



# The Center for Local GOVERNMENT

## 2020 - 2021 Annual Report



Thank you for reading the Center for Local Government 2020 Annual Report, with an update on the first half of 2021 as well! Our Annual Report is usually released at our Annual Meeting, but since this year's Annual Meeting is in September, we wanted to release it to you now. We hope you enjoy!

Despite the Covid pandemic, 2020 was a big year for us and that momentum has carried over into this year. Some highlights include:

- Program expansions, including our health insurance pool and our electricity consortium.
- Providing resources to local governments as we all adjusted to the Covid-19 pandemic.
- Our 2021 CLG Leadership Academy class includes our 150th participant. Almost 50 communities have had someone go through the Leadership Academy.
- We upgraded our technology, with a brand new website and an easier way to access pay data thanks to a capstone project at the University of Dayton.
- Our shared services continued to evolve- including a new Solid Waste Consortium contract and an RFP for new equipment for our Justified Use of Force Training consortium.

THANK YOU again for partnering with us to make all of this possible. Continue reading for additional highlights and developments!



## SHARED SERVICES HIGHLIGHTS

### **Center for Local Government Benefits Pool Adjusts to the Covid-19 Pandemic While Expanding Membership and Maintaining Financial Stability**

The Center for Local Government Benefits Pool (CLGBP) is our self insured pool for health insurance. 19 governments participate, and over 600 employees and over 1,000 total lives are covered under health plans governed by CLGBP. CLGBP exists within a larger pool called the Jefferson Health Plan. This larger entity provides more stability for the pool, provides opportunities for ancillary services (e.g. wellness, EAP, etc.), and provides stop-loss coverage. Since 2012, our broker has been Horan.

The pool is governed by a Board made up of a representative from each of the participating governments. The 2020 CLGBP Executive Board includes: Bill Kocher (President, City Manager of Mt. Healthy), Scot Lahrmer (Vice President, Village Manager of Amberley Village), and Brian Uhl (Secretary / Treasurer, Assistant City Administrator of Springdale).

Despite the challenges of Covid-19, the Benefits Pool has flourished in 2020 and 2021. Our finances have remained stable, with a cost increase of 9.9% for the 2020/2021 plan year, but a 0% increase for the 2021/2022 plan year which starts August 1st. The average increase for the pool over the last 8 years has been 3.9%.

The pool has also continued to grow, welcoming Whitewater Township and the Village of Golf Manor into the membership. This brings the pool up to 19 governments, which is our highest number ever.

We would like to thank the CLGBP Board, the CLGBP Executive Board and Horan for their continued work to keep CLGBP strong and viable.

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### **Southwest Ohio Regional Refuse Consortium (SWORRE) Renews**

SWORRE is a program where multiple governments bid their solid waste and recycling services as a group, while having separately executed contracts for each participant. This type of arrangement provides governments with more flexibility on items like customer service, and potentially leads to cost controls. SWORRE Group I consists of Loveland, Springdale, Mt. Healthy, Greenhills and Fairfax. This is the current iteration of the original SWORRE group from 2010. In 2020, they signed their third solid waste and recycling contract.

The 2020 SWORRE bid provided governments with multiple options, including weekly or “every other week” recycling collection with a rolling cart, hauler provided carts for trash, and different recycling container sizes. The average cost was \$14.10 / residential unit / month for weekly trash and every-other-week recycling, and \$14.60 / residential unit / month for weekly trash and weekly recycling. CLG’s research indicates that the average cost of solid waste and recycling collection in our region is \$14.60 / residential unit / month, up from \$13.71 the last time we studied the issue. Our \$14.10 and \$14.60 prices are competitive with the benchmark, and will provide up to 5 years of cost stability while the benchmark will likely continue to rise.

If your community is interested in learning more about SWORRE, please contact T.J. White.

**SWORRE started with 4 governments in 2010, and has expanded to 13 over the last decade**



## CLG SHARED SERVICES HIGHLIGHTS (CONTINUED)

### CLG Facility Electricity Consortium Continues to Save Money

Since 2010, the CLG Facility Electricity Consortium has saved governments a combined total of over \$690,000. This is a joint bid between 11 governments to share in the cost of their electricity for facilities, park shelters, street lights, and any other account that the government owns. This is NOT a residential aggregation. Our broker is AGE Energy. Our 2020 bid is our 5th bid under the program. We have received consistent price reductions in each bid, and 3 additional governments are bidding parallel to the 2020 bid and joining during our next cycle.

Participants had two bidding options: One was a combined rate reflecting both facilities and streetlights. The second was a separate facility rate and street lighting rate. Governments chose the rate that best reflected their needs. Our “combined” rate was \$0.0416/kwh (down from a combined rate of \$.0466 in the previous contract). Our “facility only” rate was \$0.0467/kwh. Our “lighting only” rate was \$0.0328/kwh. Our “facility only” and “lighting only” rates saw similar reductions to what we saw in our “combined” rate. This bid also provided optional renewable energy. Silverton chose this option and saw a significant price reduction over previous rates as well. In fact, due to some other energy policies that had enacted, they received an even larger drop in rates.

## 2020 / EARLY 2021 TRAINING HIGHLIGHTS

During 2020 and into 2021, CLG has continued to look for training opportunities around relevant subject matter for our governments. In January 2020, our major efforts included our 2nd “Newly Elected Officials” training, in collaboration with the Hamilton County Planning Partnership. This was a half day session at the Sharonville Convention Center, covering ethics, public records, open meetings, finance, budgeting, planning, economic development, and council / staff relations. As we moved into the winter, we also focused on training around the 2020 Census.

Once Covid-19 hit, our training schedule was disrupted. However, we were able to provide HR Luncheon / Administrative Professionals Luncheon trainings on best practices for working from home, and transitioning back into the office. We also conducted two Chief Administrative Officer Roundtables.

Now that we are halfway through 2021, CLG’s trainings have returned to full strength. So far this year, we have conducted a follow-up elected officials training, a session on social media and first amendment law, our Spring HR Luncheon, and a session on bike infrastructure. This bike infrastructure session is the first of a number of sessions we will be conducting as the year goes on in partnership with Green Umbrella.

Finally, we were happy to partner with the Village of Silverton, Hamilton County, the Port, and other entities on the Connecting the Dots Summit, which addressed strategies for addressing poverty in inner ring suburbs.





## SPOTLIGHT: THE CLG LEADERSHIP ACADEMY

With staff turnover in local governments, there is a constant need to find future leaders. The CLG Leadership Academy was designed to address this issue. The purpose of the Leadership Academy is two-fold: 1. Provide an educational opportunity to current and future organizational leaders; and 2. Provide a chance to build relationships between employees of neighboring governments who may not otherwise have a chance to interact.

The Leadership Academy is designed for any employee of a CLG or Miami Valley Risk Management Association (MVRMA) member community who wants to improve their leadership or management skills. This could include lower or middle managers, or non-managers who wish to enhance their skill set to move into a leadership position. The Academy is also open to people who currently hold senior management positions.

**What are the benefits of participating?** Participants learn leadership and management techniques from a mix of practicing local government professionals, instructors from local universities, and other subject matter experts.

Participants will have a choice of one of two one-day courses taught by Xavier University, alongside other local government and business professionals.

Participants will have an opportunity to meet and build relationships with people on a similar career track from neighboring jurisdictions. CLG Leadership Academy graduates can be found sharing information or working together on projects together on behalf of their communities.

### Leadership Academy By the Numbers (Including our 2021 class):

- ◆ **154 participants since 2014**
- ◆ **47 governments have sent someone to the Academy**
- ◆ **4 Chief Administrative Officers are Leadership Academy graduates**
- ◆ **7: The number of graduating classes. The 8th class is currently under way**
- ◆ **\$2,000: The amount of money we received from the Duke Energy Foundation to help fund the 2021 Leadership Academy**

**What classes are part of the Leadership Academy?** Local Government 101, Xavier University Leadership Center class, Effective Communication Styles, Human Resources, Finance / Budgeting, and Economic Development.



**The Leadership Academy won the 2019 Ohio City / County Management Association Intergovernmental Cooperation Award**



## INFORMATION SHARING HIGHLIGHTS

### **CLG Launches New Pay Data Search Tool**

In 2018 the CLG member log-in was redesigned. In 2019 we made major updates to our Annual Survey. In the Fall of 2020 and the Spring of 2021, CLG Director of Operations Lori Stuckey and Assistant Director Cody Smith worked with a group of University of Dayton students to create a new option for viewing pay data. This new tool, a Google Sheet, can be found in the member login section of the website directly beneath the link to the current Knack database. This is being provided as an optional alternative to the Knack database, which will still be available on CLG's website.

To get pay data comparisons using the new Google Sheet, members only need to undertake two steps. First, a member will need to enter the job title that they are looking for in the Search by Jurisdiction Job Title Tab. Second, they will navigate to the Comparable Positions tab and they will be presented with all comparable positions that CLG has data available for and will include the jurisdiction's name, their title for that position, full-time or part-time status, pay ranges and the dates that those ranges took effect.

Alongside the tabs mentioned above and the Landing page, members will see two additional tabs: Pay Data and CLG Job Titles. The Pay Data tab is simply the raw data that the sheet is pulling from, however; the CLG Job Titles tab includes all of the job titles that CLG staff use to classify pay data and may be a useful reference when members are looking for pay data.

We encourage everyone to try out this new tool and to get in contact with Assistant Director Cody Smith at (513) 741-7999 or CSmith@C4LG.org with any questions that you may have or for a quick run-through of the Google Sheet.

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### **CLG Conducts 54 Spot Surveys in 2020**

Spot surveys are a tool by which governments can benchmark off of each other for quantitative or qualitative comparisons such as policies (e.g. social media policies), information about potential vendors, best practices, or any other miscellaneous item. In 2020, CLG conducted 49 spot surveys, which is an increase from 2019, and our highest number of survey requests since 2016.

### **CLG Code Bank Continues to Grow**

The CLG Code Bank is a resource where governments can download and view policies from other governments. Examples include credit card policies, organizational charts, Council Rules, etc. Policies are added to the Code Bank upon request from the governments. In 2020 and so far in 2021, the following codes / policies have been added:

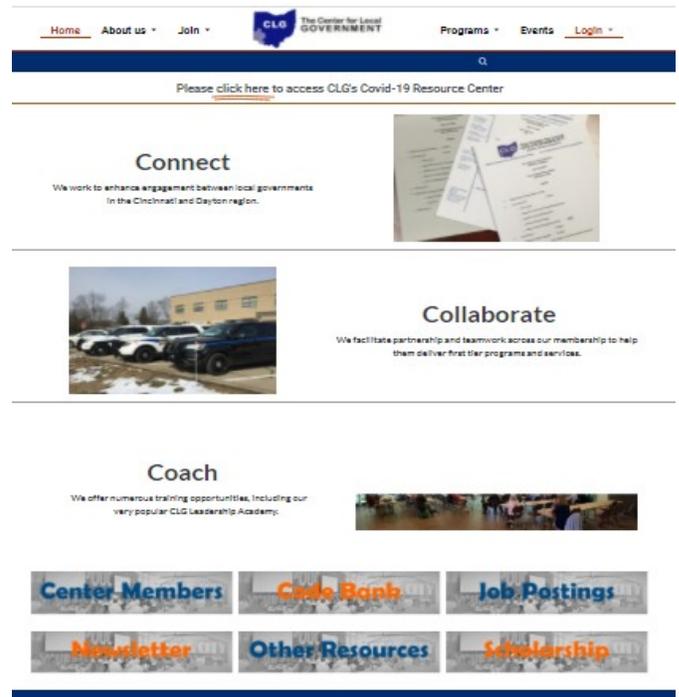
- Cell phone policies
- Engineering Firm RFPs
- Non-Discrimination Policies
- Park Plan RFPs
- Pop-up food site regulations
- Property maintenance standards
- Small cell tower ordinances
- Social media policies
- VBML (Vacant Buildings)
- Government owned device policies
- Paid injury leave policies
- Snow emergency ordinances
- Unsolicited materials ordinances



## SPOTLIGHT: NEW CLG WEBSITE LAUNCHED

In 2020, CLG launched the first major overhaul of our website since 2012. Our new website was designed to have a more modern look, while also providing easier navigation, more interactivity, and a better content management system than our previous site. Other features include more detailed information about CLG's programs and services, a web based membership application, changes to the member log-in- including a new option for pay data searches, and an easier to find Code Book, among other things.

Thanks goes to CLG Assistant Director Cody Smith and CLG Director of Operations Lori Stuckey, and our IT consultant, Tom Schuetz for developing the site.



## SPOTLIGHT: DEALING WITH THE COVID-19 PANDEMIC

As the world shut down during the Covid-19 pandemic, local governments had to ensure the safety of their residents and staff, suddenly move into the virtual world, and adjust to new rules and regulations on the fly, all while continuing to provide services to the citizenry at a high level.

CLG stepped in to be a hub for Covid-19 information. This included resources on emergency operations and staffing plans, internal employee memos, emergency declarations, a guidebook on how to best conduct public meetings via Zoom, numerous spot surveys as issues arose, a Chief Administrative Officer's Roundtable on stimulus funding, and finally, reopening resources. All of these materials are still available on the CLG website if needed.

Special thanks to CLG Assistant Director Cody Smith, who spearheaded this effort.



**Managers and CLG Staff Members Discuss Covid Stimulus Funding**

**Thank you to the 34 communities who provided information for our Covid-19 Information Hub**



## CLG STRATEGIC PLAN– 2017-2022

We have been working toward accomplishing the major strategic plan goals over the last year. Our detailed review of progress is available upon request:

- **Goal 1:** The Center for Local Government is the premier information hub for local governments in the Cincinnati and Dayton region. It is the first place that local governments look to when they need information.
- **Goal 2:** The Center for Local Government is the focal point for engagement between local governments in the Cincinnati and Dayton region, especially amongst our diverse member communities.
- **Goal 3:** The Center for Local Government has a diverse membership base, and will grow that base in sustainable fashion in order to enhance efficiencies between local governments.
- **Goal 4:** The Center for Local Government identifies new opportunities for governments to work together, and works to enhance its current programs.
- **Goal 5:** The Center for Local Government is a respected advocate for local government interests, and will work to maintain and build upon our reputation and public image.

## OUR BOARD, STAFF AND CONTACT INFORMATION

### STAFF

T.J. White, Executive Director, TWhite@C4LG.org  
Cody Smith, Assistant Director, CSmith@C4LG.org  
Lori Stuckey, Director of Operations,  
LStuckey@C4LG.org  
4015 Executive Park Dr. Suite 226  
Sharonville, OH 45241  
513-741-7999; [www.C4LG.org](http://www.C4LG.org)

### BOARD OF TRUSTEES 2020 / 2021

Kristen Bitonte, Liberty Township (President)  
Michael Rahall, Village of Cleves (Vice President)  
Jack Cameron, Delhi Township (Secretary / Treasurer)  
Vicky Earhart, Anderson Township  
Jim Lukas, Sharonville

## CENTER FOR LOCAL GOVERNMENT BY THE NUMBERS

**3** new member governments  
have joined CLG since the beginning of 2020

Over 15,000 hits per year to the CLG  
job openings page: <http://www.c4lg.org/>

\$2,000 granted by  
the Duke Energy  
Foundation to  
help fund the  
2021 CLG  
Leadership  
Academy

No membership dues  
increases in 14 years

2 new member governments  
have joined the health insurance  
pool in 2021



# The Center for Local GOVERNMENT

## CENTER FOR LOCAL GOVERNMENT: 2020 FINANCIALS

THE CENTER FOR LOCAL GOVERNMENT

(A Non-Profit Organization)

SUPPLEMENTAL DETAIL OF REVENUE and EXPENSES WITHOUT DONOR RESTRICTIONS

For The Year Ended December 31, 2020

REVENUE	QUASI-			
	UNDESIGNATED	JUFS	ENDOWMENT	TOTAL
Membership Dues	\$ 187,870	\$ 1,670	\$ -	\$ 189,540
Program Income	\$ 18,128	\$ -	\$ -	\$ 18,128
Grants	\$ -	\$ -	\$ -	\$ -
Misc Income (BWC Rebates)	\$ 805	\$ -	\$ -	\$ 805
Investment Return - Net	\$ 411	\$ 45	\$ 17,250	\$ 17,706
Net Assets Released from Restriction	\$ 2,500	\$ -	\$ -	\$ 2,500
<b>TOTAL REVENUE</b>	<b>\$ 209,714</b>	<b>\$ 1,715</b>	<b>\$ 17,250</b>	<b>\$ 228,679</b>
<b>EXPENSES</b>				
Personnel Expenses				
Compensation / Salaries	\$ 129,206	\$ -	\$ -	\$ 129,206
Employee Benefits	\$ 9,470	\$ -	\$ -	\$ 9,470
Payroll Taxes	\$ 10,149	\$ -	\$ -	\$ 10,149
Training	\$ 279	\$ -	\$ -	\$ 279
<b>Total Personnel Expenses</b>	<b>\$ 149,104</b>			<b>\$ 149,104</b>
Operating Expenses				
Annual Meeting Expense	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ 1,800	\$ -	\$ 1,800
Bank Service Charges	\$ 6	\$ -	\$ -	\$ 6
Center Marketing	\$ 687	\$ -	\$ -	\$ 687
Dues & Subscriptions	\$ 1,650	\$ -	\$ -	\$ 1,650
Filing Fees	\$ 200	\$ -	\$ -	\$ 200
Insurance	\$ 3,198	\$ -	\$ -	\$ 3,198
IT and Website Expenses	\$ 10,373	\$ -	\$ -	\$ 10,373
Mileage and Parking	\$ 163	\$ -	\$ -	\$ 163
Miscellaneous Expenses	\$ 81	\$ -	\$ -	\$ 81
Office Supplies	\$ 840	\$ -	\$ -	\$ 840
Payroll Service Fees	\$ 2,024	\$ -	\$ -	\$ 2,024
Postage & Delivery	\$ 71	\$ -	\$ -	\$ 71
Professional Fees- Accounting	\$ 2,300	\$ -	\$ -	\$ 2,300
Professional Fees- Legal	\$ 600	\$ -	\$ -	\$ 600
Rent	\$ 12,109	\$ -	\$ -	\$ 12,109
Software Services	\$ 1,187	\$ -	\$ -	\$ 1,187
Telephone & Internet	\$ 2,774	\$ -	\$ -	\$ 2,774
<b>Total Operating Expenses</b>	<b>\$ 38,263</b>	<b>\$ 1,800</b>		<b>\$ 40,063</b>



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For The Year Ended December 31, 2020

	<u>UNDESIGNATED</u>	<u>JUFS</u>	<u>QUASI- ENDOWMENT</u>	<u>TOTAL</u>
Program Expenses				
JUFS	\$ -	\$ -	\$ -	\$ -
Leadership Academy Expenses	\$ 12,900	\$ -	\$ -	\$ 12,900
Other Program Expens- es	\$ 3,872	\$ -	\$ -	\$ 3,872
Total Program Expenses	\$ 16,772	\$ -	\$ -	\$ 16,772
Depreciation Expense	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 204,139	\$ 1,800	\$ -	\$ 205,939
CHANGE IN NET ASSETS	\$ 5,575	\$ (85)	\$ 17,250	\$ 22,740