

**Administrative Services Committee  
Meeting Minutes  
November 26, 2019**

Ms. Chamberland made a motion to appoint Ms. Evans as the Administrative Services Committee Chair. Seconded by Mr. Mitchell. All voted in favor of the appointment

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

Present: Lisa Evans, Kim Chamberland and Kyle Mitchell

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

Visitors: None

PROCEEDINGS: *The committee unanimously approved the proceedings from August 14, 2019 Administrative Services Committee Minutes* Ms. Chamberland made a motion to approve. Seconded by Ms. Evans. Mr. Mitchell abstained

CLERMONT COUNTY PUBLIC HEALTH CONTRACT

Mr. Doss presented to the committee a contract with Clermont County Public Health. They do assist our Public utilities. They do provide grease trap evaluations, assessments back flow prevention. As well as restaurant, food services inspections as well to all the businesses in the city. The current contract for this year is \$28, 229.88. the proposed contract for next year is \$28,512.64. This contract is good for one year and is effective January 2020.

***The Committee agreed to make a motion authorizing the Law Director to draft an ordinance authorizing the City Manager to enter into a contract with Clermont County Public Health in the amount of \$28,512.64.***

2019 TRANSFER/APPROPRIATION AMENDMENT

Pat Wirthlin discussed with the committee the City of Milford Final Appropriation Amendments for Fiscal Year 2019. General fund Appropriation increases, and their purposes were reviewed. The Grand Total was \$744,800.

***The Committee agreed to make a motion authorizing the Law Director to draft 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.*

VIP REPORTING MODULE QUOTE

Ms. Wirthlin presented to the committee that she is in support of an upgrade to the current software system VIP Analytics with Excel Designer. The support fees would increase by approximately \$3,000 annually with this new product. This desktop icon would allow an unlimited amount of staff to see the budget daily on a real time basis. The modules for this software are limitless. The purchase price is \$19,500.

*The Committee agreed to make a motion authorizing the Law Director to draft 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*

There being no further business, the meeting adjourned at 4:47 p.m.

Respectfully submitted,  
Jackie Bain Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans, Ms. Chamberland and Mr. Mitchell via email this 29th day of November 2019."