

Administrative Services Committee  
November 29, 2018  
Minutes

Ed Brady called the meeting to order at 4:04 pm

Committee Members Present: Ed Brady, Kim Chamberland, Lisa Evans  
Staff: Michael Doss, City Manager; Lori Pegg, Community Services Manager; Pam Holbrook, Assistant City Manager; Pat Wirthlin, Finance Director  
Visitors: Rachel Richardson, Christopher Hicks

**2018 Appropriation & Transfer Amendments from Prior Ordinances**

Ms. Wirthlin presented amendments to appropriations ordinances, No. 17-1321, 18-1363 and 18-1391 by increasing or decreasing the individual items as shown in the attachments for a total amount of \$3,967,574. The attached chart shown on "2018 Approps page 1" lists the specific appropriations that will be increased or decreased.

Ms. Wirthlin described 2018 appropriation increases that came to light after the budget work session in October: urban paving escrow \$65,544, sports facility legal \$24K, , Water chemicals \$10K, and Water clarifier \$9K. Mr. Brady asked if everything else was reflected in the budget book except for these items and she noted that they are. Mr. Brady and the entire committee agreed that they look to her for guidance, so if this is her recommendation then they agree.

Ms. Wirthlin also presented information on the Final 2018 Funds transfers as follows: \$714,000 from General fund to Street Fund, \$155,675 from the General Fund to Debt Service, \$73,000 from the General Fund to the Cemetery Fund and a transfer from the TIF Fund to the General Fund in the amount of \$1,553,113. Ms. Wirthlin explained that she is conservative with budget numbers and we likely will not need the entire transfer amounts.

Mr. Brady made the following motion, Ms. Evans seconded and all agreed.

***The committee agreed to make a motion authorizing the law director to prepare 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.***

**2019 Set Appropriations**

Ms. Wirthlin presented the first step in creating the 2019 legal budget, commonly referred to as "setting appropriations." The listed appropriations match those in the 2019 budget book with the following changes:

1. SCADA System update for the water department in the amount of \$60,000: During the budget discussion it was determined that this is a much needed update and will eliminate excess over time and power usage. All agreed that this should be a top priority and approved a delay of one year for a few other budget items to cover the cost.

2. \$15,000 transfer to the Water funds to make up for 2018 appropriation increases described above.

The attached chart shown on "2019 Approps Page 1 & 2" lists the specific appropriations to be included in the Ordinance.

Mr. Brady noted that all of council agreed that the SCADA upgrade was something we could not delay. The committee agreed that Ms. Wirthlin had done an excellent job organizing the budget and making it clear.

Mr. Brady made the following motion, which was seconded by Ms. Evans and all agreed.

***The committee agreed to make a motion authorizing the Law Director to prepare 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 as listed on the attached chart.***

#### **2019 County Tax Advances**

Ms. Wirthlin noted that the City typically requests advances in real estate tax receipts and other County sources. The County requires an annual ordinance to accomplish this. Mr. Brady asked if we had ever done this before and Ms. Wirthlin noted that not in this manner. The County normally transfers real estate tax funds to the City twice per year. This ordinance will allow the City to receive payments more often.

Mr. Brady made the following motion, Ms. Evans seconded the motion and all agreed.

***The committee agreed to make a motion authorizing the Law Director to create an ordinance requesting the County Auditor to make advance payment of taxes during 2019 pursuant to Ohio Revised Code Section 321.34.***

#### **2019 Non-Union Employee Salary Compensation**

Mr. Doss asked the committee to approve \$24,139 in salary increases for non-union employee. This amount represents at least a 2% increase for employees that do not follow the union pay scale. Mr. Brady asked how it is distributed, Mr. Doss noted that he reviews each employee at the end of the year and distributes the amount among them, ensuring each employee receives at least a 2% raise.

Mr. Brady made the following motion, Ms. Evans seconded the motion and all agreed.

***The Committee agreed to make a motion authorizing the Law Director to draft a salary ordinance for 2019 in the amount of \$24,139 for non-union employee increases.***

### **Rules of City Council**

Mr. Brady presented a revised version of the Rules of Council, and outlined the changes that were suggested by Mr. Minnear. The changes are as follows:

(2) When the first regularly scheduled council meeting in January falls on New Years Day, council shall hold its first regularly scheduled meeting on the following Tuesday.

(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.

(8) All committee or subcommittee meetings of Council, shall whenever possible, be held in Council Chambers.

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 website.

The committee/subcommittee may discuss all matters that come before it.

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 the same meeting.

(9) Council may also act as a Committee of the Whole during a regularly scheduled or Special Meeting of Council.

(11) 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 meetings and may be removed from the meeting.

(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 website. 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. The need only include enough facts and information to permit the public to understand the rationale behind Council's decisions.

As the committee reviewed each of the aforementioned clarifications and/or additions, the members checked for understanding and agreement before moving on, there were no concerns voiced.

***The committee agreed to make a motion to authorize the Law Director to create a resolution amending the Rules of Council.***

Ms. Evans seconded and all agreed.

#### **City Manager Contract**

Mr. Brady brought up Mr. Doss's contract that is set to expire in May of 2019 which was discussed in a recent executive session. Coming out of executive session, a new contract was proposed. After a brief discussion among Committee members regarding the timing of the contract commencement, the length and the terms, the committee members agreed to recommend it be effective on January 1, 2019 for three years, with no additional compensation and an additional five personal days.

***The committee agreed to make a motion authorizing the Law Director to prepare an ordinance authorizing a new contract with Michael Doss, as City Manager, for 3 years beginning January 1, 2019 with the addition of five personal days.***

#### **Proposed Letter Amendment to the Cooperative Agreement between the City, CVB and Clermont County Commissioners**

Mr. Doss presented a proposed letter amendment to the Cooperative Agreement made by and among the City of Milford, the County of Clermont, and the Clermont County Convention and Visitors Bureau dated August 29, 2018. The City and the CVB ask to amend the timing of the

County's obligation to remit all amounts which the county receives from the imposition of the Incremental Lodging Tax to the CVB as required under the Cooperative Agreement.

Mr. Brady asked about the parties involved and Mr. Doss noted that this letter is an amendment to the Cooperative agreement made by and among the City of Milford, The County of Clermont and the Clermont County Convention and Visitors Bureau.

Mr. Doss stated the agreement dated August 29<sup>th</sup> read as follows:

Section 4©: No later than the 15<sup>th</sup> business day of each calendar month following the Commencement Date, 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 in the then immediately preceding calendar month. From the Imposition of the Incremental Lodging Tax.

The letter amendment being proposed reads as follows:

Section 4© No later than the 15<sup>th</sup> of the 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.

Mr. Doss noted that there is also another section of the Cooperative Agreement to be amended. The agreement dated August 29<sup>th</sup> reads as follows:

Section 5(a) No later than the 20<sup>th</sup> business day of each calendar month following the Commencement date, 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).

The letter amendment being proposed reads as follows:

Section 5(a) No later than the 20<sup>th</sup> 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).

Mr. Brady recapped by asking if the change is removing the commencement date to issuance of the City securities due to the issuance of those securities time frame changing. Mr. Doss replied yes, it is. Mr. Doss added that Clermont County will continue to withhold the tax until the City receives the securities. Mr. Brady noted that if no terms are changing then I don't have any questions. Ms. Chamberland and Ms. Evans agreed.

***The Committee agreed to make a motion authorizing the Law Director to prepare an ordinance authorizing the City Manager to enter into an agreement for a letter amendment to the Cooperative Agreement made by and among the City of Milford, the County of Clermont and the Clermont County Convention and Visitors Bureau.***

**Bond Counsel Legal Services November Invoice**

Mr. Doss presented an invoice from Squire Patton Boggs LLP in the amount of \$10,614.95 for legal services for the month of October. Mr. Brady asked if this is for continued work on the bonds and securities and Mr. Doss said that it is from our bond council.

***The Committee agreed to make a motion authorizing payment in the amount of \$10,614.95 to Squire Patton and Boggs LLP for legal services.***

**Additional Business appropriate to come before the committee**

There was no additional business

Mr. Brady made a motion to adjourn that was seconded by Ms. Evans and three voted yes.

The meeting was adjourned at 4:39pm

Respectfully Submitted,

Lori Pegg



## CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

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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 (Decre)</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





## 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 *P.W.*

**Date:** November 27, 2018

**Subject:** 2019 "Set" Appropriations

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### 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
<b>General Fund Transfers</b>				
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
		<b>Total Transfers</b>		<b>516,725</b>
<b>TOTAL GENERAL FUND</b>				<b>6,261,525</b>

# 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
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>
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		
	<del>Transfer to Special Obligation Bond Fund</del>	<del>Transfer</del>	<del>220,000</del>
501	Storm Water Fund	Personnel	254,376
		Operating	553,909
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>
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
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>
517	Wastewater Capital Improvement Fund	Operating	661,460
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>

## ALL FUNDS TOTAL

13,911,105

(2)

**2019 Budget**  
Set Appropriations

	<u>Fund Balance</u> <u>1/1/2019</u>	<u>2019</u> <u>Revenues</u>	<u>2019</u> <u>Expenses</u>	<u>Net</u> <u>Change</u>	<u>Budget Fund Balance</u> <u>12/31/2019</u>
<b>General Fund</b>	2,934,339	5,450,766	6,261,525	(810,759)	2,123,580
<b>Special Revenue Funds</b>					
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
<b>Debt Service Funds</b>					
General Bond Retirement	97,862	245,026	338,725	(93,699)	4,163
Special Obligation Bonds - Sports Facility		277,000	277,000		
<b>Capital Funds</b>					
Capital Improvement Fund	33,258	138,641	120,000	18,641	51,899
Land Acquisition Fund		220,000	220,000		
<b>Enterprise Funds</b>					
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
<b>Trust Fund - Special Deposit</b>	6,381				6,381
<b>Fire / EMS Levy Fund</b>	235,385	1,952,308	1,955,232	(2,924)	232,461
<b>Total All Funds</b>	<b>6,673,043</b>	<b>12,113,195</b>	<b>13,911,107</b>	<b>(1,797,912)</b>	<b>4,875,131</b>

## RECORD OF ORDINANCES

BEAVER HILLS, 800-323-8024 FORM 702, 3/95/13

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 ~~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~~ 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 Minniear  
Michael Minniear 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 *PW*

**Date:** November 27, 2018

**Subject:** 2019 County Tax Advances

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### 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.



# 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 *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 (Decre)</u>	<u>Category</u>
General Fund	\$80,000	Operating
General Fund Transfer Out	\$60,000	To Street Fund
Parks & Recreation	\$4,640	Personnel
	(\$288,000)	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



## CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

www.milfordohio.org



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

**From:** Pat Wirthlin, Finance Director *(PW)*

**Date:** November 27, 2018

**Subject:** 2019 "Set" Appropriations

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### 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
<b>General Fund Transfers</b>				
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
		<b>Total Transfers</b>		<b>516,725</b>
<b>TOTAL GENERAL FUND</b>				<b>6,261,525</b>

# 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
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>
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		
	<del>Transfer to Special Obligation Bond Fund</del>	<del>Transfer</del>	<del>220,000</del>
501	Storm Water Fund	Personnel	254,376
		Operating	553,909
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>
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
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>
517	Wastewater Capital Improvement Fund	Operating	661,460
	<del>Transfer to Sports Facility Bond Fund</del>	<del>Transfer</del>	<del>22,075</del>

ALL FUNDS TOTAL

13,911,105

(2)

**2019 Budget**  
Set Appropriations

	Fund Balance 1/1/2019	2019 Revenues	2019 Expenses	Net Change	Budget Fund Balance 12/31/2019
<b>General Fund</b>	2,934,339	5,450,766	6,261,525	(810,759)	2,123,580
<b>Special Revenue Funds</b>					
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
<b>Debt Service Funds</b>					
General Bond Retirement	97,862	245,026	338,725	(93,699)	4,163
Special Obligation Bonds - Sports Facility		277,000	277,000		
<b>Capital Funds</b>					
Capital Improvement Fund	33,258	138,641	120,000	18,641	51,899
Land Acquisition Fund		220,000	220,000		
<b>Enterprise Funds</b>					
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	1,362,318	382,000	683,535	(301,535)	1,050,783
<b>Trust Fund - Special Deposit</b>	6,381				6,381
<b>Fire / EMS Levy Fund</b>	235,385	1,952,308	1,955,232	(2,924)	232,461
<b>Total All Funds</b>	6,673,043	12,113,195	13,911,107	(1,797,912)	4,875,131

# RECORD OF ORDINANCES

BEAR DIXIE 1609 BCU-323-0091 FORM NO. 30013

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~~ 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 Minnecar  
Michael Minnecar 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

745 Center Street, Suite 200, Milford, OH 45150  
Phone: 513-831-4192  
Fax: 513-248-5096  
www.milfordohio.org



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

**From:** Pat Wirthlin, Finance Director *PW*

**Date:** November 27, 2018

**Subject:** 2019 County Tax Advances

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### 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. A council member shall not abstain from voting on an ordinance or resolution. A council member shall recuse from voting in the case of a conflict of interest and they shall state for the record at the time of their recusal the reason for their recusal. A recusal shall constitute neither a "yes" nor a "no" vote and shall not be counted as a vote in the final tally.
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 monthly 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, as Council Parliamentarian, 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

Reaffirmed by Ordinance 10-560 January 19, 2010 and Ordinance 10-568 October 5, 2010

SLL January 21, 20001



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.
9. The Clerk of Council shall be responsible for giving twenty-four hours 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, strictly as an observer and as a member of the general public, meetings of committees on which they do not serve provided that they do not take part in or contribute to the discussion in any manner.

In accordance with 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.

10. 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.
11. 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.
12. 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.

13. 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.
14. 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. Under the heading "And All Such Other Matters Which May Come Before Council" Council may discuss any and all other matters that come before it at a Special Meeting of Council provided the discussions do not result in actions taken at that meeting that are of a permanent nature or having the force and effect of law.
15. 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.
16. The written minutes of any regular Council meeting, Special Meeting of Council, or committee meeting shall be promptly prepared by, filed with and maintained by the Clerk of Council, and open to the public. The minutes need not be a verbatim transcript of the proceedings. They need only include enough facts and information to permit the public to understand and appreciate the rationale behind council's decisions. Video and audio recordings prepared by or on the behalf of council may be substituted for written minutes provided they are a complete and accurate record of the meeting.
17. Council may, upon majority vote of the full legal Council, amend these rules at any time.

**Motions by Committee:**

The committee agreed to make a motion authorizing the Law Director to prepare an ordinance authorizing the City Manager to sign the Letter Amendment to Cooperative Agreement made by and among the City of Milford, the County of Clermont, Ohio, and the Clermont County Convention and Visitors Bureau, Inc.

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 (15<sup>th</sup>) 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 (20<sup>th</sup>) 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

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## INVOICE SUMMARY

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

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## PAYMENT INSTRUCTIONS

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### *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