

March 14, 2024

FINANCE COMMITTEE

March 18, 2024

Committee and Council Meetings can be viewed by accessing YouTube

Council Chambers

5:45pm

AGENDA

1. Consider **Resolution No. 24-24 Exp** APPROPRIATING MONIES FOR THE CURRENT EXPENSES OF THE MUNICIPAL CORPORATION
2. Consider **Resolution No. 24-25** APPROPRIATING MONIES FOR THE CURRENT EXPENSES OF THE MUNICIPAL CORPORATION
3. Consider **Resolution No. 24-29** A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF NEWARK TO APPLY FOR FINANCIAL SUPPORT FROM THE STATE OF OHIO 2024 NATUREWORKS GRANT.
4. Other items at the discretion of the Chair

Resolution No.24-24 Exp

BY: _____

A RESOLUTION APPROPRIATING MONIES FOR CURRENT EXPENSES OF THE MUNICIPAL CORPORATION

WHEREAS, to properly, efficiently and expeditiously conduct business of the City of Newark in the best interest of its citizens, there is an immediate requirement for a certain financial transaction as indicated.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING, STATE OF OHIO.

Section 1. There is hereby an appropriation of the unappropriated balance of the 100 General Fund, in the amount of \$4,260.79 (Overpayment of Claims from Molina Healthcare for EMS runs from 4/4/18 - 12/15/21)

100.115.5611.100	Refund of Payments	4,260.79
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Section 2. There is hereby an appropriation of the unappropriated balance of the 100 General Fund, in the amount of \$182,647.15 (EPA Market Development Grant - Star Wipers)

100.601.5621.765	Reimbursement of EPA Grant)	182,647.15
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Section 3. There is hereby an appropriation of the unappropriated balance of the 100 General Fund, in the amount of \$4,350.00 (The PD will be changing case mgt. software systems from Civica CMI to OCS by Step Mobile, there is a 1 time conversion cost of \$29,000. ODRC has agreed to pay 85%. Director Saad is asking the city to pay \$4,350 of the 1 time cost)

100.116.5536	Computer Hardware/Software	4,350.00
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This resolution is a measure providing for an appropriation for current expenses of the municipal corporation; it shall go into effect pursuant to Section 4.07 of the Charter of the City of Newark, Ohio.

Adopted this _____ day of _____, 2024.

President of Council _____

Attest Clerk of Council _____

Date filed with Mayor _____

Date approved by Mayor _____

Mayor _____

,
Approved as to form Director of Law _____,

Finance Committee Request Form

Appropriate ** From Unappropriated Balance of Specific Fund

100 - GF

Fund Source

Fund	Dept	Object	Account Description	Amount
100	115	5611100	Refund of Payments	4,260.79
Total				\$ 4,260.79

Reason for Appropriations
 Overpayment of claims from Molina Healthcare for EMS runs from April 4, 2018-December 15, 2021.

1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund.
2. Please enter Fund Source from which dollars will be appropriated -Number and Name.

Disappropriate

Fund	Dept	Object	Account Description	Amount
Total				\$ -

Reasons for Disappropriations

1. Disappropriations will need to be made if funds need moved from a Personnel account into an operating account.
2. This can only be done if there are sufficient funds to cover remaining expenses in those accounts for the remainder of the year.

Expedite - Waive Second Reading Yes No

Reason

Requester <i>Cindy [Signature]</i>	Date <i>3-1-24</i>	
Director <i>[Signature]</i>	Date <i>3-1-24</i>	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>
Mayor <i>[Signature]</i>	Date <i>3-1-24</i>	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>
Auditor <i>[Signature]</i>	Date <i>3-4-24</i>	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>

Finance Committee Action Date Approve Disapprove

Finance Committee Request Form

Appropriate ** From Unappropriated Balance of Specific Fund					100 - GF	Fund Source
Fund	Dept	Object	Account Description	Amount		
100	601	5621765	Reimbursement of EPA Grant	182,647.15		
Total				\$	182,647.15	
Reason for Appropriations						1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund. 2. Please enter Fund Source from which dollars will be appropriated -Number and Name.
EPA Market Development Grant - Star Wipers						

Finance
3/18/24

Disappropriate					
Fund	Dept	Object	Account Description	Amount	
Total				\$	-
Reasons for Disappropriations					1. Disappropriations will need to be made if funds need moved from a Personnel account into an operating account. 2. This can only be done if there are sufficient funds to cover remaining expenses in those accounts for the remainder of the year.

Expedite - Waive Second Reading	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reason		

Requester <i>Barbara Gyles</i>	Date <i>3/6/24</i>	
Director <i>[Signature]</i>	Date <i>3/6/24</i>	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
Mayor <i>[Signature]</i>	Date <i>3-6-2024</i>	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>
Auditor <i>[Signature]</i>	Date <i>3-7-24</i>	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>

Finance Committee Action	Date	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
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Finance Committee Request Form

Appropriate ** From Unappropriated Balance of Specific Fund					Adult Probation	Fund Source
Fund	Dept	Object	Account Description	Amount		
100	116	5536	Computer Hardware/Software	\$4,350		
Total				\$	4,350.00	

Reason for Appropriations
 The PD will be changing case management software systems from Civica CMI to OCSS by Step Mobile. There will be a 1-time conversion cost of \$29,000. ODRC has agreed to pay 85% (\$24,650) of the 1-time conversion cost. Director Saad is asking that the city pay 15% (\$4,350) of the 1-time conversion cost.

1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund.

2. Please enter Fund Source from which dollars will be appropriated -Number and Name.

Disappropriate						
Fund	Dept	Object	Account Description	Amount		
Total				\$	-	

Reasons for Disappropriations

1. Disappropriations will need to be made if funds need moved from a Personnel account into an operating account.

2. This can only be done if there are sufficient funds to cover remaining expenses in those accounts for the remainder of the year.

Expedite - Waive Second Reading Yes No

Reason The quote from Step Mobile is only valid for 90 days.

Requester <i>[Signature]</i>	Date <i>3-11-2024</i>		
Director <i>[Signature]</i>	Date <i>3-11-24</i>	Approve <input checked="" type="checkbox"/>	Disapprove <input type="checkbox"/>
Mayor <i>[Signature]</i>	Date <i>3-12-24</i>	Approve <input checked="" type="checkbox"/>	Disapprove <input type="checkbox"/>
Auditor <i>[Signature]</i>	Date <i>3-13-24</i>	Approve <input checked="" type="checkbox"/>	Disapprove <input type="checkbox"/>

Finance Committee Action	Date	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>
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Resolution No.24-25

BY: _____

A RESOLUTION APPROPRIATING MONIES FOR CURRENT EXPENSES OF THE MUNICIPAL CORPORATION

WHEREAS, to properly, efficiently and expeditiously conduct business of the City of Newark in the best interest of its citizens, there is an immediate requirement for a certain financial transaction as indicated.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING, STATE OF OHIO.

Section 1. There is hereby a disappropriation of the appropriated balance of the 100 General Fund, in the amount of \$8,035.00 (Purchase of Truck for Cemetery)

100.121.5331	Machinery & Equipment	8,035.00
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Section 2. There is hereby an appropriation of the unappropriated balance of the 100 General Fund, in the amount of \$8,035.00 (Purchase of Truck for Cemetery)

100.111.5901335	OPT	8,035.00
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Section 3. There is hereby an appropriation of the unappropriated balance of the 221 Street Fund, in the amount of \$1,000.00 (PEP Grant to purchase Safety Signage)

221.302.5315	Street Maint. Supplies	1,000.00
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Section 4. There is hereby an appropriation of the unappropriated balance of the 100 General Fund, in the amount of \$58,761.05 (Amount was received as reimbursement for 2023 CPT trng. From the State of Ohio, money must be kept separate from the General Fund and only used for authorized law enforcement training purposes)

100.203.5220.2	Continuing Professional Training	58,761.05
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This Section 5. There is hereby an appropriation of the unappropriated balance of the 665 CSO/Sewer Projects Fund, in the amount of \$57,000.00 (Change order #2 and #4 for UV Project. Memo expense reimbursed through OWDA Loan)

665.764.5000764	Memo Expense UV Upgrade WWTP	57,000.00
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resolution is a measure providing for an appropriation for current expenses of the municipal corporation; it shall go into effect pursuant to Section 4.07 of the Charter of the City of Newark, Ohio.

Adopted this _____ day of _____, 2024.

President of Council _____

Attest Clerk of Council _____

Date filed with Mayor _____

Date approved by Mayor _____

Mayor _____

Approved as to form Director of Law _____, _____

Finance Committee Request Form

Appropriate ** From Unappropriated Balance of Specific Fund					335/100	Fund Source
Fund	Dept	Object	Account Description	Amount		
335	432	5532	Vehicle	64,434.92		
100	121	5332	Vehicle	8,035.00		
		5532				
100	111	5901335	OPT			
				Total \$	72,469.92	

Reason for Appropriations
Purchase of truck for Cemetery

1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund.

2. Please enter Fund Source from which dollars will be appropriated -Number and Name.

Disappropriate						
Fund	Dept	Object	Account Description	Amount		
335	432	5331	Machinery & Equip	34,337.92		
335	432	5532	Vehicle	26,580.00		
335	432	5331	Machinery & Equip	3,517.00		
100	121	OK 5331	Machinery & Equip	8,035.00		
		5531				
				Total \$	72,469.92	

Reasons for Disappropriations
Having trouble getting truck ordered in 2022 so canceling order and getting a truck on the lot this year

1. Disappropriations will need to be made if funds need moved from a Personnel account into an operating account.

2. This can only be done if there are sufficient funds to cover remaining expenses in those accounts for the remainder of the year.

Expedite - Waive Second Reading Yes No

Reason

Requester <i>[Signature]</i>	Date 2-27-24	
Director <i>[Signature]</i>	Date 2-28-24	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>
Mayor <i>[Signature]</i>	Date 3-1-24	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>
Auditor <i>[Signature]</i>	Date 3-1-24	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>

Finance Committee Action	Date	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
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Finance Committee Request Form

Appropriate ** From Unappropriated Balance of Specific Fund Adult Probation Fund Source

Fund	Dept	Object	Account Description	Amount
100	116	5536	Computer Hardware/Software	\$4,350
Total				\$ 4,350.00

Reason for Appropriations

The PD will be changing case management software systems from Civica CMI to OCSS by Step Mobile. There will be a 1-time conversion cost of \$29,000. ODRC has agreed to pay 85% (\$24,650) of the 1-time conversion cost. Director Saad is asking that the city pay 15% (\$4,350) of the 1-time conversion cost.

1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund.
2. Please enter Fund Source from which dollars will be appropriated -Number and Name.

Disappropriate

Fund	Dept	Object	Account Description	Amount
Total				\$ -

Reasons for Disappropriations

1. Disappropriations will need to be made if funds need moved from a Personnel account into an operating account.
2. This can only be done if there are sufficient funds to cover remaining expenses in those accounts for the remainder of the year.

Expedite - Waive Second Reading Yes No

Reason The quote from Step Mobile is only valid for 90 days.

Requester <i>Jhi M</i>	Date <i>3-11-2024</i>	
Director	Date	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
Mayor	Date	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
Auditor	Date	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>

Finance Committee Action	Date	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
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Finance Committee Request Form

Appropriate ** From Unappropriated Balance of Specific Fund 221 - Street Fund Source

Fund	Dept	Object	Account Description	Amount
221	302	5315	Street Maintenance Supplies	1,000.00
Total				\$ 1,000.00

Reason for Appropriations
PEP Grant to purchase Safety Signage

1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund.

2. Please enter Fund Source from which dollars will be appropriated -Number and Name.

Disappropriate

Fund	Dept	Object	Account Description	Amount
Total				\$ -

Reasons for Disappropriations

1. Disappropriations will need to be made if funds need moved from a Personnel account into an operating account.

2. This can only be done if there are sufficient funds to cover remaining expenses in those accounts for the remainder of the year.

Expedite - Waive Second Reading Yes No

Reason

Requester	Date 3-7-24	
Director	Date 3-7-24	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>
Mayor	Date 3-7-24	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>
Auditor	Date 3-11-24	Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/>

Finance Committee Action Date Approve Disapprove

Finance Committee Request Form

Appropriate **From Unappropriated Balance of Specific Fund

100 - General Fund Fund Source

Fund	Dept	Object	Account Description	Amount
100	203	5220.2	Continuing Professional Training	58,761.05
Total				\$58,761.05

Reason for Appropriations
Above amount was received as reimbursement for 2023 CPT training from the State of Ohio. Money must be kept separate from the General Fund and only used for authorized law enforcement training purposes.

1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund.

2. Please enter Fund Source from which dollars will be appropriated - Number and Name.

Disappropriate

Fund	Dept	Object	Account Description	Amount
Total				\$0.00

Reason for Disappropriations

1. Disappropriations will need to be made if funds need removed from a salary account and moved into an operating account.

2. This can only be done if there are sufficient funds to cover remaining expenses in that account for the year.

Expedite - Waive Second Reading Yes No

Reason

Requestor Chief Erik McKee *[Signature]* Date 2/5/2024

Director *[Signature]* Date 3/7/24 Approve Disapprove

Mayor *[Signature]* Date 3.7.24 Approve Disapprove

Auditor *[Signature]* Date 3/11/24 Approve Disapprove

Finance Committee Action Date _____ Approve Disapprove

Finance Committee Request Form

Appropriate ** From Unappropriated Balance of Specific Fund					661-Water/ 669-Storm	Fund Source
Fund	Dept	Object	Account Description	Amount		
665	764	5000764	Memo Expense UV Upgrade WWTP	57,000.00		
Total				\$	57,000.00	
Reason for Appropriations						
Change Order #2 and #4 for UV Project. Memo expense reimbursed through						
OWDA Loan						

1. Verify with the Auditor's office to make sure there is a sufficient amount in the unappropriated balance of the fund.

2. Please enter Fund Source from which dollars will be appropriated -Number and Name.

Disappropriate						
Fund	Dept	Object	Account Description	Amount		
Total				\$	-	
Reasons for Disappropriations						

1. Disappropriations will need to be made if funds need moved from a Personnel account into an operating account.

2. This can only be done if there are sufficient funds to cover remaining expenses in those accounts for the remainder of the year.

Expedite - Waive Second Reading	Yes	No	<input checked="" type="checkbox"/>
Reason			

Requester	Date 3/12/24		
Director	Date 3/12/24	Approve <input checked="" type="checkbox"/>	Disapprove <input type="checkbox"/>
Mayor	Date 3-13-2024	Approve <input checked="" type="checkbox"/>	Disapprove <input type="checkbox"/>
Auditor	Date 3-14-24	Approve <input checked="" type="checkbox"/>	Disapprove <input type="checkbox"/>

Finance Committee Action	Date	Approve	Disapprove	
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BY: _____

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF NEWARK TO APPLY FOR FINANCIAL SUPPORT FROM THE STATE OF OHIO 2024 NATUREWORKS GRANT.

WHEREAS, NatureWorks identifies projects funded by the Ohio Parks and Natural Resources Bond Issue, which was approved by Ohio voters in November 1993;and,

WHEREAS, The City of Newark is eligible to apply for 75% reimbursement assistance for the acquisition, development, and rehabilitation of recreational areas; and,

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the State of Ohio NatureWorks grant program; and,

WHEREAS, the City of Newark desires financial assistance under the NatureWorks Grant Program; and,

WHEREAS, the City of Newark approves filing this application for financial assistance; and,

WHEREAS, Jeff Hotchkiss is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance; and,

WHEREAS, the City of Newark does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the **NatureWorks Grant Program**.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING AND STATE OF OHIO, THAT:

Section 1: The Mayor is authorized to take whatever action is legally available to attain funding in the best interest of the City and its participation in available grant funding for the acquisition, development, and rehabilitation of recreational areas.

Section 2: The Mayor is designated as the authorizing official to enter into a reimbursement agreement with the State of Ohio Department of Natural Resources and accept said funds.

Section 3: This Resolution shall become effective upon the earliest date permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

ADOPTED THE _____ DAY OF _____, 2024

_____, PRESIDENT OF COUNCIL

_____, ATTEST, CLERK OF COUNCIL

_____, DATE FILED WITH THE MAYOR

_____, DATE APPROVED BY MAYOR

_____, MAYOR

_____, FORM APPROVED BY LAW DIRECTOR