

**City of Fairfield
Minutes
Regular Meeting of City Council
October 26, 2020**

Council-Manager Briefing

2021 Operating Budget

Vice Mayor Bill Woeste called the briefing to order at 5:30 PM. Councilmembers present: Leslie Besl, Dale Paullus, Terry Senger, Tim Abbott, and Chad Oberson.

Staff members present: Mark Wendling, Dan Wendt, Scott Timmer, Greg Kathman, Don Bennett, Steve Maynard, Steve Wolterman, Tiphonie Howard, Ben Mann, Adam Sackenheim, Jenna Trice and Alisha Wilson.

Finance Director Scott Timmer and department directors presented the 2021 Operating Budget. See attached slides.

Business Meeting Call to Order

Prayer/Pledge of Allegiance

Councilmember Woeste led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Mark Scharringhausen	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	
Dale Paullus	Councilmember, 2nd Ward	Present	
Terry Senger	Councilmember, 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 Woeste, moved for Executive session to discuss the status of collective bargaining with public employees. Motion carried 7-0.

Special Presentations and Citizen Comments

a. Eagle Scout Projects Recognition

Parks and Recreation Director Tiphonie Howard and Mayor Steve Miller presented Boy Scouts Charlie Smith and Ben Nichting with a certificate and plaque in recognition of their Eagle Scout projects around the city.

Public Hearing(s)

None.

Approval of Minutes

The Regular Meeting Minutes of October 13, 2020 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations Committee

Dale Paullus, Chair; Leslie Besl, Vice Chair; Terry Senger, Member

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Mark Scharringhausen, Member

Ordinance to authorize the City Manager to execute the FY 2021 Community Development Block Grant (CDBG) application and agreement with Butler County, Ohio.

Recommendation:

It is recommended that City Council authorize the City Manager to execute the FY 2021 Community Development Block Grant application, which is due to Butler County by November 6, 2020.

Councilmember Woeste presented the third reading of this ordinance.

ORDINANCE NO. 86-20. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Tim Abbott, Council Member, 4th Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, Abbott

Parks, Recreation and Environment Committee

Leslie Besl, Chair; Dale Paullus, Vice Chair; Tim Abbott, Member

Public Safety Committee

Mark Scharringhausen, Chair; Terry Senger, Vice Chair; Dale Paullus, Member

Public Works Committee

Chad Oberson, Chair; Mark Scharringhausen, Vice Chair; Bill Woeste, Member

Ordinance to approve and adopt the Fairfield Connects-Citywide Active Transportation Plan as part of the City of Fairfield, Ohio Comprehensive Plan.

Recommendation:

It is recommended that the City Council has a first reading of the ordinance to adopt the Fairfield Connects Plan at the September 28th meeting and hold the second reading until a recommendation from the Planning Commission is made at their October 14th meeting.

Councilmember Oberson presented the second reading of this ordinance.

RESULT: SECOND READING

Next: 11/9/2020 7:00 PM

Public Utilities Committee

Terry Senger, Chair; Chad Oberson, Vice Chair; Leslie Besl, Member

Ordinance to amend subsection 921.03(g), Expansion and Water Tap Fees, section 921.08, Water Rates, and subsections 925.05(e)(2) Sewer Expansion Fees and 925.08(b)(1) Sewer User Rates of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Recommendation:

It is recommended that City Council authorize an amendment of the rates charged for water expansion and water service under Chapter 921.08 (appendices A to E) of the Codified Ordinances of the City of Fairfield, Ohio, as well as an amendment of the rates charged for sewer expansion and sewer service under Chapter 925.05(e), and Chapter 925.08(b) and Tables A to D of the Codified Ordinances of the City of Fairfield, Ohio.

Councilmember Senger presented the third reading of this ordinance.

ORDINANCE NO. 87-20. APPROVED 7-0.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Terry Senger, Councilmember, 3rd Ward

SECONDER: Bill Woeste, Council Member at Large

AYES: Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, Abbott

Finance & Budget Committee

Tim Abbott, Chair; Bill Woeste, Vice Chair; Chad Oberson, Member

NEW BUSINESS

Councilmember Besl, seconded by Councilmember Paullus, moved to read all new business by title only. Motion carried 7-0.

Finance & Budget Committee

Tim Abbott, Chair; Bill Woeste, Vice Chair; Chad Oberson, Member

A Resolution opposing the Ohio General Assembly's passage of Senate Bill 352 and House Bill 754 which would modify municipal income tax employer withholding rules for COVID-19 related work-from-home employees resulting in the substantial loss of revenue to cities and declaring an emergency.

Recommendation:

It is recommended that Council adopt a resolution with rules suspension and the emergency clause so that the resolution will take effect immediately and the opposition of the City to this legislation can be expressed as soon as possible.

RESOLUTION NO. 13-20. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, 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:	Bill Woeste, Council Member at Large
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, Abbott

Ordinance to amend Section 163.05 of the Codified Ordinances of the City of Fairfield, Ohio relative to hospitalization, medical and dental care and group life insurance for full-time employees not covered by a collective bargaining agreement.

Recommendation:

It is recommended that Council adopt an ordinance with rules suspension so that the ordinance will take effect in a timely manner to allow the transition to BHP to be effective January 1, 2021.

ORDINANCE NO. 88-20. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Senger, Councilmember, 3rd Ward
SECONDER:	Chad Oberson, Council Member at Large
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, 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:	Bill Woeste, Council Member at Large
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, Abbott

Ordinance to amend Ordinance No. 119-19 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, 2020, and ending December 31, 2020.”

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. 89-20. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, 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:	Bill Woeste, Council Member at Large
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, Abbott

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- A. Monday, November 9 - Council-Manager Briefing, 5:30 PM; Regular Meeting 7:00 PM
- B. Monday, November 23 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- C. Monday, December 7 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

Council recessed to Executive Session at 7:20 PM. Council reconvened at 7:40 PM.

Councilmember Abbott, seconded by Councilmember Senger, moved to add an item pertaining to collective bargaining with the AFSCME bargaining unit to the agenda. Motion carried 7-0.

Councilmember Abbott, seconded by Councilmember Oberson, moved to read the ordinance by title only. Motion carried 7-0.

Councilmember Abbott presented the first reading of the ordinance, "Ordinance to Authorize the City Manager to enter into a collective bargaining agreement with the American Federation of State, County and Municipal Employees, Council #8, Local 3646 (AFSCME) for wages, hours

and terms and conditions of employment for the AFSCME bargaining unit and declaring an emergency."

Councilmember Abbott, seconded by Councilmember Besl, moved to suspend the second and third reading. Motion carried 7-0.

Councilmember Abbott, seconded by Councilmember Paullus, moved to adopt. Motion carried 7-0.

ORDINANCE NO. 90-20. APPROVED 7-0.

14. ADJOURNMENT

The Regular Meeting adjourned at 7:42 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved_____



2021 Annual Operating Budget

Scott W. Timmer, Director of Finance



Agenda

- Monday, October 26, 2020

- ✓ Budget Overview
- ✓ Municipal Court
- ✓ Revenue & Expenditures
- ✓ General Services
- ✓ Council / Mayor / Law
- ✓ City Manager's Office
- ✓ Development Services
- ✓ Finance

- Monday, November 9, 2020

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

Budget Overview

- 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 spend on a good or service
 - Encumbrance: amount of money reserved for a specific purchase

Budget Overview

- What impacts the budget?
 - ✓ Economy
 - Income Tax Withholding
 - Business Environment
 - ✓ Global Pandemic
 - COVID-19 duration
 - Temporary legislation and its permanent impact
 - ✓ Fixed Costs
 - Personnel
 - ✓ State and Federal Mandates
 - Environmental
 - Centralized Collection
 - Withholding



Municipal Court



Municipal Court

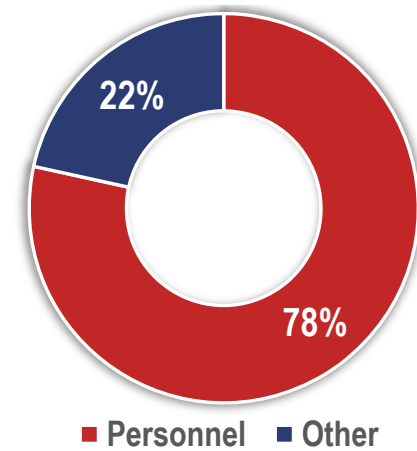
- Funding Sources

- ✓ General Fund
- ✓ Special Revenue Funds

- Expenditures

- ✓ Municipal Court - General Fund - **\$1,839,425**
 - Personnel - Down 5.23%
 - Non-Personnel - Down 8.08%
- ✓ Probation Services - Special Revenue Fund - **\$434,098**
 - Personnel - Down 3.40%
 - Non-Personnel - Up 23.33%
- ✓ Other Funds - All Special Revenue Funds - **\$248,337**
 - Personnel - Down 6.44%
 - Non-Personnel - Up 4.57%

\$2,521,860 - (4.03%)



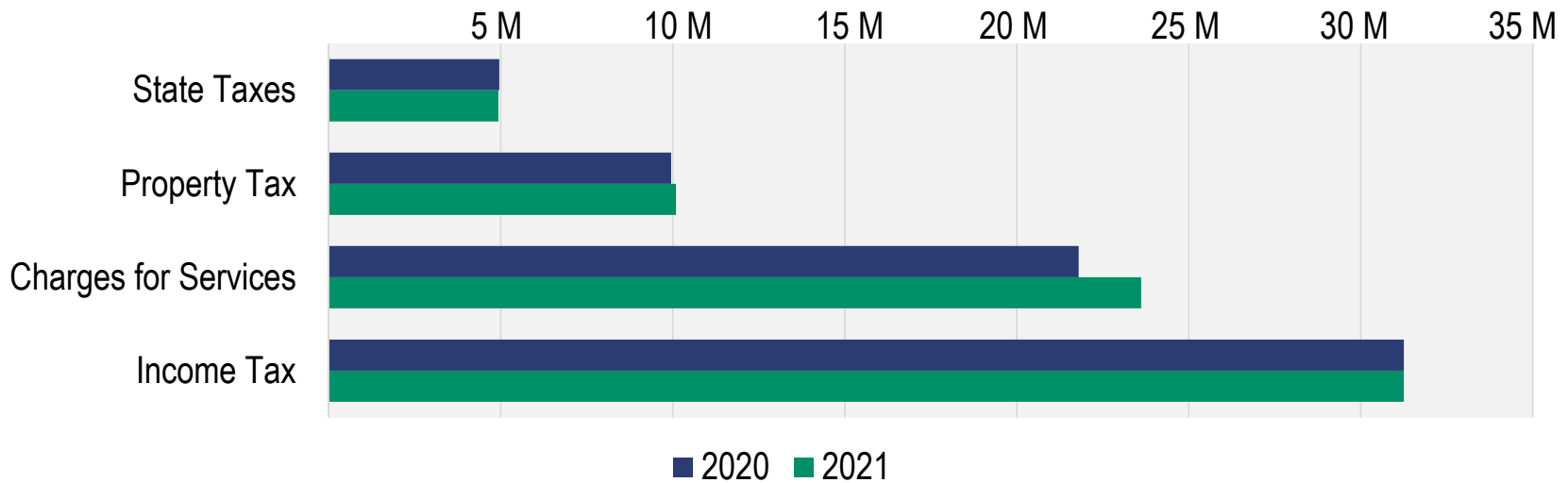


Revenue & Expenditures



Budget Overview – Estimated Revenue

- Total Estimated Revenue: \$84,575,604 – Up 1.07%
 - ✓ General Fund: \$31,045,664 – Down 1.05%



- 82.6% from the above 4 sources (\$69.9 M of \$84.6 M)

Budget Overview – Income Tax

• Growth Rates

✓ 5-Year Intervals

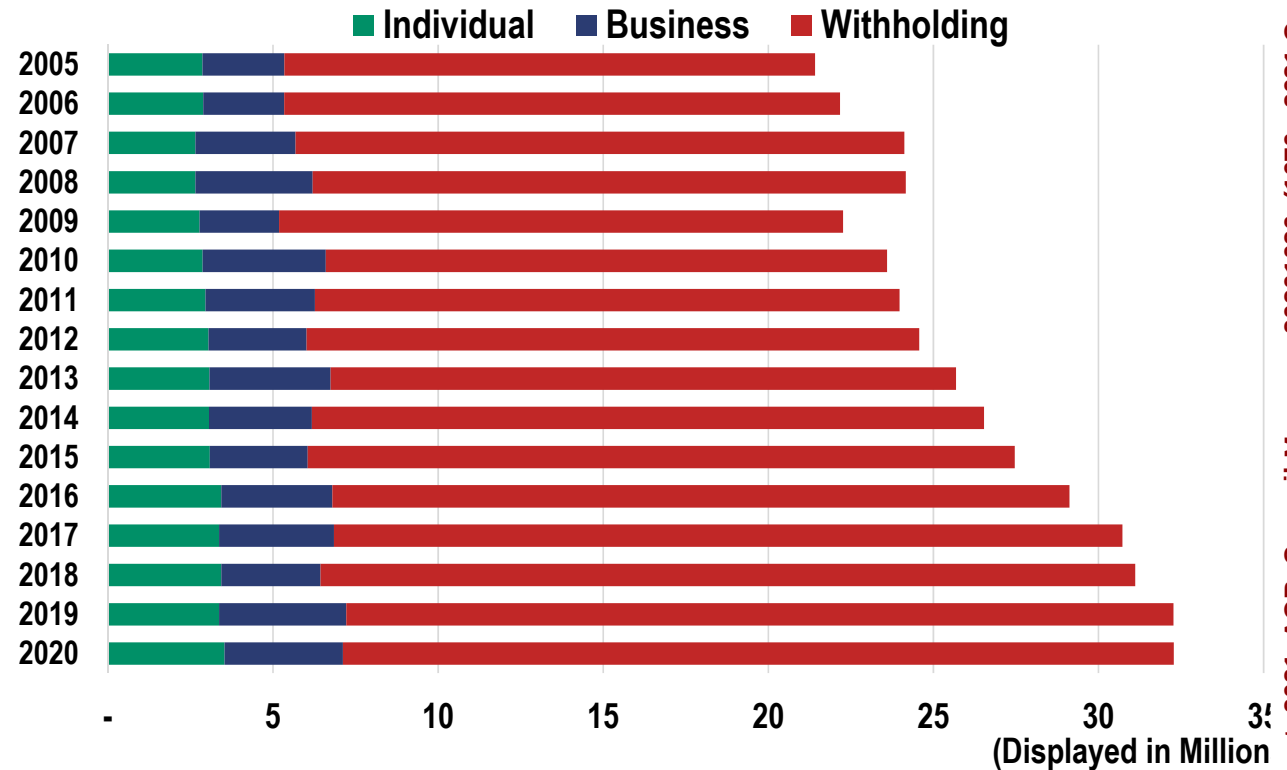
- 2005-2009 – 0.97%
- 2010-2014 – 2.98%
- 2015-2019 – 4.12%

✓ 10-Year

- 2010-2019 – 3.54%

✓ 15-Year

- 2005-2019 – 2.97%



Note: 2020 Amount is forecasted for remainder of FY20

Attachment: 2021_AOB_Council-Manager_20201026 (1670 : 2021 Operating Budget)

Budget Overview – Projected Expenditures

- Total Estimated Expenditures: **\$74,754,331**

- ✓ 2020 Original Budget: **\$75,625,974**

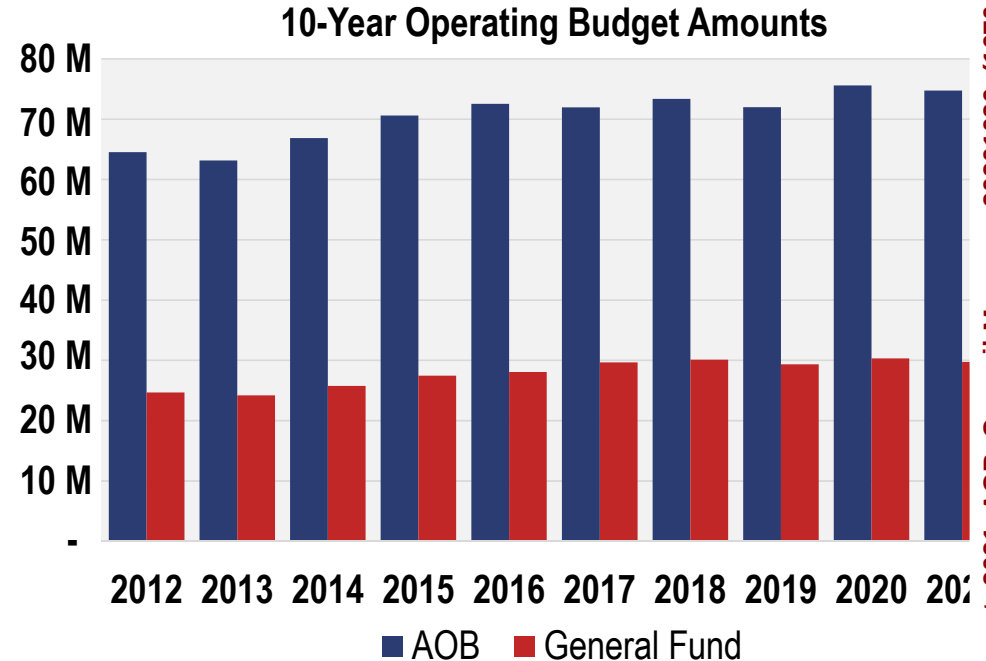
- ✓ 6/25/2020 Amended Budget: **\$72,770,969**

- General Fund: **\$29,734,553**

- ✓ 2020 Original Budget: **\$30,315,499**

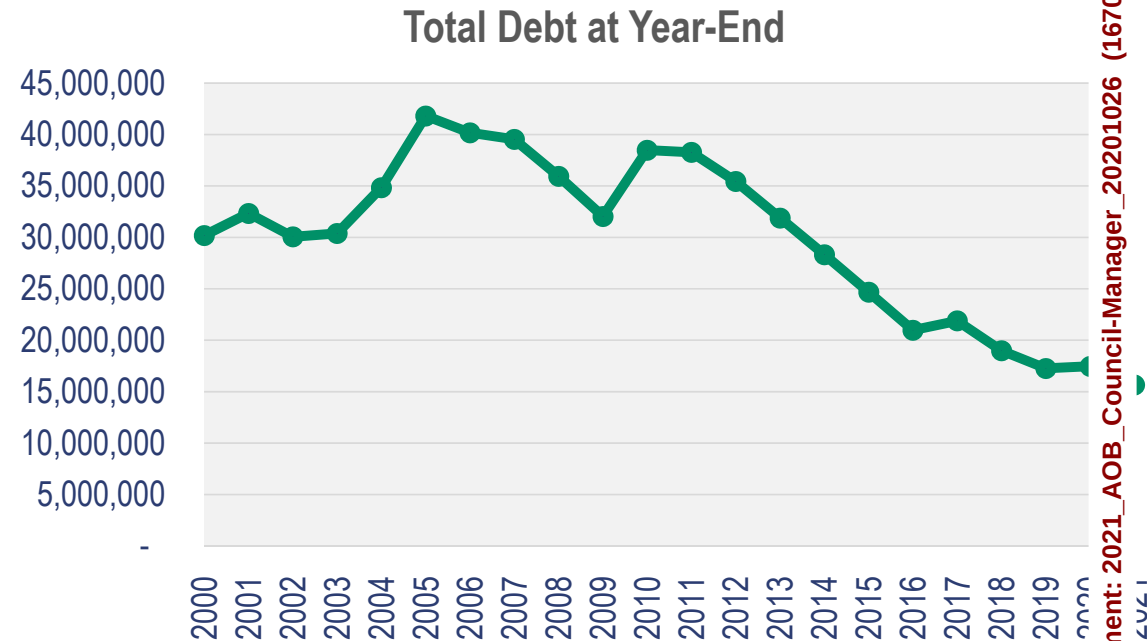
- ✓ 6/25/2020 Amended Budget: **\$28,890,520**

- 10-Year Growth Rate: **1.65%**



Budget Overview – Debt

- Total Debt Outstanding: **\$15.7 million**
 - ✓ Short-Term Debt: **\$5.3 million**
 - ✓ Long-Term Debt: **\$10.4 million**
- Bond Rating Aa1
- 2021 Activity
 - ✓ Principal payments: **\$2,186,732.98**
 - ✓ Interest payments: **\$344,782.66**





General Services



General Services

- Funding Sources

- ✓ General Fund

- Expenditures

- ✓ Personnel

- Original – No Change

- Amended – Up 6.75%

- During the building closure the part-time front desk clerk was furloughed, restoring funding in anticipation of the building being open for the full 2021 year.

- ✓ Non-Personnel

- Original – Down 4.63%

- Amended – Down 0.18%

\$4,494,257 – Original (4.57%)
Amended (0.09%)



City Council / Mayor's Office / Law Department



City Council & Mayor

- Funding Source \$236,868 – (0.79%)
 - ✓ General Fund
- Expenditures
 - ✓ City Council – **\$223,044**
 - Personnel – Up 0.06%
 - Non-Personnel – No Change
 - ✓ Mayor – **\$13,824**
 - Personnel – No Change
 - Non-Personnel – Down 44.44%

Law Department

- Funding Source \$563,550 – 0.00%
 - ✓ General Fund
- Expenditures
 - ✓ Personnel – No Change
 - ✓ Non-Personnel – No Change



Administration



Administration

- Funding Source
 - ✓ General Fund

		2021 Dept Proposed	Inc / (Dec) Org AOB	% Δ	Inc / (Dec) from 6/2020	% Δ
100 (GENERAL FUND) - 120 (CITY MANAGER)	Personnel	598,257	3,763	0.63%	36,296	6.46%
	Other	34,350	(10,415)	-23.27%	(10,415)	-23.27%
100 (GENERAL FUND) - 145 (HUMAN RESOURCES)	Personnel	260,373	6,200	2.44%	7,611	3.01%
	Other	88,050	(12,000)	-11.99%	4,448	5.32%
100 (GENERAL FUND) - 213 (INFORMATION TECHNOLOGY)	Personnel	505,277	(33,688)	-6.25%	(33,688)	-6.25%
	Other	78,425	(4,125)	-5.00%	22,463	40.14%
CITY MANAGER'S OFFICE	Personnel	1,363,907	(23,725)	-1.71%	10,219	0.75%
	Other	200,825	(26,540)	-11.67%	16,496	8.95%
		1,564,732	(50,265)	-3.11%	26,715	1.74%

Inc / (Dec) Org AOB = Increase or Decrease from 2020 Original Annual Operating Budget

Inc / (Dec) from 6/2020 = Increase or Decrease from 2020 Amended 6/25/2020 Budget



Development Services



Development Services

- Funding Source
 - ✓ General Fund

		2021 Dept Proposed	Inc / (Dec) Org AOB	% Δ	Inc / (Dec) from 6/2020	% Δ
100 (GENERAL FUND) - 150 (PLANNING & ECONOMIC DEVL)	Personnel	631,499	(3,139)	-0.49%	50,861	8.76%
	Other	43,900	(10,450)	-19.23%	1,700	4.03%
100 (GENERAL FUND) - 155 (BUILDING AND ZONING INSPECTION)	Personnel	783,551	4,803	0.62%	18,957	2.48%
	Other	77,172	(16,688)	-17.78%	52	0.07%
DEVELOPMENT SERVICES	Personnel	1,415,050	1,664	0.12%	69,818	5.19%
	Other	121,072	(27,138)	-18.31%	1,752	1.47%
		1,536,122	(25,474)	-1.63%	71,570	4.89%

Inc / (Dec) Org AOB = Increase or Decrease from 2020 Original Annual Operating Budget

Inc / (Dec) from 6/2020 = Increase or Decrease from 2020 Amended 6/25/2020 Budget



Finance



Finance

• Funding Sources

✓ General Fund

✓ Enterprise Fund(s)

		2021 Dept Proposed	Inc / (Dec) Org AOB	% Δ	Inc / (Dec) from 6/2020	% Δ
100 (GENERAL FUND) - 210 (FINANCE ADM & ACCOUNTING)	Personnel	660,371	13,781	2.13%	13,781	2.13%
	Other	29,570	(1,555)	-5.00%	9,445	46.93%
100 (GENERAL FUND) - 211 (INCOME TAX)	Personnel	636,452	21,254	3.45%	87,618	15.96%
	Other	83,000	(12,510)	-13.10%	(3,010)	-3.50%
601 (WATER REVENUE) - 212 (UTILITY COLLECTION)	Personnel	193,893	7,105	3.80%	7,105	3.80%
	Other	156,925	(8,200)	-4.97%	5,650	3.73%
620 (SEWER REVENUE) - 212 (UTILITY COLLECTION)	Personnel	158,638	5,811	3.80%	5,811	3.80%
	Other	1,481,100	(3,125)	-0.21%	78,075	5.56%
FINANCE	Personnel	1,649,354	47,951	2.99%	114,315	7.45%
	Other	1,750,595	(25,390)	-1.43%	90,160	5.43%
		3,399,949	22,561	0.67%	204,475	6.40%

Inc / (Dec) Org AOB = Increase or Decrease from 2020 Original Annual Operating Bud

Inc / (Dec) from 6/2020 = Increase or Decrease from 2020 Amended 6/25/2020 Bud

Finance

- Funding Sources
 - ✓ Trust & Agency Funds

		2021 Dept Proposed	Inc / (Dec) Org AOB	% Δ	Inc / (Dec) from 6/2020	% Δ
707 (WEST CHESTER JEDD I) - 211 (INCOME TAX)	Other	2,366,077	112,662	5.00%	112,662	5.00%
606 (WATER GUARANTEED TRUST) - 212 (UTILITY COLLECTION)	Other	65,000	-	0.00%	-	0.00%
630 (SOLID WASTE MANAGEMENT) - 630 (SOLID WASTE MANAGEMENT)	Other	2,412,340	92,340	3.98%	92,340	3.98%

Inc / (Dec) Org AOB = Increase or Decrease from 2020 Original Annual Operating Bud

Inc / (Dec) from 6/2020 = Increase or Decrease from 2020 Amended 6/25/2020 Bud