



**Pat Moeller**  
Mayor

**Carla Fiehrer**  
Vice Mayor

**Matthew Von Stein**  
Council Member

**Kathleen Klink**  
Council Member

**Rob Wile**  
Council Member

**Robert Brown**  
Council Member

**Timothy Naab**  
Council Member

---

**Call to Order**

**Offering of Prayer** – Rob Wile

**Pledge of Allegiance**

**Special Presentations by City Council or the City Manager/ Proclamations/ Verbal Reports**

1. HYPE presentation by Paige Patton-Radel
2. Butler County Metroparks presented by Jonathon Granville
3. Hamilton Riverfront Remix presentation by Butler Tech Student of the Arts Students
4. Employee Performance Plan presentation by Director of Human Resources Timothy Werdmann

**Audience of Citizens**

Individuals who wish to make comments regarding items scheduled on the Agenda may speak during this part of the agenda or may reserve the right to speak specifically when that item is up for a vote on Council floor. Individuals who wish to speak regarding items not specifically scheduled may do so at this time. All individuals who intend to address City Council are required to sign in at the table in the back of the room. Each speaker is allowed 5 minutes.

**Consent Agenda**

The Consent Agenda is intended to allow the City Council to spend its time and energy on the important items on a lengthy agenda. Staff recommends approval of the Consent Agenda. Anyone may request an item on this calendar to be "pulled" off the Consent Agenda and considered separately. Agenda items pulled from the Consent Agenda will be considered separately under Pulled Consent Items.

- Approval of Minutes
- All Staff Reports
- Receive and File
- Committee of the Whole Report (Includes all Caucus Reports)
- [Informational Report – Regarding the January 2016 Financial Report](#)
- [Informational Report – Regarding the January 2016 Investment Report](#)

**Caucus Agenda February 24, 2016**

1. [Recommendation relative to a Liquor Permit Transfer from Mehreet Investment LLC dba High Street Food Mart to Naem LLC, dba High Street Food Mart](#)
2. [Recommendation relative to the Record Plat for Gardner Ridge, Section One, Block B](#)
3. [Recommendation relative to Change Order #1 - Contract #15-12 "Tree Trimming" \(Asplundh Tree Expert Co.\)](#)

**Public Hearings**

5. [A public hearing regarding amending, transferring and appropriating up to \\$125,083 of Fiscal Year 2013-2016 Community Development Block Grant \(CDBG\) Program Funds.](#)





These icons illustrate which strategic goals Council Actions align to

**Live**



Increase residential property values by CPI + 5%

**Work**



Realize \$150 million of new private industrial/commercial investment

**Play**



Generate \$20 M in investment for recreational amenities with \$10 M around the Great Miami River



Decrease vacant residential structures by 30% (1000 total)



Add 2,000 net new jobs



Engage 50,000 participants annually in special events, arts, and recreation activities



**General Operations and Government Business**

**Council Actions Pertaining to Legislative Items:**

**Pending Legislation:**

6. [An ordinance approving the sale and purchase of certain real property located within the City of Hamilton, Ohio's Urban Renewal Area \(1101 and 1083 High Street\). \(Second reading\).](#) **R I O**
7. [An ordinance amending and supplementing Schedule "A" of the City's Classification and Compensation plan, as set forth in Ordinance No. EOR2016-1-4, adopted January 13, 2016, adding the classification of Budget and Evaluation Manager. \(Second Reading\).](#) **O**
8. [An ordinance amending and supplementing the Codified Ordinances of the City of Hamilton, Ohio by adding thereto new Subsection 193.13\(e\), relative to the transient occupancy excise tax. \(Second reading\).](#) **O**
9. [An ordinance amending, transferring and appropriating up to \\$125,083 of Fiscal Year 2013-2016 Community Development Block Grant \(CDBG\) Program Funds. \(Second Reading\).](#) **A I**
10. [An ordinance approving a request for a conditional use to allow the establishment of an automobile service and minor repair facility \(i.e. Convenience Store/Gas Station\) to operate on property zoned B-2 Community Business District located at 1316 & 1320 Grand Boulevard \(Shane Jones, Applicant\). \(Second Reading\).](#) **I R O**

**New Legislation:**

11. [An ordinance amending section 179.01 of the Codified Ordinances of the City of Hamilton, Ohio, relative to employment besides City service, and repealing existing section 179.01 thereof. \(Two Readings\).](#) **O**
12. [A resolution authorizing and directing the City Manager to execute a contract with the Ohio Department of Transportation relative to Hamilton Bridge Rehabilitation Project PID 91784. \(BUT South D Street 00.48\).](#) **O**

**Audience of the City Manager**

**Audience of City Council**





**City Council – Regular Meeting**  
February 24, 2016 @ 6 p.m.  
345 High Street  
Hamilton, OH, 45011

**Executive Session**

**Adjournment**

The City of Hamilton is pleased to provide accommodations to disabled individuals and encourage their participation in city government. Should special accommodations be required, please contact the City Clerk's office at 513-785-7074 (24) hours before the scheduled meeting.



## City Council Meeting Informational Report

---

**TO:** The Honorable Mayor and Members of the City Council  
**FROM:** Tom Vanderhorst, Finance Director  
**RE:** February, 2015 MONTHLY FINANCIAL REPORT TO COUNCIL

Dear Mayor and Members of Council:

This report is provided for your information and requires no City Council action.

### Related Strategic Goal(s)

- I** Increase residential property values by CPI + 5%
- D** Decrease vacant residential structures by 30% (1,000 total)
- A** Add 2,000 new jobs
- R** Realize \$150 million of new private industrial/commercial investment
- G** Generate \$20 M in investment for recreational amenities with \$10 M around the Great Miami River
- E** Engage 50,000 participants annually in special events, arts and recreation activities
- O** General operations / Government Business





HAMILTON OHIO

MONTHLY FINANCIAL REPORT  
TO THE CITY COUNCIL

Prepared by the Department of Finance

JANUARY 31, 2016

**INCOME STATEMENT GENERAL FUND**  
**MONTH ENDING January 31, 2016**  
**(Budgetary Basis)**

**Comparative Revenue**

| Description              | Revenue<br>This Month<br>Current Year | Revenue<br>Year To Date | Revenue<br>Prior<br>Year To Date | Revenue<br>Estimated   | % Est<br>Received |
|--------------------------|---------------------------------------|-------------------------|----------------------------------|------------------------|-------------------|
| General                  | \$2,109,319.91                        | \$2,109,319.91          | \$2,090,146.59                   | \$27,165,975.00        | 7.76%             |
| Public Works             | 200.00                                | 200.00                  | \$8.00                           | 4,150.00               | 4.82%             |
| Police                   | 15,817.47                             | 15,817.47               | \$16,035.97                      | 188,500.00             | 8.39%             |
| Fire                     | 133,768.18                            | 133,768.18              | \$118,621.09                     | 1,651,600.00           | 8.10%             |
| Public Health            | 50,298.33                             | 50,298.33               | \$23,746.19                      | 409,165.00             | 12.29%            |
| Parks & Recreation       | 0.00                                  | 0.00                    | \$7,635.00                       | 190,000.00             | 0.00%             |
| Municipal Court          | 75,628.00                             | 75,628.00               | \$64,820.13                      | 875,430.00             | 8.64%             |
| Construction Services    | 50,981.46                             | 50,981.46               | \$41,724.99                      | 448,300.00             | 11.37%            |
| Planning                 | 140.00                                | 140.00                  | \$125.00                         | 5,500.00               | 2.55%             |
| Transfer In              | 0.00                                  | 0.00                    | \$0.00                           | 0.00                   |                   |
| Reimbursement of Expense | 650,621.60                            | 650,621.60              | \$1,061,329.44                   | 11,930,950.00          | 5.45%             |
| <b>TOTAL REVENUES</b>    | <b>\$3,086,774.95</b>                 | <b>\$3,086,774.95</b>   | <b>\$3,424,192.40</b>            | <b>\$42,869,570.00</b> | <b>7.20%</b>      |

**Comparative Expenditures**

| Description                     | Expenditures<br>This Month<br>Current Year | Expenditures &<br>Encumbrances<br>Year To Date | Expenditures &<br>Encumbrances<br>Prior Year To Date | Budget<br>This Year    | Budget<br>Used % |
|---------------------------------|--|--|--|------------------------|------------------|
| City Council                    | \$5,420.97                                 | \$6,606.45                                     | \$7,724.19   | \$88,369.00            | 7.48%            |
| City Clerk                      | 8,559.40                                   | 11,579.87                                      | \$13,601.10  | 111,168.00             | 10.42%           |
| Municipal Court                 | 125,488.59                                 | 279,233.99                                     | \$284,946.34   | 1,684,345.00           | 16.58%           |
| City Manager                    | 40,076.66                                  | 41,006.40                                      | \$61,557.59  | 355,150.00             | 11.55%           |
| Construction Services           | 43,160.89                                  | 53,414.36                                      | \$67,190.47  | 583,636.00             | 9.15%            |
| Planning                        | 45,321.41                                  | 52,956.56                                      | \$51,768.53  | 1,124,764.00           | 4.71%            |
| Law                             | 0.00                                       | 68.11  | \$29,417.78  | 166.00                 | 41.03%           |
| Human Resources                 | 19,303.59                                  | 19,303.59                                      | \$0.00   | 385,255.00             | 5.01%            |
| Civil Service                   | 21,665.20                                  | 29,283.49                                      | \$38,472.31  | 304,011.00             | 9.63%            |
| Finance - Administration        | 94,040.60                                  | 104,365.82                                     | \$150,140.92   | 1,192,217.00           | 8.75%            |
| Finance - Purchasing            | 18,060.88                                  | 18,146.22                                      | \$25,301.21  | 251,002.00             | 7.23%            |
| Finance - Building Services     | 13,363.32                                  | 51,810.47                                      | \$303,929.39   | 339,207.00             | 15.27%           |
| Finance - Taxation              | 44,070.70                                  | 91,737.54                                      | \$153,621.71   | 810,420.00             | 11.32%           |
| Finance - Utility Cashiers      | 9,434.02                                   | 18,913.34                                      | \$18,168.77  | 193,750.00             | 9.76%            |
| PW - Administration             | 16,372.76                                  | 16,628.44                                      | \$28,732.36  | 228,042.00             | 7.29%            |
| PW - Engineering                | 40,711.52                                  | 66,406.94                                      | \$46,571.40  | 495,020.00             | 13.42%           |
| PW - Traffic Engineering        | 22,356.08                                  | 27,144.35                                      | \$41,883.34  | 311,670.00             | 8.71%            |
| PW - Signal                     | 16,640.39                                  | 56,543.63                                      | \$41,631.69  | 361,169.00             | 15.66%           |
| Police                          | 1,042,541.88                               | 1,186,475.81                                   | \$1,496,463.73                                       | 12,553,811.00          | 9.45%            |
| Civilian Dispatch               | 9,550.00                                   | 9,550.00                                       | \$10,570.00  | 9,550.00               | 100.00%          |
| Bldg Maint - Criminal Justice   | 4,666.50                                   | 60,597.91                                      | \$70,144.53  | 181,796.00             | 33.33%           |
| Corrections                     | 39,915.43                                  | 49,185.48                                      | \$76,496.48  | 540,351.00             | 9.10%            |
| Fire                            | 757,725.15                                 | 1,084,419.16                                   | \$1,158,160.66                                       | 9,272,715.00           | 11.69%           |
| Fire Building Maintenance       | 1,934.37                                   | 53,033.42                                      | \$58,511.39  | 191,688.00             | 27.67%           |
| EMT/Paramedic Levy Expenditures | 216,655.50                                 | 378,035.46                                     | \$422,139.96   | 2,378,928.00           | 15.89%           |
| Health - Administration         | 51,795.98                                  | 117,200.08                                     | \$105,848.06   | 541,773.00             | 21.63%           |
| Environmental Health            | 48,441.87                                  | 56,075.27                                      | \$68,191.00  | 752,558.00             | 7.45%            |
| Nursing                         | 10,707.79                                  | 34,771.16                                      | \$24,160.05  | 162,563.00             | 21.39%           |
| Health - Bioterrorism           | 2,034.63                                   | 2,034.63                                       | \$4,431.12   | 26,454.00              | 7.69%            |
| Parks & Playground Maint        | 0.00                                       | 1,281.63                                       | \$41,137.95  | 1,311.00               | 97.76%           |
| Community Center                | 0.00                                       | 16,596.23                                      | \$51,199.21  | 16,733.00              | 99.18%           |
| M.J. Colligan Lodge             | 0.00                                       | 110.83   | \$2,820.94   | 111.00                 | 99.85%           |
| Rivers Edge Park                | 0.00                                       | 6,000.00                                       | \$0.00   | 6,000.00               | 100.00%          |
| Special Approp - General        | 416,274.25                                 | 2,124,337.06                                   | \$757,905.11   | 4,675,146.00           | 45.44%           |
| Special Appropriations          | 95,960.39                                  | 442,123.77                                     | \$352,723.23   | 1,684,344.00           | 26.25%           |
| Income Tax Refunds              | 8,361.98                                   | 8,361.98                                       | \$2,815.32   | 505,000.00             | 1.66%            |
| Transfers Out                   | 566,023.00                                 | 566,023.00                                     | \$70,324.84  | 1,481,023.00           | 38.22%           |
| CDBG Expense                    | 2.50                                       | 2.50   | \$11,905.40  | 50,000.00              | 0.01%            |
| <b>TOTAL EXPENDITURES</b>       | <b>\$3,856,638.20</b>                      | <b>\$7,141,364.95</b>                          | <b>\$6,150,608.08</b>                                | <b>\$43,851,216.00</b> | <b>16.29%</b>    |
| <b>FUND NET GAIN / LOSS</b>     | <b>(\$769,863.25)</b>                      | <b>(\$4,054,590.00)</b>                        | <b>(\$2,726,415.68)</b>                              | <b>(\$981,646.00)</b>  |                  |

**INCOME STATEMENT - GENERAL FUND  
SUPPORTING SCHEDULE - GENERAL REVENUE  
MONTH ENDING January 31, 2016  
(BUDGETARY BASIS)**

|   | Revenue<br>This Month<br>Current Year | Revenue<br>Year To Date | Revenue<br>Prior<br>Year To Date | % Increase/<br>Decrease Over<br>Prior Year | Revenue<br>Estimated    | % Est.<br>Received |
|---|---------------------------------------|-------------------------|----------------------------------|--|-------------------------|--------------------|
| <b>TAXES</b>                            |                                       |                         |                                  |  |                         |                    |
| Real Estate Taxes                       | \$ -                                  | \$ -                    | \$ -                             | 100.00%                                    | \$ 2,220,000.00         | 0.00%              |
| Personal Property Taxes                 | -                                     | -                       | -                                | 100.00%                                    | -                       | -                  |
| Income Tax - General Fund               | 1,915,075.42                          | 1,915,075.42            | 1,683,050.17                     | 13.79%                                     | 19,130,875.00           | 10.01%             |
| Income Tax - JEDD 1                     | 42,662.13                             | 42,662.13               | 32,505.49                        | 31.25%                                     | 385,000.00              | 11.08%             |
| Income Tax - JEDD 2                     | 26,261.56                             | 26,261.56               | 13,248.52                        | 98.22%                                     | 140,000.00              | 18.76%             |
| Motel Tax                               | 23,588.49                             | 23,588.49               | 17,513.01                        | 34.69%                                     | 84,000.00               | 28.08%             |
| 2/3rd KWH Tax Revenue                   | -                                     | -                       | 140,651.80                       | -100.00%                                   | 1,650,000.00            | 0.00%              |
| 1/3rd KWH Tax Revenue                   | -                                     | -                       | 70,324.84                        | -100.00%                                   | 810,000.00              | 0.00%              |
| <b>SUB-TOTAL-TAXES</b>                  | <b>\$ 2,007,587.60</b>                | <b>\$ 2,007,587.60</b>  | <b>\$ 1,957,293.83</b>           | <b>2.57%</b>                               | <b>\$ 24,419,875.00</b> | <b>8.22%</b>       |
| <b>LICENSES &amp; PERMITS:</b>          |                                       |                         |                                  |  |                         |                    |
| Cable TV Franchise Fees                 | \$ -                                  | \$ -                    | \$ -                             | 100.00%                                    | \$ 635,000.00           | 0.00%              |
| Other Licenses, Permits                 | 6,114.00                              | 6,114.00                | 17.00                            | 35864.71%                                  | 7,600.00                | 80.45%             |
| <b>SUB-TOTAL LICENSES &amp; PERMITS</b> | <b>\$ 6,114.00</b>                    | <b>\$ 6,114.00</b>      | <b>\$ 17.00</b>                  | <b>35864.71%</b>                           | <b>\$ 642,600.00</b>    | <b>0.95%</b>       |
| <b>INTERGOVERNMENTAL</b>                |                                       |                         |                                  |  |                         |                    |
| ULGF - County                           | \$ 81,534.02                          | \$ 81,534.02            | \$ 77,612.14                     | 5.05%                                      | \$ 950,000.00           | 8.58%              |
| ULGF - Direct                           | 7,813.31                              | 7,813.31                | 16,305.58                        | -52.08%                                    | 190,000.00              | 4.11%              |
| Inheritance Taxes                       | -                                     | -                       | -                                | 100.00%                                    | -                       | -                  |
| Other Intergovernmental                 | -                                     | -                       | 607.71                           | -100.00%                                   | 406,000.00              | 0.00%              |
| <b>SUB-TOTAL INTERGOVERNMENTAL</b>      | <b>\$ 89,347.33</b>                   | <b>\$ 89,347.33</b>     | <b>\$ 94,525.43</b>              | <b>-5.48%</b>                              | <b>\$ 1,546,000.00</b>  | <b>5.78%</b>       |
| <b>CHARGES FOR SERVICES</b>             | <b>\$ 13,584.71</b>                   | <b>\$ 13,584.71</b>     | <b>\$ 14,735.84</b>              | <b>-7.81%</b>                              | <b>\$ 415,850.00</b>    | <b>3.27%</b>       |
| <b>INVESTMENT INCOME</b>                | <b>\$ (12,325.69)</b>                 | <b>\$ (12,325.69)</b>   | <b>\$ 18,174.11</b>              | <b>-167.82%</b>                            | <b>\$ 100,000.00</b>    | <b>-12.33%</b>     |
| <b>MISCELLANEOUS</b>                    | <b>\$ 5,011.96</b>                    | <b>\$ 5,011.96</b>      | <b>\$ 5,400.38</b>               | <b>7.19%</b>                               | <b>\$ 41,650.00</b>     | <b>12.03%</b>      |
| <b>TOTAL</b>                            | <b>\$ 2,109,319.91</b>                | <b>\$ 2,109,319.91</b>  | <b>\$ 2,090,146.59</b>           | <b>0.92%</b>                               | <b>\$ 27,165,975.00</b> | <b>7.76%</b>       |

**INCOME STATEMENT - GENERAL FUND  
SUPPORTING SCHEDULE - REIMBURSEMENT OF EXPENSE  
MONTH ENDING January 31, 2016  
(BUDGETARY BASIS)**

|   | Revenue<br>This Month<br>Current Year | Revenue<br>Year To Date | Revenue<br>Prior<br>Year To Date | % Increase/<br>Decrease Over<br>Prior Year | Revenue<br>Estimated    | % Est.<br>Received |
|---|---------------------------------------|-------------------------|----------------------------------|--|-------------------------|--------------------|
| <b>REIMBURSEMENT OF EXPENSE:</b>        |                                       |                         |                                  |  |                         |                    |
| <b>FROM FUND:</b>                       |                                       |                         |                                  |  |                         |                    |
| One Renaissance Center Fund 200         | \$ 5,048.06                           | \$ 5,048.06             | \$ 10,586.20                     | -52.31%                                    | \$ 79,000.00            | 6.39%              |
| FEMA Reimbursement Fund 205             | -                                     | -                       | -                                | 100.00%                                    | -                       | -                  |
| Stormwater Fund 279                     | 10,388.60                             | 10,388.60               | 13,791.22                        | -24.67%                                    | 130,800.00              | 7.94%              |
| Refuse Fund 280                         | 4,281.87                              | 4,281.87                | 7,434.98                         | -42.41%                                    | 61,000.00               | 7.02%              |
| Street Maintenance Fund 281             | 32,453.23                             | 32,453.23               | 47,242.37                        | -31.30%                                    | 482,150.00              | 6.73%              |
| Gas Fund 501                            | 80,038.10                             | 80,038.10               | 107,122.38                       | -25.28%                                    | 1,300,000.00            | 6.16%              |
| Electric Fund 502                       | 87,440.52                             | 87,440.52               | 119,563.58                       | -26.87%                                    | 1,455,000.00            | 6.01%              |
| Water Fund 503                          | 80,038.10                             | 80,038.10               | 107,122.38                       | -25.28%                                    | 1,300,000.00            | 6.16%              |
| Wastewater Fund 504                     | 68,707.75                             | 68,707.75               | 94,919.64                        | -27.61%                                    | 1,020,000.00            | 6.74%              |
| Parking Fund 550                        | 4,471.22                              | 4,471.22                | 6,559.35                         | -31.83%                                    | 62,500.00               | 7.15%              |
| Golf Fund 560                           | -                                     | -                       | -                                | 100.00%                                    | -                       | -                  |
| CDBG Reimbursement                      | 11,087.48                             | 11,087.48               | 2,820.66                         | 293.08%                                    | 110,000.00              | 10.08%             |
| Public Safety & Health Inc Tax Fund 210 | 41,666.67                             | 41,666.67               | 39,950.00                        | 4.30%                                      | 500,000.00              | 8.33%              |
| <b>SUB-TOTAL GENERAL</b>                | <b>\$ 425,621.60</b>                  | <b>\$ 425,621.60</b>    | <b>\$ 557,112.76</b>             | <b>-23.60%</b>                             | <b>\$ 6,500,450.00</b>  | <b>6.55%</b>       |
| <b>Law Enforcement Funds:</b>           |                                       |                         |                                  |  |                         |                    |
| Safety Helmet Grant Fund 232            | -                                     | -                       | -                                | 0.00%                                      | -                       | 0.00%              |
| DARE Grant Fund 239                     | \$ -                                  | \$ -                    | \$ -                             | 100.00%                                    | \$ -                    | -                  |
| Police Pension Fund 246                 | -                                     | -                       | 31,250.00                        | -100.00%                                   | 240,000.00              | 0.00%              |
| Law Enforcement Block Grant 225         | -                                     | -                       | -                                | 100.00%                                    | -                       | 0.00%              |
| 2002 Police Levy Fund 249               | -                                     | -                       | 79,166.67                        | -100.00%                                   | 730,000.00              | 0.00%              |
| Court Special Project Fund 207          | -                                     | -                       | -                                | 100.00%                                    | 70,500.00               | 0.00%              |
| Public Safety & Health Inc Tax Fund 210 | 112,500.00                            | 112,500.00              | 97,525.00                        | 15.36%                                     | 1,350,000.00            | 8.33%              |
| CDBG Reimbursement                      | -                                     | -                       | -                                | 100.00%                                    | -                       | -                  |
| <b>SUB-TOTAL POLICE</b>                 | <b>\$ 112,500.00</b>                  | <b>\$ 112,500.00</b>    | <b>\$ 207,941.67</b>             | <b>-45.90%</b>                             | <b>\$ 2,390,500.00</b>  | <b>4.71%</b>       |
| <b>Fire Funds:</b>                      |                                       |                         |                                  |  |                         |                    |
| Fire Pension Fund 250                   | \$ -                                  | \$ -                    | \$ 30,416.67                     | -100.00%                                   | \$ 225,000.00           | 0.00%              |
| Charter Fire Force Fund 252             | -                                     | -                       | 87,500.00                        | -100.00%                                   | 745,000.00              | 0.00%              |
| 2002 Fire Levy Fund 253                 | -                                     | -                       | 80,833.34                        | -100.00%                                   | 720,000.00              | 0.00%              |
| Public Safety & Health Inc Tax Fund 210 | 112,500.00                            | 112,500.00              | 97,525.00                        | 15.36%                                     | 1,350,000.00            | 8.33%              |
| CDBG Reimbursement                      | -                                     | -                       | -                                | 0.00%                                      | -                       | 0.00%              |
| <b>SUB-TOTAL FIRE</b>                   | <b>\$ 112,500.00</b>                  | <b>\$ 112,500.00</b>    | <b>\$ 296,275.01</b>             | <b>-62.03%</b>                             | <b>\$ 3,040,000.00</b>  | <b>3.70%</b>       |
| <b>TOTAL</b>                            | <b>\$ 650,621.60</b>                  | <b>\$ 650,621.60</b>    | <b>\$ 1,061,329.44</b>           | <b>-38.70%</b>                             | <b>\$ 11,930,950.00</b> | <b>5.45%</b>       |

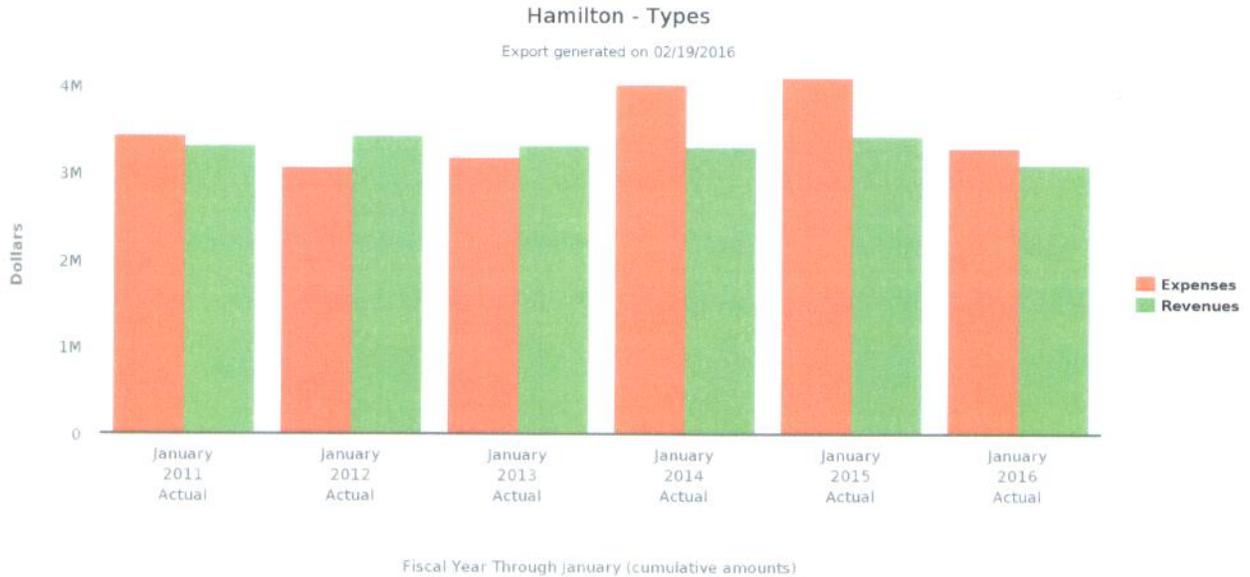
General Fund  
Statement of Activities  
For January 2016

**Hamilton - Types**

Funds Filter: General Fund  
Export generated on 02/19/2016

| Account Group                 | Account Type                  | January 2011 Actual | January 2012 Actual | January 2013 Actual | January 2014 Actual | January 2015 Actual | January 2016 Actual |
|-------------------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues                      |                               | \$ 3,319,538        | \$ 3,421,491        | \$ 3,307,984        | \$ 3,304,018        | \$ 3,424,192        | \$ 3,086,775        |
| Revenues                      | Taxes                         | 1,854,734           | 1,874,446           | 1,842,284           | 1,919,698           | 1,957,902           | 2,007,588           |
| Revenues                      | Miscellaneous Revenue         | 26,853              | 21,603              | 21,079              | 30,938              | 28,297              | 19,033              |
| Revenues                      | Licenses & Permits            | 42,279              | 193,513             | 228,240             | 41,456              | 42,937              | 60,081              |
| Revenues                      | Intergovernmental Revenue     | 193,760             | 165,566             | 87,148              | 91,091              | 98,539              | 94,789              |
| Revenues                      | Charges for Services          | 1,133,204           | 1,044,129           | 1,082,684           | 1,159,746           | 1,232,486           | 833,385             |
| Revenues                      | Recreation Fees               | 4,500               | 3,900               | 5,308               | 5,425               | 7,635               | 0                   |
| Revenues                      | Enterprise Revenues           | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| Revenues                      | Fines and Forfeits            | 64,207              | 118,333             | 41,242              | 55,665              | 56,397              | 71,898              |
| Revenues                      | Other Financing Sources       | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| Expenses                      |                               | 3,430,888           | 3,063,630           | 3,180,688           | 4,011,965           | 4,083,584           | 3,290,615           |
| Expenses                      | Personnel Services & Benefits | 3,093,756           | 2,712,232           | 2,674,971           | 3,519,781           | 3,401,464           | 2,554,426           |
| Expenses                      | Other Expenditures            | 337,133             | 351,398             | 505,718             | 492,184             | 682,120             | 736,190             |
| Expenses                      | Capital Improvements          | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>Revenues Less Expenses</b> |                               | <b>\$ -111,350</b>  | <b>\$ 357,861</b>   | <b>\$ 127,296</b>   | <b>\$ -707,947</b>  | <b>\$ -659,392</b>  | <b>\$ -203,840</b>  |

\*Revenue and Expense totals exclude transfers in/out



**General Fund  
Wages Paid all General Fund Departments  
For January 2016**

- The City experienced 3 pays through January 31st for 2014 – 2015 and 2 pays through January 31<sup>st</sup> for 2011 – 2013 and 2016.
- Overtime and Special Pay was broken out as a separate line item in 2013. In 2012 and before, they were included in Salaries – Regular Employees.

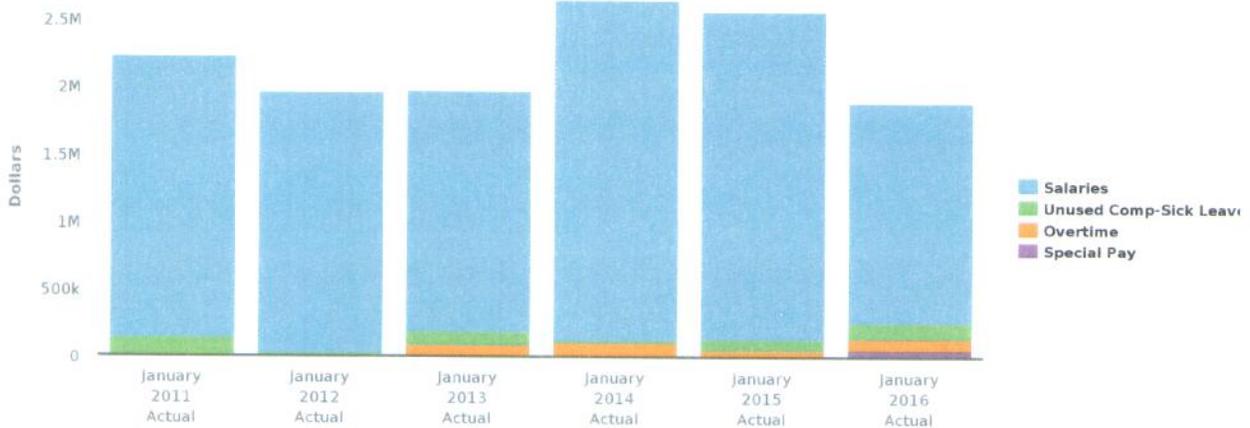
**Hamilton - Personnel Services**

Funds Filter: General Fund  
Export generated on 02/19/2016

| Account Group          | January 2011 Actual | January 2012 Actual | January 2013 Actual | January 2014 Actual | January 2015 Actual | January 2016 Actual |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries               | \$ 2,081,559        | \$ 1,929,392        | \$ 1,779,705        | \$ 2,502,701        | \$ 2,425,952        | \$ 1,622,777        |
| Unused Comp-Sick Leave | 147,677             | 31,138              | 101,785             | 27,945              | 88,434              | 126,861             |
| Overtime               | 0                   | 0                   | 90,426              | 103,852             | 39,615              | 76,588              |
| Special Pay            | 0                   | 0                   | 79                  | 4,001               | 9,984               | 63,737              |
| <b>Total</b>           | <b>\$ 2,229,236</b> | <b>\$ 1,960,530</b> | <b>\$ 1,971,995</b> | <b>\$ 2,638,499</b> | <b>\$ 2,563,985</b> | <b>\$ 1,889,963</b> |

**Hamilton - Personnel Services**

Export generated on 02/19/2016



Fiscal Year Through January (cumulative amounts)

## General Fund Income Tax Collections For January 2016

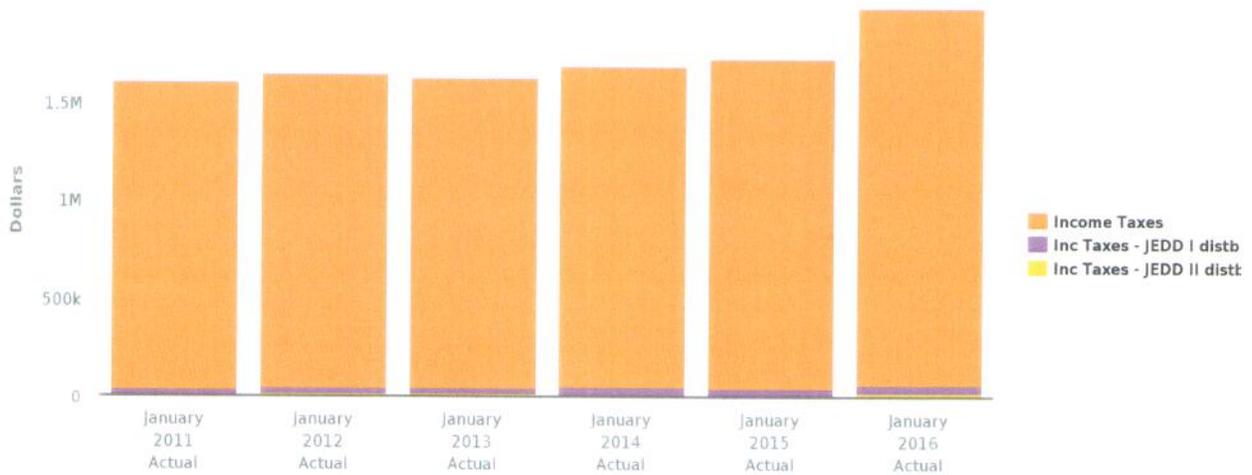
### Hamilton - Income Taxes

Funds Filter: General Fund  
Export generated on 02/19/2016

| Account Group             | January 2011 Actual | January 2012 Actual | January 2013 Actual | January 2014 Actual | January 2015 Actual | January 2016 Actual |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Income Taxes              | \$ 1,574,483        | \$ 1,602,233        | \$ 1,578,374        | \$ 1,634,788        | \$ 1,683,050        | \$ 1,915,075        |
| Inc Taxes - JEDD I distb  | 26,326              | 28,242              | 27,059              | 41,799              | 32,505              | 42,662              |
| Inc Taxes - JEDD II distb | 11,464              | 19,637              | 21,518              | 14,248              | 13,249              | 26,262              |
| <b>Total</b>              | <b>\$ 1,612,273</b> | <b>\$ 1,650,112</b> | <b>\$ 1,626,951</b> | <b>\$ 1,690,835</b> | <b>\$ 1,728,804</b> | <b>\$ 1,983,999</b> |

### Hamilton - Income Taxes

Export generated on 02/19/2016



Fiscal Year Through January (cumulative amounts)

**Summary of Cash Basis Activity**  
**For the One Month Period Ending January 31, 2016**

|                                      | Balance<br>Jan. 1, 2016 | Monthly<br>Receipts   | Monthly<br>Disbursements | Non-Cash<br>Items    | Balance<br>Jan. 31, 2016 | Purchase Orders<br>Outstanding | Unencumbered<br>Cash |
|--------------------------------------|-------------------------|-----------------------|--------------------------|----------------------|--------------------------|--------------------------------|----------------------|
| <b>GENERAL</b>                       |                         |                       |                          |                      |                          |                                |                      |
| 100 General                          | \$7,561,294.13          | \$3,086,774.95        | \$3,856,638.20           | \$1,116.74           | \$6,792,547.62           | \$3,284,726.75                 | 3,507,820.87         |
| <b>SPECIAL REVENUE</b>               |                         |                       |                          |                      |                          |                                |                      |
| 200 One Renaissance Center Fd        | 1,174,290.02            | 177,051.68            | 23,132.36                | 0.00                 | 1,328,209.34             | 186,098.26                     | 1,142,111.08         |
| 2013 HOME FUND 2013                  | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 2014 HOME FUND 2014                  | 19,424.00               | 10,236.48             | 10,236.48                | 0.00                 | 19,424.00                | 124,876.89                     | (105,452.89)         |
| 2015 Home Fund 2015                  | 31,310.27               | 2,463.02              | 2,463.02                 | 0.00                 | 31,310.27                | 98,819.00                      | (67,508.73)          |
| 205 Fed. Emg.Mgmt.Fund (FEMA)        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 206 Youthbuild Grant Fund            | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 207 Hamilton Court Sec.Proj.         | 29,551.90               | 4,632.21              | 0.00                     | 0.00                 | 34,184.11                | 0.00                           | 34,184.11            |
| 208 Hamilton Court Sp Proj Fd        | 125,055.06              | 2,263.68              | 5,000.00                 | 0.00                 | 122,318.74               | 18,125.00                      | 104,193.74           |
| 210 Pub Safety/Health Inc Tax        | 358,239.35              | 308,883.24            | 268,015.41               | 0.00                 | 399,107.18               | 0.00                           | 399,107.18           |
| 211 Rounding Up Util Acct Trs        | 377.23                  | 162.88                | 0.00                     | 0.00                 | 540.11                   | 0.00                           | 540.11               |
| 212 Hamilton Mun Ct Cap Imp          | 31,420.68               | 9,364.17              | 38,457.30                | 0.00                 | 2,327.55                 | 8,826.00                       | (6,498.45)           |
| 213 MIT Aggregatn/Verifctn Fd        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 215 Hamilt Cap Imp Debt Serv         | 2,829,990.47            | 497,202.59            | 95,406.40                | 0.00                 | 3,231,786.66             | 843,821.50                     | 2,387,965.16         |
| 218 Brownfield Red Pilot Proj        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 219 Brownfields Job Trng Init        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 220 Weed & Seed Grant                | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 221 Dispute Resolutn Proc Fd         | 16,469.40               | 567.00                | 738.88                   | 0.00                 | 16,297.52                | 0.00                           | 16,297.52            |
| 222 DOJ Forfeiture Prog Fund         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 223 Brownfields Rev Loan Fund        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 224 GREAT Grant Fund                 | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 225 Justice Assistance Grant         | 4,495.67                | 0.00                  | 0.00                     | 0.00                 | 4,495.67                 | 0.00                           | 4,495.67             |
| 226 Weed & Seed Grnt Exp Site        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 227 Land Reutilization Fund          | 62,824.23               | 0.00                  | 1,872.00                 | 0.00                 | 60,952.23                | 63,617.60                      | (2,665.37)           |
| 230 Targeted Oriented Policing       | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 231 Law Enforcement Trust            | 89,185.41               | 886.70                | 1,233.00                 | 0.00                 | 88,839.11                | 0.00                           | 88,839.11            |
| 232 Safety Helmet Grant              | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 233 Safety Seat Belt Grant           | 14.97                   | 0.00                  | 0.00                     | 0.00                 | 14.97                    | 0.00                           | 14.97                |
| 235 Public Safety Spec Proj          | 122,610.34              | 9,046.00              | 1,378.00                 | 0.00                 | 130,278.34               | 7,112.42                       | 123,165.92           |
| 237 Police Hiring Supp Grant         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 238 Probation Services Fund          | 155,545.92              | 15,490.57             | 18,042.00                | 0.00                 | 152,994.49               | 3,359.87                       | 149,634.62           |
| 239 Dare Program                     | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 240 Drug Law Enforcmt Trust          | 13,985.51               | 0.00                  | 771.87                   | 0.00                 | 13,213.64                | 5,796.16                       | 7,417.48             |
| 241 Dui Enfrmt & Educatn Trst        | 4,848.51                | 267.20                | 0.00                     | 0.00                 | 5,115.71                 | 157.00                         | 4,958.71             |
| 242 Indignt Drivr Alcohol Trt        | 152,356.69              | 1,730.18              | 0.00                     | 0.00                 | 154,086.87               | 10,000.00                      | 144,086.87           |
| 244 Metro Housing Auth Pol Gr        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 245 Police K-9 Unit Fund             | 100.00                  | 0.00                  | 0.00                     | 0.00                 | 100.00                   | 0.00                           | 100.00               |
| 246 Police Pension Fund              | 13.79                   | 0.00                  | 0.00                     | 0.00                 | 13.79                    | 0.00                           | 13.79                |
| 247 CDBG Police Grant                | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 248 COPS MORE Grant                  | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 249 Police Levy Fund                 | 10,238.42               | 0.00                  | 0.00                     | 0.00                 | 10,238.42                | 0.00                           | 10,238.42            |
| 250 Firemen's Pension Fund           | 99.91                   | 0.00                  | 0.00                     | 0.00                 | 99.91                    | 0.00                           | 99.91                |
| 251 Emergency Med Serv Grant         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 252 Charter Fire Force Fund          | 102.59                  | 0.00                  | 0.00                     | 0.00                 | 102.59                   | 0.00                           | 102.59               |
| 253 Fire EMS Levy Fund               | 6,435.56                | 0.00                  | 0.00                     | 0.00                 | 6,435.56                 | 0.00                           | 6,435.56             |
| 254 Technology Initiative Fnd        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 255 Energy Effic Block Grant         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 256 Local Energy Assur Ping          | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 260 Immunizatn Actn Plan Gran        | 201,756.77              | 0.00                  | 4,621.20                 | 0.00                 | 197,135.57               | 20,743.30                      | 176,392.27           |
| 261 Kathryn Weiland Trust Inc        | 3,927.85                | (2.75)                | 0.00                     | 0.00                 | 3,925.10                 | 0.00                           | 3,925.10             |
| 262 Clinical Services Fund           | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 270 Str & Pks Beautification         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 279 Stormwater Mgmt. Fund            | 1,898,722.40            | 178,307.31            | 81,303.97                | (11,640.60)          | 1,984,085.14             | 758,697.48                     | 1,225,387.66         |
| 280 Refuse Fund                      | 1,788,351.73            | 334,312.90            | 351,592.45               | (16,049.19)          | 1,755,022.99             | 3,217,924.90                   | (1,462,901.91)       |
| 281 Street Maintenance Fund          | 236,148.03              | 203,182.89            | 164,650.42               | 0.00                 | 274,680.50               | 126,523.53                     | 148,156.97           |
| 282 Transit System                   | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 283 Convntr & Vistrs Bur Fund        | 27,152.92               | 23,588.50             | 27,152.92                | 0.00                 | 23,588.50                | 0.00                           | 23,588.50            |
| 284 Miami Conservancy Fund           | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 800 CDBG - Revolving Loan Fd         | 16,701.58               | 5,994.76              | 0.00                     | 0.00                 | 22,696.34                | 0.00                           | 22,696.34            |
| 801 HOME - Revolving Loan Fnd        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 802 Neighborhood Stabl. Prgm         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 803 HPRP Grant Fund                  | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 804 Neighborhood Stabl. Program 3    | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 913 CDBG 2012 - 2013                 | 76,482.64               | 0.00                  | 0.00                     | 0.00                 | 76,482.64                | 0.00                           | 76,482.64            |
| 914 CDBG FUND 2014                   | 28,207.09               | 0.00                  | 0.00                     | 0.00                 | 28,207.09                | 0.00                           | 28,207.09            |
| 915 CDBG FUND 915                    | 45,741.10               | 15,564.12             | 15,564.12                | 0.00                 | 45,741.10                | 74,256.29                      | (28,515.19)          |
| 916 CDBG Fund 2015-2016              | 43,746.76               | 81,027.43             | 81,027.43                | 0.00                 | 43,746.76                | 249,620.52                     | (205,873.76)         |
| <b>Total Special Revenue</b>         | <b>\$9,605,924.77</b>   | <b>\$1,882,222.76</b> | <b>\$1,192,659.23</b>    | <b>(\$27,689.79)</b> | <b>\$10,267,798.51</b>   | <b>5,818,376.72</b>            | <b>4,449,422.79</b>  |
| <b>CAPITAL PROJECTS</b>              |                         |                       |                          |                      |                          |                                |                      |
| 300 Capital Projects Fund            | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 301 Special Assessments              | 360,137.98              | 0.00                  | 0.00                     | 0.00                 | 360,137.98               | 432,000.11                     | (71,862.13)          |
| 302 High Street Property             | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 303 Lowes MITIE Talawanda Fund       | 2,117.09                | 0.00                  | 2,117.09                 | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 304 Walmart MITIE Hamilton Fund      | 1,553.99                | 0.00                  | 1,553.99                 | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 305 Hamilton Enterprise Park         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 306 Hamilton Streetscape Imp         | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 307 Issue II Project Fund            | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 308 Matandy Steel MPITIE Fund        | 18,478.93               | 0.00                  | 18,478.93                | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 309 Robinson Schwenn MPITIE Fund     | 881.48                  | 0.00                  | 0.00                     | 0.00                 | 881.48                   | 881.48                         | 0.00                 |
| 310 Clean Ohio Grants Program        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 311 Infrastructure Renwl Prgm        | 951,883.75              | 486,613.19            | 16,161.08                | 0.00                 | 1,422,335.86             | 1,237,216.67                   | 185,119.19           |
| 348 RIDs - MPITIE Citywide District  | 881.97                  | 0.00                  | 881.97                   | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 349 RIDs - MPITIE North District     | 3,426.10                | 0.00                  | 3,426.10                 | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 350 RIDs - MPITIE South District     | 801.74                  | 0.00                  | 801.74                   | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 351 Quality Publishing MPITIE Fund   | 5,306.07                | 0.00                  | 5,306.07                 | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 352 Shoppes @ Hamilton MPITIE Fund   | 34.67                   | 0.00                  | 34.67                    | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 353 Historic Developers (Mercantile) | 3,988.19                | 0.00                  | 3,988.19                 | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 354 Tippman Properties MPITIE Fund   | 24.44                   | 0.00                  | 24.44                    | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| 355 Neturen Manufacturing TIF        | 0.00                    | 0.00                  | 0.00                     | 0.00                 | 0.00                     | 0.00                           | 0.00                 |
| <b>Total Capital Projects</b>        | <b>\$1,349,516.40</b>   | <b>\$486,613.19</b>   | <b>\$52,774.27</b>       | <b>\$0.00</b>        | <b>\$1,783,355.32</b>    | <b>1,670,098.26</b>            | <b>113,257.06</b>    |

|                                      | Balance<br>Jan. 1, 2016 | Monthly<br>Receipts    | Monthly<br>Disbursements | Non-Cash<br>Items       | Balance<br>Jan. 31, 2016 | Purchase Orders<br>Outstanding | Unencumbered<br>Cash   |
|--------------------------------------|-------------------------|------------------------|--------------------------|-------------------------|--------------------------|--------------------------------|------------------------|
| <b>ENTERPRISE - GAS</b>              |                         |                        |                          |                         |                          |                                |                        |
| 501 Gas Utility                      | 1,071,822.13            | 2,595,713.62           | 1,962,488.85             | (740,388.67)            | 964,658.23               | 351,070.74                     | 613,587.49             |
| 510 Gas Sys Special Proj Fund        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 512 Gas Construction Fund            | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 515 Gas Cap Imprmt Fund              | 1,376,216.91            | 0.00                   | 62,996.59                | 0.00                    | 1,313,220.32             | 277,320.36                     | 1,035,899.96           |
| 516 Gas Rate Stabilization Fd        | 2,512,451.11            | 851.21                 | 0.00                     | 0.00                    | 2,513,302.32             | 0.00                           | 2,513,302.32           |
| 517 Gas System Reserve Fund          | 1,033,000.00            | 0.00                   | 0.00                     | 0.00                    | 1,033,000.00             | 0.00                           | 1,033,000.00           |
| 518 Gas Bond Service Fund            | 0.00                    | 31,619.55              | 0.00                     | (31,619.55)             | 0.00                     | 0.00                           | 0.00                   |
| <b>Sub-Total - Gas</b>               | <b>\$5,993,490.15</b>   | <b>\$2,628,184.38</b>  | <b>\$2,025,485.44</b>    | <b>(\$772,008.22)</b>   | <b>\$5,824,180.87</b>    | <b>628,391.10</b>              | <b>5,195,789.77</b>    |
| <b>ENTERPRISE - ELECTRIC</b>         |                         |                        |                          |                         |                          |                                |                        |
| 502 Electric Utility                 | 7,610,880.19            | 5,161,376.29           | 3,513,017.52             | (1,095,469.72)          | 8,163,769.24             | 3,546,003.03                   | 4,617,766.21           |
| 520 Elec Sys Spec Proj Fund          | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 522 Electric Construction Fd         | 685,234.78              | 0.00                   | 0.00                     | 0.00                    | 685,234.78               | 646,594.69                     | 38,640.09              |
| 523 Boiler No. 9 Scrubber Prj        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 524 Hydroelectric Oprtns Fund        | 2,278,132.19            | 403,033.10             | 171,750.36               | 0.00                    | 2,509,414.93             | 69,711.87                      | 2,439,703.06           |
| 525 Electric Cap Imprmt Fund         | 1,356,766.53            | 0.00                   | 588,829.34               | 0.00                    | 767,937.19               | 1,814,013.89                   | (1,046,076.70)         |
| 526 Elec Rate Stablztn Fund          | 4,011,113.91            | 1,358.96               | 0.00                     | 0.00                    | 4,012,472.87             | 0.00                           | 4,012,472.87           |
| 527 Elec System Reserve Fund         | 3,005,794.24            | 1,018.36               | 0.00                     | 0.00                    | 3,006,812.60             | 0.00                           | 3,006,812.60           |
| 528 92 Electric Bd Service Fd        | 0.00                    | 217,739.45             | 0.00                     | (217,739.45)            | 0.00                     | 0.00                           | 0.00                   |
| 529 Electric Debt Rductn Resv        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| <b>Sub-Total - Electric</b>          | <b>\$18,947,921.84</b>  | <b>\$5,784,526.16</b>  | <b>\$4,273,597.22</b>    | <b>(\$1,313,209.17)</b> | <b>\$19,145,641.61</b>   | <b>6,076,323.48</b>            | <b>13,069,318.13</b>   |
| <b>ENTERPRISE - WATER</b>            |                         |                        |                          |                         |                          |                                |                        |
| 503 Water Utility                    | 1,843,464.78            | 1,501,497.39           | 761,315.38               | (91,101.54)             | 2,492,545.25             | 913,708.23                     | 1,578,837.02           |
| 530 Water Sys Spec. Proj Fund        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 531 Water Construction Fund          | 319,489.85              | 0.00                   | 0.00                     | 0.00                    | 319,489.85               | 248,237.10                     | 71,252.75              |
| 535 Water Cap Imprmt Fund            | 5,323,289.48            | 0.00                   | 108,362.10               | 0.00                    | 5,214,927.38             | 361,407.56                     | 4,853,519.82           |
| 536 Water Rate Stablztn Fund         | 1,581,915.33            | 535.95                 | 0.00                     | 0.00                    | 1,582,451.28             | 0.00                           | 1,582,451.28           |
| 537 Water System Reserve Fund        | 2,470,283.94            | 0.00                   | 0.00                     | 0.00                    | 2,470,283.94             | 0.00                           | 2,470,283.94           |
| <b>Sub-Total - Water</b>             | <b>\$11,538,443.38</b>  | <b>\$1,502,033.34</b>  | <b>\$869,677.48</b>      | <b>(\$91,101.54)</b>    | <b>\$12,079,697.70</b>   | <b>1,523,352.89</b>            | <b>10,556,344.81</b>   |
| <b>ENTERPRISE - WASTEWATER</b>       |                         |                        |                          |                         |                          |                                |                        |
| 504 Wastewater Utility               | 1,258,909.99            | 1,009,044.78           | 907,509.78               | (93,574.02)             | 1,266,870.97             | 383,414.85                     | 883,456.12             |
| 540 Wastewater Sp Proj fund          | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 541 Wastewater Constructn Fd         | 9,181,657.01            | 0.00                   | 562,297.11               | 0.00                    | 8,619,359.90             | 5,398,016.40                   | 3,221,343.50           |
| 542 Wwater Debt Procds-Const.        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 543 Riverside Nature Area Con        | 24,757.05               | (17.35)                | 0.00                     | 0.00                    | 24,739.70                | 0.00                           | 24,739.70              |
| 545 Wastewater Cap Imprmt Fd         | 6,267,710.23            | 45,000.00              | 23,151.50                | 0.00                    | 6,289,558.73             | 2,561,697.90                   | 3,727,860.83           |
| 546 Wastewtr Rate Stablztn Fd        | 2,033,097.98            | 688.80                 | 0.00                     | 0.00                    | 2,033,786.78             | 0.00                           | 2,033,786.78           |
| 547 Wastewater Sys Reserve Fd        | 3,230,000.00            | 0.00                   | 0.00                     | 0.00                    | 3,230,000.00             | 0.00                           | 3,230,000.00           |
| 548 Wastewater Bond Service          | 0.00                    | 393,263.92             | 0.00                     | (393,263.92)            | 0.00                     | 0.00                           | 0.00                   |
| <b>Sub-Total - Wastewater</b>        | <b>\$21,996,132.26</b>  | <b>\$1,447,980.15</b>  | <b>\$1,492,958.39</b>    | <b>(\$486,837.94)</b>   | <b>\$21,464,316.08</b>   | <b>8,343,129.15</b>            | <b>13,121,186.93</b>   |
| <b>ENTERPRISE - OTHER</b>            |                         |                        |                          |                         |                          |                                |                        |
| 550 Parking Fund                     | 158,151.36              | 17,649.42              | 26,008.50                | 0.00                    | 149,792.28               | 44,678.86                      | 105,113.42             |
| 551 Pkg Capital Imprmt Fund          | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 560 Golf Fund                        | 323,253.57              | 6,522.52               | 57,194.30                | 0.00                    | 272,581.79               | 232,500.13                     | 40,081.66              |
| 561 Golf Rate Stblztn Fund           | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 570 Central Park Sports Arena        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| <b>Sub-Total - Other</b>             | <b>\$481,404.93</b>     | <b>\$24,171.94</b>     | <b>\$83,202.80</b>       | <b>\$0.00</b>           | <b>\$422,374.07</b>      | <b>277,178.99</b>              | <b>145,195.08</b>      |
| <b>Total - Enterprise</b>            | <b>\$58,957,392.56</b>  | <b>\$11,386,895.97</b> | <b>\$8,744,921.33</b>    | <b>(\$2,663,156.87)</b> | <b>\$58,936,210.33</b>   | <b>\$16,848,375.61</b>         | <b>42,087,834.72</b>   |
| <b>INTERNAL SERVICES</b>             |                         |                        |                          |                         |                          |                                |                        |
| 610 Fleet Maintenance Fund           | 374,552.97              | 180,143.33             | 154,187.19               | 0.00                    | 400,509.11               | 358,100.26                     | 42,408.85              |
| 620 Central Services                 | 7,874.52                | 615,170.25             | 613,285.20               | (0.00)                  | 9,759.57                 | 1,320,143.34                   | (1,310,383.77)         |
| 640 Central Benefits Fund            | 1,611,800.63            | 0.00                   | 0.00                     | 0.00                    | 1,611,800.63             | 0.00                           | 1,611,800.63           |
| 650 Economic Budget Stabilization    | 177,955.00              | 316,023.00             | 0.00                     | 0.00                    | 493,978.00               | 0.00                           | 493,978.00             |
| <b>Total - Internal Services</b>     | <b>\$2,172,183.12</b>   | <b>\$1,111,336.58</b>  | <b>\$767,472.39</b>      | <b>(\$0.00)</b>         | <b>\$2,516,047.31</b>    | <b>1,678,243.60</b>            | <b>837,803.71</b>      |
| <b>TRUST AND AGENCY</b>              |                         |                        |                          |                         |                          |                                |                        |
| 700 Travel Advance Fund              | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 710 Employee Txs & Bnfts Fund        | 897,554.93              | 0.00                   | 0.00                     | 502,022.39              | 1,399,577.32             | 0.00                           | 1,399,577.32           |
| 711 Building Stds Fee Assmt Fu       | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 712 Misc Collectn For Others         | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 715 Unclaimed Monies Fund            | 100,610.42              | 0.00                   | 0.00                     | 0.00                    | 100,610.42               | 0.00                           | 100,610.42             |
| 720 West Milton Tax Collectn         | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 721 New Miami Tax Collectn Fu        | 21,205.59               | 0.00                   | 0.00                     | 9,029.78                | 30,235.37                | 0.00                           | 30,235.37              |
| 722 Oxford Tax Collectn Fund         | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 723 Eaton Tax Collection Fund        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 724 Monroe Tax Collection Fun        | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 726 Butler Cty Annex Tax Fund        | 53,473.90               | 0.00                   | 0.00                     | (38,670.92)             | 14,802.98                | 0.00                           | 14,802.98              |
| 727 Ham.Cen.Bus.Sp.Imprv Dst.        | 358.69                  | 0.00                   | 0.00                     | 0.00                    | 358.69                   | 0.00                           | 358.69                 |
| 728 Joint Ecnmic Dvlp Dstrc I        | 22,379.16               | 0.00                   | 0.00                     | 249.61                  | 22,628.77                | 0.00                           | 22,628.77              |
| 729 Phillipsburg Tax Colctn          | 4,189.01                | 0.00                   | 0.00                     | 4,761.97                | 8,950.98                 | 0.00                           | 8,950.98               |
| 730 Benninghoffen Trust Fund         | 75,000.00               | 0.00                   | 0.00                     | 0.00                    | 75,000.00                | 0.00                           | 75,000.00              |
| 731 Joint Ecnmic Dvlp Dist II        | 46,869.00               | 0.00                   | 0.00                     | 49,392.91               | 96,261.91                | 0.00                           | 96,261.91              |
| 732 Village of New Panis Tax Collect | 10,186.15               | 0.00                   | 0.00                     | 5,021.27                | 15,207.42                | 0.00                           | 15,207.42              |
| 740 Fire Damage Dep Escrow Fu        | 88,786.36               | 0.00                   | 0.00                     | 0.00                    | 88,786.36                | 0.00                           | 88,786.36              |
| 745 Police Prop.Rm Forfeiture        | 419,582.62              | 0.00                   | 0.00                     | 0.00                    | 419,582.62               | 0.00                           | 419,582.62             |
| 752 Municipal Court Cash             | 259,710.45              | 0.00                   | 0.00                     | 0.00                    | 259,710.45               | 0.00                           | 259,710.45             |
| 760 Treasury Investment Fund         | 0.00                    | 0.00                   | 0.00                     | 0.00                    | 0.00                     | 0.00                           | 0.00                   |
| 775 Sinking Fund                     | 0.00                    | 55,097.28              | 55,097.28                | 0.00                    | 0.00                     | 274,902.72                     | (274,902.72)           |
| <b>Total - Trust and Agency</b>      | <b>\$1,999,906.28</b>   | <b>\$55,097.28</b>     | <b>\$55,097.28</b>       | <b>\$531,807.01</b>     | <b>\$2,531,713.29</b>    | <b>274,902.72</b>              | <b>2,256,810.57</b>    |
| <b>TOTAL</b>                         | <b>\$81,646,217.26</b>  | <b>\$18,008,940.73</b> | <b>\$14,669,562.70</b>   | <b>(\$2,157,922.91)</b> | <b>\$82,827,672.38</b>   | <b>\$29,574,722.66</b>         | <b>\$53,252,949.72</b> |

## City Council Meeting Informational Report

---

**TO:** The Honorable Mayor and Members of the City Council  
**FROM:** Tom Vanderhorst, Finance Director  
**RE:** February, 2015 MONTHLY INVESTMENT REPORT TO COUNCIL

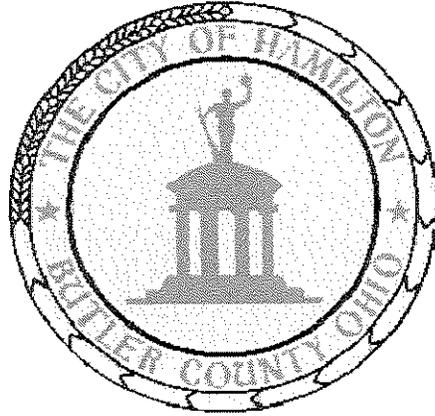
Dear Mayor and Members of Council:

This report is provided for your information and requires no City Council action.

### Related Strategic Goal(s)

- I** Increase residential property values by CPI + 5%
- D** Decrease vacant residential structures by 30% (1,000 total)
- A** Add 2,000 new jobs
- R** Realize \$150 million of new private industrial/commercial investment
- G** Generate \$20 M in investment for recreational amenities with \$10 M around the Great Miami River
- E** Engage 50,000 participants annually in special events, arts and recreation activities
- O** General operations / Government Business





MONTHLY REPORT  
OF THE  
INVESTMENT ADVISORY  
COMMITTEE

Prepared by the Department of Finance

JANUARY, 2016

**MONTHLY REPORT**  
**OF THE**  
**INVESTMENT ADVISORY**  
**COMMITTEE**  
**OF THE CITY OF HAMILTON, OHIO**

**January 1, 2016 through January 31, 2016**

# INVESTMENT ADVISORY COMMITTEE

JANUARY 2016

## TABLE OF CONTENTS

|                                     | <u>Page No.</u> |
|-------------------------------------|-----------------|
| Monthly Investment Committee Report | 1-3             |
| I. Investment Activity Report       | 4               |
| II. Portfolio Balance Summary       | 5               |
| III. Portfolio Performance Summary  | 6               |
| IV. Managed Funds                   |                 |
| United American Capital Corporation | 7-8             |
| Bond Tech, Inc. General Operating   | 9               |

# Monthly Investment Committee Report

January 2016

## Introduction

This document meets the requirement of the City of Hamilton's Certified Investment Policy to report the monthly investment portfolio data to the Investment Advisory Committee. The report is designed to allow the Committee to ascertain that the City's investment activities conform to the Certified Investment Policy and achieve a designated benchmark rate of return as measured below.

The Investment Advisory Committee approves changes to the Certified Investment Policy, reviews the City's investments, and adopts rules that assure the Policy is met. The Committee includes the Mayor (or Council designee), the City Manager, the Law Director, the Finance Director, and the Treasurer.

It is the policy of the City of Hamilton, Ohio to invest interim funds to achieve the maximum preservation and security of funds, meet daily cash flow needs, and after achieving these objectives, achieve the highest rate of return. Investments are made using the "prudent investor" rule. Funds sufficient to meet payment obligations are kept in liquid funds. Funds not immediately needed are invested. Investments are made with the expectation that they will be held to maturity.

Investments include and are diversified as provided in Chapter 135 of the Ohio Revised Code. All deposits must be collateralized at 102% of market value. The maximum maturity for investments is five years.

The City has pooled General Accounts, Rate Stabilization Accounts for the four City utilities, and an Electric System Reserve Account.

The portfolio performance standard is a weighted benchmark as follows: 50% of the two-year Treasury Note at month-end, 25% of the three month average of the Star Plus yield at month-end; and 25% of the Federal Funds Rate at month-end.

The City has a checking and sweep account at US Bank, a Star Plus money market account managed by the Ohio Treasurer of State, managed security accounts with Bond-Tech, Inc. and United American Capital Corporation, one Fidelity Money Market Account, and two First Financial Bank Money Market Accounts. The City also has two custodial accounts with US Bank to settle trades.

| Account                                    | December Book Value | January Book Value | Variance        | Interest Rate % |
|--|---------------------|--------------------|-----------------|-----------------|
| U.S. Bank Sweep Acct                       | 5,528,964.90        | 7,096,823.29       | 1,567,858.39    | 0.05            |
| First Financial-Gen Oper                   | 32,280,624.36       | 22,289,375.17      | (9,991,249.19)  | 0.40            |
| First Financial Rate Stab.                 | 13,144,372.57       | 13,148,825.85      | 4,453.28        | 0.40            |
| COH Treasurer's Notes                      | 275,300.00          | 275,300.00         | 0.00            | 1.53            |
| STAR Plus                                  | 20,092,067.00       | 511.38             | (20,091,555.62) | 0.31            |
| United American Capital Corporation (UACC) | 0.00                | 29,231,415.50      | 29,231,415.50   | 1.12            |
| Fidelity Money Market (UACC)               | 0.00                | 791,920.21         | 791,920.21      | 0.18            |
| Bond Tech Managed Portfolio                | 9,998,643.89        | 9,998,785.56       | 141.67          | 1.17            |
|  |                     |                    |                 |                 |
| Total                                      | 81,319,972.72       | 82,832,956.96      | 1,512,984.24    |                 |

As noted in the table above, the overall portfolio at January 31 increased \$1,512,984.24 from December as described below.

The **US Bank Sweep Account** increased during January from estimated income tax withholdings and various other revenue streams. Interest income was \$352.64 at January 31 as the sweep account remained flat at 5 basis points.

The **First Financial General Operating** account decreased from December to January, as \$10,000,000 transferred to United American Capital Corporation for investment purchases. Interest income increased to 40 basis points in December, earning interest income of \$8,750.81 on the remaining overnight funds.

The **First Financial Rate Stabilization** account has provided a stable investment opportunity for the utility indenture funds. Interest income for January was \$4,453.28.

The **City of Hamilton's Treasurer's Notes:** Two notes remain on the books effective January 31, 2016. A Treasurer's Note of \$425,000.00 was sold in July, 2011 for a portion of the construction and repair of sidewalks, curbs, and gutters on various streets as part of the 2011 Special Assessment Street and Sidewalk Program. The note balance is \$85,000.00. The second Treasurer's Note of \$475,750.00 was sold February 15, 2013 for Municipal Golf Course maintenance equipment, clubhouse improvements, and golf and beverage cart purchases. The note balance is \$190,300.00.

The **STAR Plus** account was cleared and funds transferred to United American Capital Corporation for higher-yield investments. The \$511.38 balance will clear out in February.

The new investment portfolio process and advisor are now in place. **United American Capital Corporation (UACC)** purchased numerous investments during January, 2016 with an overall book value of \$29,231,415.50. Please see pages 7-8 for this detail. Note that there is structure and term diversification within the UACC portfolio, including Federal Agencies, Commercial Paper and Treasury Securities. Additional investments are planned to build the portfolio and to further enhance our returns.

An additional money market account rests within the UACC portfolio – **Fidelity US Government MMF (FIGXX)**. This mechanism provides a brief “parking spot” for investment funds returning from a call or maturity, as well as idle funds ready to purchase specific investments. This account provides efficiencies and continuous yields, with no downtime. The money market account ended with \$791,920.21 in funds paying 18 basis points at month end.

The slight increase in the **Bond Tech** portfolio reflects the net of Treasury Investment Pool premiums and discounts as of January 31, 2016, with minimal interest income. Only four securities remain in this portfolio with potential call dates for February, March and April.

## I. INVESTMENT ACTIVITY REPORT

January 2016

The Federal Open Market Committee (FOMC) met in January to review open market operations, the reserve balance rate, and the economy.

During the meeting, the Committee determined that the overall economy continued to expand at a moderate pace. Increased household spending, housing improvements, job gains, and low inflation all contributed to their view to keep the target rate at .50%. Future rate adjustments will depend on the realized and expected economic conditions, including labor, inflation, and financial developments both on the home front and abroad.

The City's account balance of \$82,832,956.96 consists of the Bond Tech and United American Capital Corporation invested portfolios, two Treasurer's Notes, STAR Plus, two First Financial Money Markets, and the US Bank Sweep (See Tables II and III). For January, the Bond Tech General account had an unrealized loss of \$2,905.58 as the market value of the portfolio fell below book value at month end. United American Capital Corporation's market value rose over book value, providing an unrealized gain of \$80,658.19. Total undistributed interest income totaled \$9,614.83, minus purchased interest of \$64,664.29. The purchased interest will be offset by the gross investment income at the scheduled interest payment dates.

The City of Hamilton's Investment Policy requires portfolio reporting to the Investment Advisory Committee, including investment type, book value, market value and income earned. The Portfolio Performance Summary Table III provides this detail.

Note that the Realized Estimated Annual Income of \$603,052 has jumped substantially from December's report due to the hike of the Federal Funds Rate and the investment of securities through United American Capital Corporation. The Realized Estimated Annual Income consists of realized net gains or losses plus estimated annual interest, and calculates to be 0.73% of investment book value versus the benchmark target of 0.57%. Note that these numbers are an estimate and at a point in time. The portfolio is ever-evolving and the numbers will change as calls, maturities and purchases occur throughout the year. As always, conservatism remains the key to meet our investment objectives of safety first, liquidity second and lastly yield.

Respectfully submitted,



Deborah J. Hymer  
Treasurer

## II. Portfolio Balance Summary - January 31, 2016

### General Accounts -- Book Values

#### Liquid Funds

|                              |    |               |
|------------------------------|----|---------------|
| Star Plus                    | \$ | 511.38        |
| U.S. Bank Treasury Sweep     | \$ | 7,096,823.29  |
| First Financial*             | \$ | 21,139,375.17 |
| Fidelity Money Market (UACC) | \$ | 791,920.21    |

**Total** \$ 29,028,630.05

#### Invested Funds

|           |    |               |
|-----------|----|---------------|
| Bond Tech | \$ | 9,998,785.56  |
| UACC      | \$ | 29,231,415.50 |

|                        |    |            |                       |
|------------------------|----|------------|-----------------------|
| COH Treasurer's Note * | \$ | 85,000.00  | Held w/in US Bank O/N |
| COH Treasurer's Note * | \$ | 190,300.00 | Held w/in US Bank O/N |

**Total** \$ 39,505,501.06

### Total Liquid and Invested Funds

\$ 68,534,131.11

### Utility Rate Stabilization & Reserve Accounts

|   | <u>First Financial</u>   | <u>Invested Funds</u>  | <u>Reserve Funds</u><br><small>*Held as part of First Financial</small>  |
|---|--|--|--|
| <b>Gas Utility (Fund 516)</b>                             |  |  |  |
| Liquid Funds First Financial                              | \$ 2,513,302.32  |  |  |
| Bond Tech U.S. Treasury/Agency Reserve Account (Fund 517) |  | \$ -   | \$ 200,000.00 *  |
| <b>Electric Utility (Fund 526)</b>                        |  |  |  |
| Liquid Funds First Financial                              | \$ 4,012,472.87  |  |  |
| Bond Tech U.S. Treasury/Agency                            |  | \$ -   |  |
| <b>Electric System Reserve (Fund 527)</b>                 |  |  |  |
| Liquid Funds First Financial                              | \$ 3,006,812.60  |  |  |
| Bond Tech U.S. Treasury/Agency                            |  | \$ -   |  |
| <b>Water Utility (Fund 536)</b>                           |  |  |  |
| Liquid Funds First Financial                              | \$ 1,582,451.28  |  |  |
| Bond Tech U.S. Treasury/Agency Reserve Account (Fund 537) |  | \$ -   | \$ 200,000.00 *  |
| <b>Waste Water Utility (Fund 546)</b>                     |  |  |  |
| Liquid Funds First Financial                              | \$ 2,033,786.78  |  |  |
| Bond Tech U.S. Treasury/Agency Reserve Account (Fund 547) |  | \$ -   | \$ 750,000.00 *  |
| <b>Total</b>  | <span style="border: 1px solid black; padding: 2px;">\$ 13,148,825.85</span> | <span style="border: 1px solid black; padding: 2px;">\$ -</span> | <span style="border: 1px solid black; padding: 2px;">\$ 1,150,000.00</span> <span style="border: 1px solid black; padding: 2px;">\$ 14,298,825.85</span> |

### Grand Total All Funds

\$ 82,832,956.96

**III. Portfolio Performance Summary  
As of January 31, 2016**

| Investment                             | Book Value              | Market Value            | Realized             |              | Estimated Annual Interest | Estd Annual Total Income | Realized Annual Income | Estimated Annual Income |
|--|-------------------------|-------------------------|----------------------|--------------|---------------------------|--------------------------|------------------------|-------------------------|
|  |                         |                         | Gains/Losses         | Gains/Losses |                           |                          |                        |                         |
| Star Plus (1)                          | \$ 511.38               | \$ 511.38               | \$ -                 | \$ -         | \$ 1.59                   | \$ 1.59                  | \$ 1.59                | \$ 1.59                 |
| First Financial Rate Stab (2)          | \$ 10,142,013.25        | \$ 10,142,013.25        | \$ -                 | \$ -         | \$ 40,568.05              | \$ 40,568.05             | \$ 40,568.05           | \$ 40,568.05            |
| First Financial Elec Sys Reserve (3)   | \$ 3,006,812.60         | \$ 3,006,812.60         | \$ -                 | \$ -         | \$ 12,027.25              | \$ 12,027.25             | \$ 12,027.25           | \$ 12,027.25            |
| US Bk Checking Sweep (1)               | \$ 7,096,823.29         | \$ 7,096,823.29         | \$ -                 | \$ -         | \$ 3,548.41               | \$ 3,548.41              | \$ 3,548.41            | \$ 3,548.41             |
| First Financial General Operating* (1) | \$ 22,289,375.17        | \$ 22,289,375.17        | \$ -                 | \$ -         | \$ 89,157.50              | \$ 89,157.50             | \$ 89,157.50           | \$ 89,157.50            |
| City of Hamilton Treasurer's Note (1)  | \$ 85,000.00            | \$ 85,000.00            | \$ -                 | \$ -         | \$ 1,793.50               | \$ 1,793.50              | \$ 1,793.50            | \$ 1,793.50             |
| City of Hamilton Treasurer's Note (3)  | \$ 190,300.00           | \$ 190,300.00           | \$ -                 | \$ -         | \$ 1,807.85               | \$ 1,807.85              | \$ 1,807.85            | \$ 1,807.85             |
| B-Tech General Account (1)             | \$ 9,998,785.56         | \$ 9,995,879.98         | \$ (2,905.58)        | \$ -         | \$ 116,985.79             | \$ 114,080.21            | \$ 116,985.79          | \$ 116,985.79           |
| UACC                                   | \$ 29,231,415.50        | \$ 30,103,993.90        | \$ 872,578.40        | \$ -         | \$ 328,268.80             | \$ 1,200,847.20          | \$ 328,268.80          | \$ 328,268.80           |
| Fidelity Money Market UACC             | \$ 791,920.21           | \$ 791,920.21           | \$ -                 | \$ -         | \$ 8,893.26               | \$ 8,893.26              | \$ 8,893.26            | \$ 8,893.26             |
| <b>Total</b>                           | <b>\$ 82,832,956.96</b> | <b>\$ 83,702,629.78</b> | <b>\$ 869,672.82</b> | <b>\$ -</b>  | <b>\$ 603,052.00</b>      | <b>\$ 1,472,724.82</b>   | <b>\$ 603,052.00</b>   | <b>\$ 603,052.00</b>    |

(1) General Accounts

(2) Rate Stabilization

(3) Electric System Reserve

Realized Annual Income / Book Value =

**0.73%**

Benchmark Rate of Return =

**0.57%**

\*Contains Gas, Water, & Wastewater Reserve of \$1,150,000

**Benchmarks**

|                 |      |      |             |
|-----------------|------|------|-------------|
| Fed. Funds Rate | 0.50 | 0.25 | 0.13        |
| Star Plus       | 0.24 | 0.25 | 0.06        |
| 2 Yr Treas      | 0.76 | 0.50 | 0.38        |
| Total           |      |      | <u>0.57</u> |

**City of Hamilton  
Portfolio Management  
Investment Status Report - Investments  
January 31, 2016**

| CUSIP  | Investment # | Issuer | Par Value            | Stated Rate | Maturity Date | Purchase Date | Days to Maturity | YTM          | Market Value         | Accrued Interest At Purchase | Current Principal    | Book Value           |
|--|--------------|--------|----------------------|-------------|---------------|---------------|------------------|--------------|----------------------|------------------------------|----------------------|----------------------|
| <b>Federal Agency - Coupon (NC)</b>              |              |        |                      |             |               |               |                  |              |                      |                              |                      |                      |
| 3130A4KZ7  | 16-0006      | FHLB   | 1,000,000.00         | 0.720       | 03/06/2017    | 01/12/2016    | 399              | 0.860        | 999,714.00           | 2,520.00                     | 998,400.00           | 1,000,920.00         |
| 3134G6ZAO  | 16-0018      | FHLMC  | 1,000,000.00         | 0.875       | 06/16/2017    | 01/15/2016    | 501              | 0.889        | 1,001,438.00         | 704.86                       | 999,800.00           | 1,000,504.86         |
| 3130A8ZS5  | 16-0023      | FHLB   | 1,085,000.00         | 0.750       | 08/28/2017    | 01/20/2016    | 574              | 0.890        | 1,084,275.22         | 3,209.79                     | 1,082,580.45         | 1,085,790.24         |
| 3133EAA32  | 16-0005      | FFCB   | 1,072,000.00         | 0.900       | 11/15/2017    | 01/11/2016    | 653              | 1.036        | 1,072,421.30         | 1,500.80                     | 1,069,341.44         | 1,070,842.24         |
| 3134G3T26  | 16-0004      | FHLMC  | 1,000,000.00         | 1.000       | 05/14/2018    | 01/11/2016    | 833              | 1.153        | 1,000,291.00         | 1,583.33                     | 996,470.00           | 998,053.33           |
| 3136G1CF4  | 16-0007      | FNMA   | 2,000,000.00         | 1.000       | 07/30/2018    | 01/12/2016    | 910              | 1.166        | 2,004,440.00         | Received                     | 1,991,680.00         | 1,991,680.00         |
| 3130A45D0  | 16-0021      | FHLB   | 1,000,000.00         | 1.250       | 02/20/2019    | 01/15/2016    | 1,115            | 1.266        | 1,004,959.00         | 5,034.72                     | 999,510.00           | 1,004,544.72         |
| 3137EADM8  | 16-0012      | FHLMC  | 1,000,000.00         | 1.250       | 10/02/2019    | 01/14/2016    | 1,339            | 1.459        | 1,000,870.00         | 3,541.67                     | 992,460.00           | 996,001.67           |
| 313381C94  | 16-0032      | FHLB   | 1,000,000.00         | 1.250       | 12/13/2019    | 01/25/2016    | 1,411            | 1.371        | 999,143.00           | 1,458.33                     | 995,447.00           | 996,905.33           |
| <b>Federal Agency - Coupon (NC) Totals</b>       |              |        | <b>10,167,551.52</b> |             |               |               | <b>860</b>       | <b>1.123</b> | <b>10,167,551.52</b> | <b>19,553.50</b>             | <b>10,125,688.89</b> | <b>10,145,242.39</b> |
| <b>Commercial Paper - Discount</b>               |              |        |                      |             |               |               |                  |              |                      |                              |                      |                      |
| 36960LX1   | 16-0002      | GECO   | 1,000,000.00         | 0.450       | 03/31/2016    | 01/08/2016    | 59               | 0.457        | 998,962.50           |                              | 998,962.50           | 998,962.50           |
| 89233GE05  | 16-0013      | TOY    | 500,000.00           | 0.650       | 05/24/2016    | 01/13/2016    | 113              | 0.661        | 498,808.33           |                              | 498,808.33           | 498,808.33           |
| 46640PG80  | 16-0001      | JPM    | 1,000,000.00         | 0.820       | 07/08/2016    | 01/11/2016    | 158              | 0.835        | 995,922.77           |                              | 995,922.77           | 995,922.77           |
| 46640PGE7  | 16-0016      | JPM    | 500,000.00           | 0.820       | 07/14/2016    | 01/19/2016    | 164              | 0.835        | 497,984.17           |                              | 497,984.17           | 497,984.17           |
| <b>Commercial Paper - Discount Totals</b>        |              |        | <b>3,000,000.00</b>  |             |               |               | <b>118</b>       | <b>0.680</b> | <b>2,991,677.77</b>  | <b>0.00</b>                  | <b>2,991,677.77</b>  | <b>2,991,677.77</b>  |
| <b>Federal Agency - Coupon (Callable)</b>        |              |        |                      |             |               |               |                  |              |                      |                              |                      |                      |
| 3130A4FK3  | 16-0011      | FHLB   | 350,000.00           | 1.200       | 02/26/2018    | 01/14/2016    | 756              | 1.200        | 350,033.95           | 1,610.00                     | 350,000.00           | 351,610.00           |
| 3135G0VL4  | 16-0009      | FNMA   | 1,000,000.00         | 1.125       | 03/20/2018    | 01/12/2016    | 778              | 1.181        | 1,000,084.00         | 3,500.00                     | 998,800.00           | 1,002,300.00         |
| 3136G0Y47  | 16-0022      | FNMA   | 1,000,000.00         | 1.060       | 04/30/2018    | 01/15/2016    | 819              | 1.130        | 1,000,008.00         | 2,208.33                     | 998,410.00           | 1,000,618.33         |
| 3134G6XB4  | 16-0024      | FHLMC  | 1,528,000.00         | 1.250       | 05/14/2018    | 01/20/2016    | 833              | 1.250        | 1,528,032.09         | 3,501.67                     | 1,528,000.00         | 1,531,501.67         |
| 3135G0XD0  | 16-0019      | FNMA   | 250,000.00           | 1.000       | 05/21/2018    | 01/15/2016    | 840              | 1.195        | 249,466.50           | 375.00                       | 248,875.00           | 249,250.00           |
| 3134G84A4  | 16-0015      | FHLMC  | 1,000,000.00         | 1.250       | 08/24/2018    | 01/14/2016    | 935              | 1.280        | 1,000,055.00         | 1,736.11                     | 999,230.00           | 1,000,966.11         |
| 3134G6Z97  | 16-0026      | FHLMC  | 500,000.00           | 1.250       | 08/27/2018    | 01/20/2016    | 938              | 1.250        | 500,153.50           | 2,482.64                     | 500,000.00           | 502,482.64           |
| 3130A6UJ9  | 16-0003      | FHLB   | 1,000,000.00         | 1.350       | 09/28/2018    | 01/11/2016    | 970              | 1.369        | 1,000,744.00         | 487.50                       | 999,500.00           | 999,987.50           |
| 3136G15R6  | 16-0014      | FNMA   | 500,000.00           | 1.000       | 12/27/2018    | 01/14/2016    | 1,060            | 1.350        | 497,295.50           | 236.11                       | 494,950.00           | 495,186.11           |
| 3134G6R62  | 16-0027      | FHLMC  | 500,000.00           | 1.375       | 02/26/2019    | 01/20/2016    | 1,121            | 1.375        | 500,031.50           | 2,750.00                     | 500,000.00           | 502,750.00           |
| 3134G8GZ6  | 16-0028      | FHLMC  | 500,000.00           | 1.500       | 07/29/2019    | 01/29/2016    | 1,274            | 1.500        | 500,272.00           |                              | 500,000.00           | 500,000.00           |
| 3134G3F54  | 16-0010      | FHLMC  | 500,000.00           | 1.500       | 08/27/2019    | 01/13/2016    | 1,303            | 1.571        | 500,021.50           | 2,833.33                     | 498,750.00           | 501,583.33           |
| 3136G0XN6  | 16-0020      | FNMA   | 500,000.00           | 1.625       | 11/27/2019    | 01/15/2016    | 1,395            | 1.632        | 500,035.50           | 1,083.33                     | 499,875.00           | 500,958.33           |
| <b>Federal Agency - Coupon (Callable) Totals</b> |              |        | <b>9,128,000.00</b>  |             |               |               | <b>963</b>       | <b>1.307</b> | <b>9,126,233.04</b>  | <b>22,804.02</b>             | <b>9,116,390.00</b>  | <b>9,139,194.02</b>  |
| <b>Federal Agency - Discount</b>                 |              |        |                      |             |               |               |                  |              |                      |                              |                      |                      |
| 313385AF3  | 16-0017      | FHLB   | 1,000,000.00         | 0.750       | 01/06/2017    | 01/14/2016    | 340              | 0.767        | 994,428.00           |                              | 992,541.66           | 992,541.66           |

City of Hamilton  
 Portfolio Management  
 Investment Status Report - Investments  
 January 31, 2016

| CUSIP                                      | Investment # | Issuer | Par Value            | Stated Rate | Maturity Date | Purchase Date | Days to Maturity | YTM          | Market Value         | Accrued Interest At Purchase | Current Principal    | Book Value           |
|--|--------------|--------|----------------------|-------------|---------------|---------------|------------------|--------------|----------------------|------------------------------|----------------------|----------------------|
| Federal Agency - Discount Totals           |              |        | 1,000,000.00         |             |               |               | 340              | 0.767        | 994,428.00           | 0.00                         | 992,541.66           | 992,541.66           |
| <b>Treasury Securities - Coupon</b>        |              |        |                      |             |               |               |                  |              |                      |                              |                      |                      |
| 912828UE8                                  | 16-0029      | USTN   | 1,000,000.00         | 0.750       | 12/31/2017    | 01/22/2016    | 699              | 0.868        | 999,141.00           | 453.30                       | 997,734.37           | 998,187.67           |
| 912828UZ1                                  | 16-0025      | USTN   | 1,000,000.00         | 0.625       | 04/30/2018    | 01/20/2016    | 819              | 0.969        | 994,609.00           | 1,390.80                     | 992,265.63           | 993,656.43           |
| 912828L81                                  | 16-0030      | USTN   | 1,000,000.00         | 0.875       | 10/15/2018    | 01/25/2016    | 987              | 1.065        | 998,320.00           | 2,438.52                     | 994,921.87           | 997,360.39           |
| 912828SX9                                  | 16-0033      | USTN   | 1,050,000.00         | 1.125       | 05/31/2019    | 01/29/2016    | 1,215            | 1.197        | 1,052,091.60         | 1,904.20                     | 1,047,539.06         | 1,049,443.26         |
| 912828TH3                                  | 16-0008      | USTN   | 1,000,000.00         | 0.875       | 07/31/2019    | 01/12/2016    | 1,276            | 1.368        | 991,914.00           | Received                     | 982,968.75           | 982,968.75           |
| 912828TR1                                  | 16-0031      | USTN   | 1,000,000.00         | 1.000       | 09/30/2019    | 01/25/2016    | 1,337            | 1.288        | 995,156.00           | 3,196.72                     | 989,687.50           | 992,884.22           |
| <b>Treasury Securities - Coupon Totals</b> |              |        | <b>6,050,000.00</b>  |             |               |               | <b>1,056</b>     | <b>1.126</b> | <b>6,031,231.60</b>  | <b>9,383.54</b>              | <b>6,005,117.18</b>  | <b>6,014,500.72</b>  |
| <b>Investment Totals</b>                   |              |        | <b>29,335,000.00</b> |             |               |               | <b>839</b>       | <b>1.123</b> | <b>29,311,121.93</b> | <b>51,741.06</b>             | <b>29,231,415.50</b> | <b>29,283,156.56</b> |

00



City of Hamilton, Ohio - General Account  
**CUSIP LISTING**  
 1/31/2016

11:34 AM 2/5/2016

| DESCRIPTION  | COUPON STRUCTURE | NEXT CALL DATE | CALL TYPE | DAYS NOTICE | CUSIP     | PURCHASE DATE | BOOK VALUE           | MATURITY DATE            | CURRENT ESTIMATE |             |              |
|--|------------------|----------------|-----------|-------------|-----------|---------------|----------------------|--------------------------|------------------|-------------|--------------|
|  |                  |                |           |             |           |               |                      |                          | AVG DATE         | AVG LIFE    | AVG YIELD    |
| 1 STAR OHIO PLUS   |                  |                |           |             |           | 511.38        | 2/1/16               | 2/1/16                   | 0.00             | 0.310       | EST          |
| 2 1ST FINANCIAL-MMA  |                  |                |           |             |           | 22,289,375.17 | 2/1/16               | 2/1/16                   | 0.00             | 0.400       | EST          |
| 3 FHLMC STEPUP 10/20 1.00%-10/16 2.00%-10/17 2.25%-10/19 2.50% |                  | 4/29/16        | QTY       | 5           | 3134G72U4 | 1,000,000.00  | 10/29/15             | 10/29/20                 | 0.75             | 1.000       | YTW 10/16    |
| 4 FHLMC STEPUP 11/20 1.00%-11/16 2.25%                         |                  | 2/19/16        | QTY       | 5           | 3134G73H2 | 999,598.46    | 11/19/15             | 11/19/20                 | 0.80             | 1.050       | YTW 11/16    |
| 5 FHLMC STEPUP 9/20 1.05%-9/16 2.00%-9/17 3.00%                |                  | 3/24/16        | QTY       | 5           | 3134G7VE8 | 2,500,000.00  | 9/24/15              | 9/24/20                  | 0.15             | 1.050       | YTW 9/16     |
| 6 FHLMC STEPUP 9/20 1.50%-9/17 2.50%-9/18 3.00%-9/19 3.25%     |                  | 3/28/16        | QTY       | 5           | 3134G7VL2 | 2,500,000.00  | 9/28/15              | 9/28/20                  | 0.16             | 1.500       | YTW 3/17     |
| 7 FHLMC STEPUP 9/20 1.05%-9/16 2.20%-9/18 3.30%                |                  | 3/30/16        | QTY       | 5           | 3134G7ZU8 | 2,999,189.10  | 9/30/15              | 9/30/20                  | 0.16             | 1.090       | YTW 9/16     |
| <b>TOTAL BOOK VALUE</b>  |                  |                |           |             |           |               | <b>32,288,672.11</b> | <b>WEIGHTED AVERAGES</b> |                  | <b>0.09</b> | <b>0.638</b> |
| <b>MANAGED PORTION OF PORTFOLIO (EXCLUDES STAR OHIO)</b>       |                  |                |           |             |           |               | <b>9,998,785.56</b>  |                          |                  | <b>0.28</b> | <b>1.170</b> |

1 EST - Estimated yield - Floating rate and structured securities  
 2 YTW - Yield to Worst - Minimum yield to specific call date or maturity - Actual yield may be higher  
 3 CPD - Client Provided Data

**City Council Meeting Caucus Report**

---

**TO:** The Honorable Mayor and Members of the City Council

**RE:** Application for a transfer of a Liquor Permit from Mehreet Investment LLC dba High Street Food Mart to Naeem LLC, dba High Street Food Mart, 946 High St., Hamilton, OH 45011

Dear Mayor and Members of Council:

Notification has been received from the Ohio Department of Liquor Control relative to a request for a C1, C2, D6 liquor permit transfer from Mehreet Investment LLC dba High Street Food Mart to Naeem LLC dba High Street Food Mart, 946 High Street, Hamilton, Ohio 45011.

The holder of this type of permit is the owner or operator of a retail food establishment to sell beer, wine and prepared and bottled cocktails, cordials, and other mixed beverages in original packages and not for consumption on the premises where sold. Under such permit, this also allows sales between the hours of ten a.m. and midnight on Sunday.

The appropriate city departments have investigated this request and have not raised objections to this request. I recommend that Council direct the City Clerk to notify the Ohio Department of Liquor Control that the City has no objection.

It is the recommendation of this office that Council receives this report and concurs in the recommendation.

Sincerely,

Caucus Report Prepared By:

Joshua A. Smith  
City Manager

Amy K. Bach  
City Manager's Office

**Related Strategic Goal(s)**

- I** Increase residential property values by CPI + 5%
- D** Decrease vacant residential structures by 30% (1,000 total)
- R** Realize \$150 million of new private industrial/commercial investment
- A** Add 2,000 new jobs
- G** Generate \$20 M in investment for recreational amenities with \$10 M around the Great Miami River
- E** Engage 50,000 participants annually in special events, arts and recreation activities
- O** General Operations/ Government Business



## City Council Meeting Caucus Report

---

TO: The Honorable Mayor and Members of the  
City Council

|  |
|--|
| <input checked="" type="checkbox"/> 1 <sup>st</sup> Reading Date: 03/09/2016 |
| <input checked="" type="checkbox"/> 2 <sup>nd</sup> Reading Date: 03/23/2016 |
| <input type="checkbox"/> Public Hearing Date:                                |

RE: Final Plat – Gardner Ridge, Section 1,  
Block B (JA Development, Applicant)

Dear Mayor and Members of Council:

### BACKGROUND INFORMATION

This is a request submitted by JA Development for review and approval of the Final Plat for Gardner Ridge subdivision, Section One, Block B. The subject property is located just east of Gardner Ridge Section One, Block A (see attached location map). The property is zoned R-1 Single Family Residential. The preliminary plat for Gardner Ridge (formerly known as Oak Tree Hill) was reviewed and approved by the Planning Commission on November 1, 2004 and included 88 single family residential building lots. The final plat for Section One, Block A, comprised of 17 single family residential lots was approved on March 22, 2006. The original developer of Gardner Ridge was Dixon Builders.

### FINAL PLAT

Section 1, Block B of the subdivision encompasses 10.1 acres and will create twenty-four (24) single-family residential building lots as shown on the attached record plat. All of the proposed lots meet the R-1 Zoning district standard with requires a minimum lot width of 80 feet and a minimum lot size of 10,000 square feet. The proposed lots range in size from 10,000 square feet to 38,027 square feet. All minimum lot widths meet or exceed 80 feet in lot width at building setback line.

The subdivision includes the dedication of an additional 140 lineal foot section of Golden Oak Drive and approximately 1,112 lineal foot of Weeping Oak Drive within a 60- foot wide public right-of-way. All public improvements have been installed as part of the project – items not currently installed include sidewalks which will be installed upon construction of the new homes.



## RECOMMENDATION

The City Interdepartmental Review Committee has reviewed and approved the Record Plat for Gardner Ridge, Section One, Block B and City Staff has reviewed the Record Plat and found it is consistent with the approved Preliminary Plat and City Zoning Regulations.

The Planning Commission reviewed and approved the Record Plat for Gardner Ridge, Section One, Block B on February 15, 2016 and recommends that City Council approve the request for Final Plat approval for Gardner Ridge, Section One, Block B subject to the following condition of approval:

- 1) Separate performance and maintenance bonds to be submitted and approved for outstanding public improvements/installed public improvements in accordance with Section 1191 of the City of Hamilton Subdivision Regulations prior to the record plan being recorded with the Butler County Recorder.

It is the recommendation of this office that Council receives this report, concurs in the recommendation of the Planning Commission, and directs the preparation of the necessary legislation to approve the Record Plat for Gardner Ridge, Section One, Block B, subject to the condition of approval.

Sincerely,

Caucus Report Prepared By:

Joshua A. Smith  
City Manager

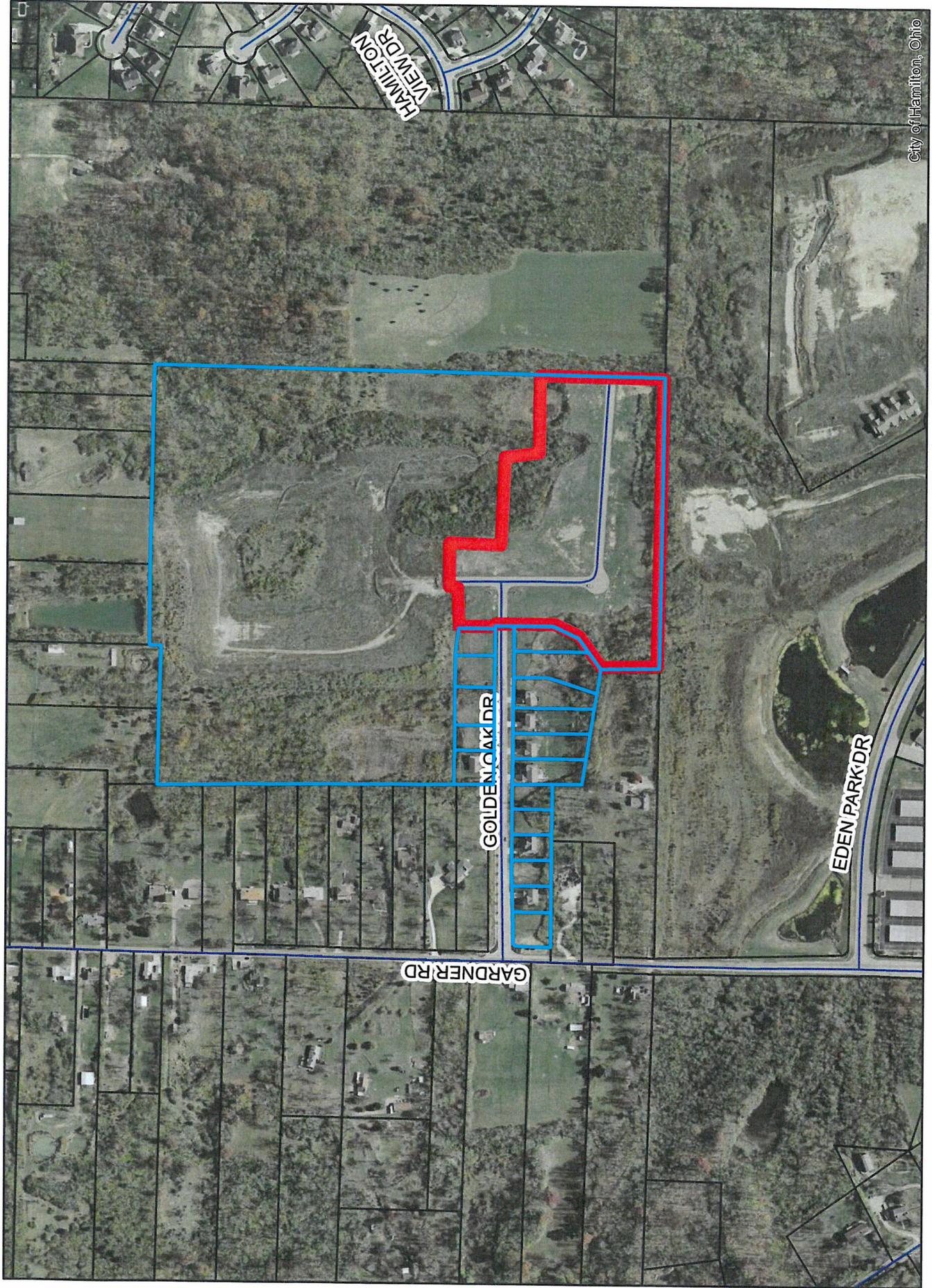
John Creech  
Senior Planner

### Choose Strategic Goal(s)

- R** Realize \$150 million of new private industrial/commercial investment
- A** Add 2,000 new jobs
- I** Increase residential property values by CPI + 5%
- D** Decrease vacant residential structures by 30% (1,000 total)
- G** Generate \$20 M in investment for recreational amenities with \$10 M around the Great Miami River
- E** Engage 50,000 participants annually in special events, arts and recreation activities
- O** General Operations/ Government Business



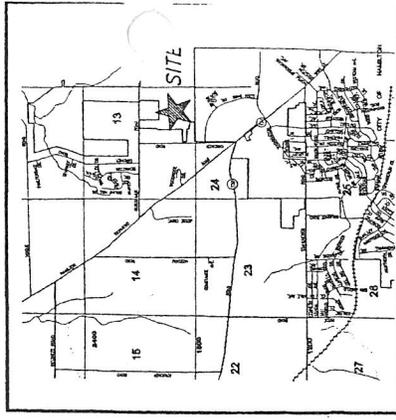
# LOCATION MAP



City of Hamilton, Ohio

# CONCEPT OAK TREE HILL

Lots 29621, 29617 & 29618  
FIRST WARD, NORTHSIDE, CITY OF HAMILTO  
BUTLER COUNTY, OHIO  
SCALE: 1" = 100'  
OCTOBER, 2004



VICINITY MAP

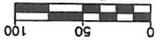
OWNER & DEVELOPER  
Dixon Builders  
7924 Jessie's Way  
Hamilton, Ohio 45011  
(513) 887-6400



APPROVED PRELIMINARY PLAN

November 1, 2004





| Item | Revision Description | Date | Drawn | Checked |
|------|----------------------|------|-------|---------|
|      |                      |      |       |         |
|      |                      |      |       |         |
|      |                      |      |       |         |
|      |                      |      |       |         |

**RECORD PLAT**  
**GARDNER RIDGE**  
**SECTION ONE, BLOCK "B"**  
 FIRST WARD, NORTH SIDE, CITY OF HAMILTON  
 BUTLER COUNTY, OHIO

**bayer**  
 Surveyors  
 2900 Trench Road, Suite 200  
 Mason, OH 45040 • 513.336.0000

Project: 10/10/2017  
 Date: 10/10/2017  
 Sheet: 2/3

- LEGEND**
- Proposed Manganese
  - Proposed 1" Iron Pin
  - Proposed 1" Iron Pin
  - Existing Concrete Monument
  - Existing 1" Iron Pin
  - Dr. Drainage
  - D.L. Building Line
  - U.L. Utility Easement
  - S.S.R. Sanitary Sewer Easement
  - M.O.E. Minimum Opening Elevation
  - M.P.O.E. Minimum Front Opening Elevation
  - U.S.T.T.P. Utility & Temporary Turnaround Easement

**NOTES:**  
 TOTAL CENTERLINE LENGTH FOR GOLDEN OAK DRIVE = 140.00' L.F.  
 TOTAL CENTERLINE LENGTH FOR WEEPING OAK DRIVE = 1112.80' L.F.  
 TOTAL RIGHT-OF-WAY TO BE DEDICATED = 1.173 ACRES

**BENCHMARK**  
 EXISTING CONCRETE MONUMENT  
 CORNER OF LOT #1562  
 ON THE SOUTH SIDE OF WEEPING OAK DRIVE  
 ELEVATION=726.38

Lot 28620  
 Norman G. & Charlotte George  
 I.D.B. 1782, Pg. 531

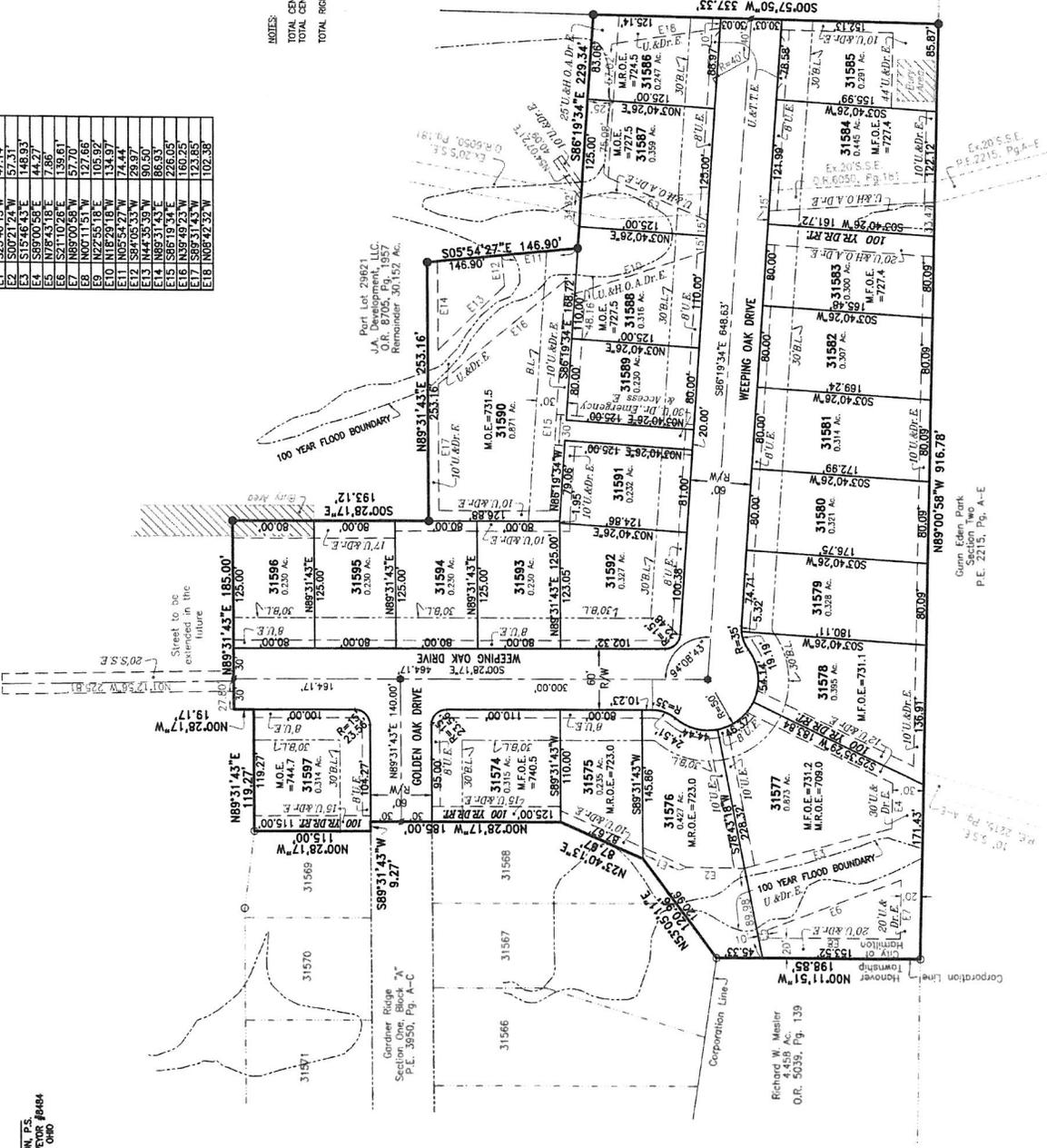
Street to be extended  
 in the future

**EASEMENT LINE TABLE**

| #    | DIRECTION   | DISTANCE |
|------|-------------|----------|
| E1   | S23°40'13"W | 47.14'   |
| E2   | S00°21'24"W | 57.31'   |
| E3   | S15°46'43"E | 148.93'  |
| E4   | S89°00'58"E | 4.627'   |
| E5   | S21°10'26"E | 138.81'  |
| E6   | N89°00'55"W | 57.70'   |
| E7   | N00°11'51"W | 127.66'  |
| E8   | N22°45'18"E | 105.92'  |
| E9   | N18°29'18"W | 134.97'  |
| E10  | S00°05'53"W | 78.97'   |
| E11  | S04°05'53"W | 78.97'   |
| E12  | N89°31'43"E | 86.93'   |
| E13  | N89°31'43"E | 86.93'   |
| E14  | N89°31'43"E | 86.93'   |
| E15  | S86°19'34"E | 226.05'  |
| E16  | N89°49'23"W | 160.25'  |
| E17  | N89°49'23"W | 160.25'  |
| E18  | N89°49'23"W | 160.25'  |
| E19  | N89°49'23"W | 160.25'  |
| E20  | N89°49'23"W | 160.25'  |
| E21  | N89°49'23"W | 160.25'  |
| E22  | N89°49'23"W | 160.25'  |
| E23  | N89°49'23"W | 160.25'  |
| E24  | N89°49'23"W | 160.25'  |
| E25  | N89°49'23"W | 160.25'  |
| E26  | N89°49'23"W | 160.25'  |
| E27  | N89°49'23"W | 160.25'  |
| E28  | N89°49'23"W | 160.25'  |
| E29  | N89°49'23"W | 160.25'  |
| E30  | N89°49'23"W | 160.25'  |
| E31  | N89°49'23"W | 160.25'  |
| E32  | N89°49'23"W | 160.25'  |
| E33  | N89°49'23"W | 160.25'  |
| E34  | N89°49'23"W | 160.25'  |
| E35  | N89°49'23"W | 160.25'  |
| E36  | N89°49'23"W | 160.25'  |
| E37  | N89°49'23"W | 160.25'  |
| E38  | N89°49'23"W | 160.25'  |
| E39  | N89°49'23"W | 160.25'  |
| E40  | N89°49'23"W | 160.25'  |
| E41  | N89°49'23"W | 160.25'  |
| E42  | N89°49'23"W | 160.25'  |
| E43  | N89°49'23"W | 160.25'  |
| E44  | N89°49'23"W | 160.25'  |
| E45  | N89°49'23"W | 160.25'  |
| E46  | N89°49'23"W | 160.25'  |
| E47  | N89°49'23"W | 160.25'  |
| E48  | N89°49'23"W | 160.25'  |
| E49  | N89°49'23"W | 160.25'  |
| E50  | N89°49'23"W | 160.25'  |
| E51  | N89°49'23"W | 160.25'  |
| E52  | N89°49'23"W | 160.25'  |
| E53  | N89°49'23"W | 160.25'  |
| E54  | N89°49'23"W | 160.25'  |
| E55  | N89°49'23"W | 160.25'  |
| E56  | N89°49'23"W | 160.25'  |
| E57  | N89°49'23"W | 160.25'  |
| E58  | N89°49'23"W | 160.25'  |
| E59  | N89°49'23"W | 160.25'  |
| E60  | N89°49'23"W | 160.25'  |
| E61  | N89°49'23"W | 160.25'  |
| E62  | N89°49'23"W | 160.25'  |
| E63  | N89°49'23"W | 160.25'  |
| E64  | N89°49'23"W | 160.25'  |
| E65  | N89°49'23"W | 160.25'  |
| E66  | N89°49'23"W | 160.25'  |
| E67  | N89°49'23"W | 160.25'  |
| E68  | N89°49'23"W | 160.25'  |
| E69  | N89°49'23"W | 160.25'  |
| E70  | N89°49'23"W | 160.25'  |
| E71  | N89°49'23"W | 160.25'  |
| E72  | N89°49'23"W | 160.25'  |
| E73  | N89°49'23"W | 160.25'  |
| E74  | N89°49'23"W | 160.25'  |
| E75  | N89°49'23"W | 160.25'  |
| E76  | N89°49'23"W | 160.25'  |
| E77  | N89°49'23"W | 160.25'  |
| E78  | N89°49'23"W | 160.25'  |
| E79  | N89°49'23"W | 160.25'  |
| E80  | N89°49'23"W | 160.25'  |
| E81  | N89°49'23"W | 160.25'  |
| E82  | N89°49'23"W | 160.25'  |
| E83  | N89°49'23"W | 160.25'  |
| E84  | N89°49'23"W | 160.25'  |
| E85  | N89°49'23"W | 160.25'  |
| E86  | N89°49'23"W | 160.25'  |
| E87  | N89°49'23"W | 160.25'  |
| E88  | N89°49'23"W | 160.25'  |
| E89  | N89°49'23"W | 160.25'  |
| E90  | N89°49'23"W | 160.25'  |
| E91  | N89°49'23"W | 160.25'  |
| E92  | N89°49'23"W | 160.25'  |
| E93  | N89°49'23"W | 160.25'  |
| E94  | N89°49'23"W | 160.25'  |
| E95  | N89°49'23"W | 160.25'  |
| E96  | N89°49'23"W | 160.25'  |
| E97  | N89°49'23"W | 160.25'  |
| E98  | N89°49'23"W | 160.25'  |
| E99  | N89°49'23"W | 160.25'  |
| E100 | N89°49'23"W | 160.25'  |

I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THE ACCOMPANYING PLAT IS THE CORRECT RETURN OF A SURVEY MADE UNDER MY DIRECTION FOR GARDNER RIDGE, SECTION ONE, BLOCK "B" OF HAMILTON SUBDIVISION REGULATIONS HAVE BEEN COMPLETED WITH TO THE BEST OF MY KNOWLEDGE.

BRAN R. JOHNSON, P.S.  
 REGISTERED SURVEYOR #8464  
 IN THE STATE OF OHIO



Gunn Eden Park  
 Section Two  
 P.E. 2215, Pg. A-E

Richard W. Meiler  
 O.R. 5034, Pg. 139



**City Council Meeting Caucus Report**

---

**TO:** The Honorable Mayor and Members of the City Council

**RE:** Change Order #1 - Contract #15-12 "Tree Trimming" (Asplundh Tree Expert Co.)

|                          |                                   |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | 1 <sup>st</sup> Reading Date: N/A |
| <input type="checkbox"/> | 2 <sup>nd</sup> Reading Date: N/A |
| <input type="checkbox"/> | Public Hearing Date: N/A          |

Dear Mayor and Members of Council:

As the result of the competitive bidding process, Contract #15-12 "Tree Trimming" was awarded to Asplundh Tree Expert Company in March 2015 in the estimated amount of \$677,590.00. The next low bidder was Townsend Tree Service Company at \$751,572.50.

Additional Supplementary Equipment which was not included in the original contract scope of services will be authorized by this change order which will allow the contractor to perform more specialized tree trimming services when it becomes necessary because of terrain and location. The additional Supplementary Equipment that will be added to the contract includes, but is not limited to the following items: 4x4 Big foot 55' Aerial Lift, Split Dump Truck, 4x4 Pickup, Rollback, Mower with Fecon Head, 60/70' Aerial Lift and a Backyard Aerial Lift. There is no change in the contract amount for including this equipment.

Therefore, it is recommended that Change Order #1 be issued to Asplundh Tree Expert Co. adding various Supplemental Equipment for use by the contractor as necessary.

This is being reported to City Council in accordance with Section 9.02 of the City of Hamilton Charter, which permits the alteration of contracts with approval of City Council.

It is the recommendation of this office that Council receives this report and concurs in the recommendation.

Sincerely,

Caucus Report Prepared By:

Joshua A. Smith  
City Manager

John Hoskinson  
Purchasing Agent

|                                 |   |
|---------------------------------|---|
| <b>Choose Strategic Goal(s)</b> |   |
| <input type="checkbox"/>        | <b>1</b> Increase residential property values by CPI + 5% |



- D** *Decrease vacant residential structures by 30% (1,000 total)*
- R** *Realize \$150 million of new private industrial/commercial investment*
- A** *Add 2,000 new jobs*
- G** *Generate \$20 M in investment for recreational amenities with \$10 M around the Great Miami River*
- E** *Engage 50,000 participants annually in special events, arts and recreation activities*
- O** *General Operations/ Government Business*



**City Council Meeting Staff Report**

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** Richard A. Engle, P.E., Director of Public Works/City Engineer

**Agenda Item:** A report regarding an ordinance authorizing and ratifying the purchase of property at 1101 High Street and sale of property at 1083 High Street pursuant to an appropriation settlement

|   |  |  |
|---|--|--|
| <p><b>Approvals/Reviews</b><br/><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i></p> | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> Director of Law<br><input checked="" type="checkbox"/> Office of the City Manager | <p><b>Related Strategic Goal(s)</b></p> <input checked="" type="checkbox"/> <b>R</b> Realize new investments<br><input type="checkbox"/> <b>A</b> Add new jobs<br><input checked="" type="checkbox"/> <b>I</b> Increase property values<br><input type="checkbox"/> <b>D</b> Decrease vacant structures<br><input type="checkbox"/> <b>G</b> Generate recreational investments<br><input type="checkbox"/> <b>E</b> Engage citizens in activities<br><input checked="" type="checkbox"/> <b>O</b> General operations |
| <p><b>Ordinance or Resolution</b><br/>Ordinance</p>   | <p>1<sup>st</sup> Reading Date: 2-10-16<br/>           2<sup>nd</sup> Reading Date: 2-24-16<br/>           Public Hearing Date:</p>  |  |
| <p><b>Prior Action/Review</b><br/><i>Please note if this item was discussed on a prior Council or other agenda</i></p>  | <p><b>City Council (or other):</b></p>   |  |
| <p><b>Contract</b></p>  | <input type="checkbox"/> Contract Required   | <input type="checkbox"/> Additional Document(s) Attached   |
| <p><b>Fiscal Impact</b></p>   | <p>Expenditure: \$27,500.00<br/>           Source Funds: Fund 311<br/>           Infrastructure Renewal Fund</p>   | <p><i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i></p>  |

**Policy Issue**

Does City Council wish to adopt legislation to authorize and ratify the purchase of certain property located at 1101 High Street and the sale of certain City property located at 1083 High Street as part of a settlement reached for an appropriation matter?

**Policy Alternative(s)**

Council may choose not to adopt such legislation to authorize and ratify the purchase and sale of said property, which was part of the project to make road and related improvements to High Street and Erie Boulevard.

**Staff Recommendation**

Staff recommends that Council receive this report and adopt the legislation to authorize and ratify the purchase and sale of said property. This will settle the appropriation matter, improve the High Street corridor and contribute to Economic Development.



**Statutory/Policy Authority**

- Sections 3.09, Legislative Procedure, of the Charter of the City of Hamilton
- 3.01(A)(8), Powers of Council, of the Charter of the City of Hamilton
- Section 175.10 of the Codified Ordinances of the City of Hamilton

**Fiscal Impact Summary**

The City agreed to purchase the property for \$27,500 out of Fund 311 Infrastructure Renewal Fund. As part of the negotiation process to purchase a portion of 1101 High Street, this amount was transferred to Hamilton High St. Investors, Ltd. in May 2014.

**Background Information**

The City of Hamilton sought to appropriate property located at 1101 High Street owned by Hamilton High St. Investors, Ltd. to make road and related improvements to High Street and Erie Boulevard. The City of Hamilton and Hamilton High St. Investors, Ltd. reached a settlement whereby Hamilton High St. Investors, Ltd. agreed to convey the property sought by the City for the appropriation. In return, the City agreed to pay \$27,500.00 and to convey 0.151 acres of City owned property that is located adjacent to Hamilton High St. Investors, Ltd.'s property to Hamilton High St. Investors, Ltd.

**Attached Information**

N/A

**Copies Provided to:**

N/A



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING THE SALE AND PURCHASE OF CERTAIN REAL PROPERTY LOCATED WITHIN THE CITY OF HAMILTON, OHIO'S URBAN RENEWAL AREA (1101 and 1083 High Street)**

WHEREAS, the City of Hamilton, Ohio sought to appropriate property owned by Hamilton High St. Investors, Ltd. to make road and related improvements to High Street and Erie Boulevard; and

WHEREAS, the City of Hamilton, Ohio and Hamilton High St. Investors, Ltd. reached a settlement of the appropriation matter whereby the City of Hamilton, Ohio agreed to pay \$27,500.00 to Hamilton High St. Investors, Ltd. and to transfer certain property set forth below to Hamilton High St. Investors, Ltd. in return for Hamilton High St. Investors transferring the property set forth below to the City; and

WHEREAS, the City of Hamilton, Ohio desires to purchase a portion of certain property owned by Hamilton High St. Investors, Ltd. located at the corner of High Street and Erie Boulevard (1101 High Street), which consists of approximately 0.060 acres that is part of Lots #18399, 18400 and 337 in the Fourth Ward and is more particularly shown and described on attached Exhibit A (hereafter the "Property"); and

WHEREAS, Hamilton High St. Investors, Ltd. desires to purchase certain property owned by the City of Hamilton, Ohio located at 1083 High Street, which consists of approximately 0.151 acres that is part of Lot #26670, more particularly shown and described on Exhibit B (hereafter the "City Property"); and

WHEREAS, the City agreed to sell said City Property to Hamilton High St. Investors, Ltd. who owns property adjacent as part of the settlement set forth above and Hamilton High St. Investors, Ltd. intends to use such City Property in connection with their business; and

WHEREAS, the Property and City Property are located in the City's Urban Renewal Area; and

WHEREAS, the City Administration believes it would be beneficial for Council to authorize this purchase and sale of said Property and City Property, respectively, for the purpose of settling the appropriation matter and making road and related improvements to High Street and Erie Boulevard; and

WHEREAS, pursuant to Section 3.01(A)(8) of the City Charter, Council must approve the sale of City property and the purchase of property for City purposes; and

WHEREAS, Council desires to authorize, approve and ratify the purchase of the Property from Hamilton High St. Investors, Ltd. and the sale of the City Property to Hamilton High St. Investors, Ltd. and settlement of the appropriation matter, and to authorize and direct the City Manager to take all actions necessary to effect such purchase, sale and settlement, and to ratify any and all prior actions taken by or on behalf of the City in connection with this purchase, sale and settlement; and

WHEREAS, Council determines that the purchase of this Property, sale of the City Property and settlement will meet the City's goal of economic development and will contribute to the public purpose of improving the High Street Corridor and providing opportunities for businesses to improve their facilities.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hamilton, Ohio:

SECTION I: That it hereby finds that the purchase of the Property and the sale of the City Property are in the best interests of the citizens of the City of Hamilton, Ohio in order to settle the appropriation matter, improve the High Street Corridor and contribute to Economic Development.

SECTION II: That it hereby authorizes and directs the purchase of the Property from Hamilton High St. Investors, Ltd. pursuant to Section 3.01(A)(8) of the City Charter of the City of Hamilton, Ohio.

SECTION III: That it hereby authorizes and directs the sale of the City Property to Hamilton High St. Investors, Ltd. pursuant to Section 175.10 of the Codified Ordinances of the City of Hamilton, Ohio and Section 3.01(A)(8) of the City Charter of the City of Hamilton, Ohio.

**Ordinance No.** \_\_\_\_\_ **(cont'd)**

SECTION IV: The City Manager is authorized and directed to execute any and all documents necessary to effect this purchase and sale, subject to the conditions set forth herein.

SECTION V: That it hereby ratifies any and all prior actions taken by or on behalf of the City in connection with this purchase and sale.

SECTION VI: This ordinance shall take effect and be in full force from and after the earliest period allowed by law after its passage.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Acting City Clerk

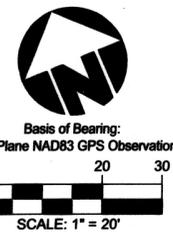
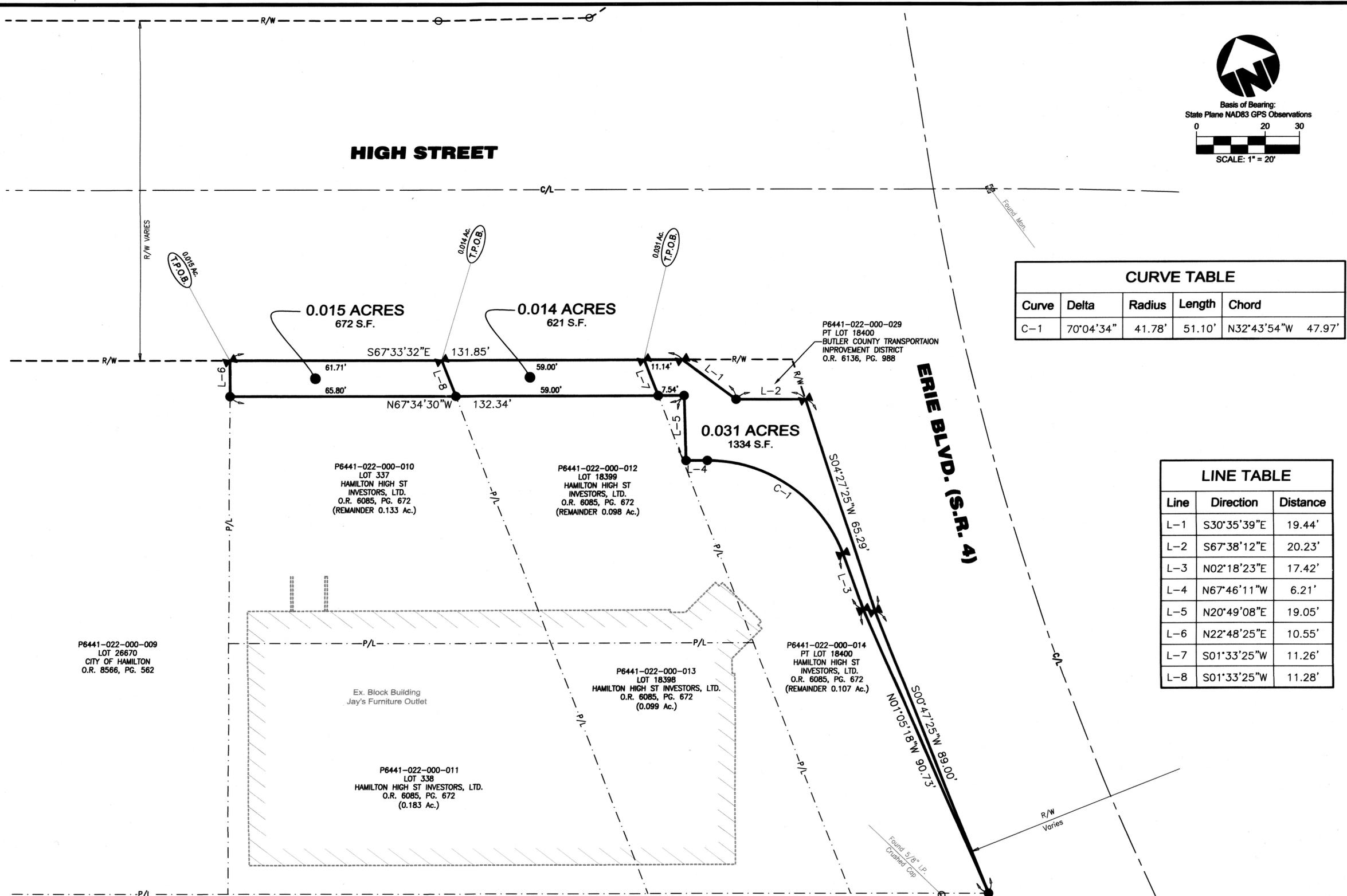
**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton, Butler County, Ohio, hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED:

\_\_\_\_\_

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk**  
**CITY OF HAMILTON, OHIO**

Plot time: Jan 07, 2016 - 8:59am  
 Drawing name: J:\2012\12D013-000\SV\DWG\Property Exhibits\12D013-000 SP4.dwg - Layout Tab: JAYS



| CURVE TABLE |           |        |        |                    |
|-------------|-----------|--------|--------|--------------------|
| Curve       | Delta     | Radius | Length | Chord              |
| C-1         | 70°04'34" | 41.78' | 51.10' | N32°43'54"W 47.97' |

| LINE TABLE |             |          |
|------------|-------------|----------|
| Line       | Direction   | Distance |
| L-1        | S30°35'39"E | 19.44'   |
| L-2        | S67°38'12"E | 20.23'   |
| L-3        | N02°18'23"E | 17.42'   |
| L-4        | N67°46'11"W | 6.21'    |
| L-5        | N20°49'08"E | 19.05'   |
| L-6        | N22°48'25"E | 10.55'   |
| L-7        | S01°33'25"W | 11.26'   |
| L-8        | S01°33'25"W | 11.28'   |

**NOTES**

1. BASIS OF BEARING: STATE PLANE NAD83 GPS OBSERVATIONS, (O.D.O.T. VRS/RTK NETWORK) OHIO SOUTH ZONE 3402.
2. DEED REFERENCES: USED AS SHOWN
3. REFERENCES: SURVEY VOLUME 3, PAGE 70  
 SURVEY VOLUME 6, PAGE 54  
 SURVEY VOLUME 7, PAGE 41  
 SURVEY VOLUME 7, PAGE 181  
 SURVEY VOLUME 52, PAGE 22  
 SURVEY VOLUME 32, PAGE 99  
 SURVEY VOLUME 32, PAGE 249
4. ALL MONUMENTATION IS IN GOOD CONDITION UNLESS OTHERWISE SHOWN.
5. LINES OF OCCUPATION, WHEREVER THEY EXIST, GENERALLY AGREE WITH THE BOUNDARY LINES EXCEPT AS NOTED.
6. A CURRENT TITLE EXAMINATION/REPORT IS NECESSARY TO DETERMINE ANY ADDITIONAL EASEMENTS, RESTRICTIONS, COVENANTS, CONDITIONS OR ENCUMBRANCES WHICH MAY AFFECT THE LANDS HEREIN PLATTED.

**SURVEYORS CERTIFICATION**

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ACCOMPANYING PLAT IS A CORRECT RETURN OF A SURVEY MADE UNDER MY DIRECTION.

*Brian R. Johnson* 1-6-16  
 BRIAN R. JOHNSON, P.S. DATE  
 PROFESSIONAL SURVEYOR #8484  
 IN THE STATE OF OHIO



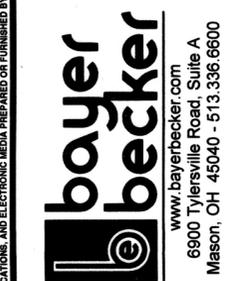
**SURVEY LEGEND**

- Found 5/8" Iron Pin
  - Set 5/8" Diameter x 30" Long Iron Pin Capped Bayer Becker
  - ⊕ Found Mon. Box
  - ⊠ Set Cross Notch
- ALL PROPERTY CORNERS TO BE SET AFTER CONSTRUCTION

VOLUME 56  
 PLAT NO. 109  
 BUTLER COUNTY ENGINEERS  
 RECORD OF LAND SURVEYS

| Item | Revision Description | Date | Drwn: | Chk: |
|------|----------------------|------|-------|------|
|      |                      |      |       |      |
|      |                      |      |       |      |
|      |                      |      |       |      |

**PART OF LOTS #337, #18399 & #18400**  
 1101 HIGH STREET  
 HAMILTON HIGH ST. INVESTORS, LTD.  
 FOURTH WARD, CITY OF HAMILTON  
 BUTLER COUNTY, OHIO  
 PLAT OF SURVEY



Drawing: 12D013-000 SP4  
 Drawn by: BRJ  
 Checked By: BRJ  
 Issue Date: 1-06-16  
 Sheet:

**1/1**

THIS DOCUMENT AND ALL RELATED DETAIL DRAWINGS, SPECIFICATIONS, AND ELECTRONIC MEDIA PREPARED OR FURNISHED BY BAYER BECKER (BB), ARE INSTRUMENTS OF PROFESSIONAL SERVICE, AND IS THE EXCLUSIVE PROPERTY OF BB. NO DISCLOSURE, USE, REPRODUCTION OR DUPLICATION IN WHOLE, OR IN PART, MAY BE MADE WITHOUT WRITTEN PERMISSION OF BB, AND IS DONE SO AT USER'S SOLE RISK. COPYRIGHT - ALL RIGHTS RESERVED.



## City Council Meeting Staff Report

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** Tom Vanderhorst, Finance Director

**Agenda Item:** Report regarding legislation to amend and supplement existing Schedule “A” of the City’s Classification and Compensation Plan as set forth in Emergency Ordinance No. EOR2016-1-14, adopted January 13, 2016, by adding thereto the new classification of Budget & Evaluation Manager

|   |  |  |
|---|--|--|
| <p><b>Approvals/Reviews</b><br/><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i></p> | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> Director of Law<br><input checked="" type="checkbox"/> Office of the City Manager | <p><b>Related Strategic Goal(s)</b></p> <input type="checkbox"/> <b>R</b> Realize new investments<br><input type="checkbox"/> <b>A</b> Add new jobs<br><input type="checkbox"/> <b>I</b> Increase property values<br><input type="checkbox"/> <b>D</b> Decrease vacant structures<br><input type="checkbox"/> <b>G</b> Generate recreational investments<br><input type="checkbox"/> <b>E</b> Engage citizens in activities<br><input checked="" type="checkbox"/> <b>O</b> General operations |
| <p><b>Ordinance or Resolution</b><br/>Ordinance</p>   | <p>1<sup>st</sup> Reading Date: 2-10-16<br/>           2<sup>nd</sup> Reading Date: 2-24-16<br/>           Public Hearing Date:</p>  |  |
| <p><b>Prior Action/Review</b><br/><i>Please note if this item was discussed on a prior Council or other agenda</i></p>  | <p><b>City Council (or other):</b><br/>Caucus – 1-27-16</p>  |  |
| <p><b>Contract</b></p>  | <input type="checkbox"/> Contract Required   | <input type="checkbox"/> Additional Document(s) Attached   |
| <p><b>Fiscal Impact</b></p>   | <p>Budgeted: No<br/>           Expenditure: See below<br/>           Source Funds: General Fund</p>  | <p><i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i></p>  |

**Policy Issue**

Does City Council wish to adopt legislation to amend Schedule A of the City’s Classification and Compensation Plan to establish the new position of Budget & Evaluation Manager?

**Policy Alternative(s)**

City Council can decide not to amend said Classification and Compensation Plan.

**Staff Recommendation**

Staff recommends that Council receive this report and adopt the necessary legislation to adopt an ordinance to amend existing Schedule “A” of the City’s Classification and Compensation Plan as set forth in Emergency Ordinance No. EOR2016-1-14, adopted January 13, 2016, by adding thereto the new classification of Budget & Evaluation Manager.

**Statutory/Policy Authority**

- Section 3.09, Legislative Procedure, of the Charter of the City of Hamilton.



## Fiscal Impact Summary

**Table 1: Salary range for Budget & Evaluation Manager**

| Position                    | Action           | Salary Range        |
|-----------------------------|------------------|---------------------|
| Budget & Evaluation Manager | Add New Position | \$73,382 - \$94,099 |

**Table 2: Historical Annual Salary Expense and Actual FTE Positions in the Finance Department**

| Finance Department    | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Actual | 2016 Adopted Budget |
|-----------------------|-------------|-------------|-------------|-------------|---------------------|
| Annual Salary Expense | \$1,965,182 | \$1,943,275 | \$1,904,675 | \$1,797,542 | \$1,781,041         |
| Actual FTE Positions  | 36.00       | 34.50       | 33.25       | 29.00       | 30 (Current)        |

### Background Information

In 2014, the Division of Budget and Evaluation was created in the Finance Department. At that time, no position was created to serve as head of the division. We propose adding the position of Budget and Evaluation Manager to function as head of this sub-department of Finance. The main duties of the individual in this position would be to assist in the preparation of the General Operating and Capital Improvements Budgets, long range fiscal planning and budgeting, administer the City budget and assist in the planning, implementation and management of City issued debt.

### Attached Information

- Draft Classification Description

### Copies Provided to:

N/A





# CITY OF HAMILTON, OHIO

## CLASSIFICATION DESCRIPTION

2113

Budget & Evaluation Manager

Page 1 of 3

|  |                              |
|--|------------------------------|
| <b>CLASS TITLE</b>                     | Budget & Information Manager |
| <b>CLASS CODE NUMBER</b>               | 2113                         |
| <b>ADMINISTRATIVE SERVICE CATEGORY</b> | Classified Service           |
| <b>ADOPTED</b>                         | ???                          |
| <b>REVISED</b>                         |                              |
| <b>PROBATIONARY PERIOD</b>             | One (1) Year                 |

### DESCRIPTION OF DUTIES

This is highly responsible, professional, technical and managerial work involving planning, organizing, coordinating and directing the budget and debt-related activities of the City. The Budget and Evaluation Manager assists in developing and carrying out the policies of the Director; plans the budgeting operations and performance metrics analysis within the City; performs analytical and consultative duties, represents the Director or Assistant Director as assigned; assists with developing and implementing short and long range objectives of the Department. The work is performed under the general direction and supervision of the Assistant Finance Director but considerable leeway is granted for the exercise of independent judgment and initiative.

### ESSENTIAL JOB FUNCTIONS

- Develops, implements and manages the budget systems and procedures and assists with the development, implementation and management of financial accounting system and procedures consistent with generally accepted accounting principles (GAAP) and practices;
- Gathers, assembles, and formats data and prepares preliminary analysis for budget preparation; assists in preparation of preliminary and final budget documents; prepares budget presentation materials; maintains data and systems for budget tracking and reporting and generates reports; assists departments and divisions with issues related to funds availability, fund transfers and budget compliance; prepares and participates in the in the preparation of the City's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds, personnel and account coding.
- Assists with the preparation of monthly and annual audited financial reports;
- Prepares timely reports for appropriate officials or agencies concerning financial conditions, source and application of funds and recommendations for correction and/or improvement;
- Assists in the preparation of the General operating and Capital Budgets, long-range fiscal planning and budgeting
- May oversee the financial administration of State and Federal grants;
- Analyzes and evaluates requests from department personnel for changes in budget allocations throughout the fiscal year in such areas as staffing levels, facilities, systems, and equipment;
- Administers and oversees the City budget and performance analytics management;
- Ability to conduct vacancy savings, revenue and expenditure forecasting and conduct fiscal impact analyses
- Assists in the planning, implementation and management of City's budget policies and procedures;

- Develops, coordinates and implements improved finance and accounting data processing applications;
- Attends meetings, conferences and workshops as requested and authorized;
- Assist in preparation for all debt issuance related activity along with analysis of current debt and forecasting the ability to pay new debt service requirements on any new debt issuances.
- Performs other related work as required.

**DESIRED SKILLS/KNOWLEDGE/ABILITIES**

- Thorough knowledge of current generally accepted accounting principles (GAAP) and practices;
- Thorough knowledge of principles and legal requirements of municipal governmental accounting, budgeting and accounting controls;
- Thorough knowledge of data processing technology as applied to financial and budgeting functions;
- Thorough knowledge of Federal and State fund accounting, auditing and reporting requirements;
- Ability to perform and lead staff in budget analysis, preparation and monitoring, interpret complex fiscal reports and records, analyze financial data and be proactive in analysis of problems, causes and development of solutions;
- Ability to perform work with speed, accuracy and attention to detail;
- Ability to make decisions in accordance with established policies and procedures;
- Ability to independently solve problems within assigned areas of responsibility;
- Ability to organize, prioritize, motivate, supervise and evaluate the work of others;
- Ability to establish and maintain effective working relationships with other City employees, Department Heads, Division Heads, other supervisory personnel, financial institutions and the general public;
- Ability to communicate well with others, both orally and in writing and to present clear and concise reports;
- Ability to handle confidential employee and administrative information with tact and discretion.

**TRAINING AND EDUCATION QUALIFICATIONS**

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Accounting, Finance, or Business Administration, preferably supplemented by a Master's Degree in Accounting, Business Administration or Public Administration.

**SPECIAL REQUIREMENTS, LICENSES, AND CERTIFICATES**

- A minimum of three to five years of responsible professional experience with governmental accounting, including excellent computer skills.

**ESSENTIAL PHYSICAL ABILITIES**

- Clarity of speech and hearing which permits the employee to communicate well with other City Department and Division Heads, employees and the general public;
- Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of reports and related materials;
- Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations and to lift and move materials from time to time;
- Sufficient personal mobility which permits the employee to visit and inspect other City and field work locations.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING AND SUPPLEMENTING SCHEDULE "A" OF THE CITY'S CLASSIFICATION AND COMPENSATION PLAN, AS SET FORTH IN ORDINANCE NO. EOR2016-1-14 ADOPTED JANUARY 13, 2016 ADDING THE CLASSIFICATION OF BUDGET AND EVALUATION MANAGER**

WHEREAS, the Administration of the City of Hamilton, Ohio recommends that the new classification of Budget and Evaluation Manager be established within Schedule "A" of the City's Classification and Compensation Plan; and

WHEREAS, the Budget and Evaluation Manager is being created to organize, coordinate, and direct the budget and debt-related activities of the City ; and

WHEREAS, to accomplish the aforesaid it is necessary to amend and supplement existing Schedule "A" of the City's Classification and Compensation Plan as set forth in Ordinance No. EOR2016-1-14 adopted January 13, 2016; and

WHEREAS, this Council desires that said amendments be made; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hamilton, Ohio:

SECTION I: That Schedule "A" of the City's Classification and Compensation Plan, as set forth in Ordinance No. EOR2016-1-14, adopted January 13, 2016, be and is hereby amended and supplemented to add the following new classification as set forth in detail below.

| <u>Class Code</u> | <u>Title</u>                | <u>Pay Range</u> | <u>Annual Salary Minimum – Maximum</u> |
|-------------------|-----------------------------|------------------|--|
| 2113              | Budget & Evaluation Manager | 54               | \$73,382 - \$94,099                    |

PASSED: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Acting City Clerk

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk for the City of Hamilton, Butler County, Ohio, hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED: \_\_\_\_\_

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk**  
**CITY OF HAMILTON, OHIO**

## City Council Meeting Staff Report

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** Tom Vanderhorst, Finance Director

**Agenda Item:** Report regarding an amendment to Codified Ordinances relative to the Transient Occupancy Excise Tax

|   |  |  |
|---|--|--|
| <b>Approvals/Reviews</b><br><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i> | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> Director of Law<br><input checked="" type="checkbox"/> Office of the City Manager | <b>Related Strategic Goal(s)</b><br><input type="checkbox"/> <b>R</b> Realize new investments<br><input type="checkbox"/> <b>A</b> Add new jobs<br><input type="checkbox"/> <b>I</b> Increase property values<br><input type="checkbox"/> <b>D</b> Decrease vacant structures<br><input type="checkbox"/> <b>G</b> Generate recreational investments<br><input type="checkbox"/> <b>E</b> Engage citizens in activities<br><input checked="" type="checkbox"/> <b>O</b> General operations |
| <b>Ordinance or Resolution</b><br>Ordinance   | 1 <sup>st</sup> Reading Date: 2-10-16<br>2 <sup>nd</sup> Reading Date: 2-24-16<br>Public Hearing Date:   |  |
| <b>Prior Action/Review</b><br><i>Please note if this item was discussed on a prior Council or other agenda</i>  | <b>City Council</b> (or other):  |  |
| <b>Contract</b>   | <input type="checkbox"/> Contract Required   | <input type="checkbox"/> Additional Document(s) Attached   |
| <b>Fiscal Impact</b>  | Budgeted: N/A<br>Expenditure:<br>Source Funds: Convention & Visitors Bureau Fund (283)   | <i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i>   |

### Policy Issue

Does City Council wish to adopt legislation to revise Section 193.13 of the City of Hamilton Codified Ordinance to state that fifty percent (50%) of the receipts be given to the Butler County Visitors Bureau and fifty percent (50%) be credited to the General Fund in order to clearly define the distribution.

### Policy Alternative(s)

Council may choose not to adopt such legislation.

### Staff Recommendation

Staff recommends that Council receive this report and adopt the legislation to revise Section 193.13 of the City of Hamilton Codified Ordinance to state that fifty percent (50%) of the receipts be given to the Butler County Visitors Bureau and fifty percent (50%) be credited to the General Fund.

### Statutory/Policy Authority

- Section 3.09, Legislative Procedure, of the Charter of the City of Hamilton.
- Section 193.13, Codified Ordinances of the City of Hamilton



**Fiscal Impact Summary**

There is no fiscal impact since this change only deals with clarifying the vendor name for remittance of 50% of the transient occupancy excise tax, therefore is strictly procedural.

**Background Information**

Currently, Section 193.13 of the Codified Ordinances of the City of Hamilton state that fifty percent (50%) of the moneys received from the collection of Transient Occupancy Excise Tax shall be given to the Greater Hamilton Convention and Visitors Bureau, and fifty percent (50%) shall be credited to the General Fund.

Upon our making payment to the Greater Hamilton Convention and Visitors Bureau, they have been passing the payment on to the Butler County Visitors Bureau. Therefore, we would like to revise the Ordinance to state that fifty percent (50%) of the receipts shall be given to the Butler County Visitors Bureau and fifty percent (50%) shall be credited to the General Fund in order to clearly define the distribution.

**Attached Information**

N/A

**Copies Provided to:**

N/A



**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODIFIED ORDINANCES OF THE CITY OF HAMILTON, OHIO BY ADDING THERETO NEW SUBSECTION 193.13(e), RELATIVE TO THE TRANSIENT OCCUPANCY EXCISE TAX.** (Effective March 25, 2016)

WHEREAS, pursuant to Section 193.02 of the Codified Ordinances of the City of Hamilton, Ohio a six percent (6%) tax is currently levied on all rents received by a hotel for lodging furnished to transient guests and the purpose of such tax is to provide revenue for general municipal operations, maintenance, new equipment, extension and enlargement of municipal services and facilities, capital improvements by the City, and to provide revenue for the operation expenses of the Greater Hamilton Convention and Visitors Bureau, or a differently named nonprofit organization created and operated for the purpose of fostering travel and tourism in the City; and

WHEREAS, Section 193.13 of the City's Codified Ordinances relative to the City's Transient Occupancy Excise Tax, currently states that fifty percent (50%) of the moneys received from collection of the said Tax shall be given to the Greater Hamilton Convention and Visitors Bureau, and fifty percent (50%) shall be credited to the General Fund; and

WHEREAS, Council desires that Section 193.13 of the City's Codified Ordinances be amended to require that fifty percent (50%) of such receipts be given to the Butler County Visitors Bureau and fifty percent (50%) be credited to the General Fund;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hamilton, Ohio:

SECTION I: That Section 193.13 of the Codified Ordinances of the City of Hamilton, Ohio relative to the distribution of transient occupancy excise tax is hereby supplemented and amended by adding thereto new Subsection (e) to be read as follows:

**PART ONE – ADMINISTRATIVE CODE**

**TITLE NINE – Taxation**

**Chapter 193 – Transient Occupancy Excise Tax**

**Sec. 193.13      DISTRIBUTION/CREDITING OF MONEYS RECEIVED**

The moneys received under the provisions of this chapter shall be distributed and credited as follows:

(e) Effective March 25, 2016, fifty percent (50%) of such receipts shall be given to the Butler County Visitors Bureau and fifty percent (50%) shall be credited to the General Fund.

SECTION II: This ordinance shall take effect and be in full force from and after the earliest period allowed by law after its passage.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Acting City Clerk

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton, State of Ohio, hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED: \_\_\_\_\_

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk  
CITY OF HAMILTON, OHIO**

## City Council Meeting Staff Report

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** Eugene F. Scharf, Community Development Director

**Agenda Item:** Report regarding amending, appropriating and transferring up to \$ 125,083 of FY 13-16 CDBG Funds

|   |   |   |
|---|---|---|
| <p><b>Approvals/Reviews</b><br/><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i></p> | <p>X Department Head</p> <p><input checked="" type="checkbox"/> Finance Department</p> <p><input checked="" type="checkbox"/> Director of Law</p> <p><input checked="" type="checkbox"/> Office of the City Manager</p> | <p><b>Related Strategic Goal(s)</b></p> <p><input checked="" type="radio"/> Realize new investments</p> <p>X <input checked="" type="radio"/> Add new jobs</p> <p>X <input checked="" type="radio"/> Increase property values</p> <p><input type="radio"/> Decrease vacant structures</p> <p><input type="radio"/> Generate recreational investments</p> <p><input type="radio"/> Engage citizens in activities</p> <p><input type="radio"/> General operations</p> |
| <p><b>Ordinance or Resolution</b><br/><i>Ordinance</i></p>  | <p>1<sup>st</sup> Reading Date: 2-10-16</p> <p>2<sup>nd</sup> Reading Date: 2-24-16</p> <p>Public Hearing Date: 2-24-16</p>   |   |
| <p><b>Prior Action/Review</b><br/><i>Please note if this item was discussed on a prior Council or other agenda</i></p>  | <p><b>City Council (or other):</b><br/>Caucus Agenda of 1-27-16</p>   |   |
| <p><b>Contract</b></p>  | <p><input type="checkbox"/> Contract Required</p>   | <p><input type="checkbox"/> Additional Document(s) Attached</p>   |
| <p><b>Fiscal Impact</b></p>   | <p>Budgeted: \$125,083</p> <p>Expenditure: \$</p> <p>Source Funds: CDBG</p>   | <p><i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i></p>   |

### Policy Issue

Does City Council wish to adopt legislation to amend, appropriate and transfer \$ 125,083 of FY 13-16 CDBG Funds for various Public Infrastructure Improvements, Economic Development and Activity Delivery Costs that further the City's Strategic Plan?

### Policy Alternative(s)

Council may choose not to adopt such legislation but various public infrastructure improvements will not be accomplished.

### Staff Recommendation

Staff recommends that Council receive this report and adopt the legislation to amend, appropriate and transfer up to \$ 125,083 of FY 13-16 CDBG.

### Statutory/Policy Authority

- Section 3.09, Legislative Procedure, of the Charter of the City of Hamilton;
- Federal 24 CFR

### Fiscal Impact Summary

Council is asked to consider amending, appropriating and transferring up to \$125,083 of FY 13-16 CDBG.



## **Background Information**

Throughout the federal program year, it becomes necessary to transfer both CDBG and HOME resources to projects that either need additional funds or meets a goal of the City's adopted Strategic Plan. These funds are from unused or unallocated funds from previous years. The City proposes to amend FY 13-16 CDBG Budgets for the following activities:

- Up to \$ 45,000 for Public Infrastructure Improvements (Street Resurfacing) – amending program year
- Up to \$ 15,932 for Public Improvements (CORE Development Activities)
- Up to \$ 11,898 for Housing Activities (Activity Delivery Costs)
- Up to \$ 12,253 for Project Administration (Activity Delivery Costs)
- Up to \$ 40,000 for Economic Development Projects – Changing the Use from Loans to Grants

All programs and projects are consistent with the City's federally adopted Consolidated Plan. The City must follow appropriate standards and amend processes contained in the referenced Consolidated Plan.

## **Attached Information**

- Detailed Spreadsheet

## **Copies Provided to:**

- Joshua A. Smith
- Tom Vanderhorst
- Dee Allgaier
- John Creech
- Duronna Smith
- Dave Jones



Proposed Amendment

CDBG

1/15/2016

Account Number

Account Name

Actual

Rounded

**FROM:**

|                         |                                   |                     |                     |
|-------------------------|-----------------------------------|---------------------|---------------------|
| 914-810-910-201-988-001 | Public Works - Street Resurfacing | \$ 45,000.00        | \$ 45,000.00        |
|                         | <b>TOTAL</b>                      | <b>\$ 45,000.00</b> | <b>\$ 45,000.00</b> |

**TO:**

|                         |                                   |                     |                     |
|-------------------------|-----------------------------------|---------------------|---------------------|
| 916-810-910-201-988-001 | Public Works - Street Resurfacing | \$ 45,000.00        | \$ 45,000.00        |
|                         | <b>TOTAL</b>                      | <b>\$ 45,000.00</b> | <b>\$ 45,000.00</b> |

**FROM:**

|                         |   |                     |                     |
|-------------------------|---|---------------------|---------------------|
| 915-810-620-180         | PF - Workers Compensation                       | \$ 1,067.00         | \$ 1,067.00         |
| 915-835-620-120         | HSNG - Medicare                                 | \$ 316.76           | \$ 317.00           |
| 915-840-620-180         | PA - Workers Compensation                       | \$ 2,254.56         | \$ 2,255.00         |
| 915-840-630-260         | Contractual Services                            | \$ 3,324.47         | \$ 3,325.00         |
| 915-840-640-500         | Legal Advertising                               | \$ 1,525.98         | \$ 1,526.00         |
| 915-840-640-570         | Postage   | \$ 1,156.96         | \$ 1,157.00         |
| 915-840-640-580         | Delivery  | \$ 130.00           | \$ 130.00           |
| 915-840-660-100         | Office Supplies                                 | \$ 388.46           | \$ 389.00           |
| 915-855-910-822         | Health-Slum and Bllight Remediation             | \$ 844.66           | \$ 845.00           |
| 916-805-910-000-910-056 | Habitat - Critical Repair and Home Modification | \$ 4,920.68         | \$ 4,921.00         |
|                         | <b>TOTAL</b>                                    | <b>\$ 15,929.53</b> | <b>\$ 15,932.00</b> |

**TO:**

|                 |                             |                     |                     |
|-----------------|-----------------------------|---------------------|---------------------|
| 916-810-910-202 | CORE Development Activities | \$ 15,929.53        | \$ 15,932.00        |
|                 | <b>TOTAL</b>                | <b>\$ 15,929.53</b> | <b>\$ 15,932.00</b> |

**FROM:**

|                         |   |                     |                     |
|-------------------------|---|---------------------|---------------------|
| 915-835-620-180         | HSNG - Workers Compensation                     | \$ 1,897.88         | \$ 1,898.00         |
| 916-805-910-000-910-056 | Habitat - Critical Repair and Home Modification | \$ 10,000.00        | \$ 10,000.00        |
|                         | <b>TOTAL</b>                                    | <b>\$ 11,897.88</b> | <b>\$ 11,898.00</b> |

**TO:**

|                 |                              |                     |                     |
|-----------------|------------------------------|---------------------|---------------------|
| 916-835-610-100 | Housing - Salaries and Wages | \$ 11,897.88        | \$ 11,898.00        |
|                 | <b>TOTAL</b>                 | <b>\$ 11,897.88</b> | <b>\$ 11,898.00</b> |

**FROM:**

|                         |   |                     |                     |
|-------------------------|---|---------------------|---------------------|
| 914-810-910-201-988-001 | Public Works - Street Resurfacing               | \$ 7,172.59         | \$ 7,173.00         |
| 916-805-910-000-910-056 | Habitat - Critical Repair and Home Modification | \$ 5,079.32         | \$ 5,080.00         |
|                         | <b>TOTAL</b>                                    | <b>\$ 12,251.91</b> | <b>\$ 12,253.00</b> |

**TO:**

|                 |                         |                     |                     |
|-----------------|-------------------------|---------------------|---------------------|
| 916-840-610-100 | PA - Salaries and Wages | \$ 12,251.91        | \$ 12,253.00        |
|                 | <b>TOTAL</b>            | <b>\$ 12,251.91</b> | <b>\$ 12,253.00</b> |

**FROM:**

|                         |   |                     |                     |
|-------------------------|---|---------------------|---------------------|
| 916-815-910-000-991-008 | Economic Development - Microenterprise Fund | \$ 40,000.00        | \$ 40,000.00        |
|                         | <b>TOTAL</b>                                | <b>\$ 40,000.00</b> | <b>\$ 40,000.00</b> |

**TO:**

|                         |  |                     |                     |
|-------------------------|--|---------------------|---------------------|
| 916-815-910-000-991-001 | Economic Development - Entitlement Loans | \$ 40,000.00        | \$ 40,000.00        |
|                         | <b>TOTAL</b>                             | <b>\$ 40,000.00</b> | <b>\$ 40,000.00</b> |

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING, TRANSFERRING AND APPROPRIATING UP TO \$125,083 OF FISCAL YEARS 2013-16 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FUNDS.**

WHEREAS, the City of Hamilton, Ohio, annually receives Federal grant funds under Title I of the Housing and Community Development Act of 1974, as amended, for its Community Development Block Grant (CDBG) Program as authorized under Title II of the Cranston-Gonzales National Affordable Housing Act (NAHA) of 1991, as amended; and

WHEREAS, Council desires to amend, transfer and appropriate up to a total of up to \$125,083 of Fiscal Years 2013–2016 CDBG funds for various Public Facilities' Improvements; and

WHEREAS, in order to meet HUD requirements, the City has provided a thirty (30) day public comment period and the availability of this comment period has been published in the Hamilton Journal News, commencing on January 18, 2016 and ending on February 17, 2016;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hamilton, Ohio:

SECTION I: That the Fiscal Years 2013–2016 Community Development Block Grant (CDBG) Program Budgets, as set forth in the previously adopted Consolidated Plans, delineating the statement of objectives and proposed use of CDBG Funds within the City of Hamilton, Ohio, be and are hereby amended to provide for the transfer and appropriation of up to One Hundred Twenty-five Thousand Eighty-three Dollars (\$125,083) for various Public Facility Improvements, Economic Development and Activity Delivery Coast as set forth in detail below.

| <u>Account Number</u> | <u>Activity</u>               | <u>Amount</u>    |
|-----------------------|-------------------------------|------------------|
| <b>FROM:</b>          |                               |                  |
| 914-810               | Other- Public Infrastructure  | \$ 45,000        |
|                       | <b>TOTAL</b>                  | <b>\$ 45,000</b> |
| 914-003               | HUD Grant                     | \$ 45,000        |
| <b>TO:</b>            |                               |                  |
| 916-810               | Other – Public Infrastructure | \$ 45,000        |
|                       | <b>TOTAL</b>                  | <b>\$ 45,000</b> |
| 916-003               | HUD Grant                     | \$ 45,000        |
| <b>FROM:</b>          |                               |                  |
| 915-810               | Salary and Benefits           | \$ 1,067         |
| 915-835               | Salary and Benefits           | \$ 317           |
| 915-840               | Salary and Benefits           | \$ 2,255         |
| 915-840               | Other-Administration          | \$ 6,527         |
| 915-855               | Other-Slum and Blight         | \$ 845           |
| 916-805               | Other-Housing                 | \$ 4,921         |
|                       | <b>TOTAL</b>                  | <b>\$ 15,932</b> |
| 915-003               | HUD Grant                     | \$ 11,011        |
| <b>TO:</b>            |                               |                  |
| 916-810               | Other – Public Infrastructure | \$ 15,932        |
|                       | <b>TOTAL</b>                  | <b>\$ 15,932</b> |
| 916-003               | HUD Grant                     | \$ 11,011        |

Ordinance No. \_\_\_\_\_ (cont'd)

**FROM:**

|         |                     |                  |
|---------|---------------------|------------------|
| 915-835 | Salary and Benefits | \$ 1,898         |
| 916-805 | Salary and Benefits | \$ 10,000        |
|         | <b>TOTAL</b>        | <b>\$ 11,898</b> |

|         |           |          |
|---------|-----------|----------|
| 915-003 | HUD Grant | \$ 1,898 |
|---------|-----------|----------|

**TO:**

|         |                     |                  |
|---------|---------------------|------------------|
| 916-835 | Salary and Benefits | \$ 11,898        |
|         | <b>TOTAL</b>        | <b>\$ 11,898</b> |

|         |           |          |
|---------|-----------|----------|
| 916-003 | HUD Grant | \$ 1,898 |
|---------|-----------|----------|

**FROM:**

|         |                             |                  |
|---------|-----------------------------|------------------|
| 914-810 | Other-Public Infrastructure | \$ 7,173         |
| 916-805 | Other-Housing               | \$ 5,080         |
|         | <b>TOTAL</b>                | <b>\$ 12,253</b> |

|         |           |          |
|---------|-----------|----------|
| 914-003 | HUD Grant | \$ 7,173 |
|---------|-----------|----------|

**TO:**

|         |                     |                  |
|---------|---------------------|------------------|
| 916-840 | Salary and Benefits | \$ 12,253        |
|         | <b>TOTAL</b>        | <b>\$ 12,253</b> |

|         |     |          |
|---------|-----|----------|
| 916-003 | HUD | \$ 7,173 |
|---------|-----|----------|

**FROM:**

|         |                            |                  |
|---------|----------------------------|------------------|
| 916-815 | Other-Economic Development | \$ 40,000        |
|         | <b>TOTAL</b>               | <b>\$ 40,000</b> |

**TO:**

|         |                            |                  |
|---------|----------------------------|------------------|
| 916-815 | Other-Economic Development | \$ 40,000        |
|         | <b>TOTAL</b>               | <b>\$ 40,000</b> |

SECTION II: That this Council hereby authorizes and directs the execution of appropriate documentation to implement the aforementioned CDBG amending, transferring and appropriating and to allocate funds as set forth herein.

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

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Acting City Clerk

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton, Ohio, State of Ohio, hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED: \_\_\_\_\_.

\_\_\_\_\_  
**Marcos Nichols, City Clerk**  
**CITY OF HAMILTON, OHIO**

### City Council Meeting Staff Report

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** John Creech, Senior Planner

**Agenda Item:** Report regarding a request for a Conditional Use to allow the establishment of an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) to operate on property zoned B-2 Community Business District located at 1316 & 1320 Grand Boulevard (Shane Jones, Applicant)

|   |  |  |
|---|--|--|
| <b>Approvals/Reviews</b><br><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i> | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> Director of Law<br><input checked="" type="checkbox"/> Office of the City Manager | <b>Related Strategic Goal(s)</b><br><input checked="" type="checkbox"/> <b>I</b> Increase property values<br><input type="checkbox"/> <b>D</b> Decrease vacant structures<br><input type="checkbox"/> <b>A</b> Add new jobs<br><input checked="" type="checkbox"/> <b>R</b> Realize new investments<br><input type="checkbox"/> <b>G</b> Generate recreational investments<br><input type="checkbox"/> <b>E</b> Engage citizens in activities<br><input checked="" type="checkbox"/> <b>O</b> General operations |
| <b>Ordinance or Resolution</b><br><i>Ordinance</i>  | <input checked="" type="checkbox"/> 1 <sup>st</sup> Reading Date: 2-10-16<br><input checked="" type="checkbox"/> 2 <sup>nd</sup> Reading Date: 2-24-16<br><input type="checkbox"/> Public Hearing Date:                                |  |
| <b>Prior Action/Review</b><br><i>Please note if this item was discussed on a prior Council or other agenda</i>  | <b>City Council (or other):</b><br>Planning Commission: 1-19-16  |  |
| <b>Contract</b>   | <input type="checkbox"/> Contract Required   |  |
| <b>Fiscal Impact</b>  | Budgeted: No<br>General Fund: \$200.00<br>Other Funds: \$ 0.00   | <input checked="" type="checkbox"/> Additional Document(s) Attached<br><br><i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i>  |

**POLICY ISSUE**

Does City Council wish to approve a request for a Conditional Use to allow the establishment of an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) to operate on property zoned B-2 Community Business District located at 1316 & 1320 Grand Boulevard?

**POLICY ALTERNATIVE(S)**

Council may choose to not approve a request for a Conditional Use to allow the establishment of an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) to operate on property zoned B-2 Community Business District located at 1316 & 1320 Grand Boulevard.

**STAFF RECOMMENDATION**

It is the recommendation of this office that Council receives this report, concurs in the Recommendation of the Planning Commission, and adopts the necessary legislation to approve a request for a Conditional Use to allow the establishment of an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) to operate on property zoned B-2 Community Business District located at 1316 & 1320 Grand Boulevard.



## **STATUTORY/POLICY AUTHORITY**

- Section 3.09, Legislative Procedure, of the Charter of the City of Hamilton

## **FISCAL IMPACT SUMMARY**

The City's current fiscal impact includes any staff time allotted to the coordination of the process for the request for a Conditional Use to allow the establishment of an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) to operate on property zoned B-2 Community Business District located at 1316 & 1320 Grand Boulevard estimated at approximately \$200.00.

## **INTRODUCTION**

An application was submitted by Mr. Shane Jones to establish an Automobile Service and Minor Repair Facility (i.e. drive through convenience store/gas station) use on the property located at 1316 and 1320 Grand Blvd. (Exhibit A). The property is zoned B-2 Community Business zoning district (Exhibit B). B-2 Community Business District is regulated by Section 1121.00 of the Hamilton Zoning Ordinance, (HZO). An Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) use requires Conditional Use approval from City Council (Section 1121.36.26). Section 1108.00 of the Hamilton zoning ordinance defines a "gas station" as Automobile Service and Minor Repair facility.

The minimum lot size for an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) is 20,000 square feet. The applicant received a zoning variance from the Board of Zoning Appeals to reduce the minimum lot size from 20,000 square feet to 19,000 square feet on December 3, 2015.

There is an existing gas station use on the property comprised of a small retail building, approximately 400 square feet in size, vending machines and gas island canopy on the site. The applicant proposes to remove the existing small building and construct a single story, 2,960 square foot drive-through convenience store. The existing canopy over the fuel pumps will remain over the existing fuel pumps. The proposed building, gas station canopy support columns, and dumpster enclosure will be brick veneer finish to match the building.

## **RECOMMENDATION**

The Planning Commission held a public hearing and reviewed the proposed conditional use application to establish an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) on January 19, 2016 and recommend approval by City Council subject to the 13 conditions of approval.

The conditions are as follows:

- 1) Any construction drawings/documents for the proposed improvements and work be revised subject to any future review requirements of the City of Hamilton Interdepartmental Review (IDR) Committee.
- 2) Proposed building will be single story, shingle roof, brick and stone veneer as shown on plans and supporting photographs submitted by the applicant. The same finish materials shall be applied to the dumpster enclosure and gas pump canopy columns.
- 3) Proposed solid privacy fencing be wood or vinyl construction, not chain link.
- 4) All improvements and work indicated on construction drawings/documents approved as part of the Conditional Use be installed and maintained in good repair and replaced as necessary to remain in compliance with the approved Conditional Use - (includes building and exterior



finishes, canopy, dumpster enclosure, landscaping, pavement surfaces, fencing, retaining walls and striping).

- 5) The hours of operation of the proposed Conditional Use are 6AM to 1AM, daily.
- 6) No exterior storage/sales of merchandise or materials other than the ice and propane sales as shown on the plans.
- 7) Landscaping shall be provided as follows: All proposed landscaping item sizes to conform to the minimum size requirements found in Section 1111.20 of the Hamilton Zoning Ordinance. (Deciduous trees minimum of 2 ½ inches caliper, evergreen trees minimum of six (6) feet in height, shrubs/bushes minimum of 1 foot).
- 8) The existing free standing sign be removed and any future free standing signage include a brick/stone base materials used on the proposed building. Any additional building, wall and any other signage (permanent or temporary) will comply with Section 1138.00 Hamilton Zoning Ordinance.
- 9) Mechanical equipment located around the building be screened from the public right of way by landscaping/privacy fencing.
- 10) Portions of any retailing wall structure that is visible from the public right-of-way (South Erie & Grand Blvd) to be colored/stained or stamped to match the theme of the building.
- 11) Add a pedestrian connection from front of proposed building to the Grand Boulevard sidewalk.
- 12) Any areas of the site that are not used for building, landscaping or approved parking to be planted with grass.
- 13) All applicable conditions be added to the final development and construction plans.

It is the recommendation of this office that Council receives this report, concurs in the recommendation of the Planning Commission, and adopts the necessary legislation to approve the proposed conditional use application with the conditions stated above to establish an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) use on the property located at 1316 and 1320 Grand Blvd, subject to the above conditions.

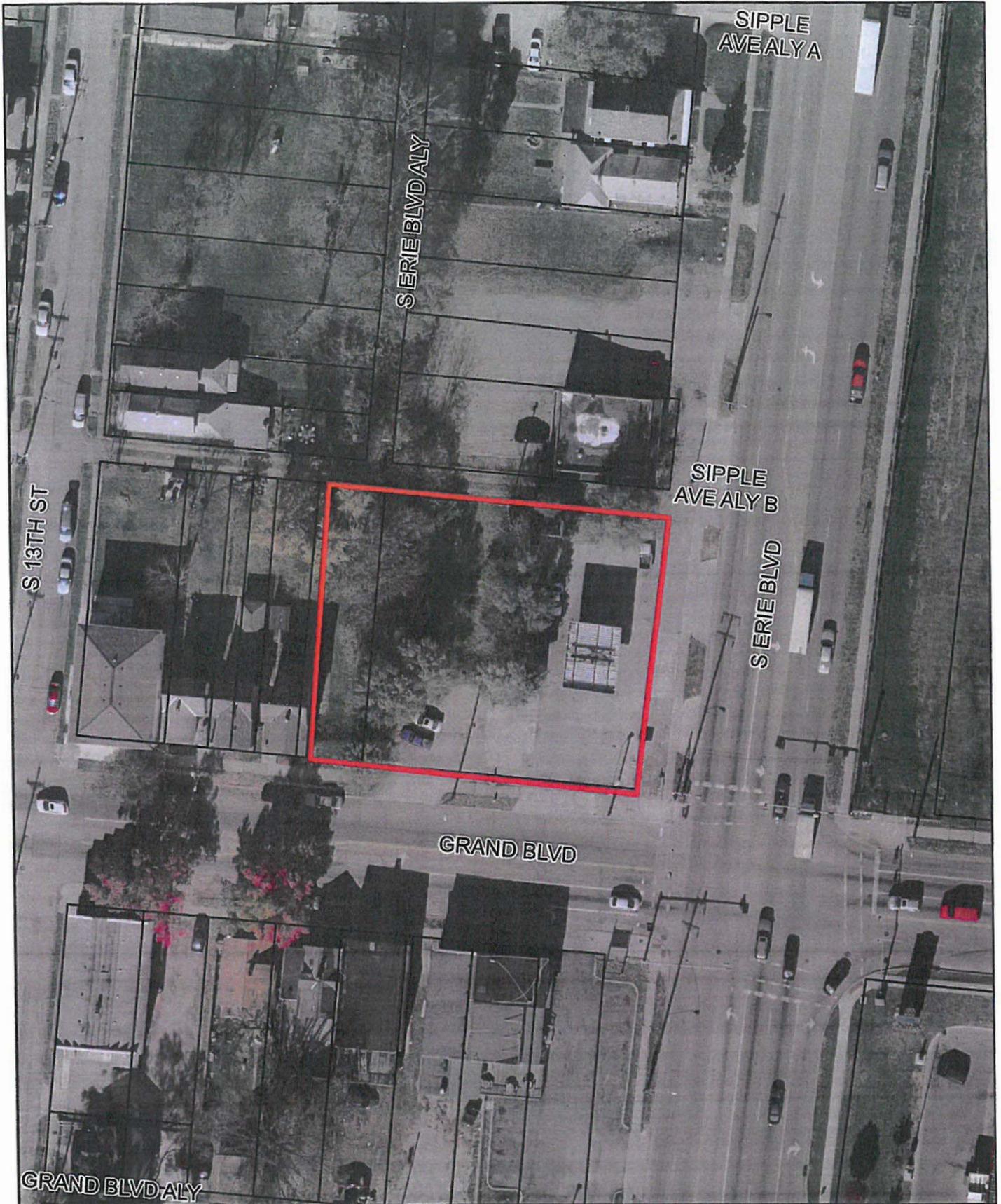
#### **ATTACHED INFORMATION**

- Conditional Use Application Exhibits



# Exhibit A - Public Hearing Location Map

## PUBLIC HEARING NOTIFICATION MAP 1316 & 1320 GRAND BLVD



 1316 & 1320 Grand Blvd.

0 20 40 80 Feet



# Exhibit B - Zoning Map

## PUBLIC HEARING NOTIFICATION MAP 1316 & 1320 GRAND BLVD



 1316 & 1320 Grand Blvd.

0 20 40 80 Feet



# Exhibit C - Conditional Use Application & Supporting Material



Community Development  
345 High Street, Suite 370  
Hamilton, Ohio 45011

## APPLICATION FOR CONDITIONAL USE

Please Note: The Planning Commission has no obligation to approve a Conditional Use.

The Hamilton Zoning Ordinance assumes that the uses listed as conditional are not outright appropriate unless an applicant demonstrates to the Planning Commission that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which the Conditional Use is proposed. (HZO Section 1155.10)

Property Address: 1316 & 1320 GRAND BLVD

Lot No(s): 30443 & 6673 E

Property Owner: SHANE JONES

Owner's Mailing Address: 6363 KIMBERLY DRIVE, HAMILTON, OH 45011

Appellant's Name (if different than owner): YASH AGGARWAL

Appellant's Mailing Address: 1371 GRANITE PEAK WAY, MAMISBURG, OH 45342

Previous Legal Use of Property: GAS STATION

Date Previous Use Discontinued: \_\_\_\_\_

Proposed New Use of Property: CONVENIENCE STORE / GAS STATION

Requesting a Conditional Use Approval from the following Sections of the Hamilton Zoning Code:

1120.31 - DRIVE UP WINDOW

1120.34 - SELF SERVICE FUEL SALES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City of Hamilton  
Date: 12/30/2015  
Office: 1ST  
Cashier: OMS  
12/29/2015 3:43 PM  
Acct #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Receipt #: 00752185  
Payment Total: \$200.00  
Check Tendered: \$200.00

Description of the proposed Conditional Use including nature of the business, hours of operation:

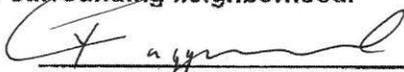
Applicants must include adequate information to satisfy 1155.30 – Application and Review C. Conditional Use Review Criteria – General Standards (attached to application). Please add additional sheets if more space is needed. This will assist the Planning Commission in making an informed decision on the requested Conditional Use

CONVENIENCE STORE & GAS STATION OPEN 6 AM TO 1 AM MON-SUN.

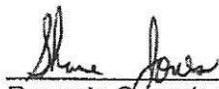
1. PROPERTY IS ZONED B-2. USE FITS UNDER CONDITIONAL USE.
2. PROPOSED CONDITIONAL USE WILL NOT ADVERSELY AFFECT SURROUNDING PROPERTIES
3. PROPOSED CONDITIONAL USE WILL FIT WITH SURROUNDING USES
4. ALL NEEDED UTILITIES AND PUBLIC FACILITIES ARE AVAILABLE.
5. EXISTING CURB CUTS WILL BE USED FOR ACCESS.
6. CONDITIONAL USES WILL COMPLY WITH APPLICABLE DEU STANDARDS
7. PROPOSED CONDITIONAL USE WILL NOT BE HAZARDOUS TO EXIST/FUTURE NEIGHBORING USES.
8. PROPOSED CONDITIONAL USE WILL NOT BE DETRIMENTAL TO PERSONS OR PROPERTY.
9. PROPOSED CONDITIONAL USE WILL NOT IMPEDS DEVELOPMENT OF ADJACENT PROPERTIES.

**ALSO SEE ATTACHED**

Applicants must also submit all pertinent plans of the proposed site for the Conditional Use indicating the location of all existing and proposed buildings, parking, loading, and driveway areas, traffic access and circulation, open spaces, landscaping, refuse and service areas, utilities, signage, yards and setbacks, and such other information as the Planning Commission may require to determine of the effect of the proposed Conditional Use on the surrounding neighborhood.

  
Appellant's Signature

12-14-15  
Date

  
Property Owner's Signature

11-15-15  
Date

Office Use Only

Appeal Number: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Zoning District: \_\_\_\_\_

APPROVED  DISAPPROVED

1155 South Erie Blvd, Hamilton, OH 45011  
Board of Zoning Appeals Application  
2015-12-29

para 1155.30 - Application and Review

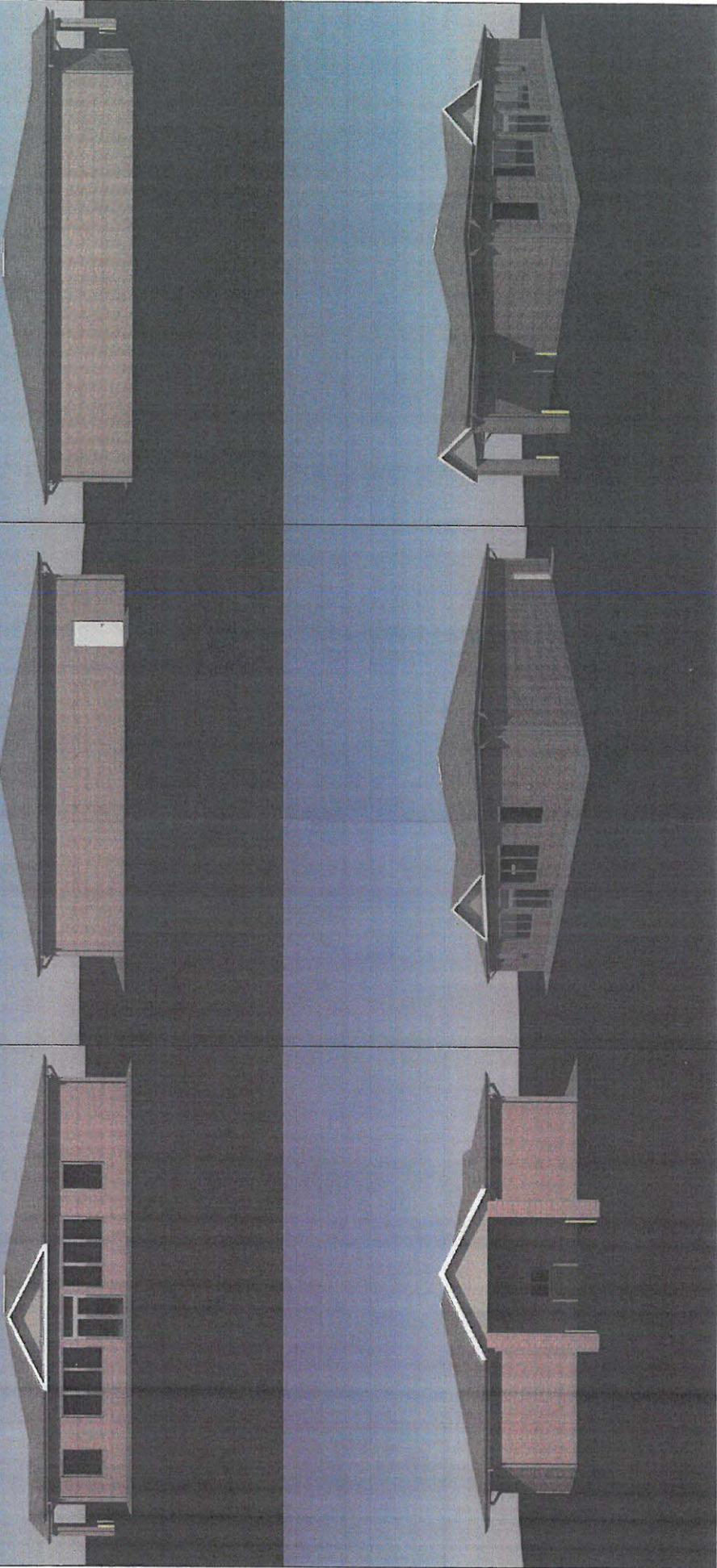
A. The proposed conditional use is:

1. A self service retail fuel sales with convenience store and canopied drive-thru.
2. Proposed hours of operation are: 6:00 am-1:00 am, seven days per week.
3. The business is intended to be a neighborhood convenience store with retail indoor sales, canopied retail sales drive-thru, and canopied self service fuel sales. There will also be an outside bagged ice freezer and propane tank storage sales and storage area.

B. A site plan and landscape plan are attached showing the scope of the project.

C. Review Criteria:

1. The proposed conditional use is with a B2 community business zoning district
2. All adjacent properties are developed. The property is currently in disrepair and redevelopment of the property will enhance the quality of the neighborhood and provide a service and employment opportunities to the neighborhood.
3. The proposed building will be a small scale brick and stone building, approximately 2,960 sf, single story, with a shingled hip roof, similar to a typical Speedway convenience store. The existing canopy will be refaced with the new store logo, and the canopy columns will be wrapped in the same brick as the building.
4. All existing utilities are on site and existing vehicular access to Erie and Grand Blvds is present.
5. All vehicular access to the site is existing.
6. The proposed redevelopment of the site will meet all applicable development standards.
7. The proposed redevelopment of the site will be an asset to the surrounding neighborhood uses as it will revitalize a deteriorating site and provide a service to the adjacent homes.
8. The proposed use will not create any more noise than the current use and a 6' high solid fence will be installed to shield adjacent properties from the proposed business' activities.
9. The proposed conditional use will enhance re-vitalization of the adjacent properties and greatly improve a deteriorating property.



BUILDING RENDERINGS  
 PROPOSED BUILDING ADDITION  
 1155 S. ERIE BLVD  
 CITY OF HAMILTON  
 BUTLER COUNTY, OHIO

|                   |        |   |   |   |
|-------------------|--------|---|---|---|
| REVISIONS:        | 1      | 2 | 3 | 4 |
| PROJECT: 151609   | SHEET  |   |   |   |
| CONTRACT: 151609A | 1 OF 1 |   |   |   |

**APEX**  
 ARCHITECTURE & INTERIOR DESIGN, LLC  
 1004 N. WASHINGTON ST. SUITE 200  
 WILMINGTON, OHIO 45390-1000  
 TEL: 513-263-1111 FAX: 513-263-1112

SCALE: N/A  
 DATE: 11-29-15  
 DRAWN: J.L.  
 CHECKED: J.L.  
 PROJECT: 151609  
 SHEET: 1 OF 1

2 WORKING DAYS  
 BEFORE YOU DIG  
 CALL TOLL FREE 800-362-2764  
 OHIO UNIFORM PROTECTION SERVICE



VICINITY MAP  
NOT TO SCALE

**OWNER**  
SHANK JONES  
644 S. ERIE BLVD  
HAMILTON, OHIO 45024  
(513) 261-2436

**DEVELOPER**  
MESH PROPERTIES LLC (DBA PAL)  
1000 W. WASHINGTON BLVD  
MARIETTA, OHIO 45750  
(615) 922-3770

**ENGINEER**  
APEZ ENGINEERING & SURVEYING, INC.  
1000 W. WASHINGTON BLVD  
MARIETTA, OHIO 45750  
(615) 474-5000



**GENERAL NOTES**

1. ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE SPECIFICATIONS AND CODES OF HAMILTON MANUAL.
2. CONTRACTOR SHALL ADHERE TO ALL FEDERAL, STATE AND LOCAL LAWS, STATUTES, AND ORDINANCES AS RELATED TO THIS PROPERTY.
3. CONTRACTOR SHALL CONTACT OHIO UTILITY PROTECTION SERVICE 48 HOURS PRIOR TO THE BEGINNING OF EXCAVATION.
4. THE CITY OF HAMILTON HAS A UTILITY PROTECTION SERVICE (U.P.S.) PROGRAM. CONTRACTORS SHALL BE REQUIRED TO OBTAIN A U.P.S. PERMIT TO EXCAVATE AND NOT BE ENFORCED.

CONDITIONAL USE PLAN  
PROPOSED BUILDING ADDITION  
1155 S. ERIE BLVD  
CITY OF HAMILTON  
BUTLER COUNTY, OHIO



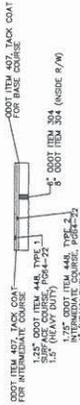
SCALE: 1"=20'  
DATE: 12-23-15  
DRAWN: JLL  
DESIGNED: ALL  
CHECKED:  
OVER UTILITY PROTECTION SERVICE

2 WORKING DAYS  
BEFORE YOU DIG  
CALL TOLL FREE 800-562-2764  
OVER UTILITY PROTECTION SERVICE

REVISES:  
1  
2  
3  
PROJECT: 15163  
DRAWING: 15163A  
SHEET 1 OF 1



COMB CURB/WALK DETAIL

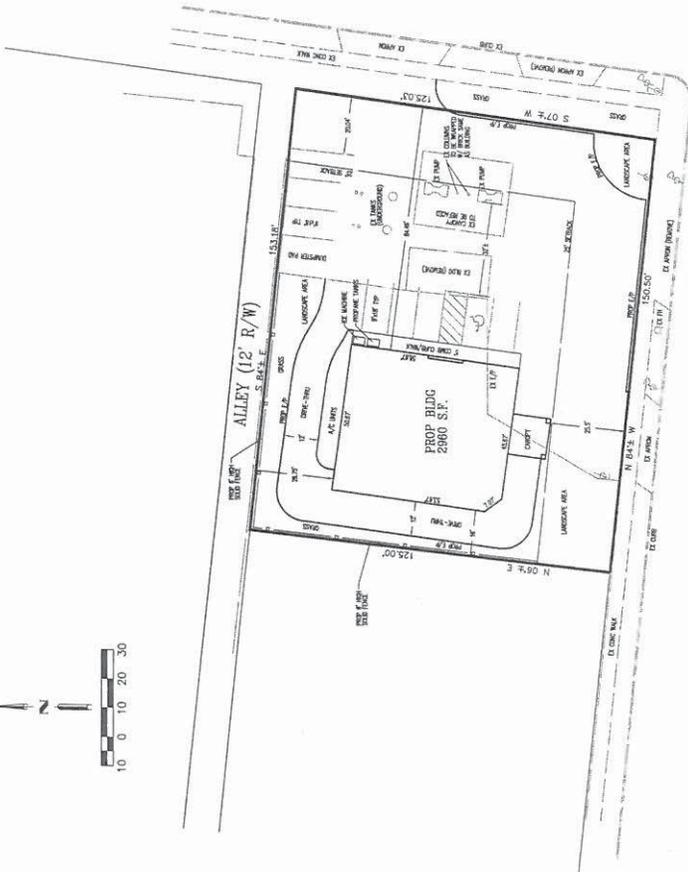


STANDARD PAVEMENT COMPOSITION



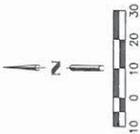
OPTIONAL CONCRETE PAVEMENT

S. ERIE BLVD. (R/W VARIES)



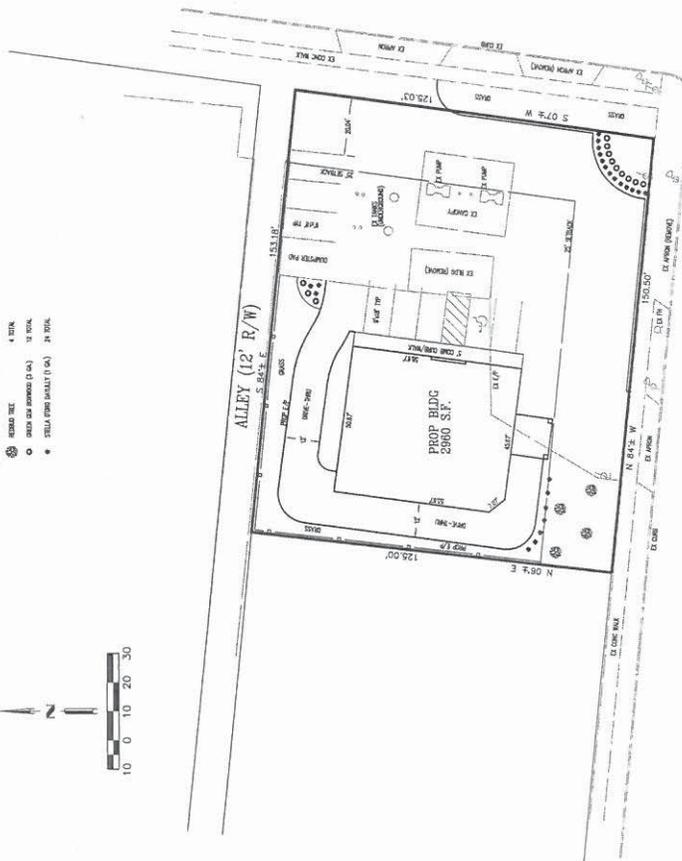
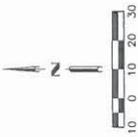
GRAND BLVD. (60' R/W)

NOTE: NO WARRANTY AS TO THE ACCURACY OF THE INFORMATION.  
ALL DIMENSIONS ARE FROM RECORD DRAWINGS AND EXISTING FEATURES FROM AERIAL PHOTOS.



**PLANTING LEGEND**

- ◉ REDWOOD TREE
- ◉ OAKS AND SPRUCE (1 1/2")
- ◉ STILLA SPRING BARKLIFT (1 1/2")
- ◉ 12" TOTAL
- ◉ 24" TOTAL



S. ERIE BLVD. (R/W VARIES)

GRAND BLVD. (80' R/W)

**OWNER**  
 JAMES J. JAMES  
 3500 MARKET DRIVE  
 HAMILTON, OHIO 45011  
 (513) 526-1113

**DEVELOPER**  
 THE PROPERTY DEVELOPMENT CO.  
 10000 W. 10TH AVE.  
 DENVER, CO 80231  
 (303) 555-1113

**ENGINEER**  
 JAMES J. JAMES ENGINEERING, INC.  
 1000 W. 10TH AVE.  
 DENVER, CO 80231  
 (303) 555-1113



**GENERAL NOTES**

1. ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH APPLICABLE OOH CONSTRUCTION AND MATERIAL SPECIFICATIONS AND THE LATEST EDITION OF THE SPECIFICATIONS OF THE DIVISION OF PUBLIC WORKS.
2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE SPECIFICATIONS OF THE DIVISION OF PUBLIC WORKS.
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE SPECIFICATIONS OF THE DIVISION OF PUBLIC WORKS.
4. THE SITE IS LESS THAN ONE ACRE AND THE POST CONSTRUCTION PERCENTAGE OF IMPERVIOUS COVER IS LESS THAN 10%. THEREFORE, A POST CONSTRUCTION BMP PERMIT UNDER OOH ARE NOT REQUIRED TO BE ENFORCED.

LANDSCAPE PLAN  
 PROPOSED BUILDING ADDITION  
 1133 S. ERIE BLVD  
 CITY OF HAMILTON  
 BUTLER COUNTY, OHIO

SCALE: 1"=20'  
 SHEET 12-23-15  
 DATE: 12-23-15  
 DRAWN BY: J.J.  
 CHECKED BY: J.J.  
 2 WORKING DAYS  
 BEFORE YOU DIG  
 CALL TOLL FREE 800-362-2764  
 OHIO UNLESS PROTECTIVE SERVICE



PERSONS  
 1. JAMES J. JAMES  
 2. JAMES J. JAMES  
 3. JAMES J. JAMES  
 4. JAMES J. JAMES

PROJECT: 151609  
 SHEET: 12-23-15  
 NUMBER: 151609A  
 OF 1







**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING A REQUEST FOR A CONDITIONAL USE TO ALLOW THE ESTABLISHMENT OF AN AUTOMOBILE SERVICE AND MINOR REPAIR FACILITY (I.E. CONVENIENCE STORE/GAS STATION) TO OPERATE ON PROPERTY ZONED B-2 COMMUNITY BUSINESS DISTRICT LOCATED AT 1316 & 1320 GRAND BOULEVARD (SHANE JONES, Applicant).**

WHEREAS, An application has been submitted by Mr. Shane Jones, owner of the property located at 1316 & 1320 Grand Boulevard to demolish the existing gas station on the subject property and construct a new convenience store/gas station on the property, and

WHEREAS, Section 1108.00 of the Hamilton Zoning Ordinance defines a “gas station” as Automobile Service and Minor Repair facility, and

WHEREAS, Section 1121.39.26 of the Hamilton Zoning Ordinance establishes a minimum lot size for an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) of 20,000 square feet. The applicant received a zoning variance to reduce the minimum lot size from 20,000 square feet to 19,000 square feet on December 3, 2015 by the City of Hamilton Board of Zoning Appeals, and

WHEREAS, Section 1121.30 of the Hamilton Zoning Ordinance classifies an Automobile Service and Minor Repair Facility (i.e. convenience store/gas station) as a Conditional Use; and

WHEREAS, Section 1155.00 of the Hamilton Zoning Ordinance requires that Conditional Uses be reviewed by the Planning Commission and a recommendation be forward to City Council; and

WHEREAS, The Planning Commission held a public hearing regarding the request for a Conditional Use on property zoned B-2 Community Business District at 1316 & 1320 Grand Boulevard on January 19, 2016; and

WHEREAS, After holding a public hearing, the Planning Commission made a recommendation to be forwarded to City Council for the approval of the request to establish a Conditional Use on property zoned B-2 Community Business District located at 1316 & 1320 Grand Boulevard subject to thirteen (13) conditions of approval as outlined below;

The conditions are as follows:

- 1) Any construction drawings/documents for the proposed improvements and work be revised subject to any future review requirements of the City of Hamilton Interdepartmental Review (IDR) Committee.
- 2) Proposed building will be single story, shingle roof, brick and stone veneer as shown on plans and supporting photographs submitted by the applicant. The same finish materials shall be applied to the dumpster enclosure and gas pump canopy columns.
- 3) Proposed solid privacy fencing be wood or vinyl construction, not chain link.
- 4) All improvements and work indicated on construction drawings/documents approved as part of the Conditional Use be installed and maintained in good repair and replaced as necessary to remain in compliance with the approved Conditional Use - (includes building and exterior finishes, canopy, dumpster enclosure, landscaping, pavement surfaces, fencing, retaining walls and striping).
- 5) The hours of operation of the proposed Conditional Use are 6AM to 1AM, daily.
- 6) No exterior storage/sales of merchandise or materials other than the ice and propane sales as shown on the plans.

Ordinance No. \_\_\_\_\_ (Cont'd)

- 7) Landscaping shall be provided as follows: All proposed landscaping item sizes to conform to the minimum size requirements found in Section 1111.20 of the Hamilton Zoning Ordinance. (Deciduous trees minimum of 2 ½ inches caliper, evergreen trees minimum of six (6) feet in height, shrubs/bushes minimum of 1 foot).
- 8) The existing free standing sign be removed and any future free standing signage include a brick/stone base materials used on the proposed building. Any additional building, wall and any other signage (permanent or temporary) will comply with Section 1138.00 Hamilton Zoning Ordinance.
- 9) Mechanical equipment located around the building be screened from the public right of way by landscaping/privacy fencing.
- 10) Portions of any retailing wall structure that is visible from the public right-of-way (South Erie & Grand Blvd) to be colored/stained or stamped to match the theme of the building.
- 11) Add a pedestrian connection from front of proposed building to the Grand Boulevard sidewalk.
- 12) Any areas of the site that are not used for building, landscaping or approved parking to be planted with grass.
- 13) All applicable conditions be added to the final development and construction plans.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hamilton, Ohio:

SECTION I: That this Council accepts the recommendation by The Planning Commission and approves the request to establish a Conditional Use on property zoned B-2 Community Business District at 1316 & 1320 Grand Boulevard subject to the following conditions:

- 1) Any construction drawings/documents for the proposed improvements and work be revised subject to any future review requirements of the City of Hamilton Interdepartmental Review (IDR) Committee.
- 2) Proposed building will be single story, shingle roof, brick and stone veneer as shown on plans and supporting photographs submitted by the applicant. The same finish materials shall be applied to the dumpster enclosure and gas pump canopy columns.
- 3) Proposed solid privacy fencing be wood or vinyl construction, not chain link.
- 4) All improvements and work indicated on construction drawings/documents approved as part of the Conditional Use be installed and maintained in good repair and replaced as necessary to remain in compliance with the approved Conditional Use - (includes building and exterior finishes, canopy, dumpster enclosure, landscaping, pavement surfaces, fencing, retaining walls and striping).
- 5) The hours of operation of the proposed Conditional Use are 6AM to 1AM, daily.
- 6) No exterior storage/sales of merchandise or materials other than the ice and propane sales as shown on the plans.
- 7) Landscaping shall be provided as follows: All proposed landscaping item sizes to conform to the minimum size requirements found in Section 1111.20 of the Hamilton Zoning Ordinance. (Deciduous trees minimum of 2 ½ inches caliper, evergreen trees minimum of six (6) feet in height, shrubs/bushes minimum of 1 foot).

Ordinance No. \_\_\_\_\_ (Cont'd)

- 8) The existing free standing sign be removed and any future free standing signage include a brick/stone base materials used on the proposed building. Any additional building, wall and any other signage (permanent or temporary) will comply with Section 1138.00 Hamilton Zoning Ordinance.
- 9) Mechanical equipment located around the building be screened from the public right of way by landscaping/privacy fencing.
- 10) Portions of any retailing wall structure that is visible from the public right-of-way (South Erie & Grand Blvd) to be colored/stained or stamped to match the theme of the building.
- 11) Add a pedestrian connection from front of proposed building to the Grand Boulevard sidewalk.
- 12) Any areas of the site that are not used for building, landscaping or approved parking to be planted with grass.
- 13) All applicable conditions be added to the final development and construction plans.

SECTION II: This ordinance shall take effect and be in full force from and after the earliest period allowed by law after its passage.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Acting City Clerk

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton, Ohio, State of Ohio, hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED: \_\_\_\_\_.

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk**

## City Council Meeting Staff Report

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** Timothy Werdmann, Human Resources Director

**Agenda Item:** Report regarding amending section 179.01 of the City of Hamilton’s Codified Ordinances relative to secondary employment

|   |  |  |
|---|--|--|
| <p><b>Approvals/Reviews</b><br/><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i></p> | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> Director of Law<br><input checked="" type="checkbox"/> Office of the City Manager | <p><b>Related Strategic Goal(s)</b></p> <input type="checkbox"/> <b>R</b> Realize new investments<br><input type="checkbox"/> <b>A</b> Add new jobs<br><input type="checkbox"/> <b>I</b> Increase property values<br><input type="checkbox"/> <b>D</b> Decrease vacant structures<br><input type="checkbox"/> <b>G</b> Generate recreational investments<br><input type="checkbox"/> <b>E</b> Engage citizens in activities<br><input checked="" type="checkbox"/> <b>O</b> General operations |
| <p><b>Ordinance or Resolution</b><br/>Ordinance</p>   | <p>1<sup>st</sup> Reading Date: 2-24-16<br/>           2<sup>nd</sup> Reading Date: 2-24-16<br/>           Public Hearing Date:</p>  |  |
| <p><b>Prior Action/Review</b><br/><i>Please note if this item was discussed on a prior Council or other agenda</i></p>  | <p><b>City Council (or other):</b><br/>Caucus Report 2-25-15</p>   |  |
| <p><b>Contract</b></p>  | <input type="checkbox"/> Contract Required   |  |
| <p><b>Fiscal Impact</b></p>   | <p>Budgeted: \$N/A<br/>           Expenditure: \$N/A<br/>           Source Funds: N/A</p>  | <p><input type="checkbox"/> Additional Document(s) Attached</p> <p><i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i></p>  |

**Policy Issue**

Does City Council wish to adopt legislation to change the position responsible for allowing secondary employment?

**Policy Alternative(s)**

Council may choose not to adopt such legislation that will change the position responsible for allowing secondary employment. If Council does not adopt such legislation, the City Manager will continue to be responsible for approving secondary employment for all employees.

**Staff Recommendation**

Staff recommends that Council receive this report and adopt the legislation to change the position responsible for allowing secondary employment.

**Statutory/Policy Authority**

- Section 3.09, Legislative Procedure, of the Charter of the City of Hamilton.

**Fiscal Impact Summary**

The amending of section 179.01 of the City of Hamilton’s Codified Ordinances is to simply change the position responsible for allowing secondary employment. There is no fiscal impact as this is an administrative process update.



**Background Information**

Currently, the City Manager is responsible for reviewing and providing a decision on every City employee's secondary employment request.

Moving forward, Administration recommends for every Appointing Authority to review and provide a decision on the employees' that they are responsible for supervising since they have the intimate knowledge of their duties and time commitment.

**Attached Information**

N/A

**Copies Provided to:**

N/A



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 179.01 OF THE CODIFIED ORDINANCES OF THE CITY OF HAMILTON, OHIO, RELATIVE TO EMPLOYMENT BESIDES CITY SERVICE, AND REPEALING EXISTING SECTION 179.01 THEREOF.**

WHEREAS, Section 179.01 of said Chapter 179 specifies that only employees who receive approval by the City Manager in writing may have employment besides City service (secondary employment); and

WHEREAS, City Administration recommends that Section 179.01 be amended to eliminate the language specifying that the City Manager provide approval in writing and designate the Appointing Authority as final approval; and

WHEREAS, Council finds it to be in the best interests of the City that such change be made;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hamilton, Ohio:

SECTION I: That Section 179.01 of the Codified Ordinances of the City of Hamilton, Ohio, is hereby amended to be and read as follows:

**Sec. 179.01 Employment Besides City Service.**

The Director of Law and the Director of Health may engage in the private practice of their respective professions, except when in any specific case to do so would be inconsistent with their obligations and duties to the City.

Members of Council, members of boards or commissions which do not involve the whole time services of such members, officers or employees in the administrative service of the City who are authorized by ordinance or by the written authority of their Appointing Authority to accept compensation or salary from other sources and authorities, and officers or employees in the administrative service of the City, who by the terms of their employment are permitted to engage in employment outside the City service, may receive salaries or compensation for such outside employment, but no officer or employee in the administrative service the conditions of whose employment require his or her full attention and time shall accept any other employment than that of the City of Hamilton, nor any salary or compensation for such other employment, so long as he or she continues in the service of the City, except as approved by their Appointing Authority in writing. Any such outside employment or the acceptance of any salary or compensation therefore shall forfeit the right of such person to continue in the employment of the City. This section shall not be construed to prohibit the acceptance by any officer or employee of the City, of any pension or annuity to which he or she may be entitled from any source whatsoever.

SECTION II: That existing Section 179.01 of the Codified Ordinances of the City of Hamilton, Ohio, **be and the same is hereby repealed.**

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

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Acting City Clerk

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton, Ohio, State of Ohio, hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED: \_\_\_\_\_.

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk**  
**CITY OF HAMILTON, OHIO**

**City Council Meeting Staff Report**

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** Richard A. Engle, P.E., Director of Public Works/City Engineer

**Agenda Item:** Report regarding Final Legislation with Ohio Department of Transportation BUT South D Street 00.48 PID 91784 relative to rehabilitation of South D Street Bridge

|   |  |  |
|---|--|--|
| <p><b>Approvals/Reviews</b><br/><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i></p> | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> Director of Law<br><input checked="" type="checkbox"/> Office of the City Manager | <p><b>Related Strategic Goal(s)</b></p> <input checked="" type="checkbox"/> <b>I</b> Increase property values<br><input type="checkbox"/> <b>D</b> Decrease vacant structures<br><input type="checkbox"/> <b>A</b> Add new jobs<br><input type="checkbox"/> <b>R</b> Realize new investments<br><input type="checkbox"/> <b>G</b> Generate recreational investments<br><input type="checkbox"/> <b>E</b> Engage citizens in activities<br><input type="checkbox"/> <b>O</b> General operations |
| <p><b>Ordinance or Resolution</b><br/>Resolution</p>  | <input checked="" type="checkbox"/> 1 <sup>st</sup> Reading Date: 02/24/16<br><input type="checkbox"/> 2 <sup>nd</sup> Reading Date:<br><input type="checkbox"/> Public Hearing Date:  |  |
| <p><b>Prior Action/Review</b><br/><i>Please note if this item was discussed on a prior Council or other agenda</i></p>  | City Council (or other):   |  |
| <p><b>Contract</b></p>  | <input type="checkbox"/> Contract Required   |  |
| <p><b>Fiscal Impact</b></p>   | <input type="checkbox"/> Additional Document(s) Attached   |  |
| Budgeted: \$655,000<br>Expenditure: \$655,000<br>Source Funds: ODOT/Fund 311  |  | <i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i>   |

**Policy Issue**

Does the City Council wish to adopt a Resolution which consents to ODOT to complete the project, pledges cooperation with ODOT for the project and authorizes the City Manager to enter into appropriate contract with ODOT.

**Policy Alternative(s)**

City Council may choose not to have the legislation prepared. ODOT would then be informed that the City does not wish to participate in this project.

**Staff Recommendation**

It is the recommendation of this office that Council receive this report and pass a Resolution authorizing the contract with ODOT.

**Statutory/Policy Authority**

- Section 3.09, Legislative Procedure of the Charter of the City of Hamilton

**Fiscal Impact Summary**

Total Construction and Construction Engineering Cost is \$655,000. ODOT Share is \$524,034 and City Local Share is \$130,966. Fund 311 budgeted sufficient funds for this project in 2016.



**Background Information**

N/A

**Attached Information**

N/A

**Copies Provided to:**

N/A



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE OHIO DEPARTMENT OF TRANSPORTATION RELATIVE TO HAMILTON BRIDGE REHABILITATION PROJECT PID 91784. (BUT SOUTH D STREET 00.48).**

WHEREAS, on 23<sup>RD</sup> day of September, 2015, the City of Hamilton enacted legislation proposing cooperation with the Director of Transportation for the following described project:

The project will rehabilitate Bridge SFN 0960241, one of three crossings over the CSX railroad in Hamilton. Improvements include rehabilitation of stone abutments and wing walls of bridge by stabilizing through encapsulation or shotcrete, drainage improvements along the foundations, replacement of beam waterproofing and replacing the existing wearing surface course. Project is located within the City of Hamilton, Ohio; and

WHEREAS, the City of Hamilton shall cooperate with the Director of Transportation in the above described project as follows:

The City agrees to assume and bear one hundred percent (100%) of the entire cost of the improvement, less the amount of Federal-Aid Funds set aside by the Director of Transportation for the financing of this improvement from funds allocated by the Federal Highway Administration, U.S. Department of Transportation, and further, the City agrees to assume and bear one hundred percent (100%) of the cost of Preliminary Engineering and Right of Way, excluding in-house preliminary engineering and right of way charges incurred by the State; and

WHEREAS, The share of the cost of the City of Hamilton is now estimated in the amount of One Hundred Thirty Thousand Nine Hundred Sixty Six and 00/100 Dollars, (\$130,966.00), but said estimated amount is to be adjusted in order that the City's ultimate share of said improvement shall correspond with said percentages of actual costs when said actual costs are determined; and

WHEREAS, The Director of Transportation has approved said legislation proposing cooperation and has caused to be made plans and specifications and an estimate of cost and expense for improving the above described highway and has transmitted copies of the same to this legislative authority; and

WHEREAS, the City of Hamilton desires the Director of Transportation to proceed with the aforesaid highway improvement;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Hamilton, Ohio:

SECTION I: That the sum of One Hundred Thirty Thousand Nine Hundred Sixty Six and 00/100 Dollars (\$130,966.00) was previously appropriated in the 2016 Budget by Ordinance No. OR2015-12-103 on December 9, 2015 for the improvement described above and the Finance Director is hereby authorized and directed to issue an order for said sum upon the requisition of the Director of Transportation to pay the cost and expense of said improvement. The City hereby agrees to assume in the first instance, the share of the cost and expense over and above the amount to be paid from Federal Funds.

SECTION II: That the City of Hamilton hereby requests the Director of Transportation to proceed with the aforesaid highway improvement.

SECTION III: That the City of Hamilton enter into a Contract with the State, and that the City Manager be, and is hereby authorized to execute said Contract, providing for the payment by the City the sum of money set forth herein above for improving the described project.

Resolution No. \_\_\_\_\_ (Cont'd)

SECTION IV: That the City of Hamilton transmit to the Director of Transportation a fully executed copy of this Resolution.

SECTION V: This resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Acting City Clerk

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton, Butler County, Ohio, hereby certify that the foregoing Resolution No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED: \_\_\_\_\_

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk**  
**CITY OF HAMILTON, OHIO**

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton of Butler County, Ohio do hereby certify that the foregoing is a true and correct copy of Resolution No. \_\_\_\_\_ adopted by the Council of the City of Hamilton of Butler County, Ohio, at the Regular Meeting on the 24th day of February, 2016. That the publication of such Resolution has been made and certified of record according to Law; that no proceedings looking to a referendum upon such Resolution have been taken; and that such Resolution and certificate of publication thereof are of record in Resolution.

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk**  
**City of Hamilton, Ohio**

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

\_\_\_\_\_  
**Marcos Nichols, Acting City Clerk**  
**City of Hamilton, Ohio**

## City Council Meeting Staff Report

---

**Report To:** The Honorable Mayor Patrick Moeller & Members of the City Council

**Report From:** Tom Vanderhorst, Finance Director

**Agenda Item:** Report regarding Certification of Availability of Funds

|   |  |  |
|---|--|--|
| <b>Approvals/Reviews</b><br><i>To be checked by the Office of the City Manager once approvals received from Departments. All other boxes to be checked by the Report author</i> | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> Director of Law<br><input checked="" type="checkbox"/> Office of the City Manager | <b>Related Strategic Goal(s)</b><br><input type="checkbox"/> <b>R</b> Realize new investments<br><input type="checkbox"/> <b>A</b> Add new jobs<br><input type="checkbox"/> <b>I</b> Increase property values<br><input type="checkbox"/> <b>D</b> Decrease vacant structures<br><input type="checkbox"/> <b>G</b> Generate recreational investments<br><input type="checkbox"/> <b>E</b> Engage citizens in activities<br><input checked="" type="checkbox"/> <b>O</b> General operations |
| <b>Ordinance or Resolution</b><br>Resolution  | 1 <sup>st</sup> Reading Date: 2-10-16<br>2 <sup>nd</sup> Reading Date:<br>Public Hearing Date:   |  |
| <b>Prior Action/Review</b><br><i>Please note if this item was discussed on a prior Council or other agenda</i>  | <b>City Council (or other):</b>  |  |
| <b>Contract</b>   | <input type="checkbox"/> Contract Required   | <input type="checkbox"/> Additional Document(s) Attached   |
| <b>Fiscal Impact</b>  | Budgeted: \$   | <i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report</i>   |
|   | Expenditure: \$  |  |
|   | Source Funds:  |  |

### Policy Issue

Does City Council wish to adopt legislation to consider “Level 3 Approval” (Finance Department) to be the certification required by Ohio Revised Code 5705.41(D) regarding the availability of funds, thereby eliminating the need for the “Then & Now” stamp?

### Policy Alternative(s)

Council may choose not to adopt such legislation.

### Staff Recommendation

Staff recommends that Council receive this report and adopt the legislation to consider “Level 3 Approval” (Finance Department) to be the certification required by Ohio Revised Code 5705.41(D) regarding the availability of funds, thereby eliminating the need for the “Then & Now” stamp.

### Statutory/Policy Authority

- Section 3.09, Legislative Procedure, of the Charter of the City of Hamilton.
- ORC 5705.41(D)



## **Fiscal Impact Summary**

There is no fiscal impact since this issue deals only with the method used for the certification of availability of funds, therefore is strictly procedural.

## **Background Information**

Ohio Revised Code 5705.41 dictates that no expenditure of money may be made unless funds have been appropriated and a proper warrant has been drawn against an appropriate fund prior to the expenditure. However, the statute creates an exception for invoices less than \$3,000. This exception dictates that invoices for less than \$3,000, which are dated prior to the date of the purchase order, require certification by the fiscal officer that both at the time that the contract or order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

At present, this certification is signified by stamping the invoice with a “Then & Now” stamp. This step is redundant since this check is done during the approval process in our current financial management system (Dot Net) as a “Level 3 Approval” (Finance Department). The legislation would allow “Level 3 Approval” in our current financial management system, or the associated level in any future financial management system, to be considered as the required certification.

We consulted the City’s auditor, and received confirmation that this method is permissible.

## **Attached Information**

N/A

## **Copies Provided to:**

N/A



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING A NEW PROCEDURE FOR THE CERTIFICATION OF AVAILABILITY OF FUNDS.**

WHEREAS, Ohio Revised Code §5705.41(D) dictates that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, the statute provides an exception to the requirement for amounts less than \$3,000 upon completion of "then and now" certification; and

WHEREAS, "then and now" certification is defined as certification by the fiscal officer that both at the time the contract or order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance; and

WHEREAS, invoices are currently stamped, "Then & Now" to signify completion of the certification; and

WHEREAS, the same determination of availability of funds required for the "Then & Now" stamp is required for "Level 3 Approval" (Finance Department Approval) in the City's current financial management system; and

WHEREAS, Council wishes to adopt a new procedure for certification of availability of funds allowing "Level 3 Approval" in our current financial management system, or the associated level in any future financial management system, to be the required "then and now" certification, thereby eliminating the step of stamping invoices with the "Then & Now" stamp.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Hamilton, Ohio:

SECTION I: That "Level 3 Approval" in the City's current financial management system, or the associated level in any future financial management system will serve as "then and now" certification.

SECTION II: That the step of stamping invoices, "Then & Now" is hereby eliminated.

SECTION II: This resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Acting City Clerk

**CERTIFICATE**

I, Marcos Nichols, Acting City Clerk of the City of Hamilton, Butler County, Ohio, hereby certify that the foregoing Resolution No. \_\_\_\_\_ was duly published as provided by Section 113.01 of the Codified Ordinances of the City of Hamilton, Ohio, by posting ten days after passage, a copy thereof in each fire station within the City for a period of ten days. POSTED:

\_\_\_\_\_

**Marcos Nichols, Acting City Clerk  
CITY OF HAMILTON, OHIO**