

PUBLIC NOTICE

AGENDA

ADMINISTRATIVE SERVICES COMMITTEE MEETING

Committee Members: Sandy Russell, Lisa Evans, and Kim Chamberland

Monday, December 5, 2022, at 4:30 p.m.
Council Chambers, 745 Center Street, Milford, Ohio 45150

Call to Order

Proceedings: Approval of the October 17, 2022, Administrative Services Committee Minutes

Agenda Items:

- Discussion: An Ordinance Amending Appropriation Ordinances 2021-113, 22-129, 22-158, and 22-170
- Discussion: An Ordinance to Make Appropriations for the Current Expenses and Other Expenditures of the City of Milford During the Fiscal Year Ending December 31, 2023
- Discussion: An Ordinance Authorizing Payment of JEDD VI Refunded Taxes to Ohio Department of Taxation
- Discussion: E-Tech \$78,160 Estimate for FY2023
- Discussion: Five Points Landing Construction Bids
- And all additional matters that may properly come before the Committee

Adjourn

**Administrative Services Committee
Meeting Minutes
October 17, 2022**

Mrs. Russell called the meeting to order at 4:32 p.m.

Present: Lisa Evans, Kim Chamberland, and Sandy Russell

Staff: City Manager, Michael Doss

Visitors: None

Proceedings: *Approve the proceedings from the October 3, 2022 Administrative Services Committee Minutes. Mrs. Evans made a motion to approve. Seconded by Mrs. Chamberland.*

Discussion: 2023 Fire/EMS Services Contract

Mr. Doss presented the proposed 2023 Fire/EMS Services Contract to the committee. Mr. Doss noted that the contract is for a one-year term with a change in the amount of the annual contract for services provided by the Milford Community Fire Department. The proposed contract increased from \$2,625,000 in 2022 to \$2,825,000 for 2023. Mr. Doss noted that the increase of \$200,000 represents capital equipment and apparatus acquisition planned for the MCFD in 2023. The proposed contract terms of one year were agreed upon by Chief Baird and Mr. Doss to account for uncertain economic changes potentially impacting the local economy next year.

Without further Committee discussion....

The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City of Milford to contract with the Milford Community Fire Department, Inc. for Fire and Emergency Medical Service.

Discussion: Urban Canopy Restoration Grant Program

Mr. Doss discussed a grant application for the Ohio Department of Natural Resources Division of Forestry Urban Canopy Restoration Grant Program. Mr. Doss indicated that the grant was submitted last Friday, but required legislation in the form of a resolution from the City indicating support for the grant application/program. Mr. Doss noted that if funded, the funds would be used to purchase trees for planting in Greenlawn Cemetery, Riverside Park hillside, and near the riverbank at Jonas Memorial Park. The total grant amount requested is \$7,500 with the City providing an in-kind match for labor/maintenance and a financial contribution of \$5,000. Mr. Doss stated that the City should received notification of the grant award in a couple of weeks.

Without further Committee discussion....

The Committee agreed to recommend that the Law Director draft a resolution authorizing the City to make application to the Ohio Department of Natural Resources, Division of Forestry's Urban Canopy Restoration Grant Program.

There being no further business, the meeting adjourned at 4:39 pm with a motion from Mrs. Chamberland, Seconded by Mrs. Evans. All yes

Respectfully submitted,

Michael Doss, City Manager



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

www.milfordohio.org



To: Chair Sandy Russell / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: December 2, 2022

Subject: FY2022 Fourth Amended Appropriations

\$213,266 Changes

Please find attached a list of proposed amendments to the City's **2022** budgeted appropriations and transfers. The total increases amount to **\$213,266**. The changes have minimal effect on the budget due to the nature of reimbursements, grant funding, and placeholders.

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AMENDING APPROPRIATION ORDINANCES **2021-113, 2022-129, 2022-158 AND 2022-170** BY INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING **\$213,266.69**.

City of Milford
4th Amended Appropriations, Transfers & Advances
Fiscal Year 2022

Fund		Category			Purpose
		Personnel	Other	Total	
Appropriations					
101	General Fund				
1003	Police Contracts	\$ 68,000		\$ 68,000	Duke Detail (Reimbursable)
4000	Planning		2,200	2,200	Docking Station, Thinkpad, Monitor
5200	Solid Waste & Recycling		20,000	20,000	New Contract Mid-Year
7000	Manager		5,000	5,000	Placeholder for Business Incentive
7100	Finance		2,000	2,000	Training
7200	Law Director	(35,000)	42,000	7,000	Reallocation from Salary to Contract
7400	Mayor's Court		1,200	1,200	Office Supplies
7600	Engineering		5,000	5,000	Placeholder - December Invoice
7700	Civil Service / Personnel Commission		5,000	5,000	
236	American Rescue Plan Act Fund		2,866.69	2,866.69	
415	Capital Improvement				
1000	Police		30,000	30,000	Body Cameras (29% Grant)
4000	Planning		9,000	9,000	Zoning Code Price Increase
517	Wastewater Improvement Fund		(25,000)	(25,000)	Reclass Operating to Transfer Out
Transfers & Advances					
502	Water Revenue Fund				
	Transfer Out to Water Capital Fund		56,000	56,000	Calibration
518	Wastewater Improvement Fund				
	Transfer Out to Wastewater Operating		25,000	25,000	Calibration
TOTALS		\$ 33,000	\$ 180,266.69	\$ 213,266.69	



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To: Chair Sandy Russell / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: December 2, 2022

Subject: FY2023 Original Set Appropriations

Final 2022 Budget ~\$27K

Please find attached **2023** final budgeted appropriations totaling **\$26,861,816**. This budget will be up for Council approval at the December 6 Council Meeting. The budget is the final product of the Council work session.

Changes to Budget Book \$64K

Please find also attached a chart outlining changes to the original **2023** Budget Book appropriations in the net amount of **\$64,000**. We incorporated these changes in the final appropriations Ordinance up for approval next week.

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING **DECEMBER 31, 2023** IN THE AMOUNT OF **\$26,861,816** AS PER THE ATTACHED CHART.

City of Milford
Permanent Appropriations / Transfers / Advances
Fiscal Year 2023

Fund / Program		Category		Total
		Personnel	Other	
101	General Fund			
	1000 Police	2,931,900	368,925	3,300,825
	1003 Police Contracts	30,438		30,438
	1200 Civil Defense		4,000	4,000
	1300 Street Lighting		68,000	68,000
	2200 Health Department		29,350	29,350
	4000 Planning	128,015	21,940	149,955
	4200 Building Inspection		72,828	72,828
	5200 Solid Waste & Recycling		463,600	463,600
	6100 Service	237,600	65,500	303,100
	7000 Manager	335,375	150,875	486,250
	7001 Public Records		500	500
	7100 Finance	192,100	62,600	254,700
	7200 Law Director		155,000	155,000
	7300 Legislative	39,825	44,225	84,050
	7400 Mayor's Court	109,275	23,060	132,335
	7510 Municipal Building		103,900	103,900
	7600 Engineering		80,700	80,700
	7700 Personnel Commission		6,100	6,100
	7800 Income Tax	90,505	420,067	510,572
	8000 Miscellaneous		75,000	75,000
	<u>Transfers / Advances</u>			
	8200 Transfers Out			
	To Street Fund		650,000	650,000
	To Cemetery Fund		120,000	120,000
	To Debt Fund for Muni Bldg		148,675	148,675
	To Capital Improvement Fund		250,000	250,000
	To Real Property Acquisition Fund (25 Main)		5,000	5,000
	To Land Improvement Fund (FC)		16,000	16,000
	To Park Levy Improvement Fund (5 Points)		220,000	220,000
	8200 Advances Out			
	To Water Tower Improvement Fund		2,500,000	2,500,000
	Total General Fund	4,095,033	6,125,845	10,220,878
203	Drug Offender		30,000	30,000
204	Parks & Recreation	59,250	478,438	537,688
205	Mayor's Court Computer		16,500	16,500
206	Enforcement & Education		4,000	4,000
207	Cemetery	82,475	135,600	218,075
210	Street Construction M&R	228,100	756,550	984,650
	Transfer Out to Gen Bond Fund for PWF		44,907	44,907
211	State Highway Improvement		78,000	78,000
212	Permissive Tax		150,000	150,000
215	Fire / EMS Levy		2,985,250	2,985,250
329	General Bond		328,300	328,300
331	Economic Development Bond		252,265	252,265
332	Park Levy Bond Retirement Fund		549,574	549,574
415	Capital Improvement		453,200	453,200
416	Sports Facility Land Improvement			
	Transfer Out to Economic Devp Bond Fund for Sports Facility		252,265	252,265
417	Real Property Improvement		5,000	5,000
	Transfer Out to Park Levy Bond Retirement Fund			
418	Park Levy Improvement Fund		1,820,000	1,820,000
	Transfer Out to Park Levy Bond Retirement Fund		549,574	549,574
501	Storm Water Utility	221,100	1,365,175	1,586,275
	Transfer Out to Gen Bond Fund for PWF		44,907	44,907
502	Water Utility	708,050	544,180	1,252,230
	Transfer Out to Water Improvement Fund		240,000	240,000
503	Wastewater Utility	496,550	356,175	852,725
515	Water Tower Improvement Fund			
	Advance Return to General Fund		2,500,000	2,500,000
516	Water Improvement		361,530	361,530
	Transfer Out to Gen Bond Fund for PWF		44,907	44,907
517	Wastewater Improvement		338,209	338,209
	Transfer Out to Gen Bond Fund for PWF		44,907	44,907
	Transfer Out to Wastewater Operating Fund		115,000	115,000
731	Special Deposit Trust Fund		1,000	1,000
GRAND TOTALS		5,890,558	20,971,259	26,861,816

City of Milford
Changes to Budget Book Appropriations & Transfers
Fiscal Year 2023

Fund		Appropriation Increase (Decrease)	Purpose
101	General Fund - Engineering	\$40,000	Timing Difference: Parking Garage Rendering (2023 not 2022)
204	Parks & Recreation Fund	\$24,000	Two Lawnmowers
Grand Total		<u>\$64,000</u>	



CITY OF MILFORD

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To: Chair Sandy Russell / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: December 2, 2022

Subject: JEDD VI Refund to Ohio Gateway

State Gateway

As an alternative to paying taxes through RITA (Regional Income Tax Agency), business taxpayers who file net profits returns in more than one municipality can opt to file one central return through the Ohio Business Gateway. Unfortunately, when a taxpayer is due a refund, the State will not deduct from future earnings as RITA does. Rather, the State requests that the City quickly issue a check to make up for the shortfall. This is an unusual occurrence.

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AUTHORIZING PAYMENT OF JEDD VI REFUNDED TAXES TO OHIO DEPARTMENT OF TAXATION IN THE AMOUNT OF **\$11,623.28**

Ohio Department of Taxation

Municipal Net Profit Tax Distribution Report

Accounting Year : 2023 - 2023

Accounting Period : September 2023 - September 2023

UNION TWP-MILFORD CITY JEDD VI-9114

Gross Collections less Refunds	(\$11,618.09)
Adjustments	\$0.00
Net Collections	(\$11,618.09)
Administrative Fee	\$0.00
Refundable Credit Admin Fee Adjustment	\$0.00
Total Administrative Fee	\$0.00
Net Collections plus Refundable Credit Adjustment less Total Administrative Fee	(\$11,618.09)
Interest Earned	\$0.00
Distribution Previously Withheld	\$0.00
Distribution Forwarded from Last Allocation	(\$5.19)
Total Available for Distribution	(\$11,623.28)
Distribution Currently Withheld	\$0.00
Distribution Forwarded to Next Allocation	\$11,623.28
Net Distribution	\$0.00

Ohio Department of Taxation
Final Muni Net Profit Distribution Report - Summary
 Accounting Year 2023
 Accounting Period: Period 1 (September) - Period 1 (September)

Muni ID Number	Name	Collections	Refunds	Administrative Fee	Refundable Credit Adjustment	Refundable Credit Admin Fee Adjustment	Interest Earned	Distribution Previously Withheld	Distribution Currently Withheld	Distribution Forwarded from Last Allocation	Distribution Forwarded to Next Allocation	Net Distribution
8714	UNION TWP-MILL FORD CITY JEDD VI	(\$1,878.09)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.19)	\$71,823.28	\$0.00



Department of
Taxation

11:15, 11:45 AM
attempted 2 calls on 11/17/2022;
no answer, no ability to leave VM
msg

Revenue Accounting
P.O. Box 183077
Columbus, Ohio 43218-3077
Telephone: (614) 466-7150
www.tax.ohio.gov

Called again
on 11/22/22
@ 9:05 AM;
left msg (VM)

November 2, 2022

Patricia Wirthlin
Union Township-Milford City JEDD VI
745 Center St. STE 200
Milford, OH 45150

Revenue Accounting ^③ tax,
~~Shirley~~
state.oh.us.

NOTICE

This notice is being sent pursuant to Ohio Revised Code (R.C.) 718.83(C), as amended by Am. Sub. H.B. 166. (R.C.) 718.83 requires that within thirty days after receiving this notice, the Union Township-Milford City JEDD VI must pay an amount equal to the deficiency to the treasurer of state. The treasurer of state must credit any payment received under this division to the municipal net profit fund. Accordingly, within (30) thirty days of the date of receipt of this letter please remit the following:

***\$11,623.28**

*This amount is in addition to any amounts previously requested by the Department or payments remitted by your municipality.

Pursuant to R.C. 718.83(D), if timely payment is not made, the tax commissioner may recover the amount listed above by deducting the amount of the deficiency from subsequent distributions of municipal net profit tax, municipal income tax on electric light and telephone companies, or property tax, until the amount is recovered.

Please make checks payable to the Ohio Treasurer of State and mail payment to the following address:

ATTN: Andrew Coulter
Ohio Department of Taxation
Revenue Accounting
P.O. Box 183077
Columbus, Ohio 43218-3077

If you have any questions regarding this notice, please contact the Revenue Accounting division at (614) 466-7150.

CC: Alicia Kline



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To: Chair Sandy Russell / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: December 2, 2022

Subject: FY2022 Fourth Amended Appropriations

\$213,266 Changes

Please find attached a list of proposed amendments to the City's **2022** budgeted appropriations and transfers. The total increases amount to **\$213,266**. The changes have minimal effect on the budget due to the nature of reimbursements, grant funding, and placeholders.

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City of Milford
4th Amended Appropriations, Transfers & Advances
Fiscal Year 2022

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5200	Solid Waste & Recycling		20,000	20,000	New Contract Mid-Year
7000	Manager		5,000	5,000	Placeholder for Business Incentive
7100	Finance		2,000	2,000	Training
7200	Law Director	(35,000)	42,000	7,000	Reallocation from Salary to Contract
7400	Mayor's Court		1,200	1,200	Office Supplies
7600	Engineering		5,000	5,000	Placeholder - December Invoice
7700	Civil Service / Personnel Commission		5,000	5,000	
236	American Rescue Plan Act Fund		2,866.69	2,866.69	
415	Capital Improvement				
1000	Police		30,000	30,000	Body Cameras (29% Grant)
4000	Planning		9,000	9,000	Zoning Code Price Increase
517	Wastewater Improvement Fund		(25,000)	(25,000)	Reclass Operating to Transfer Out
Transfers & Advances					
502	Water Revenue Fund				
	Transfer Out to Water Capital Fund		56,000	56,000	Calibration
518	Wastewater Improvement Fund				
	Transfer Out to Wastewater Operating		25,000	25,000	Calibration
TOTALS		\$ 33,000	\$ 180,266.69	\$ 213,266.69	

December 6, 2022

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH FORD DEVELOPMENT CORPORATION IN AN AMOUNT NOT TO EXCEED \$84,786.05 FOR EMERGENCY REPAIRS TO GARFIELD AVENUE CAUSED BY WORK PERFORMED BY A PRIVATE PARTY

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

Section I:

The Council of the City of Milford hereby authorizes the City Manager to enter into an agreement with Ford Development Corporation in an amount not to exceed \$84,786.05 for emergency stabilization and utility repairs to Garfield Avenue due to work performed by a private party. That work caused portions of Garfield Avenue to collapse so it could not be used by the public, forcing the City to close that street through January 1, 2023. Thus, the City had to immediately contract for and to undertake necessary and emergency work to repair Garfield Road and underlying utilities. Due to its immediate and emergency nature, such work was not competitively bid as permitted under Section 11.09 of the Milford City Charter. The terms, conditions, and cost of this emergency work are fully incorporated by reference under and in accordance with Section 12.03 of the Milford City Charter as set forth in the attached letter.

Section II:

Under 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: December 6, 2022

ATTESTED:

Jackie Bain, Clerk

Mayor Lisa Evans

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.

Bryan E. Pacheco, Law Director
Reg. No. 0068189

CLERK'S CERTIFICATION

I Jackie Bain, Clerk of Council of the City of Milford, Ohio, do hereby certify that the foregoing Resolution 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, 100 Castleberry Court, Milford, Ohio; and at the site of the Municipal Building, 745 Center St, Milford, Ohio each for a period of fourteen (14) days commencing on the 8th day of December, 2022.

Jackie Bain, Clerk of Council

Allworx upgrade	\$4,000.00
Office 365 & Exchange Online Annual cost 63 users	\$6,800.00
Proofpoint	\$3,600.00
Renewals	
Symantec renewal	\$900.00
Dell Warranties x3	\$1,750.00
vranger backup	\$1,320.00
Vmware Essentials production support	\$1,390.00
Barracuda backup	\$3,000.00
Barracuda cloud sync	\$3,600.00
Replacement UPS Unit	\$1,700.00
Fortinet Firewill (replaces current EOL firewall)	\$1,400.00
Multifactor Authentication	\$1,300.00
Windows server license	\$1,200.00
Ninja remote assiist/monitoring	\$2,100.00
Computers/laptops	\$1,000.00
Annual hours	\$43,100.00
Total	\$78,160.00

Michael Doss

From: Tom Wilson <TWilson@etechgroup.com>
Sent: Tuesday, November 29, 2022 3:01 PM
To: Cassie Uecker; Taryn Egner
Cc: Pat Wirthlin; Michael Doss
Subject: [External] RE: Budget and Open POs
Attachments: CustDraft2023.xlsx

Hi Cassie,

Attached is the budget/preliminary numbers we talked about. As I mention, the phone system is still a bit up in the air at the moment.

--Tom

From: Cassie Uecker <cuecker@milfordohio.org>
Sent: Tuesday, November 29, 2022 1:17 PM
To: Tom Wilson <TWilson@etechgroup.com>; Taryn Egner <tegner@milfordohio.org>
Cc: Pat Wirthlin <pwirthlin@milfordohio.org>; Michael Doss <mdoss@milfordohio.org>
Subject: [EXTERNAL] Budget and Open POs

Tom

I was wondering if you had the opportunity to get your 2023 budget/preliminary numbers together like we discussed a few weeks ago? I was hoping to get them today if possible.

Also, when you have a chance I would like to review the POs we currently have open and what can be closed. Hopefully we have ample time to get invoices in and paid before year end if there are any outstanding.

Thank you

Cassie Uecker

Finance Specialist
City of Milford
745 Center Street
Milford OH, 45150
513.576.5461

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