

CIRCLEVILLE FINANCE COMMITTEE MEETING 10-05-2021

MEETING CALLED BY	Finance Chair: Barry Keller
CLERK	Linda Chancey, and Darci Valentine Finance Clerks
MEMBERS PRESENT	Committee members present Michelle Blanton and Todd Brady. Others present were David Crawford; Tom Klitzka; Katie Logan Hedges; Jeff Hallinin Other guests City Auditor Mark Bidwell; HR Director Valerie Dilly Safety Director Tony Chamberlin, and Service Director Jim Stanley, Fire Chief Brian Thompson; Police Chief Baer; Service Administrative Assistant Brenda Short and Deputy Auditor Marcy Cox.
1. MINUTES	Brady motioned to accept the August 17, 2021, minutes. Blanton seconded. All Yeas.

2. New Business

a. An Ordinance Amending the Annual Appropriation Ordinance in The General Fund 101 of The City of Circleville.

	Bidwell explained that the Ordinance is an annual increase to the budget to help with personnel. He also noted that there is a line in section one to be removed from the ordinance before passage.
	Brady motioned to forward this ordinance to the October 19, 2021, Council mtg for passage. Brady seconded. All Yeas. (3 Yeas- 0 Nays)

b. An Ordinance Amending Section 741.51 of the Codified Ordinances of the City of Circleville Relating to the Allocation of Funds Deposited into the Circleville Cable Television Special Revenue Fund #211 and Declaring an Emergency.

	Bidwell explained that the funds were currently split-General Fund vs. Cable. He also said an end time for this purchase still has not been added to the ordinance.
	Keller stated that \$80,000.00 would be a hard hit to the General Fund with no timeline known and in order to take that type of financial hit to the General Fund a timeline would be needed. He went on to say that the ordinance could be forwarded to Council with a recommendation for multiple readings.
	Crawford suggested that there may be a possibility to be able to use the American Rescue Funds for this project but that those funds may not be available until next year.
	Blanton motioned to forward this ordinance to the October 19, 2021, Council mtg for first reading. Brady seconded. All Yeas.

c. An Ordinance Fixing Pay Rates and Benefits for Part Time Fire Fighters/EMT's of the City of Circleville and Declaring an Emergency.

	Thompson explained that the passing of this Ordinance would allow him to compete with other area Fire Stations when posting part time positions. He went on to say that neighboring counties and the Township pay \$16.00 an hour while he is only able to offer \$11.50 per hour. Thompson went on to say this has caused a lack of quality candidates applying for open positions.
	Keller asked is Thompson would like to match what the Township is offering. Thompson explained he did not necessarily want to match it completely but at least raise the wage amount to see where it goes.
	Keller asked how many Parttime positions Thompson could have. Thompson explained eighteen total was the max, but his goal was twelve with some contingent options and that he would like to get this accomplished by year end.
	Brady motioned to forward this ordinance to the October 19, 2021, Council mtg for passage. Blanton seconded. All Yeas.

d. An Ordinance Authorizing the Auditor of the City of Circleville to enter into a Contract for Professional Services and to Purchase all necessary Software and Equipment to implement a Time and Attendance System to be Utilized by all City Departments and Declaring an Emergency.

	Bidwell explained that the ordinance would allow for the City to purchase a new Software Program for timekeeping and other employee functions. He also explained that the next Ordinance on the agenda was a companion piece to this Ordinance. If this is passed it would allow Auditor's Office to be able to negotiate to enter the contract for the software to be installed.
	Blanton motioned to forward this Ordinance to the October 19, 2021, Council mtg for passage. Brady seconded. All Yeas.

e. An Ordinance Authorizing the Auditor to enter into an Agreement with Right Stuff Software Corporation for the Purchase of Timekeeping and Payroll Software for The City.

	Bidwell explained that the ordinance would allow for the City to purchase a new Software Program for timekeeping and other employee functions and that this is the companion Ordinance to the one just discussed. Blanton asked if Bidwell had determined if the cost of the new software was less than the current software being used by the City. Bidwell answered that the cost of the software programs was about the same but that the new software would help the City save on man hours due to its simplicity. Keller pointed out that there was a blank in Section Two of the Ordinance that would need to be completed before the reading at Council. Bidwell replied that he did not have that figure at this time but would have the figure to fill in by the next council meeting.
	Brady motioned to forward this ordinance to the October 19, 2021, Council mtg. for passage. Blanton seconded. All Yeas.

f. An Ordinance Amending the Annual Appropriation Ordinance in the General Fund 101 Income Tax Revenue Fund 202 Fire Loss Proceeds Fund 251 State Patrol Transfer Fund 513 of the City of Circleville.

	Bidwell went through the Ordinance explaining the various amounts that would be appropriated to each fund to rectify losses.
	Blanton motioned to forward this ordinance to the October 19, 2021, Council mtg. for passage. Brady seconded. All Yeas.

g. An Ordinance Amending establishing a Special Revenue Fund known as the "COVID Related Federal Grants Fund" and Declaring an Emergency

	Bidwell explained that he needed to create an additional account or fund so that the American Rescue Plan Act (ARPA) funds would be able to be separate from the already created Cares Act Fund 247. He went on to explain the new fund would be Fund 257.
	Brady motioned to forward this ordinance to the October 19, 2021, Council mtg. for passage. Blanton seconded. All Yeas.

h. A Resolution Authorizing Expenditures from American Rescue Plan Act (ARPA) to be used in accordance with the Guidelines and within the Defined Categories as established by the U.S. Treasury Office of Inspector General (OIG) and Declaring an Emergency.

	Bidwell explained that this would allow the City to use the funds granted to the City from the ARPA for various projects previously discussed. Keller asked how much was available and Bidwell answered that the current amount was \$735,904.00
	Brady motioned to forward this ordinance to the October 19, 2021, Council mtg. for passage. Blanton seconded. All Yeas.

3. Other New and Old Business

An Ordinance Authorizing The Director Of Public Safety To Enter Into An Agreement For The Acquisition Of Three Police Cruiser For The Department Of Public Safety, Division Of Police Utilizing The American Rescue Plan Act Funds, Authorizing Other Documents To Be Signed In Connection With Sch Transaction And Declaring An Emergency.

Bidwell introduced a new Ordinance authorizing the purchase of new police cruisers and asked Chief Baer to speak more on the specifics of the Ordinance.

Baer explained that this would allow the police department to replace the Dodge Charger models currently being used. He went on to say they have had a lot of issues with general maintenance and other problems due to those models being outdated and parts are hard to come by.

Keller pointed out that the Ordinance mentioned using funds from ARPA and if Bidwell was aware of that.

Keller again pointed out that would be a large portion of funds and he was not sure there would be enough for other approved uses of the ARPA funds.

Crawford asked how a new police cruiser would be related to COVID mitigation. Baer explained that other cities have outfitted new cruisers with UV light source and better dividers to help minimize the exposure of officers to the COVID positive suspects that are detain.

Keller asked for further clarification of the \$77,000.00 the Ordinance mentioned for purchase of the new vehicles. Bidwell mentioned that the initial discussion was to use the next amount of ARPA funds for the purchase.

Keller agreed that there was a need for the new vehicles, but that Council would need to know exactly where the funding was coming from. Chamberlin stated that the Ordinance be forwarded to Council with the understanding that there will be information forthcoming on funding and logistics of the purchase.

Blanton mentioned that the ordinance did originate at the Safety Cmte meeting and that there was discussion about it needing additional information to finalize.

Keller noted that the committee could forward the Ordinance to Council with a notation that more information was needed, and then asked Chamberlin and Baer if there would be an issue with holding the Ordinance. Chamberlin stated that the issue with not moving forward is that the Police Department could miss out on available cars. Baer reiterated that the sooner he could get this passed the sooner he could get on a waiting list for available cruisers.

Keller agreed he did not want to hold up the process, but some work needed to be done on the Ordinance. Chamberlin asked if there was another project that might be able to be moved around to allow for funds to open. Thompson stated that he sees the need in the Police Department and that he would be willing to put the improvements of the Fire Station's doors on hold to allow those funds to go towards the new cruisers.

Keller asked Bidwell to amend his Ordinance to strike Section 1, item 2 before it moved to Council.

Brady motioned to forward this ordinance to the October 19, 2021, Council mtg. for passage. Blanton seconded. All Yeas.

4. Adjournment

Brady motioned to adjourn the meeting at 6:52 pm. Blanton seconded. Motion carried.