



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

449 South Meridian Street  
Ravenna, OH 44266  
<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, June 19, 2018

9:33 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Absent
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Matt Merchant.

## HUMAN RESOURCES

Present: Janet Kovick

9:33 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Human Resources Director Janet Kovick. Roll call vote: Mike Kerrigan, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent;

9:59 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent;

After exiting executive session, the Board took no action.

## DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Department of Budget & Financial Management Director Todd Bragg

Director Bragg met with the Board to discuss the 2019 General Fund Tax Budget.

<u>Purpose</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Est.</u>	<u>2019 Estimated</u>
<b>0001 General Fund:</b>				
Balance, January 1st	7,661,248	7,396,803	8,832,004	5,051,782
Stabilization Reserve	750,000	750,000	750,000	750,000
<b>Receipts:</b>				
Property Taxes	4,908,419	5,059,800	5,936,972	5,815,338
Classified and Permissive Taxes	25,218,945	25,901,532	24,678,366	25,135,010
Local government Funds	3,081,265	3,554,766	3,315,000	3,350,000
Statutory Fees, Licenses, Fines, Etc.	3,149,483	2,981,480	2,900,039	2,841,650
State and Federal Aid	650,185	585,181	575,000	525,000
Refunds and Reimbursements	850,707	312,054	49,089	31,000
Donations	0	0	0	0
Notes	0	0	0	0
Other Receipts	3,673,072	4,470,228	4,646,457	4,223,416
<b>Total Receipts and Unreserved Balance</b>	<b>49,193,324</b>	<b>50,261,844</b>	<b>50,932,927</b>	<b>46,973,196</b>
<b>Expenditures:</b>				
<b>001 Commissioners</b>				
Personal Services	492,923	469,692	449,082	462,296
Other Expenses	206,326	242,166	225,188	156,250
<b>010 Comm Other</b>				
Personal Services	0	0	721	
Other Expenses	3,500,438	3,618,255	7,066,947	6,779,149
<b>012 Central Purchasing</b>				
Other Expenses	761,723	326,888	333,407	165,000
<b>014 Motor Pool</b>				
Personal Services	283,799	300,789	296,334	303,316
Other Expenses	423,981	414,591	346,375	332,008
<b>016 Bldg Maint</b>				
Personal Services	593,182	599,507	605,180	649,381
Other Expenses	1,608,992	1,622,008	1,648,620	1,712,675
<b>017 Microfilm</b>				
Personal Services	100,713	119,034	103,870	117,100
Other Expenses	16,424	30,340	5,905	7,780
<b>018 Human Resources</b>				
Personal Services	116,705	127,251	129,059	131,641
Other Expenses	30,881	21,203	22,286	22,583
<b>020 Bldg Inspection</b>				
Personal Services	424,238	485,928	519,881	697,124
Other Expenses	34,226	62,705	33,762	57,250
<b>100 Auditor</b>				
Personal Services	684,265	683,074	702,421	743,596
Other Expenses	54,035	51,413	89,729	129,729
<b>200 Treasurer</b>				
Personal Services	336,971	354,512	366,345	373,548
Other Expenses	98,701	99,382	102,194	104,323
<b>300 Prosecutor</b>				
Personal Services	2,471,608	2,596,377	2,580,667	2,647,295
Other Expenses	171,204	192,684	212,915	212,262

<u>Purpose</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Est.</u>	<u>2019 Estimated</u>
<b>400 Recorder</b>				
Personal Services	262,018	267,096	278,517	284,262
Other Expenses	3,230	11,463	11,103	12,989
<b>500 Clerk of Courts</b>				
Personal Services	2,127,229	2,176,045	2,251,355	2,321,622
Other Expenses	290,035	282,628	299,231	318,605
<b>510 Court of Appeals</b>				
Other Expenses	103,725	60,469	117,907	120,000
<b>520 Muni Court</b>				
Personal Services	1,091,600	1,109,958	1,146,613	1,168,701
Other Expenses	141,528	124,323	126,550	147,000
<b>530 Common Pleas Court</b>				
Personal Services	940,830	945,596	955,353	989,674
Other Expenses	124,725	71,855	80,005	120,210
<b>540 Domestic Court</b>				
Personal Services	3,515	3,515	3,515	3,515
Other Expenses	669	361	366	370
<b>550 Domestic Court</b>				
Personal Services	650,643	615,970	674,335	695,257
Other Expenses	100,075	46,411	56,289	75,334
<b>560 Probate Court</b>				
Personal Services	772,375	842,374	845,385	848,562
Other Expenses	86,701	50,763	54,039	61,760
<b>570 Juvenile Court</b>				
Personal Services	871,370	936,171	933,321	1,058,200
Other Expenses	1,800,778	1,753,198	1,999,583	2,158,419
<b>580 Juvenile Probation</b>				
Personal Services	301,407	311,061	316,069	347,544
Other Expenses	14,287	13,586	15,870	29,750
<b>590 Adult Probation</b>				
Personal Services	1,002,801	993,833	1,084,501	1,081,453
Other Expenses	76,354	90,881	88,464	105,587
<b>600 Coroner</b>				
Personal Services	254,839	280,434	282,016	292,513
Other Expenses	120,891	105,919	132,219	149,980
<b>700 Sheriff</b>				
Personal Services	10,473,658	10,978,688	11,613,041	12,200,921
Other Expenses	2,520,332	2,808,880	2,555,266	3,020,087
<b>800 County Engineer</b>				
Personal Services	174,482	180,031	182,259	186,674
Other Expenses	4,689	5,838	6,000	752,065
<b>902 Board of Elections</b>				
Personal Services	1,002,338	881,677	981,223	1,010,898
Other Expenses	1,730,377	631,171	456,330	3,622,000
<b>903 Veterans Service Commission</b>				
Personal Services	358,007	349,117	375,644	412,158
Other Expenses	282,581	208,471	218,898	322,400

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<u>Purpose</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Est.</u>	<u>2019 Estimated</u>
<b>913 Budget Commission</b>				
Personal Services	55,827	56,961	59,457	63,649
Other Expenses	4,011	3,835	4,400	5,132
<b>915 Data Processing</b>				
Personal Services	488,593	523,139	525,804	676,582
Other Expenses	282,850	332,206	249,668	269,065
<b>920 Public Defender</b>				
Personal Services	758,265	853,074	947,762	998,915
Other Expenses	103,957	101,592	111,889	119,050
<b>930 EMA</b>				
Personal Services	0	0		
Other Expenses	3,597	3,450	10	15,000
<b>Total Expenditures</b>	<b>41,796,520</b>	<b>41,429,840</b>	<b>45,881,144</b>	<b>51,870,209</b>
Cash Balance, Dec 31st	8,146,803	9,582,004	5,801,782	-4,147,013
Less Encumbrances	0	0	0	0
Less Stabilizaton	750,000	750,000	750,000	750,000
Unencumbers Balance, Decber 31st	7,396,803	8,832,004	5,051,782	-4,897,013
<b>All General fund Agencies</b>				
Revenues	41,532,076	42,865,040	42,100,923	41,921,414
<b>Expenditures</b>	<b>41,796,520</b>	<b>41,429,840</b>	<b>45,881,144</b>	<b>51,870,209</b>
Personal Services	27,094,201	28,040,906	29,209,730	30,766,397
Other Expenses	14,702,319	13,388,934	16,671,415	21,103,812

<u>Purpose</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Est.</u>	<u>2019 Estimated</u>
<u>0002 General Fund 5739.026:</u>				
Balance, January 1st	0	3,113,494	7,551,754	3,352,854
<u>Receipts</u>				
Property Taxes	0	0	0	0
Classified and Permissive Taxes	3,887,021	5,325,153	5,000,000	5,000,000
Local government Funds	0	0	0	0
Statutory Fees, Licenses, Fines, Etc.	0	0	0	0
State and Federal Aid	0	0	0	0
Refunds and Reimbursements	0	0	0	0
Donations	0	0	0	0
Notes	0	0	0	0
Other Receipts	0	0	3,000,000	2,000,000
Total Receipts and Unreserved Balance	3,887,021	8,438,647	15,551,754	10,352,854
<u>Expenditures:</u>				
010 Commissioners Other				
Other Expenses	38,833	53,252	50,000	50,000
012 Central Purchasing Services				
Other Expenses	0	0	11,306,733	9,425,381
590 Adult Probation				
Personal Services	91,964	154,087	157,760	186,533
Other Expenses	9,980	11,750	11,750	5,000
700 County Sheriff				
Personal Services	624,307	665,329	664,157	677,440
Other Expenses	8,443	2,475	8,500	8,500
Total Expenditures:	773,527	886,893	12,198,900	10,352,854
Balance, December 31st	3,113,494	7,551,754	3,352,854	0
Less Encumbrances	0	0	0	0
Unencumbered Balance, December 31st	3,113,494	7,551,754	3,352,854	0

<u>Purpose</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Est.</u>	<u>2019 Estimated</u>
<b>0003 Medicaid Transition</b>				
Balance, January 1st	0	0	584,180	1,584,634
<b>Receipts</b>				
Property Taxes	0	0	0	0
Classified and Permissive Taxes	0	0	0	0
Local government Funds	0	0	0	0
Statutory Fees, Licenses, Fines, Etc.	0	0	0	0
State and Federal Aid	0	584,180	1,000,454	0
Refunds and Reimbursements	0	0	0	0
Donations	0	0	0	0
Notes	0	0	0	0
Other Receipts	0	0	0	0
<b>Total Receipts and Unreserved Balance</b>	<b>0</b>	<b>584,180</b>	<b>1,584,634</b>	<b>1,584,634</b>
<b>Expenditures:</b>				
<b>010 Commissioners Other</b>				
Other Expenses	0	0	0	1,584,634
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,584,634</b>
Balance, December 31st	0	584,180	1,584,634	0
Less Encumbrances	0	0	0	0
Unencumbered Balance, December 31st	0	584,180	1,584,634	0

Row Labels	Sum of 2019 Request
010 Comm Other	
400000	285,000 Auditor Fees, F&C Housing, Maximus, Oarnet, Fair, PC Dev Board
400180	186,000 RPC Dues, other Dues
412000	2,000 Advertising
420000	125,000 DBFM
420083	250 Cattle
420300	10,000 Transcripts
420400	1,500 Reg of vital Statistics
422310	600,000 Ing Defense
423400	200 TB X-rays
424500	1,000 Indigent Burial
428000	220,000 Sales Tax fee
428400	100,000 Auditor Treasurer fees
428500	25,000 DRETAC
461000	500,000 Corsa
463000	1,000
492100	465,000 Local Shares (grant matches
492200	818,600 Mandated Share
492300	148,500 Ohio State, RPC Extra
700000	957,099 Contingency, HB adjustments, Retirements
900000	25,000 Claims
910000	2,200,000 Advance for Jail Construction
920000	100,000 General Advances
946720	8,000 Property Taxes
	<u>6,779,149</u>

The tax budgets will be placed on display Friday, June 22, 2018, advertised Thursday, June 21, 2018 and the public hearings will be July 12, 2018. The Board can still modify the budget up until July 12, 2018. Once the public hearings have been completed and the tax budgets approved, they will be presented to the Budget Commission, who will hold its own hearing and there are approximately 26-28 entities that have requested hearings to fight for the local government share.

Commissioner Kerrigan asked if Director Bragg was planning on using the negative balance at the end of the year to justify the \$3.35 million presented in the local government fund in receipts or if he was planning to advocate for additional funds on top of the \$3.35 million and Director Bragg responded he would like to stay even, but the goal would be to get back to an alternative formula. The Budget Commission has the sole discretion this year because the County did not turn in an alternative formula and the Budget Commission must make a decision around the 15<sup>th</sup> of August.

Commissioner Kline asked about the Commissioners' Other Expenses that show a decrease and Director Bragg will provide an update as to what caused the decrease.

Director Bragg asked what the Board would like prepared for the meeting Tuesday with Director Dillon. The meeting is a follow up to Commissioner Kerrigan's meeting with Office of Homeland Security and Emergency Management Director Shackelford and Motor Pool Director Dillon, to talk about priorities for the Motor Pool.

The Board went on to discuss the needs of the Motor Pool and agreed it will need to have a conversation with outside fleet management to see what that entails, what is provided, and the cost of the service based on the fleet in the County. What the County is doing now is not sustainable. The Board also talked about reducing fleet once a vehicle reaches the end of its useful life.

On Thursday, Water Resources Director Roberts will be discussing County owned property in Streetsboro that is landlocked, but abuts City property in the area they would like to build their new facility. There are also several other County owned properties on Page, Tower and Pike, originally planned for a water tower, the Mayor would like to acquire, as well. Director Bragg pointed out the Solid Waste Management District is still struggling with the City of Streetsboro to get a recycling contract in place after one year in operation.

Next Tuesday, the Board will be talking about the 6<sup>th</sup> floor renovation and the need for paint, carpeting and new lighting. Cubicles could be placed in the common area to accommodate the Information Technology Department, and the floor could house Regional Planning Commission and Tax Map, as well.

## **INTERNAL SERVICES**

Present: JoAnn Townend

Director Townend presented pricing from the Record Courier for \$326.55 to run an advertisement on the Boards and Commissions. The Board agreed the information presented should be posted




on the website and a listing of the Boards should go in the newspaper referring interested citizens to the website for the application and additional information. The Board would like Director Townend to investigate pricing for placement in the main section of the newspaper and if the Record Courier still does free design work.

**Motion To:** Adjourn the Official Meeting of Tuesday June 19, 2018 at 11:00 AM

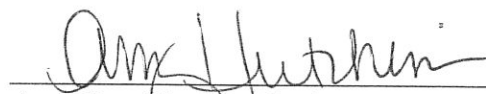
<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Mike Kerrigan
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Mike Kerrigan, Vicki A. Kline
<b>ABSENT:</b>	Sabrina Christian-Bennett

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.

  
Vicki A. Kline, President

-----ABSENT-----  
Sabrina Christian-Bennett, Vice President

  
Mike Kerrigan, Board Member

  
Amy Hutchinson, Clerk