

PUBLIC NOTICE

AGENDA ADMINISTRATIVE SERVICES COMMITTEE MEETING

Chair: Lisa Evans

Committee Members: Kim Chamberland and Kyle Mitchell

**Tuesday, November 26, 2019 at 4:30 p.m.
Council Chambers, 745 Center Street, Milford, Ohio 45150**

Call to Order

Proceedings: Approval of the August 14, 2019 Administrative Services
Committee Minutes

Agenda Items:

- Clermont County Public Health Contract
- 2019 Transfer/Appropriation Amendment
- VIP Reporting Module Quote
- And all additional matters that may properly come before the
committee

Adjourn

**Administrative Services Committee
Meeting Minutes
August 14, 2019**

Ed Brady called the meeting to order at 8:30 a.m.

Present: Ed Brady, Kim Chamberland and Lisa Evans

Staff: City Manager Michael Doss; Assistant City Manager Pam Holbrook, Finance Director Pat Wirthlin, Fire Chief Mark Baird, Public Works Director Nate Clayton and Administrative Assistant Jackie Bain

Visitors: None

PROCEEDINGS: *The committee unanimously approved the proceedings from June-10, 2019 Administrative Services Committee Minutes*

FUNDING FOR MCFD FIRESTATION MEMORIALIZATION

Chief Baird came to the meeting asking the city to fund this memorialization project at the city's Fire Station. A local sign vendor Sign Graphics will provide the services at a cost of \$2685. There was discussion if this project required multiple quotes. It was determined by the committee that the city would pay for the project without multiple quotes since we are up against a deadline. All agreed that this is a great way to memorialize Chief Cooper. The committee approved the MCFD request for the City to pay the signage expense.

FINANCIAL STATEMENT: REVIEW FIRST AND SECOND QUARTER COMBINED FINANCIAL STATEMENT

Ms. Wirthlin reviewed Year 2019 Quarters 1 & 2 Combined Financial Report with the committee.

Ms. Wirthlin began the discussion by mentioning that the purpose of the 2019 mid-year financial report is to benchmark progress to date and compare that to the original 2019 budget. We will then jump into 2020 planning in a few months.

Ms. Wirthlin was pleased to report that the first half of 2019 exceeded expectations.

For starters, The City will shortly make good on its promise to reimburse FC Cincinnati \$3.5 million for the training site land. The bond closed with terms better than expected.

Also good news ... the Water Funds are making healthy strides to improvement.

Ms. Wirthlin stated that the City's favorable S&P AA bond rating, combined with the 10-month delay in debt issue, translated to favorable bond terms as compared to budget by way of

Less interest

Less principal

And less annual outlay

Ms. Wirthlin pointed out that taxable bonds are priced off treasury yields. The 10-year treasury when the City priced was 2.06%. 10 months ago, that rate was a higher 2.96%. The current

lower treasury translated to approximately \$450,000 in interest savings over the life of the loan. The annual outlay savings amount to approximately \$22,000 per year.

Ms. Wirthlin further mentioned that the City should have no local match for the bond outlay for at least two years. The delay in bond issue will have allowed the 1% lodging tax to pool for a year before any City outlay. First principal won't be due until 2020.

Ms. Wirthlin mentioned that an added plus for the City will be income tax revenue from the team, the players, the coaches and the administrative staff.

Ms. Wirthlin thanked City Manager, Michael Doss, for spearheading this lengthy and exciting project.

Mr. Doss emphasized that the city was scheduled to issue bonds back in November of last year. Due to extenuating circumstances, the City was unable to close at that time. The City will close in just a few days. The City saved several hundred thousand dollars in interest by closing now as opposed to last November.

Ms. Wirthlin stated that the Water capital and operating funds had been operating at a combined approximate \$310,000 deficit annually and were to the point of not being self-sustaining. The City took measures to turn this around with overdue rate and base fee increases. FC added a bit of good fortune with its water use to keep the fields in top shape. All in all, we expect approximately \$400,000 new Water funds:

\$340,000 from new base fees

\$20,000 from 3% rate increase

\$40,000 from FC water usage

Ms. Wirthlin thanked Mayor Albrecht, Vice Mayor Brewer, and Council for recognizing that Water needed a boost and for re-directing 2019 General Fund dollars to assist in Water recovery in the short-term. Ms. Wirthlin also recognized Joe Casteel, Water Supervisor, for his expert guidance.

Ms. Wirthlin described two larger-scale road projects in the works, both with substantial grant savings...

The City was fortunate in procuring State urban paving grant funds by partnering with Ohio Department of Transportation (ODOT) to pave State Route 126. This was a \$160,000 project, with ODOT contributing 40% or \$95,000 and the City match at 60% or \$65,000.

Due to the success of the SR 126 project, the City is working out the details for a larger-scale ODOT urban paving grant for State Route 50 in year 2020. ODOT's contribution could amount to as much as \$475,000. ODOT does require a prepay for the City's portion, so the City would be responsible for up to \$475,000 in unappropriated 2019 funds.

Ms. Wirthlin recognized Public Works Director, Nate Clayton, for advancing these grant opportunities

Ms. Wirthlin then reviewed some specifics in the report. She indicated that certain funds show deficit spending. Ten years ago, total cash amounted to approximately \$12 million versus approximately \$6 budgeted for 2019. Ms. Wirthlin emphasized that governments are *not* structured to make a profit, but rather to spend the pooled contributions of the citizens (taxes). Still, we need to be mindful of fund balances. Ms. Wirthlin also made note of the projected decrease in local government funds, from \$160,000 per year to \$47,000 after the new county redistribution takes effect.

The Committee recommended that Council approve the 2019 Mid-Year Financial Report as presented.

RULES OF COUNCIL

The committee discussed and agreed in advancing the rules of council as directed by the City Law Director with two adjustments: Section 12. a) will provide for public comments at special meetings and b) will provide for public comments at committee meetings.

The Committee agreed to make a motion to recommend that council accept the Rules of Council as presented by the City Law Director with two recommendations for changes under section 12.

DISCUSS TEXT AMENDMENTS TO THE MILFORD ZONING ORDINANCE WHICH WOULD REVISE AND RENAME CHAPTER 1167 OLD MILL OVERLAY TO THE MILFORD RIVER DISTRICT

Pam Holbrook shared information that has been discussed thoroughly, in detail for over a year with committees, council and the public regarding the text amendments.

UPDATE - EMPLOYEE PERSONNEL POLICIES

Mr. Doss reported that he had a meeting with Pam Holbrook, Pat Wirthlin and Tina Kern to discuss several personnel items which needed changed, modified or clarified in the City's personnel policies. Mr. Doss presented six suggested changes/recommendations to the policy: Personal Time earned for no sick leave used. Under Section 5.04 in the personnel handbook, it provides non-union employees if they go 180 days without using any sick leave, they are then eligible on the 181st day they are eligible for 8 hours of personal time. All Union employees have 120 days. Mr. Doss proposed changing section 5.04 to go from 180 days to 120 days for all fulltime non-union employees

Uniform Allowance for Office Personnel: 4.08 allows for uniform allowance. Mr. Doss would like to establish a uniform allowance for office personnel which would provide for an allowance cap or a maximum number of items that would be determined annually between the city manager and city council. Non-union allowing an allowance cap which will be reviewed as part of the budget discussions with City Council each year.

Funeral Leave Under Section 5:05 any regular full-time employee may be granted usage of funeral leave upon approval of the City Manager for a maximum of 3 consecutive workdays. Mr. Doss is asking for flexibility on the word Consecutive and being able to flex the three days.

Lunchbreaks: Section 5:11 recommends being placed under un-authorized leaves. This policy would state that an employee cannot forgo a lunch break at the beginning or end of a work shift and bank it for future time off from work. For example: if you did not take a lunch, then you could leave at 4pm instead of 4:30pm or to come in to work later since you will not be taking a lunch. The time cannot be bank for example if you decide not to take a lunch all week, which equals 2 ½ hours, on Friday you would leave 2 ½ hours early or come in 2 ½ hours later. It is best to recognize this in policy form. Under Un-Authorized Leave the policy would state that an employee cannot abut beginning or ending shift or use lunch to bank hours.

Bureau of Workers Compensation/Wage Continuation: Section 1.06 under Active Pay Status – Active pay status currently states that except for otherwise defined in this manual active pay status shall meet conditions which an employees eligible to receive direct pay from the City and includes hours worked, vacation leave, sick leave, holiday leave, personal leave but does not

include Workers Compensation. Essentially, if an employee is out on Workers Comp, and they are not working due to injury sustained on the job, they are not allowed to continue to accrue vacation or sick time. Under Workers Compensation leave, they cannot accrue any of that. We did run into a situation with an employee where they were arguing that they should be accruing time. But according to our definition of the pay status, they were not allowed. The City Manager requests the Continuing Wage to not be available for an employee to accrue on top of Workman's Comp

Insurance recommendation dealing with traffic violations/OVI. The City's insurance company has recommended to be added language to be included in our policy regarding Potential disciplinary and some actions to be taken. Mr. Doss's intent is to use same language as recommended by the City's insurance provider.

Mr. Doss advised that without a City Council objection to these recommendations, he intends to revise the City personnel policies to reflect these changes next month.

There being no further business, the meeting adjourned at 9:35 a.m.

Respectfully submitted,
Jackie Bain
Administrative Assistant

"These minutes have been approved and adopted by Mr. Brady, Ms. Chamberland and Ms. Evans via email this 15th day of August 2019."

**CONTRACT FOR PUBLIC HEALTH SERVICES
CITY WITH A GENERAL HEALTH DISTRICT
(Authority-Sec. 3709.08, R.C.)**

WHEREAS, the District Advisory Council of the Clermont County, Ohio General Health District, at a regular meeting held March 21, 2019, by a majority vote of members representing the townships and municipal corporations, did vote affirmatively on the question of providing public health services to the City of Milford, Ohio, and did authorize the Chairman of the District Advisory Council to enter into a contract with the Chief Executive of Milford for providing public health service therein: and

WHEREAS, the Council of the City of Milford, at a regular meeting held on _____, by majority vote of all members, did vote affirmatively on the question of contracting with the District Advisory Council of the Clermont County General Health District to provide public health services for the City of Milford.

NOW, THEREFORE, pursuant to such authority, ~~Bonnie Batchler~~, on behalf of the District Advisory Council of the Clermont County General Health District and _____ on behalf of the City of Milford do agree as follows:

- 1) That the City of Milford, Ohio, shall pay to the Clermont County General Health District the sum of **\$28,512.64** for one (1) year of public health services, said sum to be paid **semi-annually May and November 2020**.
- 2) That the public health services to be provided to the City of Milford shall be those that are required by the Ohio Revised Code and the Ohio Administrative Code and all other authorized services similar to those which the Clermont County General Health District provides for this district.
- 3) That said contract shall become effective on **January 1, 2020** and shall remain in full force and effect for **one (1) year**.

IN WITNESS WHEREOF, we hereunder subscribe our names.

District Advisory Council
Clermont County General Health District

By: Bonnie Batchler
Chairman

3-21-19
Date

City of Milford

By: _____
Chief Executive

Date



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

www.milfordohio.org



To: Honorable Chair Lisa Evans, Committee Members Kim Chamberland & Kyle Mitchell
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: November 24, 2019

Subject: 2019 Final Appropriations

*Happy Thanksgiving!
Pat*

True-Up

Please see the attached chart for a final "true-up" of 2019 appropriations. We accounted for all of these changes in the budget planning process.

A few items of note ...

~\$476K Lion's Share is SR 50 Escrow

The City's estimated outlay for the ~\$1.3 million State Route 50 Urban Paving project is as follows:

- Year 2019: \$476,069
- Year 2020: \$300,000

You will see a portion of the 2019 amount sprinkled amongst several funds.

\$12K New Events = More Police Contracts

Police staffed several new 2019 events: the Bengals commercial, Oktoberfest, Duke Energy, Verizon Store, and Joker (the movie), all requiring an additional \$12K in Police contracts. Please note that these were reimbursable contracts ... money in and money out.

Final Transfers

Final Transfers conservatively will pan out as follows:

- \$336,000 from General Fund to Streets (Support, primarily for US 50 Urban Paving)
- \$155,725 from General Fund to General Bond Retirement (Municipal Building Debt)
- \$65,000 from General Fund to Cemetery (Support)
- \$60,000 from General Fund to Water Capital (Re-appropriation for SCADA)
- \$88,301 from Streets & Utilities to General Bond Retirement (Public Works Facility Debt)
- \$33,622 from Land Improvement Fund to Economic Devpt Bond (FC Land Debt)

Staff Suggestion for Committee Motion

Motion authorizing the Law Director to prepare an ordinance amending appropriations ordinances 18-1413, 19-1422, 19-1434, 19-1439, 19-1447, 19-1456, and 19-1463, by increasing or decreasing the individual items as listed on the included chart totaling \$744,800.

***** Please see 2019 Final Appropriation Amendments chart attached *****



**City of Milford
Final Appropriation Amendments
Fiscal Year 2019**

Fund	Appropriation Increase (Decrease)	Category	Purpose	
101	General Fund			
1003	Police Contracts	\$12,000	Personnel	Increase in Events
1300	Civil Defense	\$500	Other	Siren Repair and Maintenance
2200	Health Department	\$400	Other	Contract Increase
5200	Solid Waste & Recycling	\$13,000	Other	New Contract
6100	Service	\$10,000	Other	Public Works Facility Trees & Radios
204	Parks & Recreation	\$1,500	Personnel	Overtime
207	Cemetery	\$9,400	Other	Columbariums, Stump Grinding
210	Street Construction	\$262,000	Other	SR 50 Urban Paving, Street Lining
211	State Highway	\$6,000	Other	SR 50 Urban Paving, Guardrail
212	Permissive	\$55,000	Other	SR 50 Urban Paving
415	Capital Improvement	\$53,000	Other	SR 50 Urban Paving
502	Water Utility	\$42,000	Personnel	Employee Transfer & Inter-Utility Reallocations
503	Wastewater Utility	\$20,000	Personnel	Health Insurance Changes, Employee Reallocation
<u>Transfers</u>				
101	General Fund Transfer Out to Street Fund	\$260,000	Transfer	SR 50 Urban Paving, Street Lining
Grand Total		<u>\$744,800</u>		



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To: Honorable Chair Lisa Evans, Committee Members Kim Chamberland & Kyle Mitchell
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: November 24, 2019

Subject: Software Upgrade – VIP Analytics with Excel Designer

Pat

\$19,500 Budgeting & Reporting Module

I am in support of a software upgrade, VIP Analytics with Excel Designer. Please see the attached quote in the amount of \$19,500 payable over two years:

- Year 2020 \$9,750
- Year 2021 \$9,750

Please note that support fees will increase \$2,925 annually with this product.

Next Step

This is the next logic step with the new software system. It is a budgeting and reporting module with impressive capabilities. It will allow real-time and instant information to all supervisors with the click of an icon.

If you so Approve ... Suggestion for Motion

Motion authorizing the Law Director to prepare an ordinance authorizing the City Manager to enter into a contract with Software Solutions in the amount of \$19,500 for VIP Analytics with Excel Designer



Software Solutions

Personal Attention. Public Solutions.

VIP Analytics

Quote

Prepared For:
Milford, City of
 Pat Wirthlin
 745 Center Street #220
 Milford, OH 45150
 P: (513) 831-4192
 E: pwirthlin@milfordohio.org

Prepared by:
Software Solutions
 Mike Brenner
 8534 Yankee Street, Suite 2B
 Dayton, OH 45458
 P: 513.932.6867
 E: mbrenner@mysoftwaresolutions.com

Date Issued:
11.05.2019
 Expires:
12.03.2019

Software & Implementation	Price	Qty	Ext. Price
VIP Analytics			
VIP Analytics Suite License Visual Budgeting & Reporting Included Visual Consoles Included	\$7,500.00	1	\$7,500.00
Implementation Services VIP Analytics Base	\$8,000.00	1	\$8,000.00
VIP Analytics Excel Designer This software module requires Microsoft Excel to be installed on the workstations.	\$2,000.00	1	\$2,000.00
VIP Analytics Excel Installation and Training Web sessions will be utilized for training.	\$2,000.00	1	\$2,000.00
VIP Analytics Subtotal			\$19,500.00
Subtotal:			\$19,500.00

Quote Summary	Amount
Software & Implementation	\$19,500.00
Total:	\$19,500.00

Notes

Software prices quoted are valid for 90 days.

All orders require 10% at time of order.

Software Assurance maintenance fees will increase \$2,925 annually with the purchase of this module. The fee begins upon go-live.

VIP Analytics includes base installation and configuration of standard templates for VIP Budgeting, Reporting and Console. Additional services can be quoted on a per project basis. Scope document available at client request. Optionally, VIP Analytics Excel Designer, Publisher and Scheduler modules will be quoted upon request.

To proceed with this order, please return the signed quote to Karen Steele.
Email: KSteele@MySoftwareSolutions.com or Fax: 513-932-4058