

PUBLIC NOTICE

AGENDA ADMINISTRATIVE SERVICES COMMITTEE MEETING

Chair: Ed Brady

Committee Members: Lisa Evans and Kim Chamberland

**Thursday, November 29, 2018 at 4:00 p.m.
Council Chambers, 745 Center Street, Milford, Ohio 45150**

- 2018 Appropriation & Transfer Amendments from Prior Ordinances 17-1321, 18-1363 and 18-1391
- Appropriations for Current Expenses and Other Expenditures of The City of Milford During the Fiscal Year Ending December 31, 2019
- Request Clermont County Auditor to Make Advanced Payments of Taxes During the Year 2016 Pursuant to Ohio Revised Code Section 321.34
- 2019 Non-Union Employee Salary Compensation
- Rules of City Council
- City Manager Contract
- Proposed Letter Amendment to the Cooperative Agreement between the City, CVB and Clermont County Commissioners
- Bond Counsel Legal Services November Invoice
- And all additional matters that may properly come before the committee



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

www.milfordohio.org



To: Honorable Chair Ed Brady and Members Lisa Evans and Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director *P.W.*

Date: November 27, 2018

Subject: 2018 Appropriation Amendments

Staff Suggestion for Committee Motion

MOTION TO CREATE AN ORDINANCE AMENDING APPROPRIATIONS ORDINANCES NO. 17-1321, 18-1363 AND 18-1391 BY INCREASING OR DECREASING THE INDIVIDUAL ITEMS AS LISTED ON THE INCLUDED CHART TOTALING \$3,967,574 :

<u>Fund</u>	<u>Appropriation Increase (Decr)</u>	<u>Category</u>
General Fund	\$80,000	Operating
General Fund Transfer Out	\$60,000	To Street Fund
Parks & Recreation	\$4,640	Personnel
	(\$233,000)	Operating
Street Construction	\$30,000	Personnel
	\$35,000	Operating
State Highway	\$7,200	Operating
Permissive Tax	\$65,544	Operating
Sports Facility Land Impr.	\$3,700,000	Operating
Stormwater Utility	\$7,730	Operating
Water Utility	\$121,000	Personnel
	\$10,000	Operating
Wastewater Utility	\$10,000	Personnel
	\$10,000	Operating
Water Capital	\$51,730	Operating
Wastewater Improvement	\$7,730	Operating
Total Appropriation Increase: <u>\$3,967,574</u>		

True-Up

The 2018 appropriation amendments are in line with the 2018 forecast shown in your 2019 Budget Book. (An accurate 2018 forecast rolls into beginning 2019 budget fund balances.) The amendments are a formality to "true-up" the forecast with legal appropriations.

Following are some items that came to light after the 2019 Budget Work Session ...

Urban Paving Escrow \$65,544

The 2019 SR 126 urban paving program requires a \$65,544 escrow deposit by the end of 2018. This is a prepayment of 2019 budgeted amounts, meaning no total change to fund balance.
Permissive Fund

Sports Facility Legal ~\$24,000

As a precaution, we increased the sports facility legal fees by \$24K due to the changing nature of the development agreements. Council approved \$12K of this amount last week. The remaining \$12K should cover any residual invoices. *General Fund, Manager*

Water Chemicals \$10,000

CO2 and Lime Chemical costs are increasing faster than we anticipated at budget time. (Chemical costs are up 50% over 2015 amounts, from ~\$58K to ~\$87K.) We bumped up the appropriation another \$10K to cover end-of-year needs. *Water Utility Fund*

Water Clarifier \$9,000

The emergency clarifier cost came in ~\$9K higher than what we had estimated in the Budget Book, for a total cost of ~\$44K. *Water Capital Fund*

Final 2018 Fund Transfers

The final 2018 transfers are as follows. All amounts are built into budget amendments to date.
General Fund / TIF Fund

2018 Fund Transfers		
<u>From</u>	<u>To</u>	<u>Amount</u>
General Fund	Street Fund	\$714,000
General Fund	Debt Service	\$155,675
General Fund	Cemetery Fund	\$73,000
<i>Total Gen Fund</i>		<i>\$942,675</i>
TIF Fund	General Fund	\$1,553,113



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To: Honorable Chair Ed Brady and Members Lisa Evans and Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director 

Date: November 27, 2018

Subject: 2019 "Set" Appropriations

Staff Suggestion for Committee Motion

MOTION TO CREATE AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES, TRANSFERS, AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019 IN THE TOTAL AMOUNT OF \$13,911,105 DETAILED AS PER THE ATTACHED CHART

Set 2019 Appropriations

This is the first step in creating the 2019 legal budget, commonly referred to as "setting appropriations." The listed appropriations match your 2019 Budget Book, with a few changes described below

In January, I will file the revenue side of the budget with the County. We wait until January to do this because we know solid beginning fund balances at that point. Council does not need to approve the revenue and sources side of the budget.

SCADA System \$60,000

During the 2019 budget work session, it came to light that Water is very much in need of a \$60K SCADA system. This system will pay for itself in 4 to 5 years by eliminating excess overtime and power usage. All agreed that this should be a top priority and approved a delay of one year for a few budget items to cover the cost: radar detectors (\$26K), Jonas Park improvements (\$28K), and iPads (\$5K). *Streets / Parks / Capital / General Fund Transfers*

Water Infusion \$15K

The Water funds likely will need an extra boost to make up for 2018 unforeseen year-end costs. The attached budget includes \$15K in additional transfers to cover the shortage. *General Fund Transfers / Water Utility Fund / Water Capital Fund*

General Fund \$2.1 Million

The 2019 General Fund budgeted balance remains at \$2.1 Million after taking into account all 2018 and 2019 revisions to income and expenses subsequent to the October budget meeting.

**City of Milford
Appropriation Budget
FY 2019**

<u>Account Number</u>	<u>Fund</u>	<u>Department</u>	<u>Category</u>	<u>Amount</u>
101	GENERAL FUND			
1000		Police	Personnel	2,490,853
			Operating	368,269
1003		Police Contracts	Operating	8,467
1200		Civil Defense	Operating	2,100
1300		Street Lighting	Operating	60,000
2200		Health Department	Operating	28,000
4000		Planning	Personnel	80,058
			Operating	29,028
4200		Building Inspection	Operating	223,025
5200		Solid Waste & Recycle	Operating	377,700
6100		Service	Personnel	200,042
			Operating	43,382
7000		Manager	Personnel	290,943
			Operating	116,132
7001		Public Records	Operating	700
7100		Finance	Personnel	144,959
			Operating	48,850
7200		Law Director	Personnel	108,265
			Operating	209,900
7300		Legislative	Personnel	38,700
			Operating	39,130
7400		Mayor's Court	Personnel	87,909
			Operating	24,800
7510		Municipal Building	Operating	102,300
7600		Engineering	Personnel	71,127
			Operating	11,420
7700		Civil Service	Operating	7,600
7800		Income Tax	Personnel	95,991
			Operating	361,150
8000		Miscellaneous	Operating	74,000
<i>General Fund Transfers</i>				
8200-2730		to General Bond Fund for Municipal Bld		155,725
8200-2728		to Street Fund		124,000
8200-2729		to Cemetery Fund		65,000
7910-2725		to Sports Facility Bond Fund		57,000
8200-2735		to Parks & Recreation Fund		40,000
8200-2733		to Water Utility Fund		10,000
8200-2734		to Water Capital Fund		65,000
		Total Transfers		516,725
TOTAL GENERAL FUND				6,261,525

OTHER FUNDS

203	Drug Enforcement Fund	Operating	25,000
204	Parks & Recreation Fund	Personnel	45,529
		Operating	279,673
205	Mayor's Court Computer Fund	Operating	76,000
206	Enforcement & Education Fund	Operating	7,000
207	Cemetery Fund	Personnel	67,590
		Operating	94,900
210	Street Construction Fund	Personnel	197,671
		Operating	292,150
	<i>Transfer to Sports Facility Bond Fund</i>	Transfer	22,075
211	State Highway Fund	Operating	20,000
212	Permissive Tax Fund	Operating	34,456
215	Fire / EMS Levy Fund	Operating	1,955,232
329	Bond Retirement Fund	Operating	338,725
331	Special Obligation Bonds	Operating	277,000
415	Capital Improvement Fund	Capital	120,000
416	Sports Facility Land Improvement Fund		
	<i>Transfer to Special Obligation Bond Fund</i>	Transfer	220,000
501	Storm Water Fund	Personnel	254,376
		Operating	553,909
	<i>Transfer to Sports Facility Bond Fund</i>	Transfer	22,075
502	Water Revenue Fund	Personnel	441,552
		Operating	460,580
503	Wastewater Utility Fund	Personnel	510,398
		Operating	370,550
516	Water Repair & Improvement Fund	Operating	257,529
	<i>Transfer to Sports Facility Bond Fund</i>	Transfer	22,075
517	Wastewater Capital Improvement Fund	Operating	661,460
	<i>Transfer to Sports Facility Bond Fund</i>	Transfer	22,075

ALL FUNDS TOTAL

13,911,105

(2)

2019 Budget

Set Appropriations

	Fund Balance		2019		Net Change	Budget Fund Balance 12/31/2019
	1/1/2019	Revenues	Expenses			
General Fund	2,934,339	5,450,766	6,261,525	(810,759)	2,123,580	
Special Revenue Funds						
Street Construction Maintenance & Repair	15,859	501,045	511,896	(10,851)	5,008	
State Highway Improvement	277	21,045	20,000	1,045	1,322	
Parks & Recreation	28,422	303,850	325,203	(21,353)	7,069	
Mayor's Court Computer	68,047	17,000	76,000	(59,000)	9,047	
Permissive Tax	5,530	76,600	34,456	42,144	47,674	
Cemetery Closure	248,538	5,050		5,050	253,588	
Cemetery	13,120	160,800	162,490	(1,690)	11,430	
Drug Offender	29,803	6,000	25,000	(19,000)	10,803	
Drug Enforcement & Education	9,728	350	7,000	(6,650)	3,078	
Debt Service Funds						
General Bond Retirement	97,862	245,026	338,725	(93,699)	4,163	
Special Obligation Bonds - Sports Facility		277,000	277,000			
Capital Funds						
Capital Improvement Fund	33,258	138,641	120,000	18,641	51,899	
Land Acquisition Fund		220,000	220,000			
Enterprise Funds						
Storm Water Utility	1,171,995	660,989	830,360	(169,371)	1,002,623	
Water Utility	7,964	897,200	902,132	(4,932)	3,032	
Wastewater Utility	374,070	555,000	880,948	(325,948)	48,122	
Water Repair & Improvement	40,147	242,525	279,604	(37,079)	3,067	
Wastewater Capital Improvement	1,352,318	382,000	683,535	(301,535)	1,050,783	
Trust Fund - Special Deposit						
	6,381				6,381	
Fire / EMS Levy Fund						
	235,385	1,952,308	1,955,232	(2,924)	232,461	
Total All Funds						
	6,673,043	12,113,195	13,911,107	(1,797,912)	4,875,131	

RECORD OF ORDINANCES

BEAR GRAPHICS 800-323-8034 FORM NO. 30043

Ordinance No. 17-1321 18- Passed December 19, 2017

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, ~~2018~~ 2019

Now, Therefore, Be It Ordained By The Council Of The Municipality Of Milford, Ohio:

Section 1.

The Council of the City of Milford hereby sets aside and appropriates for and during the fiscal year ending December 31, 2018, the sums set forth in the attachment hereto identified as "Permanent Appropriations for the City of Milford, Ohio for 2018" which attachment is incorporated herein and made a part hereof pursuant to and in accordance with Section 12.03 of the Charter of the Municipality of Milford, Ohio.

Section 2.

Appropriation control is on a ~~fund~~ departmental basis and not a ~~departmental~~ or line item basis. ~~Departmental~~ and line item appropriations are provided as a management tool for department managers.

Section 3.

This Ordinance shall become effective immediately upon its passage by City Council.

ADOPTED: December 19, 2017

ATTESTED:

Jackie Bain
Jackie Bain, Clerk

Laurie Howland
Laurie Howland, Mayor

LAW DIRECTOR'S CERTIFICATION

I hereby certify that I have prepared the foregoing Ordinance in accordance with Sec. 12.02 of the Milford City Charter.

Michael Minniewar
Michael Minniewar Reg. No. 0022446
Law Director

CLERK'S CERTIFICATION

I, Jackie Bain, Clerk of Council of the City of Milford, Ohio, do hereby certify that the foregoing Ordinance was published by posting the complete text of said Ordinance at five (5) of the most public places in said Municipality as determined by Council as follows: at Peoples Bank, 735 Lila Avenue, Milford, Ohio; at Park National Bank, 25 Main Street, Milford, Ohio; at Milford Community Fire Department, 687 B US 50, Milford, Ohio; at the Milford Post Office, 1000 Castleberry Court, Milford, Ohio; and at the site of the Municipal Building, 745 Center Street, Milford, Ohio each for a period of fourteen (14) days commencing on the 21 day of December, 2017.

Jackie Bain
Jackie Bain, Clerk



CITY OF MILFORD

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To: Honorable Chair Ed Brady and Members Lisa Evans and Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director 

Date: November 27, 2018

Subject: 2019 County Tax Advances

Staff Suggestion for Committee Motion

MOTION TO CREATE AN ORDINANCE REQUESTING THE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES DURING THE YEAR 2019 PURSUANT TO OHIO REVISED CODE SECTION 321.34

County Requires Ordinance

The City typically requests advances in real estate tax receipts and other County sources. The County requires an annual Ordinance to accomplish this. I have attached a suggested Ordinance.

~~ORDINANCE~~
RESOLUTION NO.

A RESOLUTION REQUESTING THE COUNTY AUDITOR
TO MAKE ADVANCE PAYMENTS OF TAXES DURING THE YEAR 2016
PURSUANT TO OHIO REVISED CODE SECTION 321.34

WHEREAS: The Ohio Revised Code allows a taxing authority to request payment from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision; and

WHEREAS: The *City of Milford* wants to request such payment from the County Auditor and County Treasurer.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE *CITY OF*
MILFORD THAT:

SECTION I. The Auditor and the Treasurer *of Clermont* County, in accordance with Ohio Revised Code § 321.34, are hereby requested to draw and to pay to the *City of Milford* upon the written request of the *City* Manager, *and City* Finance Director, to the County Auditor, funds due in any settlement or derived from taxes or other sources, payable to the County Treasurer to the account of the *City of Milford* and lawfully applicable for purposes of the current fiscal year.

SECTION II. That the Clerk of Council of the *City of Milford* shall forward to the County Auditor a certified copy of this resolution.

SECTION III. This Resolution shall take effect and be in full force from and after the earliest period allowed by law.

RULES OF COUNCIL 12-4-2018

The City of Milford, Ohio, a Home Rule Charter Municipality, adopts the following to govern its proceedings.

1. Abstentions – an abstention vote shall constitute neither a “yes” nor a “no” vote and shall not be counted as a vote in the final tally. A council member shall not abstain from voting on an ordinance or resolution except in the case of a conflict of interest and they shall state for the record at the time of their abstention the reason for their abstention.
2. Regular meetings of council shall be held on the first and third Tuesday of every month. When the first regularly scheduled council meeting in January falls on New Year’s Day, council shall hold its first regularly scheduled meeting on the following Tuesday. In all other cases where a regular meeting falls on a national holiday, council may either cancel or reschedule the meeting. Council may, by majority vote, cancel one of the two regularly scheduled council meetings provided council meets not less frequently than once per month.
3. Excused Absences – an excused absence is one due to the death of a family member, illness of the council member or a member of their family, a business meeting, or a vacation. If reasonably possible, a council member shall notify the clerk or city manager in advance of the fact that they will be unable to attend a council meeting and the reason for their absence. The clerk shall state on the record at the council meeting the fact that the council member will be absent from the meeting and the reason for the absence. The council shall at that point vote on whether to excuse the council member from the meeting. If it is not possible for the council member to give the clerk or city manager such advance notice, then the council member shall notify the clerk in writing of the reason for their failure to attend the meeting. At the next regular session of council, the clerk shall read into the record the explanation of the council member for their absence for the previous meeting after which council shall vote on whether to excuse the council member’s absence. Meeting is defined as any regularly scheduled council meeting or special meeting of council at which a quorum is present. It shall not include meetings of committees of council.
4. Council may, by majority vote, dispense with the reading of the minutes. A council member shall abstain from voting on the approval of the minutes if they were unable to read the minutes prior to the vote and/or did not attend the council meeting at which the minutes were recorded.
5. The City Law Director shall act as sole interpreter, arbitrator, and parliamentarian as to and regarding any rules and procedures under the City Charter or these Rules unless a matter is expressly provided for by the Charter or the Rules of Council.

6. Milford City Council acknowledges that it is an honor and a privilege to have been selected by their fellow citizens to the position of council person for the City of Milford. In recognition of this, members of council shall conduct themselves and dress in a manner appropriate to their position and with the dignity of the office held and the people they represent.
7. Prior to the expiration of the two-year term to which the Mayor and/or Vice-Mayor were elected by council, council may by two-thirds vote of the full legal council vote to remove the Mayor and/or Vice-Mayor upon finding that the person (persons) serving in that position (positions) has conducted themselves in a manner not appropriate to the position. A vacancy created under this rule shall be filled from any of the remaining members of council by simple majority vote of the full legal council.
8. All committee or subcommittee meetings of Council shall be open to the public, except in cases where executive sessions are permitted. All committee or subcommittee meetings of Council shall, whenever possible, be held in Council Chambers.

The City Manager shall designate the person or persons responsible for preparing the committee/subcommittee minutes which minutes shall be prepared, filed with, and maintained by the Clerk of Council.

The Clerk of Council shall be responsible for giving advanced public notice of the date, time, and location of each committee/subcommittee meeting by posting a notice thereof on the bulletin board located at Council Chambers and on the City of Milford web site. Any person wanting to determine the time and place of any meeting of Council or any committee/ subcommittee meeting may call City Hall at (513) 831-4192 to determine such information. The committee/subcommittee may discuss all matters that come before it.

A committee or subcommittee of Council may, by majority vote, adjourn to executive session closed to the public for the sole purpose of consideration of the matters expressly set forth in Sec. 3.05 of the Milford City Charter. The purpose for the executive session shall be stated on the record in the public portion of the meeting and only matters regarding the stated purpose may be discussed in the executive session.

Council members may attend committee meetings on which they do not serve as an observer and a member of the general public only and provided that they do not speak at the meeting or contribute to the discussion in any manner.

To codify the long standing City of Milford practice and custom, Ordinances and Resolutions may be proposed by the Council as a Committee of the Whole during a regularly scheduled or Special Meeting of Council provided that the proposed Ordinance or Resolution is listed on the Agenda for the Meeting. Such Ordinances or Resolutions may be voted on and adopted at that same Meeting.

9. There shall be four committees of council: Public Services, Community Development, Administrative Services, and Safety Services. Each committee shall consist of three members of council, to be appointed by the Mayor. Each Council member shall serve on at least one, but no more than two committees. Each committee shall select its own chairperson. A committee member may be removed from, and their replacement named to, the committee by a majority vote of the full legal Council. Council may also act as a Committee of the Whole during a regularly scheduled or Special Meeting of Council.

10. Council may, by Resolution, establish Ad Hoc committees for the sole purpose of aiding Council or a committee of Council in fact gathering and research.
11. There shall be set aside at every regularly scheduled Council meeting a portion of the meeting for comments from the general public. The comments shall be restricted to matters within the purview of the Council's legislative authority, matters related to the city government, items listed on the agenda for the meeting, or announcements of events of interest to the general public. A member of the general public may be prohibited from speaking if their comments are not in accordance with this Rule. The Council Parliamentarian shall be responsible for the enforcement of this Rule. In cases where there are numerous speakers the Council Parliamentarian may limit each speaker to five minutes. Council may, but is not required to, provide for public comments at a Special Meeting of Council. Committees may, but are not required to, allow public comments during a committee meeting. A disruptive person waives their right to attend any meeting and may be removed from the meeting.
12. The Clerk shall not be required to read correspondence aloud during the meeting, but may instead give a summary of the sum and substance of the correspondence. A member of Council may request that the correspondence be read aloud in its entirety provided that the correspondence pertains to matter within the purview of the Council's legislative authority, matters related to city government, items listed on the agenda for the meeting, or announcements of events of interest to the general public. Should a dispute arise among Council as to whether or not the correspondence should be read, the Council Parliamentarian shall determine if the correspondence is in accordance with this Rule.
13. In addition to the notice required by SEC. 3.06(f) of the Milford City Charter, notice shall be posted on the City of Milford web site. Every action taken at a Special Meeting of Council of a permanent nature or having the force and effect of law may only be pursuant to Ordinance which may only be adopted in accordance with the Milford City Charter and these Rules. Council may discuss and debate any and all other matters that come before it at a Special Meeting of Council provided the discussions do not result in actions of a permanent nature or having the force and effect of law.
14. A motion to end an Executive Session is not required. Council is not required to take minutes during an Executive Session. The minutes of any Council meeting need only document a motion to go into executive session pursuant to Section 3.05 of the Milford City Charter and the return to open session.
15. The minutes of any regular Council meeting, Special Meeting of Council or committee meeting need not be a verbatim transcript of the proceedings. They need only include enough facts and information to permit the public to understand the rationale behind council's decisions.
16. Council may, upon majority vote of the full legal Council, amend these rules at any time.

December __, 2018

County of Clermont, Ohio
101 East Main Street
Batavia, Ohio 45103
Attn: County Administrator

Re: Letter Amendment to Cooperative Agreement made by and among the City of Milford, Ohio (the "City"), the County of Clermont, Ohio (the "County"), and the Clermont County Convention and Visitors Bureau, Inc. (the "CVB" and together with the City and County, the "Parties"), dated as of August 29, 2018 (the "Cooperative Agreement").

Dear Mr. Eigel:

The City and the CVB desire to amend the Cooperative Agreement to amend the timing of the County's obligation to remit all amounts which the County received from the imposition of the Incremental Lodging Tax to the CVB, as required under the Cooperative Agreement. All capitalized terms not otherwise defined herein shall have the meanings assigned to them in the Cooperative Agreement.

The Parties hereby agree that this Letter Amendment to the Cooperative Agreement (this "Letter Amendment") shall amend the Cooperative Agreement as follows:

1. Section 4(c) of the Cooperative Agreement shall hereby be deleted in its entirety and replaced with the following:

No later than the fifteenth (15th) business day of each calendar month following the issuance of the City Securities, the County will remit to the CVB, via electronic funds transfer and to a separate account held specifically for the deposit of the Incremental Lodging Tax, all amounts which the County received to date from the imposition of the Incremental Lodging Tax.

2. Section 5(a) of the Cooperative Agreement shall hereby be deleted in its entirety and replaced with the following:

No later than the twentieth (20th) business day of each calendar month following the issuance of the City Securities, the CVB will remit to the City (in a manner which shall be agreed upon by the CVB and the City) all Incremental Lodging Tax monies which the CVB received from the County pursuant to Section 4(c).

Except as amended above, the Cooperative Agreement shall remain in full force and effect. This Letter Amendment shall be binding upon the Parties and their respective successors and assigns.

Please sign below evidencing your agreement to the above and return a copy of this fully signed letter to the undersigned.

Very truly yours,

**THE CLERMONT COUNTY CONVENTION AND
VISITORS BUREAU, INC.**

By: _____
Print Name: Jeff Blum
Title: President

CITY OF MILFORD, OHIO

By: _____
Print Name: Michael Doss
Title: City Manager

Agreed to and accepted this _____ date of December, 2018.

COUNTY OF CLERMONT, OHIO

By: _____
Print Name: Thomas J. Eigel
Title: Administrator

cc: Allan L. Edwards, Esq.

SQUIRE PATTON BOGGS (US) LLP

Pat Wirthlin
Director of Finance
City of Milford, Ohio
745 Center Street
Suite 200
Milford, Ohio 45150

Invoice Number: 10039843
Invoice Date: 11/13/18
Client Number: 023248

INVOICE SUMMARY

Fees:	\$ 10,542.50
Disbursements:	\$ 72.45
Amount Due for this Invoice:	\$ 10,614.95
Previous Invoices Outstanding as of the Date of this Invoice:	\$ 13,513.05
TOTAL (INCLUDING OUTSTANDING INVOICES):	\$ 24,128.00

PAYMENT INSTRUCTIONS

Remit Check Payments to:

Squire Patton Boggs (US) LLP
P.O. Box 643051
Cincinnati, OH 45264
Phone: 216.687.3400
Fax: 216.687.3401

Remit Wire Payments to:

Squire Patton Boggs (US) LLP
US Bank
425 Walnut St. Cincinnati, OH 45264
Bank Routing #042000013
Bank Account #576762314

For Wires outside the US:
US Bank, USA
SWIFT Code: USBKUS44IMT
Bank Account #576762314

Direct Billing Inquiries to:

Christopher J. Franzmann
2000 Huntington Center
41 South High Street
Columbus, OH 43215
United States
Phone: +1.614.365.2700
Fax: +1.614.365.2499
email: Chris.Franzmann@squirepb.com

Please Include Reference Number 10039843.23248 with all Payments
Tax Identification Number 34-0648199