

**Administrative Services Committee
Meeting Minutes
March 16, 2023**

Mr. Parrish called the meeting to order at 4:30 p.m.

Present: Kristopher Parrish Kim Chamberland Lisa Evans

Staff: City Manager, Michael Doss and Executive Assistant, Jackie Bain

Visitors: none

Proceedings: *Approve the proceedings from the January 31, 2023, Administrative Services Committee Minutes All Yes*

DISCUSSION: OFFICE COPIER AGREEMENTS

Ms. Bain discussed the current lease agreements that are due for renewal with Millennium Business Solutions. Reviewed were the comparisons of the current lease agreements for copier equipment at City Hall, to the newly proposed lease agreement. Also reviewed the excellent Customer Service that Millennium Business Solutions provides the city offices. We will save \$150.00 in document fees and the current lease rate will increase \$40.00 per month. Copy costs stay the same. Copiers will be upgraded to newer models to stay technically productive for the offices.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING AN AGREEMENT WITH MELLENNIUM BUSINESS SYSTEMS FOR A FIVE-YEAR COPIER LEASE AGREEMENT FOR THE ADMINISTRATIVE OFFICES AND POLICE DEPARTMENT COPIERS

DISCUSSION: FUTURE TRANSFER OF JEDD V FUNDS TO GENERAL FUND

Mr. Doss reviewed with the committee an Ordinance 18-1376 dated June 19, 2018. At that time council had made a determination to take funds that we were receiving from JEDD V, which is the West Clermont School District, and transfer those funds directly to the CIC - Community Investment Corporation to work with in an economic development standpoint. Ms. Evans recalled that when this was done, the CIC had no funds available and this was how they would place funds into their bank account. Mr. Doss mentioned that the CIC has used funds, once in the last 6 ½ years, and as recognized thru an ordinance as being essentially the economic development arm of the city as part of a bureaucratic process. Ms. Evans feels that the money could be better spent and used towards the city parks. Ms. Chamberland asked if the funds could be changed back to parks that is currently in the CIC account? Mr. Doss stated that the money that has been placed into this JEDD since 2018 will stay with the CIC. Mr. Doss explained that Law Director Bryan Pacheco said that

we could repeal Ordinance 18-1376, then the money will no longer go from JEDD V to CIC. It will go into the General Fund along with the other six JEDD's. Ms. Evans would like the funds to be allocated to parks. Mr. Doss stated that you can repeal and transfer the funds to General Fund to be appropriated to the parks. Ms. Chamberland discussed how this information can also be reviewed during budget meetings. Ms. Evans stated that Finance Director Pat Wirthlin informed her that approximately \$18,000 a year has been appropriated to the CIC. The committee felt that all the parks in the city need some TLC and to designate the funds to the General Fund for parks.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO AMEND ORDINANCE 18-1376 FOR JEDD V FUNDS AND DEDICATE ALL FUTURE JEDD V FUNDS TO THE GENERAL FUND FOR PARKS EFFECTIVE UPON PASSAGE OF THIS ORDINANCE.

There being no further business, the meeting adjourned at 5:16 p.m. with a motion from Mr. Chamberland Seconded by Ms. Evans All yes.

Respectfully submitted,
Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Mr. Parrish, Ms. Chamberland and Ms. Evans on March 17, 2023.”