

**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 181<sup>st</sup> 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."