



## **Finance Committee Agenda December 6, 2021 at 4:00 AM**

### **Finance Committee**

Tom Muething  
Ben Hunt

### **Staff Liason**

Scot Lahrmer, Village Manager

### **MINUTES**

1. Approval of minutes: November 30, 2021

### **TOPICS OF DISCUSSION**

1. Increase dollar limit for disposal of personal property for the Village

### **ADJOURNMENT**

**Finance Committee Minutes**  
**November 30, 2021**

Attendees: Peg Conway (Committee Member), Ben Hunt (Committee Member), Scot Lahrmer, Kathy Harcourt, Bob Rosen, Bill Doering, Michael Fishel (for insurance discussion only) and Tom Muething (Committee Chair).

The meeting was called to order at 6:00 p.m. The minutes from the meeting of November 1, 2021 were reviewed and approved.

Mr. Fishel discussed the Village's insurance program for 2022. He noted that the Village has had a number of years of low or no increases in our premium primarily due to our low claim history. However, the premium for next year will be \$84,597 compared to \$73,551 last year. Most of this increase is due to 3 new autos, new equipment which has a higher value and some increased spending. The rate increase excluding these factors would have been only 5% which is a good result given the state of the current insurance market explained Mr. Fishel. After discussion, Ms. Conway moved to recommend to Council the approval of the 2022 insurance program. This was seconded by Mr Hunt and was approved unanimously.

Mr. Lahrmer reviewed the October, 2021 financials noting revenues for the year to date of \$5.3 million in 2021 and expenditures of \$4.5 million. The unencumbered General Fund balance was \$6.7 million as of the end of October. Earnings tax collections continue to look good for the year with total collections of \$2.9 million year to date.

Ms. Harcourt then reviewed the need to amend appropriations in Fund 9904 (JEDZ Fund) to increase by \$5,000 due to increased revenues. Ms. Conway moved to recommend to Council this amendment to appropriations. Mr. Hunt seconded this motion and it was approved unanimously.

Ms. Harcourt then reviewed a resolution to authorize the transfer of funds into and out of the Unclaimed Monies Custodial Fund. Funds that are unclaimed are maintained in this fund for five years and after that they can be transferred to the General Fund. Mr. Hunt moved to recommend to Council the approval of this resolution. Ms. Conway seconded the motion and it was approved unanimously.

Mr. Lahrmer then reviewed the 2022 proposed budget. After discussion, Ms. Conway moved to recommend to Council the approval of the budget with the following changes:

- Revenues to the General Fund should be increased by \$100 thousand due to higher anticipated earnings tax.

- Expenditures in the General Fund should be reduced by \$100 thousand and staff should find this across the budget.
- Appropriations to Fund 2904 (Employee Severance Fund) should be limited to staff that we anticipate will retire in 2022 rather than the entire fund balance.
- Appropriations to Fund 2907 (Mercy Tax Increment Equivalent Fund) should be limited to the amounts anticipated to be paid to the Cincinnati School District rather than the entire fund balance.

Mr. Hunt seconded this motion and it was approved unanimously.

There being no further business, the meeting was adjourned.

Tom Muething

**TO: Village Council**  
**FROM: Scot F. Lahrmer, Village Manager**  
**DATE: May 8, 2013**  
**RE: Disposal of Excess Personal Property**

**ITEM:** Disposal of excess personal property up to \$7,500.

**ACTION REQUESTED:** By motion, adopt **Ordinance 2013-09** to authorize the Village Manager to dispose of property no longer in use by the Village under a value of \$7,500.

**PURPOSE:** To liquidate various pieces of equipment that staff determines to be surplus and to remove from the Village's inventory.

From time to time, certain personal property owned by the Village becomes outdated or is past its useful life. The disposal process for such property is to declare it excess or surplus property and the Village sells the property to the highest bidder. Council took this action in October 2011 when unneeded equipment was declared surplus.

The Village Code is silent regarding procedures for disposing of surplus property, which means the Village must follow Ohio statutes which generally require public bidding to dispose of property. The state's bidding procedures can be inefficient, costly, and time consuming.

If it is financially prudent, the Village typically allows for trade-ins when purchasing new equipment. However, that option was not available when the Village purchased two used cruisers this year. Therefore, the Village has two vehicles to dispose of and the Police Department has identified a potential purchaser in the City of Norwood Police Department. They in turn have a time sensitive need to convey certain public safety equipment desired by the Village which could be offered in trade in order to benefit both departments.

Both of the following Village vehicles have been deemed surplus:

2004 Ford Crown Victoria (VIN# 2FAHHP71WX4X102770) 82,500 miles - value \$3,000  
2000 Ford Crown Victoria (VIN# 2FAHP71W1YX200762) 82,300 miles - value \$1,500

Under the proposed ordinance, the Village Manager would have the authority to dispose of surplus property and assist the City of Norwood in acquiring our vehicles while the Village would acquire items the City of Norwood currently owns. The flexibility to the Village in disposing of surplus personal property assists both communities without following bidding guidelines where the estimated value of the property is less than \$7,500.

**Ordinance 2013-09** authorizes the disposal of excess or surplus personal property owned by the Village with an estimated value of up to \$7,500 by whatever means or method the Village Manager deems in the best interest of the Village. The property may be sold, gifted, traded, or otherwise conveyed to any person or entity. This authority is expressly intended to bypass the procedures set forth in Ohio statutes, including but not limited to Revised Code 721.15, which requires public bidding to dispose of personal property. When exercising the authority granted by

this ordinance, the Manager shall document the estimated value of the property, a description of the property, and the money or value received, if any, in return for the property being disposed, and shall provide an annual report of such information to Council.

The Finance Committee has reviewed this ordinance and is recommending its adoption. If you have any questions, please let me know.

PASSED:  
BY:

ORDINANCE NO. 2013-09

ORDINANCE AUTHORIZING THE VILLAGE MANAGER TO DISPOSE OF  
EXCESS PERSONAL PROPERTY UP TO \$7,500

WHEREAS, From time to time, certain personal property owned by the Village becomes outdated, or unwanted, or past its useful life, such that the property constitutes excess or surplus property;

WHEREAS, the Village Code is silent regarding procedures for disposing of surplus property, which means the Village must follow Ohio statutes which generally require public bidding to dispose of property;

WHEREAS, where the value of the surplus property is low, the State bidding procedures can be inefficient, costly, and time consuming;

WHEREAS, the Village Manager is presently authorized by Council to purchase property or enter into contracts up to \$7,500 without Council approval;

WHEREAS, in order to provide flexibility to the Village in disposing of surplus personal property, Council wishes to authorize the Village Manager authority to dispose of property without following bidding guidelines where the estimated value of the property is less than 7,500;

WHEREAS, the Police Department has a present need to sell older, unused, and unwanted police vehicles with little value, and has identified a potential purchaser in the City of Norwood Police Department which in turn has a time sensitive need to convey certain public safety equipment desired by the Village which could be offered in trade in order to benefit both departments;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF AMBERLEY VILLAGE, STATE OF OHIO, \_\_\_\_\_ (\_\_) members elected thereto concurring,

SECTION 1: The Village Manager is authorized to dispose of excess or surplus personal property owned by the Village with an estimated value of up to \$7,500 by whatever means or method the Manager deems in the best interest of the Village. The property may be sold, gifted, traded, or otherwise conveyed to any person or entity. This authority is expressly intended to bypass the procedures set forth in Ohio statutes, including but not limited to Revised Code 721.15, which require public bidding to dispose of personal property. When exercising the authority granted by this ordinance, the Manager shall document the estimated value of the property, a description of the property, and the money or value received, if any, in return for the property being disposed, and shall provide an annual report of such information to Council.

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare, and it shall have immediate force and effect. The reason for such emergency is to ensure that the Village can acquire by trade necessary public safety equipment at the best value from the City of Norwood which it intends to dispose of before this ordinance would otherwise take effect.

Passed this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor J.K. Byar

Attest:

\_\_\_\_\_  
Nicole Browder, Clerk of Council

Resolution Vote:

Moved: \_\_\_\_\_ Second: \_\_\_\_\_

|            |       |
|------------|-------|
| Byar       | _____ |
| Wolf       | _____ |
| Hattenbach | _____ |
| Muething   | _____ |
| Bardach    | _____ |
| Warren     | _____ |
| Doering    | _____ |

I, Clerk of Council of Amberley Village, Ohio, certify that on the \_\_\_\_ day of \_\_\_\_\_, 2013, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designed by Sec. 31.40(B), Code of Ordinances.

\_\_\_\_\_  
Nicole Browder, Clerk of Council