

The Center for Local Government Board of Directors Meeting  
September 4, 2019

1:30pm – 3pm

CLG Conference Room  
(4015 Executive Park Dr. Suite 226)

In attendance: Jim Lukas, Kristen Bitonte, Mike Rahall, Jack Cameron, Vicky Earhart (Board); TJ White, Jeremy Worley (Staff)

Absent: None

- The meeting was called to order at 1:33pm
- Approve July 9, 2019 board meeting minutes
  - T. White corrected a spelling error
  - V. Earhart motioned to approve. K. Bitonte seconded. The motion passed unanimously
- New Center Members
  - T. White updated the Board that the Cities of Trenton and Wyoming will both be joining CLG on January 1<sup>st</sup>. In addition to Hamilton Township, which had previously announced its membership intentions, this will bring CLG's member total to 57 in 2020, which is the highest ever (assuming 100% renewal). T. White distributed updated 3-year financial projection reports reflecting Wyoming and Trenton's membership.
  - T. White stated that he is still working on Cincinnati. J. Cameron asked what kind of contact CLG has had with Cincinnati. T. White stated that he and Sheryl Long spoke in June and July, but that he decided to hold off on further communication until September, as not to be overly pushy. J. Cameron recommended leveraging the residential electricity program that CLG is facilitating for Cincinnati.
  - M. Rahall stated that Whitewater Township may also be interested in CLG membership (CLGBP specifically).
- CLG 3-Year Spending Trends and Projections Report
  - T. White distributed updated spending trends and projections reports. Based on projected spending and revenue figures (revenue including Wyoming and Trenton), CLG expects to dip into its cash reserve in the amount of \$6,300 in 2020, \$9,500 in 2021, and \$9,770 in 2022. CLG's cash reserve is projected to sit at roughly \$186,000 at the end of 2019.
  - T. White stated that if the trends since 2013 are studied, the primary cost driver has been personnel. Operating Expenses and Contract Services costs have remained relatively stable, with CLG's operating expenses to only be about \$2,000 above 2013 levels, and contract services to be roughly \$1,500 above 2013 levels. Personnel costs however have increased steadily over time, due to employee raises and health insurance. That said, T. White noted that health insurance costs have actually reduced since 2017 due to a change in providers and a change in coverage needs. Projecting into the future however, all personnel costs are expected to continue to rise. J. Cameron stated that the health insurance costs may raise more over the next 3 years, reflecting changes that may be needed in employee coverage and the general rise of healthcare costs.
  - T. White stated that there is an extra \$5,000 expense and revenue in 2020 to reflect CLG's proposed website redesign.
  - J. Lukas stated that Sharonville will have office space available starting in July of 2020, and asked the Board what they feel the member perceptions would be if CLG were housed in a local government's space. V. Earhart stated that prior Boards had asked that question and worried

that it would create a perception that CLG wasn't treating all members equally. J. Cameron did not think the members would particularly care. J. Cameron also stated that he liked how in Anderson Township, they provided space to other entities like the Anderson Area Chamber of Commerce. J. Lukas stated that other organizations may also be in the space, such as the Sharonville Chamber. T. White stated that without seeing the space, it would be difficult to determine whether it would fit CLG's needs. K. Bitonte stated that it is worth investigating, and all agreed.

- J. Lukas asked about the JUFS fund. T. White stated that the fund is in the report in the "Investments and Restricted Funds Overview" section. T. White stated that there are currently 8 agencies participating with two machines, and that each agency gets the machine three months out of the year. It was the desire of the police agencies to continue to use the current machines for the time being, and since sufficient replacement money has been raised in the JUFS fund, the cost per officer for the program dropped from \$45 to \$10 for 2019.
- J. Cameron stated that CLG creates a projection sheet, a sheet tracking historical trends, and monthly CLG Budget updates. For the sake of accuracy, any system where you can reduce the number of inputs is better. (E.g. if staff is inputting a budget line item in the Budget Update, it will update that line item in the other documents). T. White concurred.
- Traffic Calming Lending Bank
  - T. White stated that CLG has launched the Traffic Calming Lending Bank. Although there is no specific Board action to take, it was designated as a discussion topic since it is a new service offering. Under this program, governments will share equipment and ideas related to design based traffic calming techniques. Specifically- this equipment will be shared for pilot projects, which could lead to more permanent design changes.
  - CLG worked with its own legal staff and the legal staffs of interested governments to develop a Memorandum of Understanding (MOU) governing how equipment should be shared. So far, Colerain Township has signed it, and Fairfax will be signing it after their September Council meeting.
  - J. Worley developed a detailed equipment survey in order to create the equipment library. J. Lukas asked if Sharonville had filled out their survey yet. J. Worley said that he would check. J. Worley also developed an online form for governments to fill out after they have completed a traffic calming project. This would be a simple form (e.g. describe the road conditions, traffic counts, did cars slow down? Etc.). CLG staff would then generate that data into a report that would be shared in the "Traffic Calming Lending Library" of the CLG website.
  - J. Cameron asked how many times per year might this program be used. T. White anticipated 1-2 times per year.
  - T. White then stated that CLG has a number of "niche" programs such as the Lending Bank, the Internship program, etc., and that CLG needs to develop a strategy to better market these and raise member awareness.
- E-mail
  - Tying into the discussion of member awareness, T. White stated that he worries that he is inundating members with e-mails, especially times where CLG, CAMA, MVCC and MVRMA all have programs that they are advertising. One suggestion was to triage the announcements- maybe some more minor trainings being conducted by outside organizations can simply be placed on the website or discussed during the monthly update e-mail. T. White stated that he has been doing this somewhat, and also has distributed training invitations to J. Worley or Program and Data Coordinator Lori Stuckey for distribution on occasion.
- Census Training and ELGL Training

- T. White briefly touched on the CLG US Census Training being conducted on September 24<sup>th</sup>. So far, 23 people have signed up, and T. White anticipates roughly 40 overall. This training session is sponsored by Duke Energy, making it free for CLG members.
- T. White and J. Lukas stated that CLG continues to market the Engaging Local Government Leaders (ELGL) Roadshow session coming up on September 27<sup>th</sup>. Tom Carroll from Silverton is the presenter. This has gone out to CAMA, CLG, and the local academic programs.
- Outreach Visits
  - J. Lukas asked if CLG charges for items like putting together a consulting proposal for the Little Miami Joint Fire and Rescue District (an outcome of the Golf Manor outreach visit). T. White stated that he does not charge, and sees this as a member service.
- The meeting adjourned at 2:30pm.