideration
7. PD - Security renovation costs
    a. Agenda Report
8. PD - Cruiser #3 replacement
    a. Agenda Report
9. Other Business
10. Adjourn

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, January 19, 2021 - 5:00 PM
MINUTES

1. Call to Order

   Committee Chair Benjamin Lee called the Finance Committee meeting for January 19, 2021 to order at 5:02 pm

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

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

   Public present - John Luke

2. Action on Minutes

   a. December 7, 2021

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. Goals 2021

   2021 Committee Goals set as follows; not ranked in any specific order

   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

   Not necessarily a goal, but desire to keep the Opioid settlement money on committee radar.

4. Bank to Book Reconciliation and Finance Director Report

   a. Bank to Book Dec. 2020

Finance Director noted she identified an issue with the sweep account and provided explanation to committee; committee fine with explanation.

b. Finance Director report

Committee review of report included with packet.

5. Finalized Carryover Balances for 2021

In the order of business, discussion switched places with agenda item 7

Finance Director reviewed spreadsheet showing funds with anticipated revenues, carryover from 2020, appropriations and projected 2021 year end balances. Projected General Fund balance for the end of 2021 is $335,232. Noted that an Ordinance will be needed to appropriate funds in the amount of $174,000 left in Capital Improvements for the salt temple project.

6. Cable Franchise Agreement - Spectrum response update

Received response from the Charter representative on questions asked previously, nothing more for Finance committee consideration; moved topic to Economic Development Committee if additional questions.

7. Capacity Fee Report

Jack Liggett reviewed the engineer process for analyzing capacity fees. Committee reviewed Engineer letter with recommendation on fees; recommendation is an increase in capacity fees to $7,400 for both water and sewer; current fees are $5,375 water and $6,375 sewer. Discussion on timeline for plant upgrade. Discussion on timing of who would be subject to the rate change and when; staff opinion is anyone applying for tap permits after the effective date of the new ordinance.

ACTION:	Cheryl Robertson moved to Approve capacity fee increase as recommended by the engineer; $7400 water and $7400 sewer for a total of $14,800; Benjamin Lee seconded and all were in favor.
AYES:	Robertson, Dutcher, Lee
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Legislation introduction in two weeks.

Discussion on notification to Croton Road residents who have option to tap in to the new water line; new letter could be sent to notify of the increase effective date. Discussion on the potential for builders or residents building desiring to "pre-pay" for taps and should there be a sunset on the length of time a tap could be held. Jim Lenner to seek legal opinion from Law Director on defensibility of a sunset ordinance; Chairman Lee said both ordinances should run in tandem and the sunset ordinance should be entertained before the ordinance to raise the capacity fees to ensure they are both effective at the same time.

8. Committee Considerations

a. **Park and Rec - Chip**

1. Pedestrian Counter
2. Trailhead Parking Lot Paving
3. Dog Park

Pedestrian Counter was budgeted previously but put off; still budgeted, Committee in favor of proceeding now with the purchase; approximately $8,000.

Trailhead Parking Lot Paving; not budgeted at this point, discussion to take place when the East Jersey Street project happens.

Dog Park in the works through Park and Rec Committee. Licking County Park District has agreed to cover half of the Dog Park, up to $17,000. Committee working to get accurate costs for an accurate project estimate.

b. **Mayor's Court - Chief Haroon**

1. New computer needed

Chief Haroon said the Mayor's Court Clerk has requested a new fixed desktop computer for her office, approximate cost $1,000. The laptop previously purchased is portable for use during Mayor's Court in Council Chambers. Committee approved purchase, Finance Director to have an appropriation Ordinance for next Council meeting.

c. **Safety & Service**

1. Leafy Dell Sidewalk (from 2020)

Previous consideration in Safety and Service Committee on installing sidewalk in Leafy Dell, on Stonehedge Row Drive from the condo community to Parkdale. Mr. Lee said he added the topic just to stay on the radar as a contingency item; previous estimate approximately $21,500.

9. Follow-Up Items

a. Audit Follow-up questions - Dana

Finance Director said audit is complete; she is not waiting on any further responses.

Mr. Lee noted the previously discussed "local government fund formula", understands there has not been movement because of Newark's veto power. Mr. Lenner said correct and there is a new Treasurer to now bring up to speed and new people on the Budget Commission and will be a hard push this year, there has been no communication from the County Budget Commission on the request, but is still on the village radar.

b. Franklin County "businesses" listed from Nov. Income Tax Report – Dana

Mr. Lee inquired during the Director report; Ms. Steffan still in process of follow up.

10. Other Business

CARES Funding Update: Deadlines & Additional monies – Not discussed.

Opioid Settlement Funds; update/status – Discussed during goals.

Jim Lenner said the State Controlling Board will hear village request for Project Mastodon on February 24th and the financial loan application for three million dollars for the water tower was turned in this afternoon.

Mr. Block said he has heard Coughlin may be working on the condos (in Leafy Dell) this year; if they are building condos they should be required to put in the sidewalk.

Mr. Lee said at next Finance Committee meeting he thinks a conversation is warranted around looking at Planning and Zoning funding, specifically Zoning Inspector/Code Enforcer and the full time equivalency of the job and if there is a need for funds for that position as the village grows.

11. 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 6:27 p.m.

Village of Johnstown
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Finance Director's Report to Council
February 16th, 2021

1. Tax Revenue. Total Income Tax revenue collected during January 2021 was $150,195. This represents 6.6% of 2021 Budgeted Income Tax revenue of $2,270,400, and a 2.4% increase from 2020 January collections.

   The largest source of the Village's income tax revenue, withholding taxes derived from individuals working in Johnstown, increased 1.4% while individual returns decreased 10.4%, and business net profits increased by 55.9% as compared to January 2020.

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

	2017	2018	2019	2020	2021
Withholding	$ 68,525	$ 78,201	$ 93,690	$ 90,126	$ 91,369
Individual	$ 49,046	$ 74,186	$ 56,032	$ 44,244	$ 39,625
Net Profit	$ 22,365	$ 8,785	$ 25,541	$ 12,320	$ 19,201
Total	**$ 139,936**	**$ 161,172**	**$ 175,264**	**$ 146,690**	**$ 150,195**

   Withholding taxes have increased every year from 2015-2019 with the exception of 2020 and 2021; this can be attributed to an increase in the number of jobs and increased pay rates in Johnstown. The January 2021 collections are holding steady with the past two years.

   Individual income tax collections for January are at the lowest point in the past 5 years. It is too soon to tell, however, if this will bear a negative impact overall for this category of collections. I will be monitoring this line closely in the first quarter of 2021.

   The **2020 Net Profit** revenue is up compared to 2020. Atrium is reporting a $9,300 increase over prior YTD net income. Other businesses' variants in net income are small.

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

   Notes on Revenue:

   General Fund, Real Estate Tax – Taxes are distributed from the County in March and October.

   Water/Sewer Improvements Funds have each collected just shy of 30% of their respective budgets due to eighteen (18) new homes permitted in January. Each new build home brings in $5,000 into the Water Improvements Fund, and $6,000 into the Sewer Improvements Fund.

Notes on Expense:

General Fund, Public Health will be paid with the Property tax distributions in March and October.

General Fund, Administration is 12.5% spent due to a $10,000 payment for the full deductible on a legal matter and $11,300 spent on a life insurance premium (annual payment).

General Fund, Finance Department is 19.8% spent due to the annual SSI support fees being paid in January.

Capital Projects is 15% spent for a large payment on the Salt storage building in January.

3. 2020 Financial Statements are due to the State Auditor by the end of February. I am working hard to compile and submit the reports on time.

4. Biennial Audit. The next audit will be performed in 2022 and will cover years 2020-2021.

5. Property & Casualty Insurance. I am working with MVP insurance agency to provide additional coverage quotes for the Village. More details on that will be coming in the forthcoming weeks.

Respectfully Submitted,

Dana Steffan, CPA
Finance & Human Resources Director

Village of Johnstown Financial Report

Revenues

	A	B	C	D	E	J
5	*as of*	*1/31/2021*				
6				**2021**	**Actual**	
7	A/C	**Sub-Fund**		**Expected Revenues**	**Revenues**	
8	1000	Real Estate Tax		$ 265,000	$ -	0.00%
9	1000	Income Tax		$ 2,270,400	$ 150,195	6.62%
10	1000	Shared Taxes		$ 90,300	$ 5,106	5.65%
11	1000	Charges for Services		$ 150	$ 10	6.67%
12	1000	Permits, Fines, & Licenses		$ 228,700	$ 13,874	6.07%
13	1000	Interest		$ 25,000	$ 1,501	6.01%
14	1000	Miscellaneous		$ 28,000	$ 56	0.20%
15	1000	Other Financing Sources		$ -		
16	1000	**Total General Fund**		**$ 2,907,550**	**$ 170,744**	5.87%
17						
18	2011	**Total Street Construction & Repair**		$ 462,810	$ 26,810	5.79%
19						
20	2021	**State Highway & Improvement**		$ 23,940	$ 2,331	9.74%
21						
24	2901	**Mayor's Court - Computer**		$ 1,000	$ 100	10.00%
25						
26	2906	**Restricted Police Grants**		$ 2,000	$ -	0.00%
27						
28	2907	**Right-of-Way Fund**		$ 30,000	$ -	0.00%
29						
32	5101	**Water Operating**		$ 639,750	$ 52,421	8.19%
33						
34	5201	**Sewer Operating**		$ 833,750	$ 58,281	6.99%
35						
36	5701	**Water Replacements & Improvements**		$ 308,000	$ 90,651	29.43%
37						
38	5702	**Sewer Replacements & Improvements**		$ 370,000	$ 109,382	29.56%
39						
40	5721	**Water Debt Service**		$ 430,000	$ 40,534	9.43%
41						
42	5722	**Sewer Debt Service**		$ 414,000	$ 32,994	7.97%
43						
44	5781	**Enterprise Deposit**		$ 40,500	$ 8,488	20.96%
45						
48	9904	**Mayor's Court**		$ 80,000	$ 5,456	6.82%
49						
50		**TOTAL ALL FUNDS**		**$ 6,543,300**	**$ 598,192**	9.14%

	A	B	C	D	E	J
1	**Village of Johnstown Financial Report**					
2						
3	Expenditures					
4						
5	*as of*	*1/31/2021*				
6				**2021**	**Actual**	
7	A/C	**Sub-Fund**		**Appropriations**	**Expenditures**	
8	110	Police		$ 1,223,922	$ 109,741	8.97%
9	130	Street Lighting		$ 65,000	$ 5,297	8.15%
10	210	Public Health		$ 19,500	$ -	0.00%
11	310	Recreation Department		$ 21,950	$ 703	3.20%
12	410	Zoning		$ 154,382	$ 13,752	8.91%
13	490	Economic Development		$ 42,000	$ -	0.00%
14	710	Administration		$ 512,091	$ 64,049	12.51%
15	715	Legislative Activities		$ 63,665	$ 1,933	3.04%
16	720	Mayors Court		$ 95,513	$ 7,591	7.95%
17	725	Finance Department		$ 84,301	$ 16,648	19.75%
18	730	Lands & Buildings		$ 88,200	$ 2,287	2.59%
19	740	County Auditor (Property Tax Collection)		$ 6,000	$ -	0.00%
20	745	State Auditor		$ -	$ -	#DIV/0!
21	755/760	Income Tax Administration		$ 72,000	$ 4,478	6.22%
22		Other Uses of Funds & Transfers		$ 716,900	$ 45,059	6.29%
23	1000	**Total General Fund**		**$ 3,165,424**	**$ 271,536**	**8.58%**
24						
25		Street Maintenance & Repair				
26		Street Cleaning, Snow Removal				
27		Traffic Signs & Signals				
28		Sidewalks (Capital outlay)				
29	2011	**Total Street Construction & Repair**		**$ 482,013**	**$ 31,540**	**6.54%**
30						
31		State Highway Maintenance				
32		Street Cleaning, Snow & Removal				
33		Traffic Signs & Signals				
34	2021	**State Highway & Improvement**		**$ 22,500**	**$ 638**	**2.84%**
35						
42	2901	**Mayor's Court Computer**		**$ -**	**$ -**	**#DIV/0!**
43						
46	2903	**Budget Stabilization Fund**		**$ 60,000**	**$ -**	**0.00%**
47						
50	2905	**Leafy Dell Traffic Improvement Fund**		**$ 10,000**	**$ -**	**0.00%**
51						
52	2906	**Restricted Police Grant Fund**		**$ -**	**$ -**	**#DIV/0!**
53						
54	2907	**Right of Way Fund**		**$ 6,000**	**$ -**	**0.00%**
55						
58	3101	**Debt Service Fund**		**$ 490,000**	**$ -**	**0.00%**
59						

Village of Johnstown Financial Report

Expenditures

as of *1/31/2021*

A/C	Sub-Fund	2021 Appropriations	Actual Expenditures	
4901	**Capital Projects**	**$ 1,123,509**	**$ 168,617**	**15.01%**
4902	**Capital Projects - US62**	**$ 153,400**	**$ -**	**0.00%**
5101	**Water Operating**	**$ 770,503**	**$ 47,590**	**6.18%**
5201	**Sewer Operating**	**$ 942,929**	**$ 57,509**	**6.10%**
5701	**Water Replacements & Improvements**	**$ 4,452,623**	**$ 371,243**	**8.34%**
5702	**Sewer Replacements & Improvements**	**$ 2,603,320**	**$ 2,358**	**0.09%**
5721	**Water Debt Service**	**$ 396,600**	**$ -**	**0.00%**
5722	**Sewer Debt Service**	**$ 481,500**	**$ -**	**0.00%**
5781	**Enterprise Deposit**	**$ 36,000**	**$ 3,501**	**9.73%**
9904	**Mayor's Court**	**$ 85,000**	**$ 8,078**	**9.50%**
	TOTAL ALL FUNDS	**$ 15,281,322**	**$ 967,096**	**6.33%**

Bank / Account	Balance
Fifth Third Securities	3,207,919.72
Park General X9082	250,000.00
Park Payroll X9085	17,842.99
Water & Sewer X2587	223.86
Park Sweep X2608	12,183,971.83
Mayor's Court X9848	15,600.55
Total All Bank Accounts	**15,675,558.95**
Outstanding Checks	(406,333.33)
BALANCE PER BANK	**15,269,225.62**
Book Balance:	15,226,202.56
Variance:	**(43,023.06)**

Reconciling Items				
Q1 Unbooked Investment Income				
	Fifth/Third Securities	$	5,123.30	*to be booked in April 2021*
	Park National Bank	$	245.47	*to be booked in April 2021*
Water & Sewer Variances:				
	Various posted receipts, did not clear bank	$	(6,619.34)	*timing*
	Lockbox receipt cleared bank, not posted	$	426.46	*timing*
	Water Deposits posted, not received in bank	$	(150.00)	*timing*
General Variances:				
	Various EFT receipts not yet posted	$	34,565.67	*will be corrected inFebruary 2021*
	check clearing variances	$	1.29	
	Duplicate deposits posted	$	(2,875.83)	*will be corrected in February 2021*
	Check #13598 was written off and subsequently cashed	$	(134.51)	*will be corrected in February 2021*
Payroll Variances:				
	OPERS employee deductions, will clear bank in next month	$	7,590.96	*timing*
	OP&F employee deductions, will clear bank in next month	$	4,705.56	*timing*
	Various withholdings deducted, not yet paid	$	144.03	*timing*
Total Reconciling Items		**$**	**43,023.06**	
unidentifed variance		*$*	*(0.00)*	

Outstanding Checks	Check No.	Check Amount	Check Date
payroll	5878	$1,148.80	12/24/2020
payroll	5892	$1,755.08	1/8/2021
payroll	5899	$1,211.23	1/22/2021
payroll	5907	$22.88	1/22/2021
payroll	5908	$243.37	1/22/2021
	13783	$9.90	9/8/2020
	13792	$70.17	9/8/2020
	13971	$64.99	10/15/2020
	14100	$110.58	11/6/2020
	14201	$170.00	12/6/2020
	14221	$7,818.44	12/10/2020
	14223	$11,093.00	12/10/2020
	14231	$2,008.45	12/10/2020
	14259	$5,317.00	12/17/2020
	14262	$13,033.12	12/17/2020
	14302	$53,586.53	12/31/2020
	14318	$133.74	1/14/2021
	14321	$133.74	1/14/2021
	14322	$117.50	1/14/2021
	14324	$102.55	1/14/2021
	14325	$119.49	1/14/2021
	14327	$118.87	1/14/2021
	14328	$62.22	1/14/2021
	14329	$14.10	1/14/2021
	14330	$371.16	1/14/2021
	14334	$117.50	1/14/2021
	14344	$18,809.65	1/18/2021
	14348	$737.44	1/18/2021
	14354	$590.00	1/18/2021
	14357	$912.00	1/18/2021
	14360	$63,430.00	1/18/2021
	14372	$66.88	1/21/2021
	14376	$160.00	1/21/2021
	14377	$928.26	1/21/2021
	14378	$147,179.00	1/21/2021
	14379	$1,200.00	1/21/2021
	14382	$1,043.63	1/21/2021
	14385	$113.86	1/21/2021
	14388	$50.00	1/21/2021
	14389	$9,016.29	1/28/2021
	14390	$345.45	1/28/2021
	14391	$830.00	1/28/2021
	14392	$340.00	1/28/2021
	14393	$20,653.70	1/28/2021
	14394	$253.96	1/28/2021
	14395	$1,755.16	1/28/2021
	14396	$1,512.50	1/28/2021
	14397	$139.68	1/28/2021
	14398	$287.64	1/28/2021
	14399	$21,646.74	1/28/2021
	14400	$3,888.68	1/28/2021
	14401	$185.23	1/28/2021
	14402	$195.00	1/28/2021
	14403	$5,280.00	1/28/2021
	14404	$1,742.88	1/28/2021
	14405	$317.82	1/28/2021
	14406	$761.86	1/28/2021
	14408	$991.69	1/28/2021
	14409	$2,013.92	1/28/2021

Total O/S Checks at 1/31/21:
$406,333.33

Date: Friday, February 5, 2021

To: Honorable Members of Johnstown Village Council

Prepared and submitted by: Chief Ibrahim Y. Haroon

Re: Request of Amendment to Ordinance 25-2020

Members,

This document outlines my recommended adjustments to Ordinance 25-2020. A review of last year's passage yielded that all staff members (except for the sergeants) of the Johnstown Police Department did not receive an increase to their maximum and minimum rate of pay. The maximum and minimum rate has remained as it was reflected in 2020.

To stay competitive among other Licking County law enforcement agencies, I politely request that all Johnstown Police Department members (except for the sergeants) receive a stepped increase of 19.60% over three years. The following three-year term mirrors that of the current 25-2020 ordinance.

The following proposal will not impact the municipality monetarily in 2021, and as a matter of fact, will save the municipality capital ($7,612.80 estimated two supervisors). In 2022, the municipality will likely see an estimated $332.80 (two supervisors) in Police Department salaries.

The attached amended version (in red) of 25-2020 reflects an adjustment of 5% for two consecutive years and a market increase for 2023. The following compounded percentages result in a 19.60% increase over the maximum 2020 salary rate of $26.02.

Example:

Police officer top-out:

2020:	$26.02	(previous year)
2021:	$27.32	(with 5% over 2020)
2022:	$28.69	(with 5% over 2021)
2023:	$31.12	(with 8.5% over 2022)

$26.02 to $31.12 = 19.60% increase

Another significant change is the pay rate to supervisors (sergeants). To alleviate compounding percentages over time, I recommend that a sergeant earn $7,500 over an officer's highest rate ($31.12). Once established, this will remain permanently in place.

The sergeants will see a decrease under my proposal. 25-2020 shows the segreant at $31.63/hour. I propose that the sergeants receive the following:

Sergeant top-out:

2020: $26.02	(previous year)
2021: $29.80	(with 5% over 2020, with a decrease of an estimated $3,806.40 over ordinance 25-2020)
2022: $31.71	(with 5% over 2021, with an increase of an estimated $166.40 over ordinance 25-2020)
2023: $34.73	(with 9.5% over 2022, with an increase of an estimated $6,448.00 over ordinance 25-2020)

In 2023, the sergeants will make $7,500 more than an officer. Again, this figure of $7,500 should remain in effect until otherwise discussed at a later date and time.

The following amendment to 25-2020 will save the municipality approximately $7,612.80 in 2021. Officer's and dispatcher's rate of pay will remain the same for 2021. The current salary is based on a system of merit. Achievable salary ceilings will remain at the discretion of the Finance Director and Human Resource Director.

Should a council member have an inquiry, I am open to the dialog.

Respectfully submitted,

Ibrahim Y. Haroon, Chief of Police

Attachment: Ordinance 25-2020

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VILLAGE OF JOHNSTOWN

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ORDINANCE 25-2020

AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN

WHEREAS, Section 3.01 of the Village Charter provides Council with the power to set forth wage and salary structures for all classified and unclassified positions within the Village;

WHEREAS, Council has determined, upon recommendation of the Village Manager, that the wage and salary structures should be adopted by Ordinance;

NOW, THEREFORE, be it ordained by the Council for the VILLAGE OF JOHNSTOWN, Licking County, Ohio, as follows:

Section One. That wage and salary structures for employees is hereby adopted as follows:

DEPARTMENT/POSITION	Hourly/Salary	Minimum	Maximum
Administrative			
Village Manager	Contract		
Assistant Village Manager	Salary	**58,200.00**	**114,900.00**
Administrative Assistant—part time	Hourly	**13.50**	**21.00**
Executive Assistant	Hourly	**15.00**	**24.00**
Clerk of Council	Hourly	**15.00**	**24.00**
Finance Department			
Finance Director	Salary	**55,000.00**	**108,700.00**
Account Payable Clerk—part time	Hourly	**13.50**	**20.00**
Utility Billing Clerk—part time	Hourly	**13.50**	**20.00**
Development Department			
Economic Development Director	Salary	**55,000.00**	**108,700.00**
Planner	Salary	**48,000.00**	**78,900.00**
Zoning Inspector—part time	Hourly	**13.50**	**21.00**
Human Resources			
Human Resources Director	Salary	**55,000.00**	**108,700.00**
Police Department			
Chief	Salary	**55,000.00**	**108,700.00**
Deputy Chief	Salary	**48,000.00**	**78,900.00**
Sergeant	Hourly	~~31.63~~ → **29.80**	~~31.63~~ → **34.73**
Patrolman—full time	Hourly	~~16.50~~ → **20.48**	~~26.02~~ → **31.12**
Patrolman—part time	Hourly	~~15.50~~ → **20.48**	~~21.00~~ → **31.12**
Dispatcher—full time	Hourly	~~14.00~~ → **14.50**	~~20.00~~ → **23.00**

Dispatcher—part time	Hourly	~~13.50~~ → 14.50	~~17.50~~ → 18.50
Mayors Court Clerk	Hourly	~~14.00~~ → 15.00	~~23.00~~ → 24.00
Public Service Department			
Public Service Director	Salary	**55,000.00**	**108,700.00**
Chief Wastewater Operator	Hourly	**21.00**	**34.50**
Chief Water Operator	Hourly	**21.00**	**34.50**
Utility Operator Class III	Hourly	**19.00**	**31.00**
Utility Operator Class II	Hourly	**16.50**	**28.50**
Utility Operator Class I	Hourly	**14.50**	**26.50**
Utility Laborer	Hourly	**16.00**	**23.00**
Utility Laborer – part time	Hourly	**15.50**	**18.50**

Section Two. The Village Manager has the authority to establish a pay rate and change an employee's compensation within the wage structure based upon Village Finances, an employee's level of education and performance, attendance, certification/licensure, knowledge, skills and abilities, variety and scope of responsibilities, physical and mental demands and other such attributes the Village Manager considers necessary for the position.

Section Three. All prior legislations, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

Section Four. It is found and determined that all formal actions of Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action where meetings are open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

By:___________________________

Introduction/First Reading: August 18, 2020
Public Hearing/Vote: September 1, 2020
Effective Date:

____
Mayor Chip Dutcher

ATTEST TO: APPROVED AS TO FORM:

____________________________ ____________________________
Teresa Monroe, Clerk of Council Yazan Ashrawi, Law Director

JOHNSTOWN
DIVISION OF POLICE

Date: Monday, February 8, 2021

To: Honorable Members of Johnstown Village Council

Prepared and submitted by: Chief Ibrahim Y. Haroon

Re: Request of Resources to Preform Security Upgrade

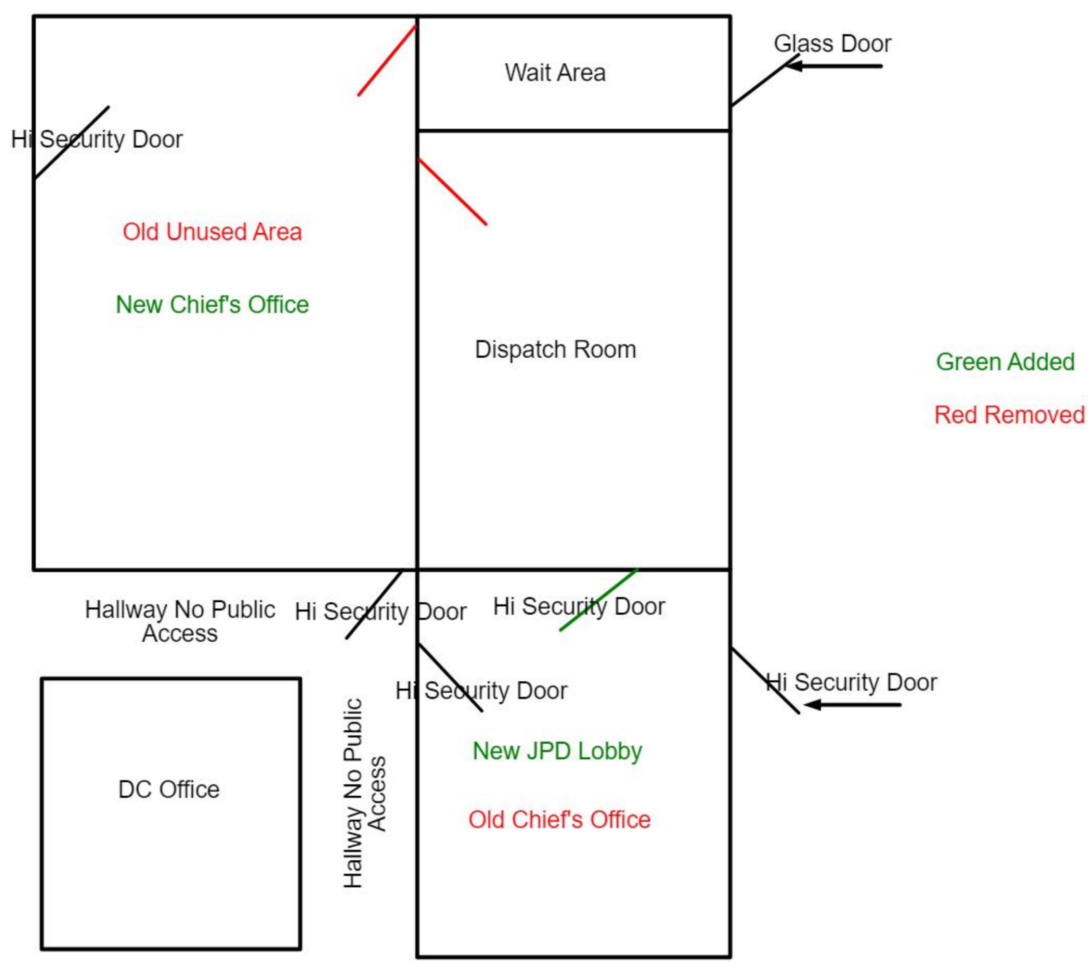
Members,
This document outlines the new lobby presentation for the Johnstown Police Department. The following diagram shows the proposed movement of the Chief's office, and the implementation of a new lobby. The lobby will serve two functions. 1. Increase the safety of the building in its entirety. 2. Introduce a more aesthetically appealing location for citizens to file a report and talk to officers.

The following photos shows the current lobby.

This area will remain the same. Citizens and other patrons will be able to enter this area, drop off used or unneeded prescriptions, pay fines, talk to a dispatcher, report an incident, or request forms and reports. This area will have the unused camera removed (blue arrow), and a wooden backing will be added to prevent damage caused by the chairs (green arrow). The walls will be painted with leftover paint.

The new lobby will be 14' x 13' and will 183 sq. ft. and will have a more comfortable feel over the current lobby. The new lobby location will add a high-security door to dispatch and one to the police department's inner workings. Furthermore, it allows for better Law Enforcement Automated Data System (LEADS) compliance.

The following diagram will outline the changes made to the Police Department:



Upgrades will need to be done on the following:

Removal and replacement of doors and security access points.
Removal and replacement of data jacks and ports
Removal and replacement of cameras
Removal and replacement of emergency exit signs
Removal and replacement of power receptacles
Removal and replacement of light fixtures
Removal and replacement ceiling tiles
General construction costs and labor
Small tools and equipment

Estimated costs analysis:

Security: Removal, replacement, and addition of key-card access point, added door hardware, software, circuit boards, and wiring: **$5,700**

*** **Addition of the same equipment on Council Chambers $4,500** ***

Electrician: Removal, replacement, of emergency "EXIT" sign, addition of outlets, removal of outlets and wiring: **$1,000**

General Labor: Materials for outfitting the area: **$1,500** (labor will be done by employees of the Johnstown Police Department to save costs)

Total expenditure: $7,000 (with Council Chambers $11,500 *recommended*)

Respectfully submitted,

Ibrahim Y. Haroon, Chief of Police

JOHNSTOWN DIVISION OF POLICE

Date: Monday, February 8, 2021

To: Honorable Members of Johnstown Village Council

Prepared and Submitted by: Chief Ibrahim Y. Haroon

Re: Request Replacement of Patrol Car #3

Members,

Chief Haroon requests the replacement of patrol car #3. Patrol car #3 was manufactured in May 2011 and is in its 10th year of service. Patrol car #3 was originally a civilian version and later outfitted to be a police vehicle. Patrol car #3 has approximately 170,000 miles on it and has had an engine replaced once. Currently, the engine has a non-repairable crack in the block and will require a second engine replacement to fix the engine's oil leaking. There is also an electrical issue that causes the battery to die if left unattended for more than 48-hours.

The Johnstown Police Department has six vehicles. Currently, two officers are assigned to a single patrol vehicle. At any given time, Johnstown patrol cars are driven 16-hours a day. The exception is the command vehicles (#2 & #5). They are reserved for command officers. Once staffing levels have been reached, Chief Haroon will place the newest officer into a patrol vehicle with two other officers, making three officers assigned to a single patrol vehicle. This vehicle will drive up to 120 hours a week (168 hours in a week) and have little time to rest. Demand on a vehicle in this manner may cause unneeded stress on the vehicle. As a result, it may be prone to a high rate of failure.

Currently, car #3 has been placed out of service, as it has safety performance issues. The Police Chief does not want to risk injury to an officer if the engine ceases during a critical incident.

Unintended acts that result in damage. Chief Haroon advised that the Department would not have a vehicle to replace that vehicle if a vehicle were to receive damage an accident or criminal matter. The result would be to take a command vehicle and place it back in the fleet.

The Police Chief's request that patrol car #3 be replaced with a new vehicle. This request has not been made with an intent to add a vehicle to the fleet. Nor is it made with an intent to replace an old looking unit with a newer looking one.

The replacement patrol car outfitted will cost an estimated $55,000.

Respectfully submitted,

Ibrahim Y. Haroon, Chief of Police
Car #3 photos attached


SETINA
1-800-GRAB-DUI
REPORT
DRUNK DRIVERS


POLICE
Ford
1-800-GRAB-DUI
REPORT
DRUNK DRIVERS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Ford
EXPLORER
1-800-GRAB-DUI
REPORT
DRUNK DRIVERS


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don't TEXT & drive
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4
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Pro gard