

# **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	Increase (Decrease)		Total	Purpose
		Personnel	Other		
<b>Appropriations</b>					
101	<u>General Fund</u>				
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	<u>American Rescue Plan Act Fund</u>		2,866.69	2,866.69	
415	<u>Capital Improvement</u>				
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
<b>Transfers &amp; Advances</b>					
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
	<b>TOTALS</b>	<b>\$ 33,000</b>	<b>\$ 180,266.69</b>	<b>\$ 213,266.69</b>	





# 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:** 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
<b>GRAND TOTALS</b>	<b>5,890,558</b>	<b>20,971,259</b>	<b>26,861,816</b>

**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
<b>Grand Total</b>		<b><u>\$64,000</u></b>	





# CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

[www.milfordohio.org](http://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:** 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
<b>Net Distribution</b>	<b>\$0.00</b>

**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
9114	UNION TWP-FULL FORD CITY JEDD VI	(\$1,978.09)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.19)	\$1,923.26	\$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 tax, ~~STARS~~ 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





# 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	Increase (Decrease)		Total	Purpose
		Personnel	Other		
<b>Appropriations</b>					
101	<u>General Fund</u>				
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	<u>American Rescue Plan Act Fund</u>		2,866.69	2,866.69	
415	<u>Capital Improvement</u>				
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
<b>Transfers &amp; Advances</b>					
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
	<b>TOTALS</b>	<b>\$ 33,000</b>	<b>\$ 180,266.69</b>	<b>\$ 213,266.69</b>	



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 8<sup>th</sup> day of December, 2022.

Jackie Bain, Clerk of Council



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

**NOTICE REGARDING CONFIDENTIAL AND PROPRIETARY INFORMATION:** This message and any attachments may contain confidential and/or proprietary information. The contents of this message and any attachments are not to be shared or forwarded to any unauthorized party without the express written permission of the original sender. If you are not the intended recipient of this message, you are required to destroy this message and notify the sender by reply email.



