

PUBLIC NOTICE

AGENDA ADMINISTRATIVE SERVICES COMMITTEE MEETING

Committee Members: Kristopher Parrish, Mark Thompson, and Kim Chamberland

Monday, February 5, 2024, at 5:30 p.m.
Council Chambers, 745 Center Street, Milford, Ohio 45150

Call to Order

Appointment of a Committee Chair

Proceedings: Approval of the December 13, 2023, Administrative Services Committee Minutes

Agenda Items:

- Discussion: Amending Appropriation Ordinance 23-260 (Reappropriations 2023 to 2024)
- Discussion: An Ordinance Authorizing The Vice Mayor to Officiate at Marriage Ceremonies
- And all other matters that may properly come before the Committee.

Adjourn

**Administrative Services Committee
Meeting Minutes
December 13, 2023**

Ms. Chamberland called the meeting to order at 4:30 p.m.

Present: Lisa Evans and Kim Chamberland

Staff: City Manager-Michael Doss, Chief of Police – Jamey Mills, Finance Director-Pat Wirthlin and Executive Assistant - Jackie Bain

Visitors: none at this time

Proceedings: Approve the proceedings from the November 28, 2023, Administrative Services Committee Minutes Ms. Evans made a motion to approve. Seconded by Ms. Chamberland

DISCUSSION: RESOLUTION AUTHORIZING REQUEST FOR ADVANCEMENT OF TAXES FROM THE CLERMONT COUNTY AUDITOR (REGARDING TAXES DUE TO THE CITY DURING 2024)

Finance Director-Pat Wirthlin discussed how the City annually requests that the county advance real estate tax receipts and other County sources as the funds become available. This allows the City to receive these taxes more in line with "as earned." Without such a request, the City would receive taxes twice a year (July and November).

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT A RESOLUTION REQUESTING THE CLERMONT COUNTY AUDITOR ADVANCE PAYMENTS OF TAXES DUE TO THE CITY OF MILFORD DURING 2024 PURSUANT TO SECTION 321.34 OF THE OHIO REVISED CODE

DISCUSSION: ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024

Finance Director-Pat Wirthlin reviewed with the committee an attached 2024 final budgeted appropriations totaling \$19,640,909. This reflects a 3million dollar reduction to the budget book appropriations. But when netted with the changes in revenue, it will be about 1million. This budget will be up for Council approval at the December 19th Council Meeting. The budget is the final product of the Council work sessions. The committee also reviewed an attached chart outlining changes to the original 2024 Budget Book. Ms. Wirthlin explained that the good news is that the Net went down 1million. Which caused our General Fund balance to go up, 1.6million dollars. Which means our reserve went from 3.8 months in reserve to now 6.8 months in reserve. Which is fantastic news! We are in good shape for the 3million dollar Water Tower Project, the Water Lines Project, and our Road Paving Project. We also have enough to oversee the \$750,000 OKI 131 Lila Project.

Mr. Doss asked Ms. Wirthlin what are our revenues, our expenses, with all of these changes?

Ms. Wirthlin explained that the Fund Balance went from about 3million to about 4.6million.

Reserve: went from 3.8months to now 6.8 months of reserve.

New Revenues are about 7million 149 to 7million 151.

The Expenses went from 9.5million to 8.2million

Mr. Doss stated that we are then about 1.1million expenses over revenue, because of the transfers that will still have to be made and the projects that we have talked about that will advance to council on Tuesday.

Mr. Wirthlin said that the net change from revenue went from 2.3million to 3.1. A lot of the time we will forecast a deficit, but we end up with a surplus because we didn't get to finish the project. This is reflected in the General Fund actual numbers. Reviewed were the actual forecasts for 2022 in actual General Fund we had net revenues of 6.9 and net expenses of 6.4. So, it ended up being a surplus budget. Even though we had forecasted, we didn't get to all of the projects.

Mr. Doss asked Ms. Wirthlin if she typically under forecast revenues? Ms. Wirthlin said she always under estimates revenues and always over estimates expenses. For 2022 we had a surplus spending. In 2021 we had revenues of 6.7 and expenses of 5.8. It ended up being a surplus budget. In 2020 we had revenues of 6.4 and expenses of 5.5. In 2019, 5.8 in revenues, 3.9 in expenses. We have not had a deficit spend in years.

Ms. Evans stated that is why we ask in committee meetings: Is this in the budget and can we afford it? Ms. Wirthlin said those are her favorite things for council to ask.

Mr. Doss asked about the bottom line: In the last 3 years, have we operated and have we ended the year with more revenue than expected? Ms. Wirthlin said, yes, we ended up with a surplus. We are in very good financial shape, and she is very happy with this budget. Mr. Doss wanted to give Mr. Ralph Vilardo public recognition for his attentiveness to the recently proposed 2024 budget

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024 IN THE AMOUNT OF \$19,640,909 AS PER THE ATTACHED TABULATION \$270,650 IN CHANGES

DISCUSSION: ORDINANCE AMENDING APPROPRIATION ORDINANCES 2022-181, 2023-192, 2023-219, AND 23-228

Finance Director-Pat Wirthlin discussed an attached list of proposed amendments to the City's 2023 appropriations. \$36 Million Total Budget information was reviewed. These changes put the City's total 2023 budget at \$36,329,106.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING APPROPRIATIONS ORDINANCE 2022-181, 2023-192, 2023-219, AND 2023-228 INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED TABULATION TOTALING \$270,650

DISCUSSION: MOU WITH MILFORD SCHOOL RE: SCHOOL RESOURCE OFFICER

Police Chief Jamey Mills discussed how he began this process by asking for a copy of the MOU that Miami Township has with the Milford Exempted Village School District regarding the School Resource Officer (SRO) Program. Chief Mills made some changes to the MOU and was approved and signed by the School Superintendent and their Business Operations Manager. It is now in the hands of the Milford Police Department. The department is excited to have this position now be in effect. An Officer will start training over the summer months and begin work in the fall. This is a twelve-month salary split and not a nine month. It is a salary and benefits, 50% reimbursement. The committee discussed some of the duties of the SRO.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT FOR AN AGREEMENT FOR THE SRO PROGRAM

DISCUSSION: 2024 LEGAL SERVICE AGREEMENT - LAW DIRECTOR (DINSMORE & SHOHL)

Mr. Doss discussed a proposed law director service agreement with the committee. This would be naming Bryan E. Pacheco (Dinsmore & Shohl, LLP) to continue to serve as the Law Director and for Dinsmore & Shohl, LLP to provide legal services for the City of Milford. The terms of the new agreement will keep the same rate for the Law Director as they were for 2023 (\$265 hour). The City fully intends to utilize the law firm for contracts with all four of the collective bargaining agents that will be coming up in 2024. This agreement will become effective December 19th, 2023.

THE COMMITTEE AGREED TO RECOMMEND THAT AN ORDINANCE BE DRAFTED APPOINTING BRYAN E. PACHECO (DINSMORE & SHOHL) TO CONTINUE TO SERVE AS THE LAW DIRECTOR FOR THE CITY OF MILFORD AND AUTHORIZING AN AGREEMENT WITH DINSMORE & SHOHL, LLP FOR LEGAL SERVICES ASSOCIATED WITH THE LAW DIRECTOR

There being no further business, the meeting adjourned at 5:07 pm with a motion from Ms. Chamberland, Seconded by Ms. Evans

Respectfully submitted, Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Ms. Chamberland and Ms. Evans on December 14, 2023."



CITY OF MILFORD

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To: Members Kristoper Parrish / Kim Chamberland / Mark Thomas
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: February 2, 2024

Subject: FY2024 1st Amended Appropriations

~\$5.8 Million in Changes / ~\$25 Million Total Budget

Please find attached a list of proposed amendments to the City's **2024** appropriations. The total net increases amount to **\$5,842,801**, which would bring the City's current budget up to **\$25,483,708**

Busy City!

A significant portion of the budget adjustments stem primarily from reappropriations for projects and expenses that are currently ongoing. Very few of the changes are new. You may have noticed that our City is a hub of constant development and movement. We have a lot of momentum with appropriations to show for it!

Staff Suggestion for Committee Recommendation

Recommendation authorizing the Law Director to prepare an Ordinance amending Appropriations Ordinance 2023-260 increasing the individual items as listed on the attached chart totaling \$5,842,801

City of Milford
First Amended Appropriations, Transfers & Advances
Fiscal Year 2024

		Category		Total	Purpose
		Personnel	Other		
Fund		Increase (Decrease)			
Appropriations					
101	General Fund				
1000	Police		\$ 36,625	\$ 36,625	New: \$12,500 Community Impact for Med Marijuana (In & Out) Re-Approp: Uniforms, Phone, Car Maintenance, Fuel
4000	Planning	(3,380)		(3,380)	Reallocation: Building Inspector / Planner Salary
6200	Service	1,500		1,500	New: HSA Employer Contribution
7000	Manager		94,882	94,882	New: \$12,500 Community Impact for Med Marijuana (In & Out) Re-Approp: Lawsuit / Lobbyist
7200	Law Director		50,000	50,000	Re-Approp: Possible Zurich Billings for Lawsuit
7510	Municipal Building		1,083	1,083	Re-Approp: Landscaping
8000	Miscellaneous		3,592	3,592	Re-Approp: IEDD Audit / Holiday Party
203	Drug Offender		32,000	32,000	Re-Approp: Fund Balance
204	Parks		138,492	138,492	Re-Approp: Canoe Launch / Roofs / Ballpark Hill
205	Mayor's Court		30,000	30,000	Re-Approp: Fund Balance
206	Enforcement & Education		12,000	12,000	Re-Approp: Fund Balance
207	Cemetery		22,021	22,021	New: \$20K Landscaping Contract
210	Street Construction & Maintenance		127,277	127,277	Re-Approp: \$100K SR131 & Lila Corridor Design / Wetland Credit
211	State Highway Improvement		9,750	9,750	Re-Approp: SR28 Repair / Patchwork
212	Permissive Tax		(60,000)	(60,000)	Un-Appropriate: SR28 Reconstruction After Water Main Break
215	Fire & EMS		8,535	8,535	New: \$5,698 Opioid Settlement Re-Approp: \$2,837 Dispatch
236	Local Coronavirus Relief		212,271	212,271	Re-Approp: Garfield Discharge Line
415	Capital Improvement		37,787	37,787	Re-Approp: Planning - Zoning Code Update
			10,000	10,000	Re-Approp: Manager - Wayfinding Signage
			232,316	232,316	Re-Approp: City Hall - Exterior & Hall Doors
418	Park Levy Improvement		24,805	24,805	New: \$4K MSP Design Re-Approp: DER / GoFundMe

City of Milford
First Amended Appropriations, Transfers & Advances
Fiscal Year 2024

		Category			
		Increase (Decrease)			
Fund		Personnel	Other	Total	Purpose
Appropriations					
501	Storm		13,705	13,705	Re-Approp : Wetland Credit / Backhoe Repair / Fuel
502	Water		16,706	16,706	New : \$5,682 Chemicals Re-Approp : Wetland Credit / Repair & Maintenance
503	Wastewater		18,596	18,596	Re-Approp: Wetland Credit / Fuel / Equipment Maintenance
515	Water Tower		3,196,900	3,196,900	Re-Approp: \$3M Water Tower + Design
516	Water Capital		459,338	459,338	Re-Approp : Generator / Radio Meters / Well Cleaning / Water Lines
516	Water Capital		41,000	41,000	Re-Approp : Radio Read Meters
Transfers & Advances					
101	General Fund				
	Transfer Out to Street Fund		150,000	150,000	Re-Approp
	Transfer Out to Cemetery Fund		10,000	10,000	Re-Approp
	Transfer Out to Capital Impr. Fund		180,000	180,000	Re-Approp
	Transfer Out to Park Levy Impr. Fund		35,000	35,000	Re-Approp
	Transfer Out to Water Tower Impr Fund		130,000	130,000	Re-Approp
	Advance Out to Water Tower Impr. Fund		250,000	250,000	Re-Approp
	Water				
502	Water Op - Transfer out to Water Tower Fun		70,000	70,000	Re-Approp
515	Water Tower - Advance Return to Gen Fund		250,000	250,000	Re-Approp
TOTALS		\$ (1,880)	\$ 5,844,681	\$ 5,842,801	

(2)

RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. 22-122

Passed January 18, 2022

AN ORDINANCE AUTHORIZING THE VICE MAYOR TO OFFICIATE AT MARRIAGE CEREMONIES.

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

Section 1.

The Mayor of the City of Milford, Lisa Evans, hereby expressly directs that Sandy Russell, Vice Mayor of the City of Milford, may perform marriages and officiate at marriage ceremonies with the same authority as is vested in the Mayor of the City of Milford.

Section 2.

This Council of the City of Milford, pursuant to and in accordance with Section 3.11 of the Charter of the City of Milford, hereby grants its approval.


Section 3.

Pursuant to and in accordance with Section 12.05 of the Milford City Charter, this Ordinance shall become effective immediately upon its passage by City Council.

ADOPTED: January 18, 2022

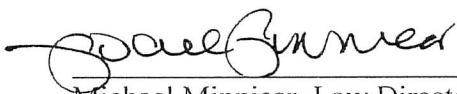
ATTESTED:


Jackie Bain, Clerk


Lisa Evans, Mayor

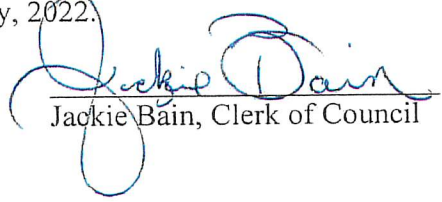
LAW DIRECTOR'S CERTIFICATION

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


Michael Minniear, 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 River Hills Bank, 301 Main Street, Milford, Ohio; at Peoples Bank, 735 Lila Avenue, 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 20th day of January, 2022.


Jackie Bain, Clerk of Council