

**City of Fairfield
Minutes
Regular Meeting of City Council
October 23, 2023**

Council-Manager Briefing

2024 Operating Budget Review

Mayor Rhodus called the briefing to order at 5:30 PM. Councilmembers present: Dale Paullus, Terry Senger, Adam Kraft, Tim Meyers, Matt Davidson and Gwen Brill.

Staff members present: Scott Timmer, Chris Hacker, Alisha Wilson, Laurie Murphy, Steve Wolterman, Greg Kathman, Tom Lakapm, Steve Maynard, Carol Mayhall, Randy McCreadie, Chris Addison, Ben Mann, and Adam Sackenheim.

Finance Director Hacker and Senior Staff presented the 2024 Operating Budget for General Services, Mayor & Council, Law, Administration, Finance, Development Services, Fire and Police Departments. See attached slides.

Business Meeting Call to Order

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

Prayer/Pledge of Allegiance

Councilmember Kraft led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Tim Meyers	Councilmember, At-Large	Present	
Matt Davidson	Councilmember, At-Large	Present	
Gwen Brill	Councilmember, At-Large	Present	
Leslie Besl	Councilmember, 1st Ward	Excused	
Dale Paullus	Councilmember, 2nd Ward	Present	
Terry Senger	Councilmember, 3rd Ward	Present	
Adam Kraft	Councilmember, 4th Ward	Present	
Mitch Rhodus	Mayor	Present	

Councilmember Davidson, seconded by Councilmember Senger, moved to excuse Councilmember Besl. Motion carried 6-0.

Agenda Modifications

None.

Executive Session Requests

None.

Special Presentations

a. Fire Department Oath of Office

Chief Lakamp introduced the new Firefighter/Paramedics and welcomed them to the City of Fairfield. Mayor Rhodus administered the oath of office.

Kyle Crofford
Sean Loy
Blake Olson

Citizen Comments

Liz Jarvis, 2440 Clara Bea Lane, requested an update from the coyote management team. She has been told citizens have been reporting sightings and interactions with coyotes and would like to see an updated map presented during a Council meeting. She stated that there are residents that don't attend any of the management team meetings but watch the Council meetings online and want to see the information.

Public Hearing(s)

None.

Approval of Minutes

The Regular Meeting Minutes of October 10, 2023 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations

Councilmember Leslie Besl

Development Services

Councilmember Matt Davidson

Parks, Recreation and Environment

Councilmember Gwen Brill

Motion to Suspend Third Reading

Councilmember Brill presented the second reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Ordinance to authorize the City Manager to execute an addendum to the contract with SwimSafe Pool Management, Inc. for the 2024 and 2025 calendar years and declaring an emergency.

Recommendation:

It is recommended that City Council authorize the City Manager to enter into a contract extension with SwimSafe Pool Management, Inc. for the 2024 and 2025 calendar years.

ORDINANCE NO. 145-23. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Public Safety

Councilmember Dale Paullus

Public Utilities

Councilmember Adam Kraft

Public Works

Councilmember Terry Senger

Finance & Budget

Councilmember Tim Meyers

NEW BUSINESS

Councilmember Kraft, seconded by Vice Mayor Meyers, moved to read all New Business by title only. Motion carried 6-0.

Community & Public Relations

Councilmember Leslie Besl

Simple Motion: Motion to approve the following 2023 Boards/Commissions Appointments effective October 23, 2023: Daniel Hongell - Parks & Recreation Board, First Ward (term expires 3/31/25)

Recommendation:

It is recommended that City Council, via simple motion, appoint the following residents to serve on the various boards and commissions **effective October 23, 2023:**

Daniel Hongell - Parks & Recreation Board, First Ward (term expires 3/31/25)

SIMPLE MOTION NO. 14-23. APPROVED 6-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Matt Davidson, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Development Services

Councilmember Matt Davidson

Motion to Suspend Second and Third Readings

Councilmember Davidson presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Matt Davidson, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Ordinance to authorize the City Manager to enter into a contract with ARC Documents Solutions LLC for the Building Division Scanning Project and declaring an emergency.

Recommendation:

It is recommended that Council suspend the second and third readings and approve the ordinance as an emergency.

ORDINANCE NO. 146-23. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Davidson, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Public Safety

Councilmember Dale Paullus

Motion to Suspend Second and Third Readings

Councilmember Paullus presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dale Paullus, Councilmember, 2nd Ward
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Ordinance to authorize the City Manager to enter into a three (3) year contract extension with Flock Safety and declaring an emergency.

Recommendation:

It is recommended that City Council authorize the City Manger to enter into a contract with Flock Safety located at 1170 Howell Mill Road, New Suite 210 Atlanta, Georgia 30318 to provide 44 Falcon ALPRs and associated software for five (5) years.

ORDINANCE NO. 147-23. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dale Paullus, Councilmember, 2nd Ward
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Motion to Suspend Second and Third Readings

Councilmember Paullus presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dale Paullus, Councilmember, 2nd Ward
SECONDER:	Gwen Brill, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Ordinance to authorize the City Manager to enter into a contract with Motorola to purchase equipment necessary to upgrade dispatch consoles and declaring an emergency.

Recommendation:

It is recommended that Council authorize the City Manger to enter into a contract with Motorola to purchase equipment necessary to upgrade the dispatch consoles in our dispatch center. State Contract Pricing #573077-0

ORDINANCE NO. 148-23. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dale Paullus, Councilmember, 2nd Ward
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Public Works

Councilmember Terry Senger

Resolution to Adopt 2023 Butler County Hazard Mitigation Plan

Recommendation:

It is recommended that City Council pass a resolution to adopt Butler County's Hazard Mitigation Plan.

Councilmember Senger presented the first reading of this resolution.

RESULT: FIRST READING Next: 11/13/2023 7:00 PM

Finance & Budget

Councilmember Tim Meyers

Motion to Suspend Second and Third Readings

Vice Mayor Meyers presented the first reading of this resolution.

RESULT: CARRIED [UNANIMOUS]
MOVER: Tim Meyers, Councilmember, At-Large
SECONDER: Gwen Brill, Councilmember, At-Large
AYES: Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED: Besl

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor

Recommendation:

The resolution would authorize the necessary tax levies to be collected for tax year 2023 during budget year 2024 to the Butler County Auditor.

RESOLUTION NO. 10-23. APPROVED 6-0.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Tim Meyers, Councilmember, At-Large
SECONDER: Gwen Brill, Councilmember, At-Large
AYES: Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED: Besl

Ordinance to amend Chapter 181, Income Tax, Sections 181.062, 181.094, and 181.10 of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Recommendation:

It is recommended that City Council adopt the changes to Section 181 - Income Tax, as submitted.

Vice Mayor Meyers presented the first reading of this ordinance.

RESULT: FIRST READING Next: 11/13/2023 7:00 PM

Motion to Suspend Second and Third Readings

Vice Mayor Meyers presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Terry Senger, Councilmember, 3rd Ward
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Ordinance to amend Ordinance No. 155-22 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, 2023, and ending December 31, 2023.”

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. 149-23. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Adam Kraft, Councilmember, 4th Ward
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Motion to Suspend Second and Third Readings

Vice Mayor Meyers presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Ordinance to amend Ordinance No. 155-22 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, 2023, and ending December 31, 2023.”

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. 150-23. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Gwen Brill, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Paullus, Senger, Kraft
EXCUSED:	Besl

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- A. Monday, November 13 - Council-Manager Briefing, 5:30 PM; Regular Meeting 7:00 PM
- B. Monday, November 27 - Council-Manager Briefing, 6:30 PM; Regular Meeting 7:00 PM
- C. Monday, December 4 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

None.

15. ADJOURNMENT

The Regular Meeting adjourned at 7:33 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved _____



2024 Annual Operating Budget

Christopher J. Hacker, Director of Finance
Scott W. Timmer, City Manager

Attachment: 2024 AOB Council-Manager (3722 : 2024 Operating Budget Review)

Agenda

- Monday, October 23, 2023
 - ✓ Budget Overview
 - ✓ Revenue & Expenditures
 - ✓ Council / Mayor / Law
 - ✓ General Services
 - ✓ City Manager's Office
 - ✓ Finance
 - ✓ Development Services
 - ✓ Fire
- Monday, November 13, 2023
 - ✓ Police
 - ✓ Public Works
 - ✓ Parks & Recreation
 - ✓ Public Utilities
- Monday, November 27, 2023
 - ✓ Municipal Court

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

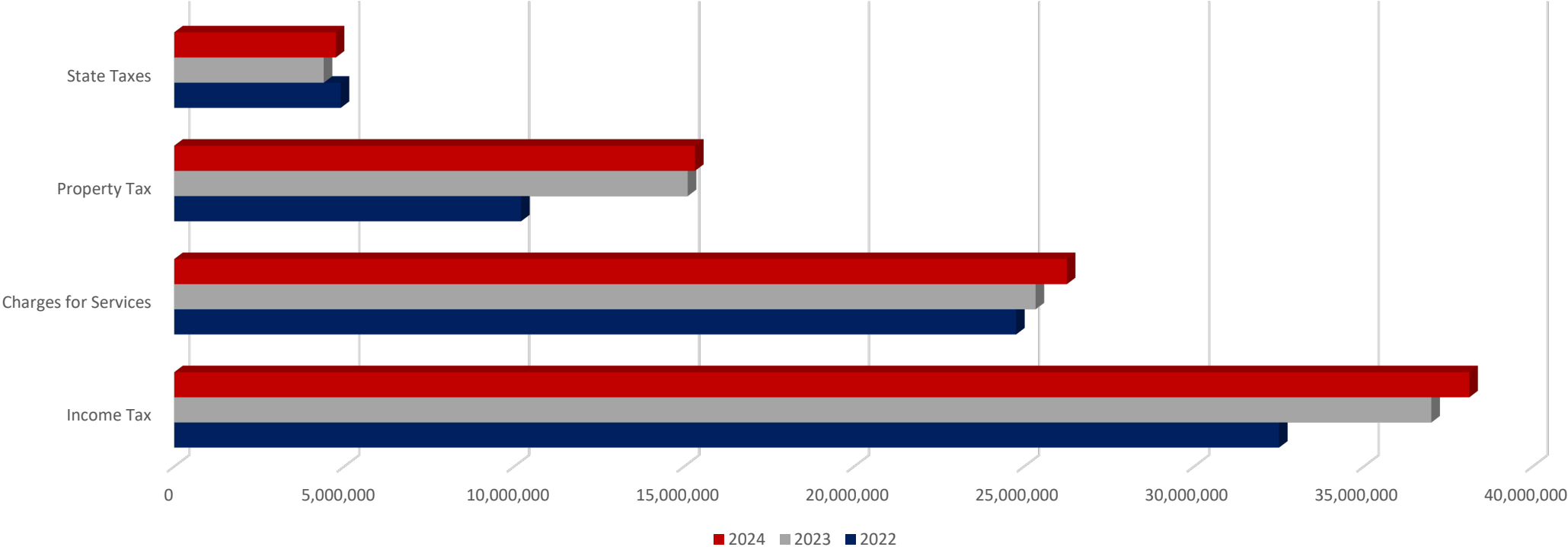
- What impacts the budget?
 - ✓ Economy
 - Income Tax Withholding
 - Business Environment
 - Inflation
 - ✓ Fixed Costs
 - Personnel
 - 2024 is a 27 Payroll Year; normal is 26
 - ✓ State and Federal Mandates
 - Environmental
 - Withholding



Revenue & Expenditures

Budget Overview – Estimated Revenue

- Total Estimated Revenue: \$104,500,000 – Up 2.42%
- ✓ General Fund: \$38,504,900 – Up 6.45%

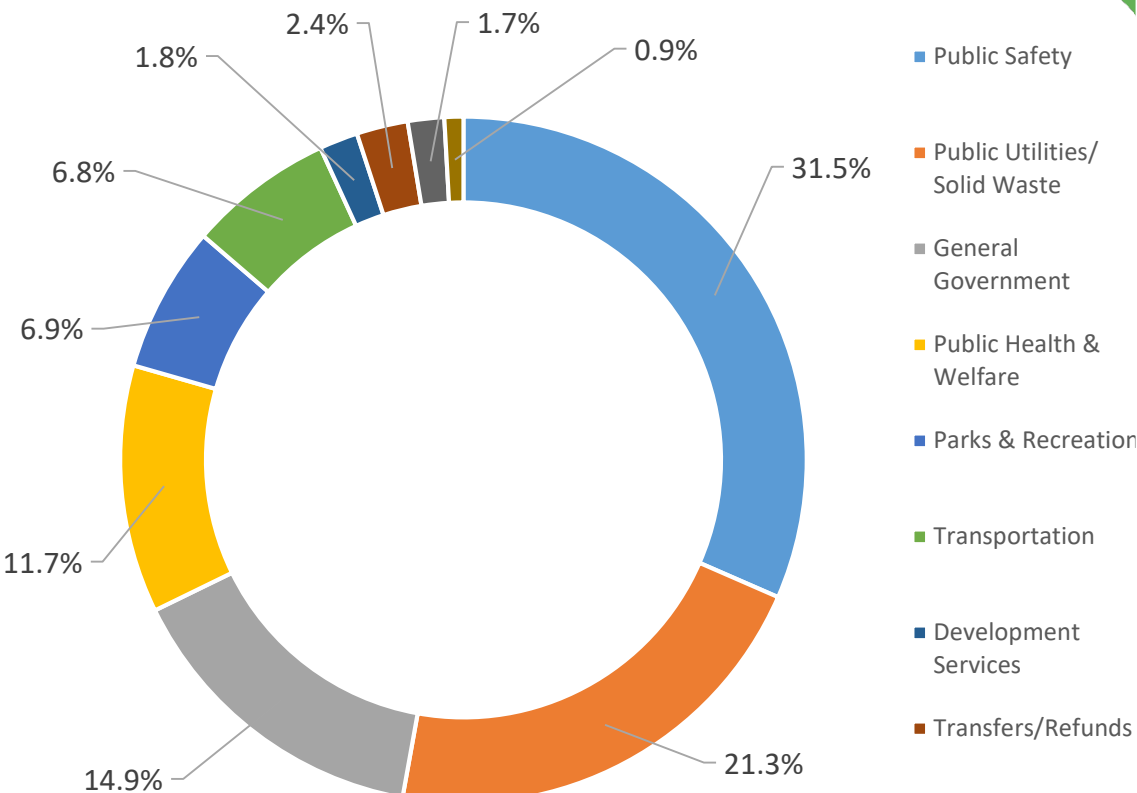
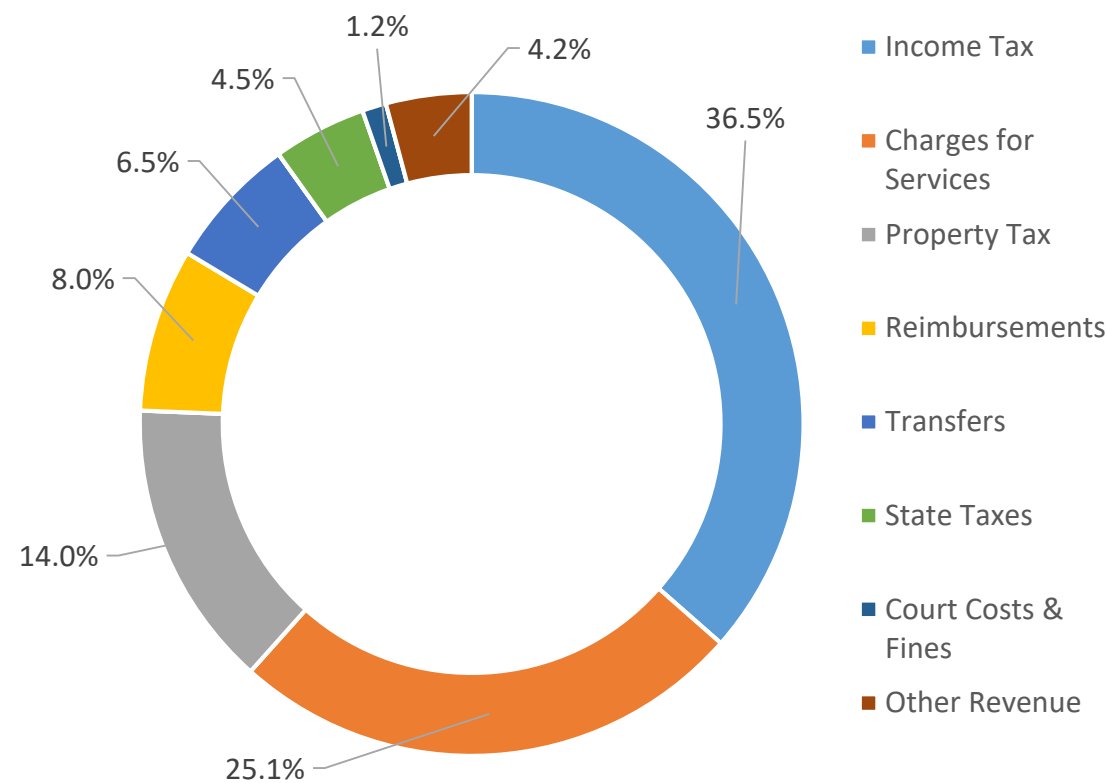


▪ 80.2% from the above 4 sources (\$83.8 M of \$104.5 M)

Attachment: 2024 AOB Council-Manager (3722 : 2024 Operating Budget Review)

Budget Overview

Where the money comes from.



Where the money goes.

Attachment: 2024 AOB Council-Manager (3722 : 2024 Operating Budget Review)

Budget Overview – Income Tax

- Growth Rates

- ✓ 5-Year Intervals

- 2008-2012 – 0.42%
 - 2013-2017 – 4.48%
 - 2018-2022 – 6.96%

- ✓ 10-Year

- 2013-2022 – 5.26%

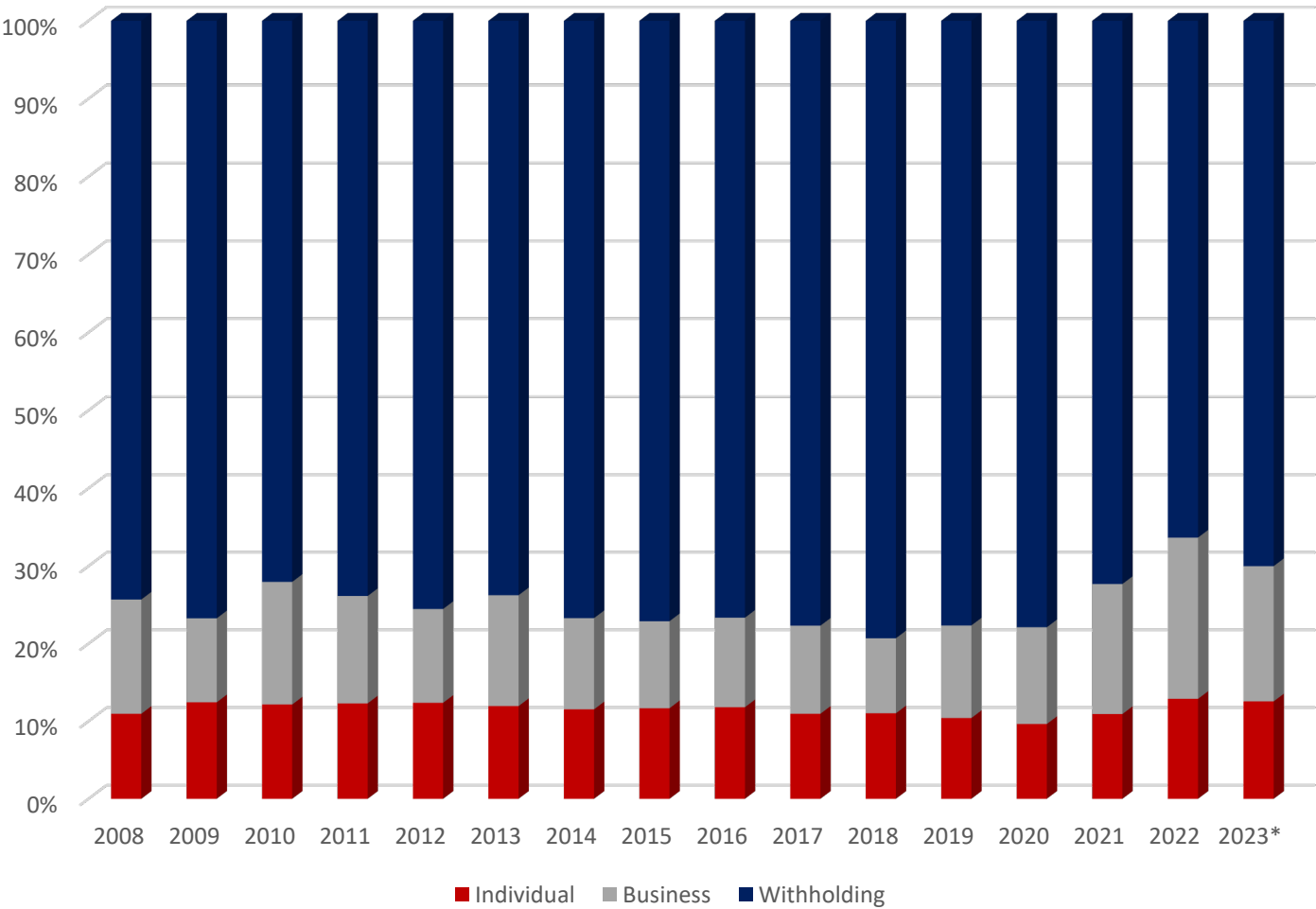
- ✓ 15-Year

- 2008-2022 – 3.80%

- Type Composition

- ✓ 2008 vs 2023*

- Ind: 10.96% vs 12.57%
 - Bus: 14.73% vs 17.43%
 - Wth: 74.31% vs 70.00%



Note: 2023 Amount is forecasted for remainder of FY 2023

Attachment: 2024 AOB Council-Manager (3722 : 2024 Operating Budget Review)

Budget Overview – Projected Expenditures

- Total Estimated Expenditures: **\$92,173,077**

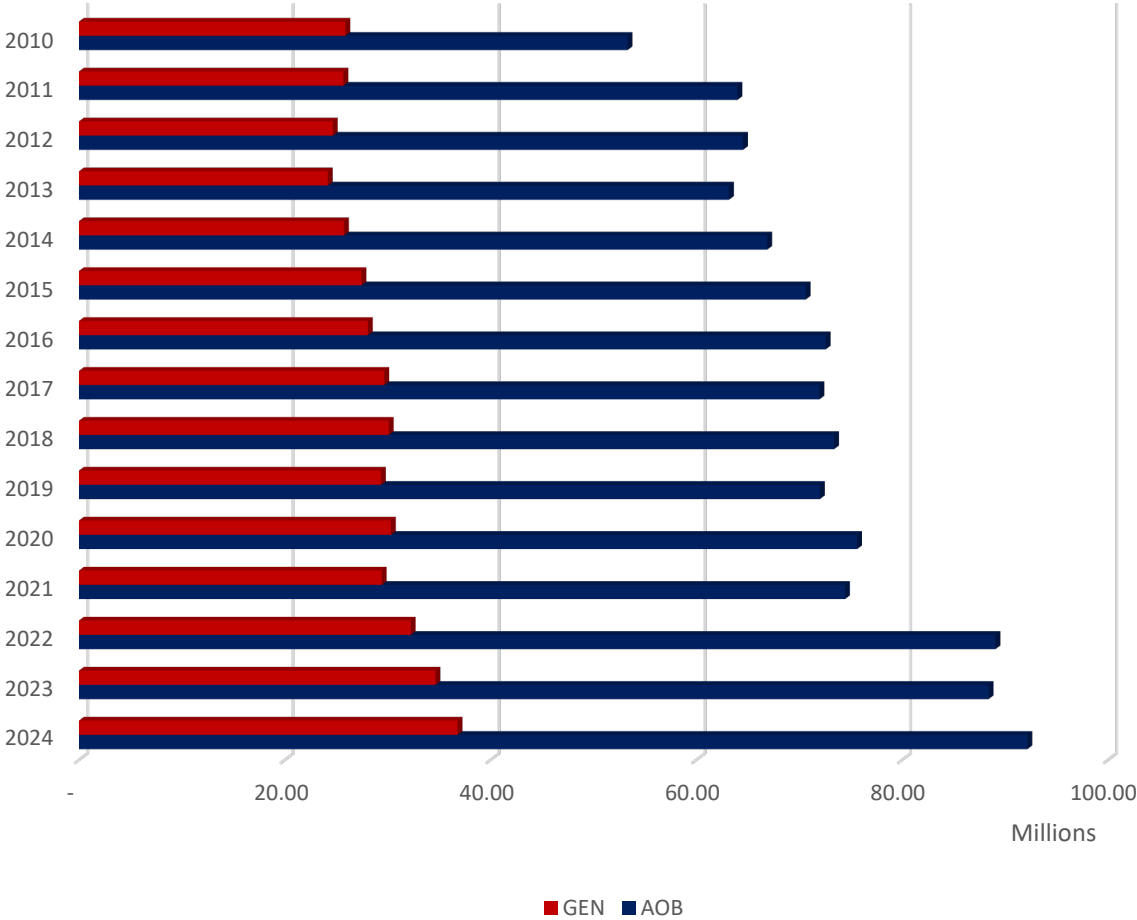
- ✓ 2023 Original Budget: **\$87,464,426**
- ✓ 2022 Original Budget: **\$81,671,919**
- ✓ 2021 Original Budget: **\$74,443,893**

- General Fund: **\$36,793,191**

- ✓ 2023 Original Budget: **\$34,645,662**
- ✓ 2022 Original Budget: **\$32,237,375**
- ✓ 2021 Original Budget : **\$29,424,115**

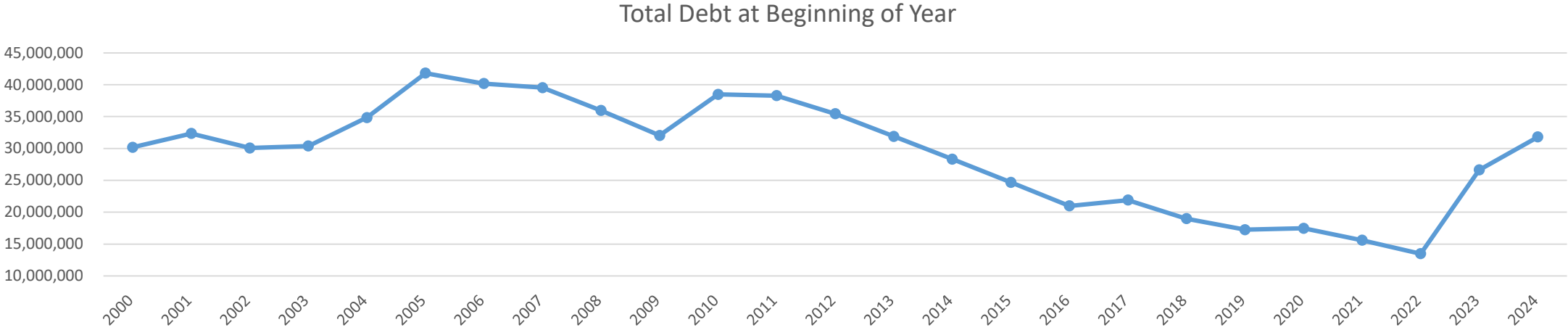
- Growth Rates

- ✓ 15-Year Growth Rate: **3.99% | 2.54%**
- ✓ 10-Year Growth Rate: **3.00% | 3.31%**
- ✓ 5-Year Growth Rate: **5.07% | 4.96%**



Budget Overview – Debt

- Total Debt Outstanding: **\$31.8 million**
 - ✓ Short-Term Debt: **\$5.3 million**
 - ✓ Long-Term Debt: **\$26.5 million**
- Bond Rating Aa1
- 2024 Activity
 - ✓ Principal payments: **\$2,291,468**
 - ✓ Interest payments: **\$543,603**
- Primary Debt Funding Sources
 - ✓ Street Improvement Fund (401) – **\$3.8 M | 11.82%**
 - ✓ Capital Improvement Fund (402) – **\$2.2 M | 7.02%**
 - ✓ Water Revenue Fund (601) – **\$13.1 M | 41.15%**
 - ✓ Sewer Revenue Fund (620) – **\$6.1 M | 19.22%**
 - ✓ Special Assessments (501) – **\$0.16 M | 0.49%**



Attachment: 2024 AOB Council-Manager (3722 : 2024 Operating Budget Review)



City Council / Mayor’s Office / Law Department

City Council & Mayor

- Funding Source
 - ✓ General Fund
- Expenditures
 - ✓ City Council - \$250,864
 - Personnel – Up 7.89%
 - Non-Personnel – No Change
 - ✓ Mayor - \$20,324
 - Personnel – No Change
 - Non-Personnel – No Change

\$271,188 – 7.44%



Law Department

- Funding Source
 - ✓ General Fund
- Expenditures
 - ✓ Personnel – No Change
 - ✓ Non-Personnel – Up 1.00%

\$589,690 – 1.00%





General Services

General Services

- Funding Sources
 - ✓ General Fund
- Expenditures
 - ✓ Personnel- Up 1.32%
 - ✓ Non-Personnel-Up 2.67%

\$5,852,507 – 2.73%





Administration

Administration

- Funding Source
 - ✓ General Fund

		2024 Dept Proposed	2023 Original	% Δ
100 (GENERAL FUND) - 120 (CITY MANAGER)	Personnel	655,235	619,059	5.84%
	Other	39,950	38,450	3.90%
100 (GENERAL FUND) - 145 (HUMAN RESOURCES)	Personnel	345,020	267,484	28.99%
	Other	155,950	154,800	0.74%
100 (GENERAL FUND) - 213 (INFORMATION TECHNOLOGY)	Personnel	632,055	589,753	7.17%
	Other	95,450	86,050	10.92%
CITY MANAGER'S OFFICE	Personnel	1,632,310	1,476,296	10.57%
	Other	291,350	279,300	4.31%
		1,923,660	1,755,596	9.57%



Finance

Finance

- Funding Sources

✓ General Fund

✓ Enterprise Fund(s)

		2024 Dept Proposed	2023 Original	% Δ
100 (GENERAL FUND) - 210 (FINANCE ADM & ACCOUNTING)	Personnel	731,245	715,827	2.15%
	Other	30,645	35,245	-13.05%
100 (GENERAL FUND) - 211 (INCOME TAX)	Personnel	778,335	639,071	21.79%
	Other	111,000	103,000	7.77%
601 (WATER REVENUE) - 212 (UTILITY COLLECTION)	Personnel	196,770	207,696	-5.26%
	Other	168,825	159,488	5.85%
620 (SEWER REVENUE) - 212 (UTILITY COLLECTION)	Personnel	160,990	169,933	-5.26%
	Other	2,105,575	2,052,313	2.59%
FINANCE	Personnel	1,867,340	1,732,527	7.78%
	Other	2,416,045	2,350,046	2.81%
		4,283,385	4,082,573	4.92%



Finance

- Funding Sources
 - ✓ Trust & Agency Funds

		2024 Dept Proposed	2023 Original	% Δ
707 (WEST CHESTER JEDD I) - 211 (INCOME TAX)	Other	2,230,000	2,040,601	9.28%
606 (WATER GUARANTEED TRUST) - 212 (UTILITY COLLECTION)	Other	65,000	65,000	0.00%
630 (SOLID WASTE MANAGEMENT) - 630 (SOLID WASTE MANAGEMENT)	Other	2,750,000	2,634,190	4.39%



Development Services

Development Services

- Funding Source
 - ✓ General Fund

		2024 Dept Proposed	2023 Original	% Δ
100 (GENERAL FUND) - 150 (PLANNING & ECONOMIC DEVL)	Personnel	602,650	573,202	5.13%
	Other	61,000	61,000	0%
100 (GENERAL FUND) - 155 (BUILDING AND ZONING INSPECTION)	Personnel	908,737	818,747	10.99%
	Other	104,190	99,230	4.99%
DEVELOPMENT SERVICES	Personnel	1,511,387	1,391,949	8.58%
	Other	165,190	160,230	3.09%
		1,676,577	1,552,179	8.01%

The logo for the Fairfield Fire Department. The word "FAIRFIELD" is written in a large, light blue, sans-serif font. A red four-pointed star is positioned above the letter "R". A red swoosh underline is beneath the "R" and "F". Below "FAIRFIELD", the words "FIRE DEPARTMENT" are written in a smaller, red, sans-serif font.

FAIRFIELD

FIRE DEPARTMENT

Fire

- Funding Source
 - ✓ Fire Levy Fund (Special Revenue)

		2024 Dept Proposed	2023 Original	% Δ
203 (FIRE LEVY) - 320 (FIRE/EMS OPERATIONS)	Personnel	10,778,881	10,150,434	6.19%
	Other	1,275,124	1,151,389	10.75%
		12,054,055	11,301,823	6.66%

The logo for the Fairfield Police Department. The word "FAIRFIELD" is written in a large, light blue, sans-serif font. A small, dark blue, four-pointed star is positioned above the letter "R". A light blue swoosh underline starts under the "R" and extends under the "F". Below "FAIRFIELD", the words "POLICE DEPARTMENT" are written in a smaller, dark blue, sans-serif font.

FAIRFIELD
POLICE DEPARTMENT

Police

- Funding Sources
 - ✓ General Fund

		2024 Dept Proposed	2023 Original	% Δ
100 (GENERAL FUND) - 310 (POLICE)	Personnel	14,460,520	13,897,565	4.05%
	Other	1,404,800	1,104,800	27.15%
100 (GENERAL FUND) - 316 (JUSTICE CENTER)	Personnel	-	-	0.00%
	Other	1,098,000	989,000	11.02%
POLICE	Personnel	14,460,520	13,897,565	4.05%
	Other	2,502,800	2,093,800	19.53%
		16,963,320	15,991,365	6.08%

Police

- Funding Sources
 - ✓ Special Revenue Funds

		2024 Dept Proposed	2023 Original	% Δ
211 (LAW ENFORCEMENT) - 310 (POLICE)	Other	31,000	30,000	3.33%
213 (LAW ENFORCEMENT & EDU) - 310 (POLICE)	Other	30,000	30,000	0.00%
215 (LOCAL LAW ENFORCE BLOCK) - 310 (POLICE)	Other	-	-	0.00%

