

**City of Fairfield
Minutes
Regular Meeting of City Council
October 28, 2019**

Council-Manager Briefing

A. 6:00 PM - 2020 Grant Request Discussion & 2020 Operating Budget

Mayor Miller called the briefing to order at 6:00 PM. Councilmembers present: Leslie Besl, Craig Keller, Debbie Pennington, Tim Abbott, Ron D'Epifanio, Chad Oberson and Bill Woeste.

Staff members present: Mark Wendling, Dan Wendt, Scott Timmer, Alisha Wilson, Steve Maynard, Tiphonie Howard, Steve Wolterman, Carol Mayhall, Adam Sackenheim, Greg Kathman, Matt Young, Jason Hunold, Jenna Trice, Jenny Dexter and Dave Butsch.

Finance Director Scott Timmer and staff presented the first half of the proposed 2020 operating budget. See attached slides.

Business Meeting Call to Order

Mayor Miller called the Regular Meeting to order at 7:00 PM.

Prayer/Pledge of Allegiance

Councilmember Pennington led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Ron D'Epifanio	Council Member at Large	Present	
Chad Oberson	Council Member at Large	Present	
Bill Woeste	Council Member at Large	Present	
Leslie Besl	Council Member, 1st Ward	Present	
Craig W. Keller	Council Member, 2nd Ward	Present	
Debbie Pennington	Council Member, 3rd Ward	Present	
Tim Abbott	Council Member, 4th Ward	Present	
Steve Miller	Mayor	Present	

Agenda Modifications

None.

Executive Session Requests

Councilmember Abbott, seconded by Councilmember Pennington, moved for executive session to discuss pending and imminent litigation. Motion carried 7-0.

Special Presentations and Citizen Comments

a. Council on Aging Presentation

Marc Bellisario addressed Mayor and Council regarding the tax levy on the upcoming ballot. He informed them that it is not a tax increase and the money from the levy will help to provide meals on wheels and other programs to allow senior citizens to remain in their homes longer.

b. Citizen Comments

Della Lohrey, 595 River Bend Court, addressed Mayor and Council regarding the traffic on River Road. She is concerned because of drivers' high speeds and passing on a double yellow line. Mayor Miller asked Chief Maynard to discuss her concerns with her and look for solutions.

Public Hearing(s)

None.

Approval of Minutes

The Regular Meeting Minutes of October 15, 2019 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations Committee

Leslie Besl, Chair; Debbie Pennington, Vice Chair; Craig Keller, Member

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Ron D'Epifanio, Member

Parks, Recreation and Environment Committee

Craig Keller, Chair; Bill Woeste, Vice Chair; Debbie Pennington, Member

Public Safety Committee

Ron D'Epifanio, Chair; Craig Keller, Vice Chair; Tim Abbott, Member

Public Works Committee

Chad Oberson, Chair; Ron D'Epifanio, Vice Chair; Bill Woeste, Member

Public Utilities Committee

Debbie Pennington, Chair; Chad Oberson, Vice Chair; Leslie Besl, Member

Finance & Budget Committee

Tim Abbott, Chair; Leslie Besl, Vice Chair; Chad Oberson, Member

NEW BUSINESS

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Ron D'Epifanio, Member

Motion to Read by Title Only

Motion to read the following two (2) ordinances by title.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Tim Abbott, Council Member, 4th Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to authorize the City Manager to execute the FY 2020 Community Development Block Grant (CDBG) Applications and Agreements with Butler County, Ohio and declaring an emergency.

Recommendation:

Authorize the City Manager to execute the FY 2020 Community Development Block Grant (CDBG) application.

ORDINANCE NO. 102-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Chad Oberson, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Woeste presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to adopt new sections 1143.26.1 and 1143.31 and amend various sections of the Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Recommendation:

It is recommended that City Council have a first reading on this ordinance at the October 28, 2019 meeting and set the joint public hearing date for November 11, 2019.

Councilmember Woeste presented the first reading of this ordinance and scheduled the joint public hearing for November 11, 2019.

RESULT:	FIRST READING	Next: 11/11/2019 7:00 PM
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Public Utilities Committee

Debbie Pennington, Chair; Chad Oberson, Vice Chair; Leslie Besl, Member

Motion to Read by Title Only

Motion to read the following ordinance by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Debbie Pennington, Council Member, 3rd Ward
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Pennington presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Debbie Pennington, Council Member, 3rd Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to authorize the City Manager to enter into a contract with Insituform Technologies, LLC, for inversion re-lining and rehabilitation of sanitary sewer lines.

Recommendation:

It is recommended that City Council authorize the City Manager to enter into a contract with Insituform Technologies, LLC and appropriate funding in the amount of \$166,500.00 from the Sewer Replacement and Improvement Fund for inversion re-lining of sanitary sewer lines. Rules suspension is requested in order to expedite the project.

ORDINANCE NO. 103-19. ADOPTED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Debbie Pennington, Council Member, 3rd Ward
SECONDER:	Chad Oberson, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Finance & Budget Committee

Tim Abbott, Chair; Leslie Besl, Vice Chair; Chad Oberson, Member

Motion to Read by Title Only

Motion to read the following three (3) ordinances by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to establish salaries and hourly rates for certain Municipal Court employees of the City of Fairfield, Ohio and to authorize and limit the numbers and types of certain Municipal Court employees to repeal Ordinance No. 27-19 and all amendments thereto and declaring an emergency.

Recommendation:

It is recommended that City Council approve this Ordinance for an additional part-time Magistrate in the Municipal Court, suspending the rules and declaring an emergency

ORDINANCE NO. 104-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to amend Ordinance No. 127-18 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2019, and ending December 31, 2019.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 105-19. ADOPTED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to amend Ordinance No. 127-18 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2019, and ending December 31, 2019.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 106-19. ADOPTED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Chad Oberson, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Public Works Committee

Chad Oberson, Chair; Ron D'Epifanio, Vice Chair; Bill Woeste, Member

Motion to Read by Title Only

Motion to read the following two (2) ordinances by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to authorize the City Manager to enter into an agreement with Duke Energy for LED Retrofit Improvements for Various Street Lights – Phase 1.

Recommendation:

It is recommended that the City Council authorize the City Manager to enter into an agreement with Duke Energy for the upgrade of 250 to 300 street lights to LED lighting. It is further recommended that Council authorize funding from the Capital Improvement Fund in the amount of \$150,000.

ORDINANCE NO. 107-19. ADOPTED 6-0.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington
RECUSED:	Abbott

Motion to Suspend Second and Third Readings

Councilmember Oberson presented the first reading of this ordinance.

RESULT:	CARRIED [6 TO 0]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington
RECUSED:	Abbott

Ordinance to amend Ordinance No. 127-18 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2019, and ending December 31, 2019.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 108-19. ADOPTED 6-0.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington
RECUSED:	Abbott

Motion to Suspend Second and Third Readings

Councilmember Oberson presented the first reading of this ordinance.

RESULT:	CARRIED [6 TO 0]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington
RECUSED:	Abbott

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- A. Monday, November 11 - Council-Manager Briefing, 5:30 PM; Regular Meeting 7:00 PM
- B. Monday, November 25 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- C. Monday, December 2 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

Council adjourned to Executive Session at 7:35 PM.

14. ADJOURNMENT

The Regular Meeting adjourned at 7:48 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved

2020 Annual Operating Budget

City of Fairfield, Ohio

Budget
Overview

SAFER
Discussion

Monday,
October, 28

Municipal
Court

Monday,
November, 11

Grants



Budget Basics

- Balanced budget - estimated revenues are greater than or equal to projected expenditures
- Fiscal Year - January to December
- Key Terms
 - Fund - sum of money dedicated for a specific/ restricted purpose
 - Fund reserve - amount of money retained in a fund for an unforeseen emergency or need
 - Expenditure - amount of money spent on goods/services
 - Encumbrance - amount of money reserved for a specific purchase

Impacts

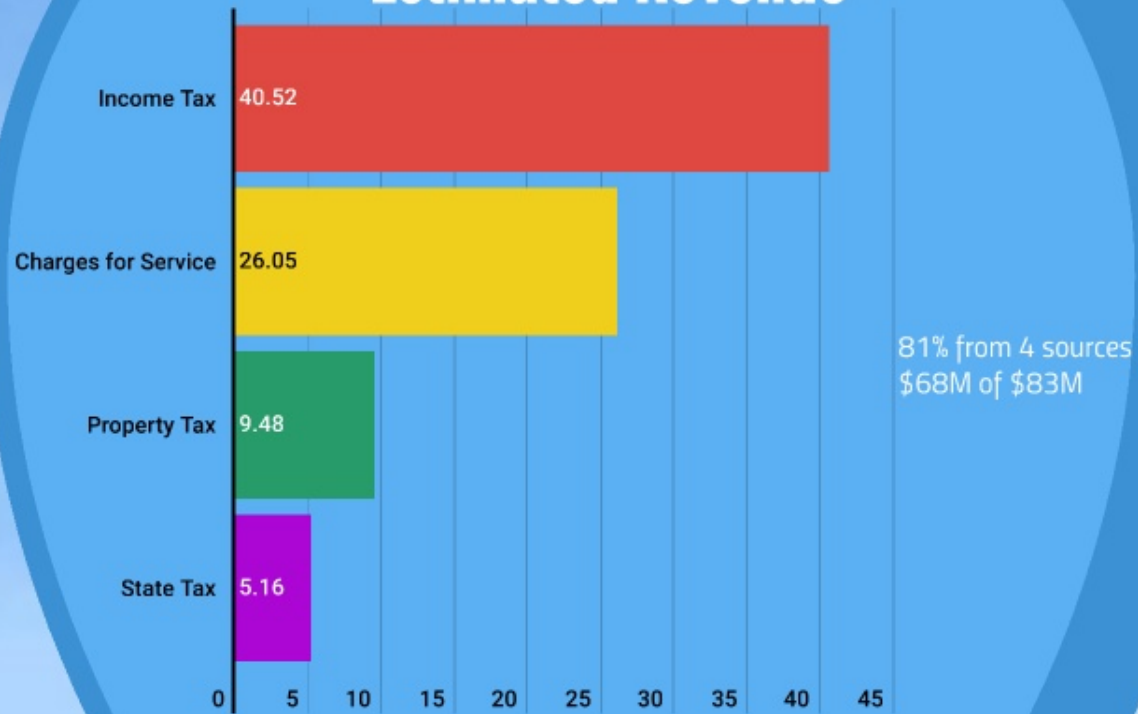
Revenue

Expenditures

What impacts the budget?

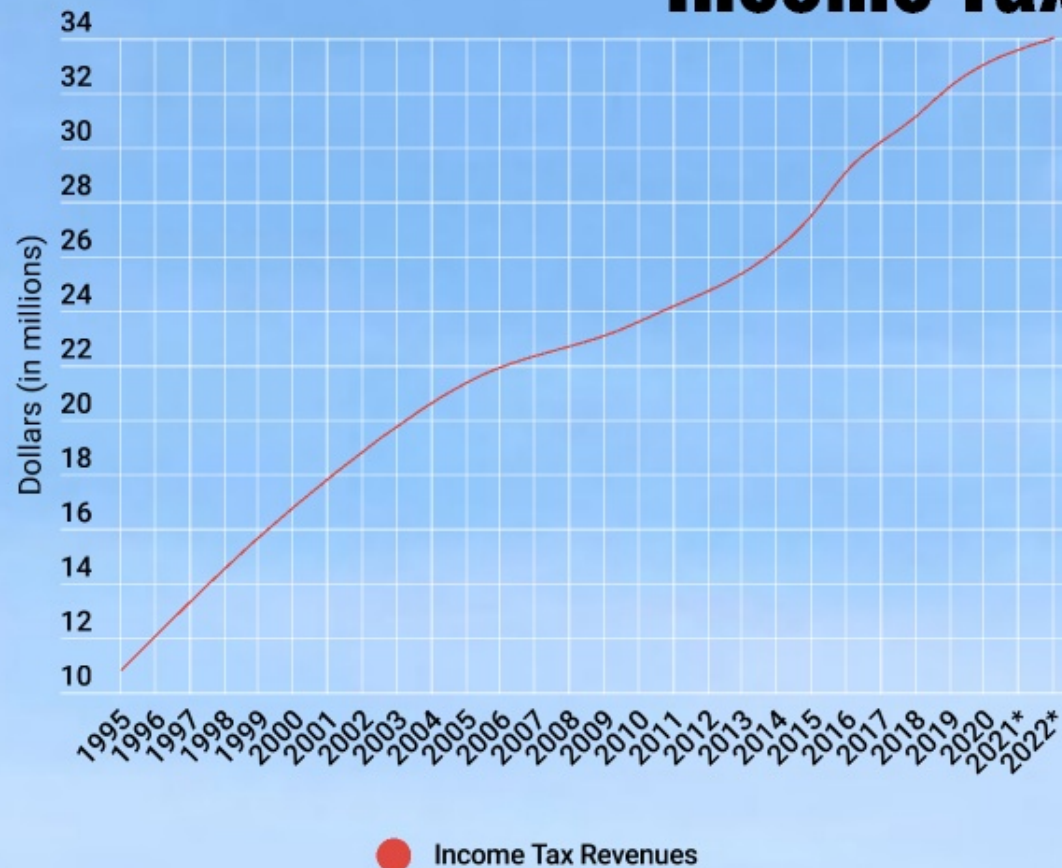
- Economy
 - Income Tax Withholding
 - Business Environment
- Revenue Streams
 - Local Government Revenues
- Fixed Costs
 - Personnel and Related Costs
- State and Federal Mandates
 - Environmental
 - Centralized Collection

Estimated Revenue



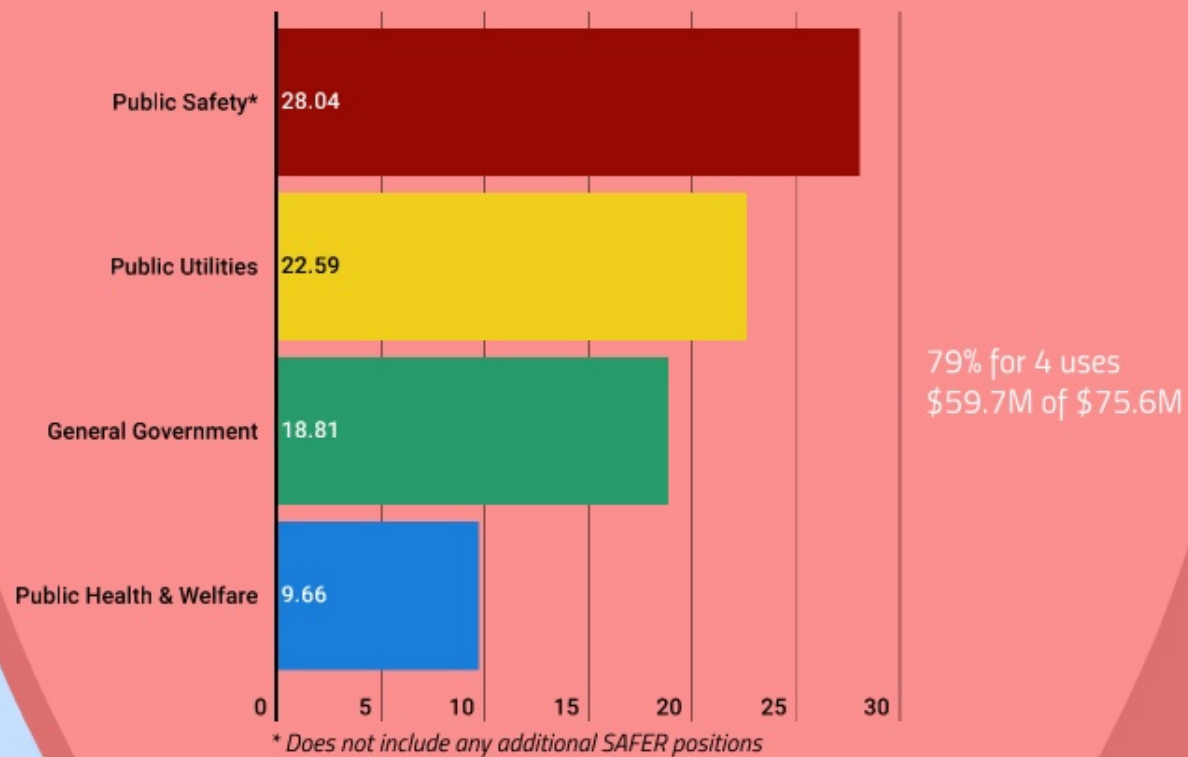
Total 2020 Estimated Revenue: \$83,680,360
Estimated General Fund Revenue: \$31,375,240

Income Tax



Average increase in income taxes over the years varies from:
9.2% from 1995-1999
5.0% from 2000-2004
2.0% from 2005-2009
3.0% from 2010-2014
3.3% projected from 2015 to 2020.

Projected Expenditures



Total 2020 Projected Expenditures: \$75,568,974
Projected General Fund Expenditures: \$30,335,499

Debt

- Total Debt Outstanding: \$17.5 million
 - Short-Term Debt: \$6.0 million
 - Long-Term Debt: \$11.5 million
- Bond Rating: Aa1
 - Confirmed 10/18/2019
 - Strengths
 - Fund Balance Growth
 - Stable Tax Base
 - Light Debt Burden
 - Challenges
 - Pension Burden



2020 Annual Operating Budget

City of Fairfield, Ohio

Budget
Overview

SAFER
Discussion

Monday,
October, 28

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Court

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Grants





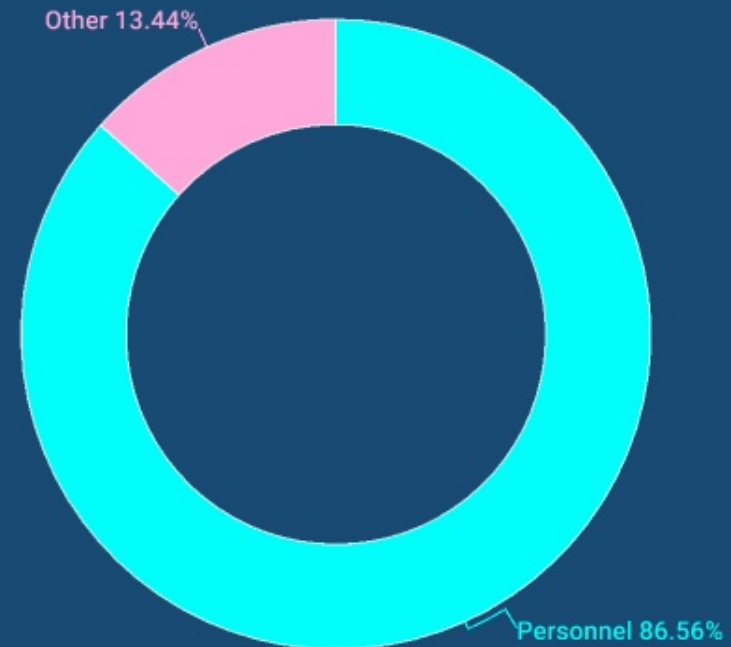
Departments

- Police
- Public Utilities
- Public Works
- Parks & Recreation

Police Department

\$13,647,139 - 5.11%

- Funding Sources
 - General Fund - 99.4%
 - Special Revenue Funds - 0.6%
- Largest allocation of the General Fund at 41.9%
- Second largest departmental allocation at 18.1%
- Police - \$12,709,544
 - Increases in personnel and related costs, training, police academy, recruitment, other professional services, maintenance of equipment, dues, membership, & books, office supplies, computer supplies
 - Decreases in education and capital equipment
- Justice Center - \$855,595
 - Increases in maintenance of land, building, and facilities and janitorial services
- Special Revenue Funds - \$82,000
 - Increase in capital equipment
 - Decrease in non-capital equipment



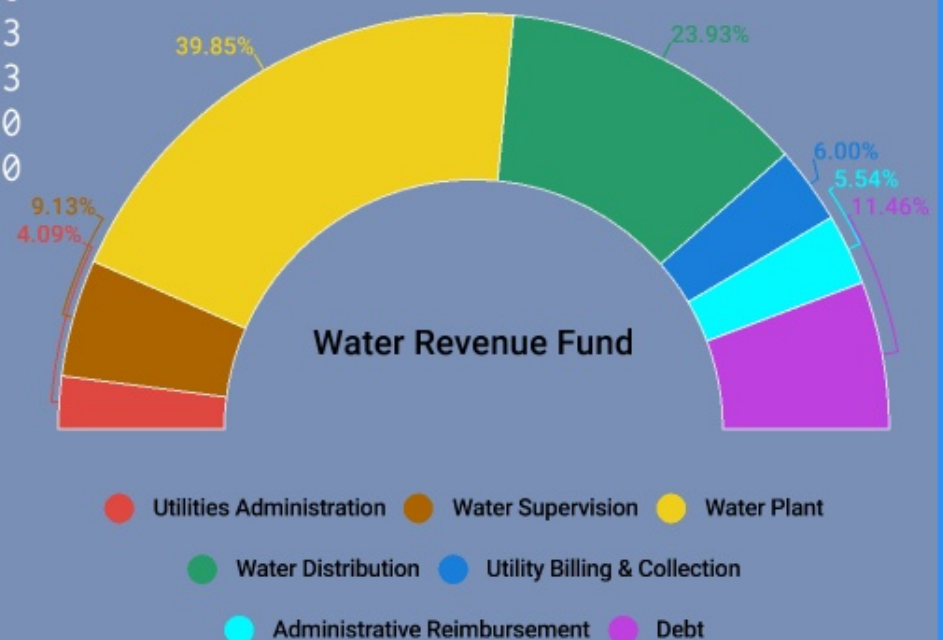
Public Utilities

- Second largest allocation of the operating budget at 22.6%
- Funding Source
 - Enterprise Funds
 - The enterprise fund type is used to account for "business-type activities"
 - User Fees from services used support the operations of these divisions
 - Water Revenue Fund - \$6,615,068 - 17.83%
 - Large increase driven by Water Revenue Fund transfer to Water Surplus Fund; this transfer funds the Water Capital Improvement Program
 - Estimated 2020 Water Revenue Fund Transfer is \$750,000
 - Sewer Revenue Fund - \$7,135,228 - 13.80%
 - Large increase driven by Sewer Revenue Fund transfer to Sewer Surplus Fund; this transfer funds the Sewer Capital Improvement Program
 - Estimated 2020 Sewer Revenue Fund Transfer is \$1,000,000



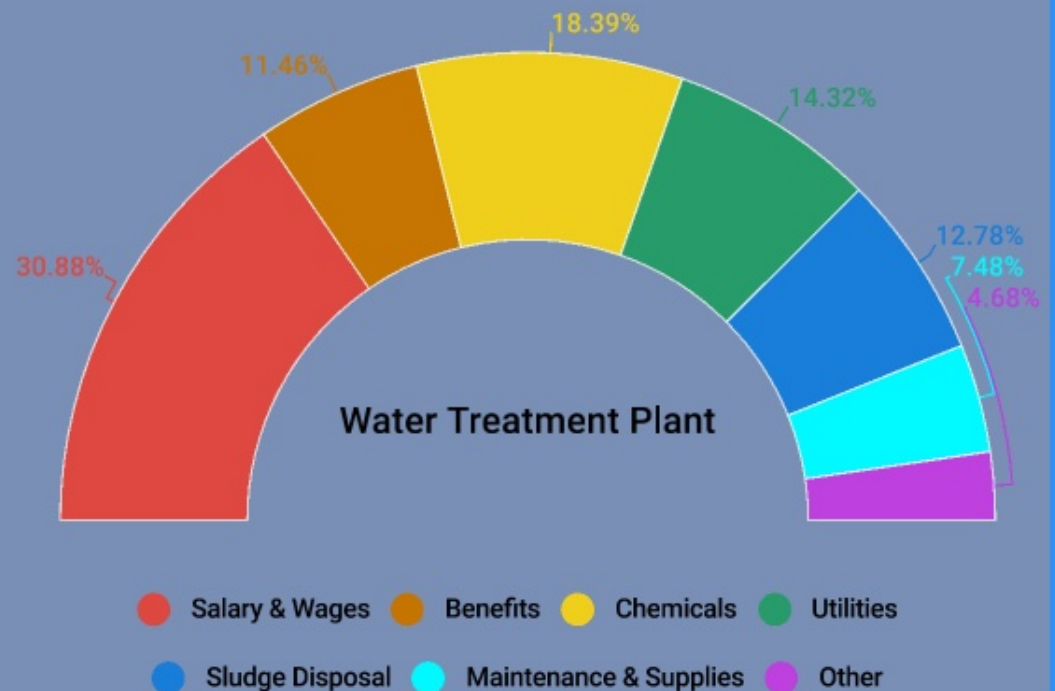
2020 Water Operating Budget

Utilities Administration:	\$ 240,223
Water Supervision:	\$ 535,753
Water Plant:	\$2,338,836
Water Distribution:	\$1,404,143
Utility Billing (Finance Dept):	\$ 351,913
Administrative Reimbursement:	\$ 325,000
Debt:	\$ 672,700



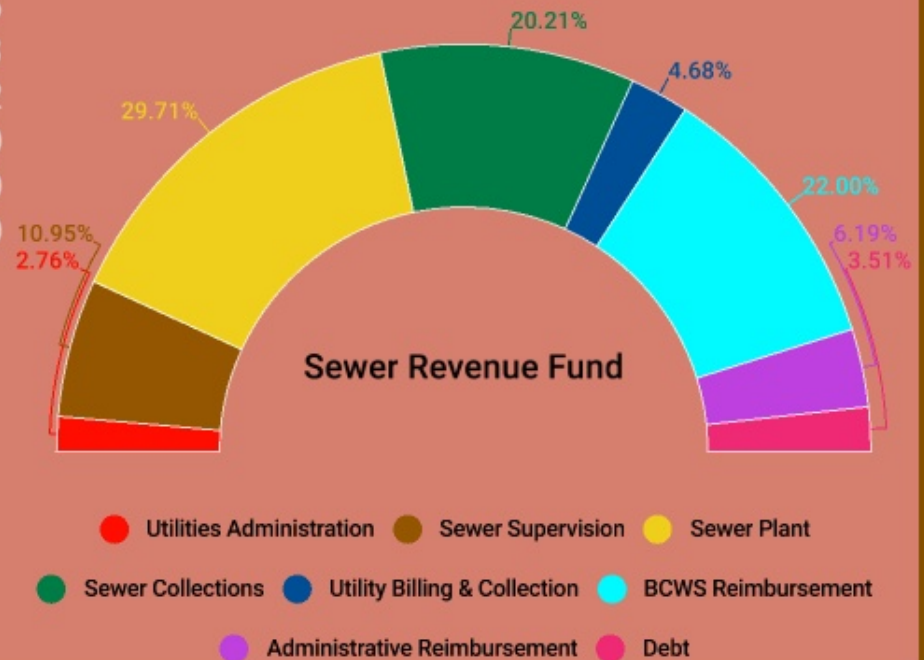
2020 Water Treatment Plant

Salary & Wages:	\$722,285
Benefits:	\$268,031
Chemicals:	\$430,000
Utilities:	\$335,000
Sludge Disposal:	\$299,000
Maintenance & Supplies:	\$175,000
Other:	\$109,520



2020 Sewer Operating Budget

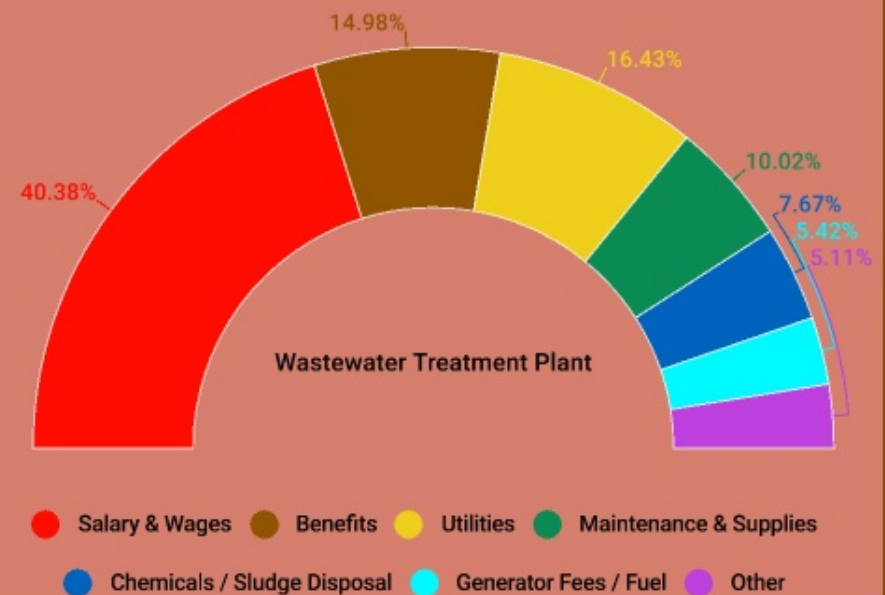
Utilities Administration:	\$ 169,223
Sewer Supervision:	\$ 671,794
Sewer Plant:	\$1,823,266
Sewer Collection:	\$1,240,093
Utility Billing (Finance Dept):	\$ 287,052
BCWS* Reimbursement:	\$1,350,000
Administrative Reimbursement:	\$ 380,000
Debt:	\$ 215,100



*Butler County Water and Sewer (Reimbursement processed by Utility Billing Office)

2020 Wastewater Treatment Plant

Salary & Wages:	\$737,389
Benefits:	\$273,553
Utilities:	\$300,000
Maintenance & Supplies:	\$183,000
Chemicals / Sludge Disposal:	\$140,000
Generator Fees / Fuel:	\$ 99,064
Other:	\$ 93,260



Public Works

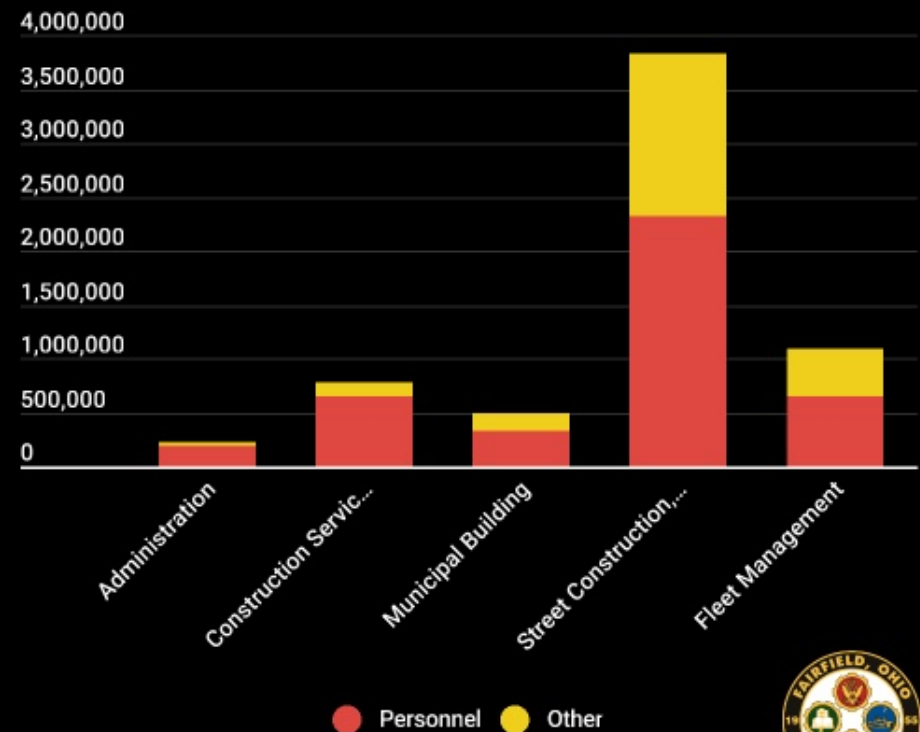
- Third largest departmental allocation of the operating budget at 8.5%
- Includes 5 Division
 - Public Works Administration
 - Construction Services
 - Municipal Building
 - Streets & Transportation
 - Fleet Management



Public Works

\$6,393,844 - 1.80%

- Funding Sources
 - General Fund
 - Gas and Motor Vehicle License Tax
 - Internal Service Fund
 - Grant(s)
- Public Works Administration - \$223,130
 - Increases in personnel and related cost
- Construction Services - \$771,854
 - Increases in personnel and related costs
- Municipal Building - \$494,686
 - Increases in personnel and related costs, dues, memberships, and books, wearing apparel, and cleaning supplies
 - Decrease in utilities
- Street Construction, Maintenance, and Repair - \$3,825,521
 - Increases in traffic signals, fleet maintenance, and maintenance of roadways
 - Decreases in personnel and related costs and advertising & publications
- Fleet Management - \$1,078,653
 - Increases in personnel and related costs, maintenance of equipment, and supplies to maintain equipment
 - Decrease in garage supplies



Monday, Nov 11

Agenda

- General Services
- Finance
- Administration
- Development Services
- Council / Mayor
- Fire

City of Fairfield - Operating Grants

City of Fairfield received five grant applications:

- Fairfield Community Foundation - \$10,000
- Fairfield Food Pantry - \$10,000
- Partners in Prime - \$10,000
- Great Miami Valley YMCA - \$10,000
- Fairfield Prevention Coalition - \$10,000

Budgeted amount \$36,000

2020 Annual Operating Budget

City of Fairfield, Ohio

