

**TRUSTEE'S BUDGET WORKSHOP
MINUTES, WEEK OF NOVEMBER 29, 2022**

The Board of Trustees met on Tuesday, November 29, 2022, at the Butler Township Meeting Hall, 3780 Little York Road, Dayton Ohio, at 1:00 p.m. for a workshop meeting to review the 2023 budget.

Missy Pruszynski, President called the meeting to order at 1:17 p.m.

Overview

There was discussion regarding the various funds and revenue sources and how they looked for this fiscal year. There was also discussion regarding the impacts of inflation on capital purchases and fuel.

There was discussion about developing staffing plans for each department, which can be reviewed, when requests for additional staffing is presented.

It was noted that a 3% increase was factored in the budget for non-union employees for 2023. A resolution will be proposed for the last meeting in December.

The Budget Commission recommended that the township supports organizations through other means such as fundraisers, rather than donations.

The current levies were discussed. It was explained that Fire is the oldest levy and was passed in 2003, the Road Levy was passed in 2004, and the Police Levy was passed in 2016. The Administrator explained that the Budget Commission requested the following calculations, to provide a recommendation for future levy considerations by the board following approval of the 2023 budget. She noted that the auditor's office said they would provide the information as soon as possible.

- Determine what the replacement cost is for each levy.
- Determine the current effective rate of 1 mil.
- Determine the effect of loss to each levy from TIF districts.

Fire Department Budget

Capital Plan & Appropriations

Chief Alig explained that the training building and other maintenance to Station 89 and Station 87 were not completed in 2022, so they are included for 2023. He explained to the board that there should probably be some discussion as to what we do with the vacant stations. There was discussion about the training building and how it started as a storage shed and then became a training facility, and then there was discussion about expanding the uses of the facility. \$250k has been budgeted, but it was noted this is very underestimated.

Trustee Jackson asked if the new building would necessitate a levy discussion and Fiscal Officer Brush suggested that the building could be funded through General Fund reserves if that is the desire of the board.

It was noted that the Reporting Software line item was increased from \$6,000 to \$16,000 for necessary upgrades and the Fuel budget is increased by approximately 45%, due to increased fuel cost.

Salaries & Staffing Levels

It was explained that salaries are up due to the addition of 1 full-time employee included in the budget for 2023, as well as anticipated contract increases and cost of living increases. Chief Alig explained that the new position will help to achieve 6 full-time employees per shift, which is not always achieved, with the use of sick and vacation leave. There was additional discussion regarding staffing and recent hiring.

Fire Department Capital Reserve

There was discussion about the Capital Reserve Fund. It was discussed that the fund was put in place to act as a savings for future large capital items in the Fire Department. It was noted that it is a little cumbersome as the funds must be transferred back to the Fire Fund to appropriate funds. It was recommended by the Budget Commission, based on the Fire Departments 10-year Capital Plan, that \$250,000 should be the minimum set aside each year for reserve, based on the average annual capital expenditures of \$325,000.

Revenue

It was noted that revenue could be increased in the EMS billing line, to be more aligned with past years. It was recommended that it be increased to \$450k or \$475k, for total revenue of just over \$2.7 million.

Police Department Budget

Capital Purchase Plan

Chief Porter began by summarizing the 10-year capital purchase plan. He noted that 2 additional cruisers were incurred in 2022 and are anticipated for payment and delivery in 2023. It is anticipated that the ordering process will be similar for 2023, so 2 additional vehicles are budgeted. The plan also includes 3 mobile data terminal replacements, 3 new laptops for the sergeants to work remotely, and one computer replacement, as well as a CVSA replacement computer and training. Several cameras need replacement and the interview room camera system upgrade, planned for 2022, was moved to 2023.

The average capital expenditures over the next 10 years are \$200k per year. It was also noted that \$80k of that is generally appropriated from the TIF district for one new cruiser per year, as part of the Benchwood Station project to add additional officers.

Appropriations to Note

- It was noted that salaries are increased to include two additional positions to finish out the Benchwood Station staffing plan. Each position is approximately \$82k with salary and benefits.
- The two new positions will bring staffing to 24 full-time in 2023. Chief Porter explained that there are over 20 thousand people coming in and out of the business district each day, therefore they are policing a community much greater than 8,000 residents.
- Overtime significantly increased in 2022 and is projected for 2023, due to the security detail provided for Crocs and Walmart, which is for special detail at a premium rate, reimbursed to the township.
- It was noted that the Crime Lab costs are down in 2023 due to the City of Dayton pulling out and the Crime Lab relocating to a different facility.
- Fuel costs are projected at approximately 30% higher than last year.

Federal Law Enforcement Funds

It was noted that approximately \$300k was received in the Federal Fund in November, so the account balance is higher than presented. It was explained that it takes time to receive this revenue from federal seizures. The Police Chief explained what could be paid from the fund, including the ability to pay for one full time salary to backfill the task force detective. There was discussion that the fund can be used for special investigations as well. It was asked if the fund could be used to store vehicles from homicides and Chief Porter noted that he believed that would be an acceptable use.

It was noted that the OCJS grant is to cover Detective Leslie's salary. This is a temporary supplement of approximately \$87k. Once the grant is no longer available, that position can also be backfilled through the federal law enforcement fund.

It was also discussed that the former ADMHS Grant is now partly covered by the Sheriff's Office for our Crisis Intervention Team specialist. The position is shared between Vandalia and Butler Township.

Service Department Budget: Jeff Barnett

Erika Vogel explained that revenue was on target for 2022 and expenditures were under projections, due to changes in the paving program for 2023. It was discussed that over the 6 different funds in the Service Department, the Road Levy Fund #2141 is the only levy that effects the Service Department revenue, the other revenue comes from vehicle license taxes, base inside millage from property taxes, and cemetery service fees. The road levy is a 1.5 mill continuous operating levy which has been in effect since 2004.

Capital Purchase Plan

Jeff Barnett explained that the planned capital purchases for 2023 is a loader that replaces a 20-year-old piece of equipment, a mower that is 10 years old and some outdoor lighting improvements. The average capital per year is around \$200,000, which is due to big ticket equipment items. Jeff explained that the equipment tends to have a longer lifespan because the township takes such good care of it.

There was additional discussion regarding the latest EPA inspection and the request that the salt dome loading area be covered and out of the elements. This is something that needs to be investigated a little further and may need to be proposed in the near future, as well as parking lot improvements at the Service Department.

Paving Program

It was discussed that \$100k was added to the program for preventative maintenance, taking it up to \$450k per year. It was also discussed that if prices are too high in 2023, more preventative maintenance could be done instead of overlay, but the plan was to bid out the overlay program separate from the County for 2023.

Appropriations to Note

- Currently, the department is at 7 full-time employees, which includes the Service Director. The budget is anticipating the hiring of an additional full-time employee for a total of 8, which was budgeted in 2022 as well and not filled, due to turnover.
- One Group Leader position paid out of the cemetery fund. The budget is also planning for 2 seasonal employees for the summer. Jeff explained that he would like to see the department grow if funding is available.
- It was explained that the right-of-way mowing would continue to be done by the Service Department instead of an outside contractor.
- Training is increased for 2023 to provide necessary training for employees.
- Medical projections are down due to changes in coverage for employees.
- Cemetery service fees are proposed to be increased in 2023 by approximately 25%, since the last increase has been over 10 years ago.
- It was also noted that fuel costs are projected higher for 2023, due to rising rates.
- It was discussed that a part-time administrative person, possibly shared with Fire, could be of help for the department's future.

Jeff explained that he would like to see the department grow if funding is available. He explained that the crew is too small to get the workload done, that he believes needs to be completed. He also discussed that there are many projects that he has had to put off, since he came here, to manage day to day issues that arise.

Trustee Pruszynski noted that she would like the service department to grow more as well and improve their current facility.

It was noted that the board is happy with the work being performed by the Service Department. Fiscal Officer Brush noted that the beauty of township's is that residents have the ability to increase levy of service, if that is what they want, by voting for levies. It was noted that the Budget Commission will put together some recommendations for the trustees to consider for funding.

General Fund & Special Revenue Funds

The administrator began stating revenue and expenditures are on target for 2022. Hotel/Motel tax revenue is up, and JED/Z revenue is starting to come back up as well. Revenue is estimated conservatively at \$2.1 million for 2023.

Appropriations to Note

- Salaries and Medical premiums are up due to the new planner position and contract increases for 2023.
- IT services were high for 2022 due to a series of technology and security upgrades. 2023 is projected at \$30k, for the new consultant's contract and new software.
- A Comprehensive Plan update is planned for 2023 and estimated at \$90k.
- Additional technology and security upgrades and hardware are budgeted for 2023, including security cameras.
- A transfer of \$650k to Police and \$70k to Service is planned for 2023.

Special Revenue Funds

The remaining funds were reviewed including the Lighting Fund, TIF Funds and the Enterprise Fund (Trash). Erika noted the annual \$0.25 increase in trash service is projected for waste collection in 2023. The Harson TIF Budget includes design for Benchwood Station, as well as one of the planned cruiser purchases for the Benchwood Station staffing project.

There were no further questions from the board. The Administrator noted that the proposed budget, with minor modifications discussed, would be on the next agenda for approval on December 6. The Budget Commission will then follow up with recommendations for future funding levies and budget policy revisions.

Missy Pruszynski made a motion to adjourn the workshop meeting at 4:06 p.m.

MISSY PRUSZYNSKI
PRESIDENT

GREGORY A. BRUSH
FISCAL OFFICER