

THE BOARD OF COUNTY COMMISSIONERS HELD AN INFORMAL REGULAR SESSION ON MONDAY, MAY 20, 2013, WITH COMMISSIONERS EDWIN H. HUMPHREY, DAVID H. UIBLE AND ROBERT L. PROUD IN ATTENDANCE.

ALSO IN ATTENDANCE WERE STEPHEN H. RABOLT, COUNTY ADMINISTRATOR, AND DEBORAH BRITTON, CLERMONT COUNTY COMMISSIONERS' OFFICE. ADDITIONAL ATTENDEES AT THE INFORMAL REGULAR SESSION ARE LISTED ON THE ATTACHED ATTENDANCE SHEET.

LET THE RECORD SHOW THAT THE MAY 20, 2013 INFORMAL REGULAR SESSION WAS VIDEOTAPED AND IS AVAILABLE FOR PUBLIC INSPECTION MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 8:00 A.M. TO 4:30 P.M. LOCAL TIME. IN ADDITION, THE INFORMAL REGULAR SESSION IS AVAILABLE FOR PUBLIC VIEWING THROUGH THE COUNTY GOVERNMENT WEBSITE AT <http://www.clermontcountyohio.gov/videos-worksession.aspx>.

THE FOLLOWING ISSUES WERE PRESENTED FOR DISCUSSION:

1. Issue - 2013 County Capital Plan ...130531-001

Discussion - Mr. Rabolt, County Administrator provided an attachment for the County Capital Plan that detailed the specific projects and estimates for 2013 as well as a second attachment detailing the 2013 Capital Plan Review/Update.

Mr. Rabolt provided information as to the history of the County Capital Plan for 2013. Mr. Rabolt stated the County has 1.0 mil of property tax that would continue to fund the County Capital Fund, which allowed the County to start 2013 with 12.6M cash balance. Mr. Rabolt gave further discussion about the planned projects and the balance of the 10 year County Capital Plan and noted the remaining cash balance will stay above the preferred minimum of 1M, as self-imposed by the Board with the exception of 2015, with a low point of \$884K.

Mr. Rabolt reviewed the actual/committed expenditures as of 5/7/13, noting several large projects will continue or are planned to start this year such as the 800 MHz equipment upgrades, pager/microwave project, Administration Building and Common Pleas Courthouse generators, as well as the initial start of the new Records Center facility construction.

Mr. Rabolt stated that the new Records Center construction is estimated at 1.6M for this year but the actual expense may move into 2014. It was also noted that scheduling projects later does not impact the overall budget; however moving them forward can seriously impact the budget.

Mr. Grabowski, Facilities Management Director provided an update in regard to the emergency backup generators being installed at the Administration Building. Seco Electric has been slightly delayed and will probably start installation on or about May 25, 2013. The generator has been manufactured and is ready and being held on stand-by until requested for delivery.

Mr. Rabolt noted that standard expenses that are budgeted for the Capital Plan each year are items such as routine building maintenance items at about \$650K per year, however it was noted that due to some security upgrades and the elevator replacement at the Heritage Building the 2013 budget for line item is \$862K for 2013. It was also noted that the Information Systems Division (ISD) Capital Replacement Plan is budgeted for \$150K for server and desktop replacements, and the vehicle replacement plan is budgeted for about \$420K per year. The largest part of the vehicle replacements will be for the Sheriff's Office including updating and refreshing Automatic Vehicle Locators (AVL) and Mobile Data Computers (MDC) systems.

Mr. Rabolt provided discussion in regard to the second hand out, (attached) which details projects that have been presented above and beyond the planned projects for 2013. Please refer to the attachment for details on the additional projects and the costs associated.

Mr. Rabolt stated if all the additional projects are approved it would add an additional \$400k in expenses in 2013. The issue of the \$1M minimum cash account balance will need to be addressed as we consider each of the new projects. Mr. Rabolt stated we can push some of these projects out to later years, if necessary. Mr. Rabolt also noted that some of the estimates in the Capital Plan are hard numbers, such as the 800MHz upgrade, which has already been spent. Mr. Rabolt stated that the figures for projects such as the Engineers' complex and the Records Center Facility are simply ballpark estimates.

Commissioner Humphrey posed the question, if bonding a portion of the 800MHz upgrade in order to fund this project to allow the County to cash fund the new projects would be a viable option. Commissioner Humphrey noted that he feels the additional projects are important and seem necessary he would like to see funding can be redirected to fund these projects.

Mr. Rabolt stated there are a couple of projects in 2013 that may come in under budget, however, probably not \$400K under budget. Mr. Rabolt also noted there are a couple of projects that have been delayed such as the replacement of the Board of Elections (BOE) polling equipment until 2015 at the recommendation of the BOE.

Discussion was held in regard to the 1.0 mil property tax, Commissioner Humphrey inquired if the estimates were based on the lower property tax? Ms. Linda Fraley, Clermont County Auditor explained that we are currently in the process of reassessment and there may be some areas of the County that will go up in value and others that will go down but she does not feel that the overall total will go down significantly.

Mr. Rabolt recommended that the Board move forward with the Engineer's request for Owners Representative Contract for Design Engineering in 2013 which will allow us to better secure cost estimates for the construction of the Engineer's facility which is in the current plan is funded in 2014 and 2015.

Commissioner Uible agreed the Design Engineering contract should be completed to allow for better budgeting of future year costs for this project.

Mr. Jim Malloni representing the Clermont County Sheriff's office inquired about the ballistic vests they previously purchased from the Sheriff's operating budget. Mr. Malloni noted that the vests have been removed from the operating budget and were placed in the capital plan for this year. Mr. Malloni also noted that the vests are not listed in out years. Additionally, Mr. Malloni stated that the vests need to be replaced every 5 years. Mr. Rabolt stated that he believes that those are accounted for in the line listed as "ongoing" and will confirm that with the Office of Management and Budget.

The Records Center is budgeted for the new facility to start construction in 2013 in the amount of \$1.6M. The Records Center is currently running out of space. Within 18 months they will outgrow the space they currently occupy in the Kahle building with records that are permanent records. Mr. Rabolt noted we have been converting as many records as possible to electronic records; however, there will still be some items that are permanent records that are required to be kept as paper. These are records required to be kept as paper by the Ohio Revised Code (ORC).

Some discussion was held in regard to the critical nature of the replacement of the Records Center Facility in 2013. Commissioner Humphrey stated that the Records Center facility project may be something we may want to look at moving out to 2016 if possible as well as take a look at combining resources with other departments and elected offices to see if there are ways to save money on this project.

Some discussion was held in regard to bonding or funding a portion of the cost for the 800MHz project as a potential way to offset some of the cash fund balance issue. Mr. Rabolt stated that he will discuss that with the Office of Management and Budget.

Conclusion/Follow-Up Action Needed – The Board asked the Auditor to please provide the best guess tax estimates for 2014. In the next month or so, Ms. Fraley agreed she would get the information to the Board as soon as they are available.

Mr. Rabolt stated that the County will move forward with the Engineer's request for Owners Representative Contract for Design Engineering in 2013 and get the Board additional information on the added projects as well as moving or sliding the schedule forward on some projects.

Adjournment

Informal Regular Session was adjourned.

**BOARD OF COUNTY COMMISSIONERS
CLERMONT COUNTY, OHIO**

EDWIN H. HUMPHREY, PRESIDENT

DAVID H. UIBLE, VICE PRESIDENT

ROBERT L. PROUD, MEMBER

STEPHEN H. RABOLT, COUNTY ADMINISTRATOR

7/10/13
DATE APPROVED