

**Administrative Services Committee
Meeting Minutes
May 1, 2020**

Ms. Evans called the meeting to order at 12:05 p.m.

Present: Lisa Evans, Kim Chamberland and Sandy Russell

Staff: City Manager Michael Doss, Finance Director Pat Wirthlin and Administrative Assistant Jackie Bain

Proceedings: Approve the proceedings from the March 9, 2020 Administrative Services Committee Minutes Ms. Chamberland made a motion to approve. Seconded by Ms. Russell All yes

Allocation of Income Tax Receipts

Finance Director Pat Wirthlin discussed with the committee a recommendation to reallocate income tax revenue as a response to COVID-19 budget reductions. Staff recommends that the City immediately reallocate income tax revenue as follows: General Fund currently at 91% proposed to 100%, Parks Fund currently at 5% proposed to 0% and Capital Fund currently at 4% to 0%.

The impact of COVID-19 on the City, its economy, budget and finances are unpredictable and rapidly changing. The City does expect possibly significant declines in tax and utility revenue. As a safeguard, the City has placed a freeze on non-essential spending. This income tax reallocation would free up that revenue for more pressing purposes if necessary. The City would then be at liberty to transfer funds on an "as needed" basis to the Parks and Capital Funds. (Ohio Revised Code allows transfers from General Fund to restricted funds, but not vice-versa in most cases).

The Committee Agreed to Make A Motion Authorizing the Law Director to Prepare an Ordinance Allocating Income Tax Collections 100% To General Fund Effective Immediately for The Remainder of Year 2020. Ms. Chamberland Seconded the Motion. All Yes

Property and Casualty Insurance Renewal

Finance Director Pat Wirthlin discussed with the committee that Staff recommends the City continue its engagement with McGowan Governmental Underwriters for property and casualty insurance for the 2020/2021 coverage period. Coverage includes buildings vehicles, equipment, contents, cyber, and accidents that cause injury or damage. The current renewal of \$51,420 increased by \$2K from the 2019 renewal amount due to the addition of the soon-to be finished park shelter and typical rate increases. Please note that McGowan bid the contract out to two insurers. Zurich had the low bid at \$51K. Alternatively, Trident's bid at \$67K was 21% higher than previous year.

The Committee Agreed to Make A Motion Authorizing the Law Director to Prepare an Ordinance Authorizing an Agreement with McGowan Governmental Underwriters for Property and Casualty Insurance in The Amount Of \$51,420 For the Period May 13, 2020 Ms. Chamberland Seconded the Motion. All Yes

There being no further business, the meeting adjourned at 12:30 p.m. with a motion from Ms. Evans Seconded by Ms. Russell. All agreed

Respectfully submitted,
Jackie Bain Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans May 1, 2020, Ms. Chamberland May 1, 2020, and Ms. Russell May 1, 2020."