

Administrative Services Committee
Meeting Minutes
January 15, 2020

Ms. Evans called the meeting to order at 4:30 p.m.

Present: Lisa Evans, Kyle Mitchell and Kim Chamberland

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

Visitors: None

Proceedings: *The committee unanimously approved the proceedings from the December 30, 2019 Administrative Services Committee Minutes* Ms. Evans made a motion to approve. Seconded by Mr. Mitchell. Ms. Chamberland abstained

Local Government Fund Alternative Formula

Mrs. Wirthlin presented to the committee the Local Government Fund Allocation for Year 2021 information. Ms. Wirthlin mentioned that the purpose of this procedure is an effort to bring Clermont County townships, cities, villages and Commissioners to the table to discuss the Local Government Fund (LGF) allocation formula. Please recall that last year, the townships were successful in legally excluding Milford from the traditional three-party vote (Milford / Townships / Commissioners) for the LGF formula that had been in place for at least 35 years. Milford stands to forfeit the largest LGF portion on an annual basis (-\$116K). It is a huge blow to villages. All of the townships benefit, with Miami and Union gaining the most (-\$92K and -\$112K annually, respectively). The Milford model suggests that the County reduce its share of LGF by 3.5% (from 48.5% to 45%). The formula also places less emphasis on population and gives each municipality a fairer portion of the pie. These changes alone make all villages "whole" and compensates Milford for its added strain on streets and emergency services from outlying traffic and visitors - daily average traffic is over 22,000 cars a day! Ms. Evans made a recommendation to authorize the Law Director to create an ordinance authorizing adoption of an alternative method of apportionment of the undivided Local Government Fund for calendar year 2021 based on the following distribution: 1. The County will receive 45 percent of the total allocation to be disbursed. 2. City of Milford will receive five percent of the total allocation to be disbursed. 3. The remaining 50 percent of funds after the County and City allocations outlined in items 1 and 2 above will be disbursed as follows: 50 percent will be shared equally among all municipalities and townships with the exception of City of Milford; and 50 percent will be distributed to the municipalities and townships (with the exception of Milford) on a per capita basis and will be adjusted as necessary based upon the most current United States Census

Jurisdiction	LGF Distribution from State		Proposed %	Proposed	Variance
	Current	Proposed			
CLERMONT COUNTY	\$ 1,364,795.14	48.54%	45.00%	\$ 1,228,315.63	\$ (136,479.51)
CITY-MILFORD	\$ 47,281.90	51.46%	51.00%	\$ 136,479.51	\$ 89,197.61
ALL OTHER TOWNSHIPS & VILLAGES *	\$ 1,317,513.24	100%	100%	\$ 1,364,795.14	\$ 47,281.90
Total LGF Distribution from State	\$ 2,729,590.28			\$ 2,729,590.28	\$ (0.00)

* 51.46% LGF Distribution to Non-Milford Local Governments

Jurisdiction	Current	Per Jurisdiction Proposed 50%	Per Capita Proposed 50%	Proposed	Variance
CITY-LOVELAND	\$ 22,703.72	\$ 26,246.06	\$ 6,946.26	\$ 33,192.32	\$ 10,488.60
CITY-MILFORD	\$ 47,281.90	\$ 26,246.06	\$ 71,953.38	see above	\$ (136,714.59)
TOWNSHIP-BATAVIA	\$ 116,914.03	\$ 26,246.06	\$ 11,894.77	\$ 98,199.44	\$ 8,292.53
TOWNSHIP-FRANKLIN	\$ 29,788.30	\$ 26,246.06	\$ 55,487.77	\$ 38,080.83	\$ (11,317.74)
TOWNSHIP-GOSHEN	\$ 93,051.57	\$ 26,246.06	\$ 10,664.53	\$ 81,733.83	\$ 8,818.23
TOWNSHIP-JACKSON	\$ 28,092.36	\$ 26,246.06	\$ 146,182.81	\$ 36,910.59	\$ (52,080.72)
TOWNSHIP-MANLI	\$ 224,489.59	\$ 26,246.06	\$ 28,014.08	\$ 172,428.87	\$ 1,024.29
TOWNSHIP-MONROE	\$ 53,235.85	\$ 26,246.06	\$ 9,340.41	\$ 54,260.14	\$ 9,413.07
TOWNSHIP-OLIO	\$ 26,173.40	\$ 26,246.06	\$ 40,127.98	\$ 66,374.04	\$ (4,417.65)
TOWNSHIP-PIERCE	\$ 70,791.69	\$ 26,246.06	\$ 18,237.06	\$ 44,483.12	\$ 5,416.42
TOWNSHIP-STONELECK	\$ 39,066.70	\$ 26,246.06	\$ 23,784.05	\$ 50,090.11	\$ 2,974.54
TOWNSHIP-TATE	\$ 47,105.57	\$ 26,246.06	\$ 166,109.02	\$ 192,355.08	\$ (61,012.18)
TOWNSHIP-UNION	\$ 253,367.26	\$ 26,246.06	\$ 7,132.35	\$ 33,378.41	\$ 10,404.99
TOWNSHIP-WASHINGTON	\$ 22,732.42	\$ 26,246.06	\$ 16,079.11	\$ 42,325.17	\$ 6,385.84
TOWNSHIP-WAYNE	\$ 35,939.33	\$ 26,246.06	\$ 11,652.25	\$ 37,898.31	\$ 8,374.52
TOWNSHIP-WILLIAMSBURG	\$ 29,523.79	\$ 26,246.06	\$ 17,181.35	\$ 43,427.41	\$ 5,889.68
VILLAGE-AMELIA	\$ 37,536.73	\$ 26,246.06	\$ 5,400.26	\$ 31,646.32	\$ 11,883.10
VILLAGE-BATAVIA	\$ 20,463.22	\$ 26,246.06	\$ 9,701.86	\$ 35,947.92	\$ 9,250.70
VILLAGE-BETHEL	\$ 26,697.22	\$ 26,246.06	\$ 2,225.46	\$ 26,471.52	\$ 13,507.79
VILLAGE-CHILCO	\$ 16,879.44	\$ 26,246.06	\$ 2,927.38	\$ 29,173.44	\$ 12,294.00
VILLAGE-FELICITY	\$ 12,963.73	\$ 26,246.06	\$ 662.06	\$ 26,908.12	\$ 13,311.65
VILLAGE-MOSCOW	\$ 13,596.47	\$ 26,246.06	\$ 397.87	\$ 26,603.99	\$ 13,448.30
VILLAGE-NEW RICHMOND	\$ 26,028.18	\$ 26,246.06	\$ 9,240.21	\$ 35,488.27	\$ 9,453.09
VILLAGE-NEWTOWNSVILLE	\$ 14,670.05	\$ 26,246.06	\$ 1,402.85	\$ 27,648.91	\$ 12,978.86
VILLAGE-OWENSVILLE	\$ 16,754.97	\$ 26,246.06	\$ 2,841.49	\$ 29,087.55	\$ 12,332.58
VILLAGE-WILLIAMSBURG	\$ 25,551.04	\$ 26,246.06	\$ 8,910.97	\$ 35,157.03	\$ 9,605.99
	\$ 1,364,795.16	\$ 882,397.57	\$ 682,397.57	\$ 1,364,795.14	\$ 47,281.88

Mr. Doss also discussed with the committee that internally it was felt that this is a much more equitable formula and a long-term solution. Putting forth something that we presented to the County Commission last year would make the argument that no one is putting a tangible, free equitable alternative on the table instead of just talking about it. We went ahead and took the initiative to go ahead and create a formula that we feel takes into consideration with the townships approved last year and gets the County Commission involved. Instead of getting in with the Townships and Township model and their logic we will pull ourselves out of it and look at Clermont County and what Clermont County Commission is doing.

The Committee agreed to make a motion authorizing the Law Director to draft an Ordinance authorizing adoption of an alternative method of apportionment of the Undivided Local Government Fund for calendar year 2021 based on the following distribution

Sound Ordinance

Mr. Doss discussed with the committee the Law Director draft copy of an Ordinance that would in capture what we talked about at the last committee meeting. Law Director Mike Minniear added after the last discussion any violations if the Police Department did have to issue any citations that could be pursuant to Mayor’s Court and the fines that we would impose. Discussion to possibly have the Ordinance state instead that music can be played beyond 12am would need to have permission by the City to do so instead of 11pm. This way event organizers would not have to apply for a permit to play beyond 11pm when organizing special events in the city i.e.: Frontier Days. Event organizers that request to hold an event in the city, could note on their Event Information Application in the city, that they would need to go beyond the 11pm music time. Committee members felt that midnight was a more suitable time for events to end playing amplified music. The Committee agreed to adopt the proposed law directors draft as it relates to the Ordinance with a change from 11pm to midnight for Friday and Saturdays.

The Committee agreed to adopt the Sound Ordinance submitted by the Law Director with one change: Friday and Saturday time to 12am instead of 11pm.

Budget Re-appropriations from 2019 to 2020

Pat Wirthlin presented the committee information regarding 2020 Re-Appropriations \$1,132,278 \$1.3 Million in Unfinished Projects and Unpaid Bills Please find attached a list of re-appropriations from fiscal year 2019. Council previously approved most of these expenditures by way of ordinance. Some projects did not complete by year-end. Essentially, these are unpaid bills or commitments from the prior year.

	Fund	Personnel	Other	Purpose
101	General Fund			
	1000	Police	\$ 3,000	Medical Insurance Enrollment Late 2019
	4000	Planning	\$ 1,613	Re-Appropriated Purchase Order
	6100	Service	3,000	Public Works Facility Exterminator
	7000	Manager	5,000	Re-Appropriated Business Incentive
	6100	Service	632	Re-Appropriated H.R.A.
	7800	Income Tax	105,400	Re-Appropriated CRA Payments
	8000	Miscellaneous	1,274	Re-Appropriated Purchase Orders
203	Drug Offender		20,000	Re-Appropriated Expenses

204	Parks & Recreation	1,210	Re-Appropriated Oktoberfest
205	Mayor's Court Computer	30,000	Re-Appropriated Expenses
206	Enforcement & Education	5,000	Re-Appropriated Expenses
210	Street Construction	279,488	Re-Appropriated SR 50 & SR 125 Urban Paving Projects
211	State Highway	4,000	Re-Appropriated SR 50 Urban Paving Project
212	Permissive	89,456	Re-Appropriated SR 50 & SR 125 Urban Paving Projects
215	Fire / EMS Levy Fund	1,613	Re-Appropriated Purchase Order
415	Capital Improvement	100,000	Re-Appropriated 05 50 Urban Paving & Zoning Code Update
501	Storm Water Utility	132,603	Re-Appropriated US 50 Paving & Mill Street Outfall Project
502	Water Revenue	7,800	Re-Appropriated Purchase Orders
516	Water Capital	23,166	Re-Appropriated SCADA & SR 50 Urban Paving Project
517	Waste Water Improvement	73,023	Re-Appropriated SR 50 Urban Paving Project
<u>Transfers</u>			
101	General Fund		
	Transfer Out to Street Fund	185,000	Re-Appropriated SR 50 Urban Paving
	Transfer Out to Water Capital	60,000	Re-Appropriated SCADA
<u>TOTALS</u>		\$ 3,63	\$ 1,128,64€

The Committee agreed to authorize the Law Director to prepare an ordinance amending appropriation ordinance 19-1483 by increasing or decreasing the individual items as listed on the included chart totaling \$1,132,278.

Tri-Health DOT Random Drug and Alcohol Program Agreement

Mr. Doss presented agreement information to the committee. The agreement with Tri-Health provides random drug and alcohol testing for employees with CDL and any employee involved in an accident while on duty. Mr. Doss stated that the new agreement was being proposed as an update and required revision to assure compliance with DOT.

The Committee agreed to enter into an agreement with Tri-Health Random Drug Testing and Alcohol Program agreement

There being no further business, the meeting adjourned at 4:58 p.m.

Respectfully submitted,
Jackie Bain Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans January 17, 2020, Ms. Chamberland January 17, 2020, and Mr. Mitchell January 17, 2020."