COUNCIL MEETING AGENDA
November 12, 2018 at 6:30 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES

1. Regular Council Meeting of October 8, 2018

FINANCE REPORT

1. Month of September 2018

COMMITTEE REPORTS:

FINANCE COMMITTEE

1. Ordinance 2018-12, Amending Appropriations for the Fiscal Year 2018
2. Resolution 2018-25, Authorizing Renewal of Software to Promote Access to Public Financial Records

INVESTMENT COMMITTEE

POLICE AND FIRE COMMITTEE

1. Resolution 2018-26, Authorizing the Village Manager to Purchase Firehouse Exhaust System
2. Resolution 2018-27, Authorizing the Village Manager to Purchase Gloves, Hoods, and a Washer for the Fire Department
3. Resolution 2018-28, Authorizing the Village Manager to Purchase a Voice Recording System for Police Dispatch
4. Resolution 2018-29, Adopting the Hamilton County Natural Hazard Mitigation Plan

STREETS, PUBLIC UTILITIES & SEWERS COMMITTEE

1. Resolution 2018-30, Authorizing the Village Manager to Complete Repairs to Dump Truck

COMPENSATION & BENEFITS COMMITTEE

1. Holiday Gift Cards for Employees

MANAGER'S REPORT

1. Resolution 2018-31 Referring to the Planning Commission Changes to the Village Code
2. Village Manager's Report

CHIEF'S REPORT

MAYOR'S REPORT

NEW BUSINESS

EXECUTIVE SESSION - Manager's Review

ADJOURNMENT

MINUTES OF THE REGULAR MEETING
AMBERLEY VILLAGE COUNCIL
MONDAY, OCTOBER 8, 2018

The Council of Amberley Village, Ohio met in regular session at the Amberley Village Municipal Building, 7149 Ridge Road on Monday, October 8, 2018 at 6:30 p.m. Not in attendance: Treasurer Rick Kay.

Mayor Muething called the meeting to order. The following roll call was taken:

PRESENT:	ALSO PRESENT:
Rich Bardach	Lt. Brian Blum, Police-Fire Department
Peg Conway	Kevin Frank, Village Solicitor
Ed Hattenbach	Nicole Browder, Clerk of Council
Elida Kamine	Scot Lahrmer, Village Manager
Thomas C. Muething	
Ray Warren	
Natalie Wolf	

Mayor Muething welcomed everyone to the meeting of the Amberley Village Council. He led those in attendance through the pledge of allegiance.

MINUTES

Mayor Muething asked if there were any changes to the September 6, 2018 meeting minutes as distributed. There being none, he stated the minutes were accepted as submitted.

FINANCE REPORT

Village Manager Scot Lahrmer presented the August 2018, Finance Report (a copy of which is attached hereto). Mr. Lahrmer reported a summary of this report and noted tax collections for the month of August totaled $109,044. The total General Fund Revenue for the month of August was $328,219 while expenses equaled $221,252. At the end of August, the unencumbered General Fund balance was $6,259,624. The report was accepted as submitted.

CITIZENS TO SPEAK

Melissa Ridley introduced herself as the new interim principal at the Pleasant Ridge Montessori School. She summarized her experience over her 24-year career, originating from Dayton public schools. She noted enrollment at 697 and her vision is to close the gap with subgroups.

Ms. Kamine expressed appreciation for having a neighborhood school and Council Member Conway on the Local School Decision Making Committee (LSDMC) for Pleasant Ridge Montessori. She offered partnership in raising the profile of the school to help the community attract and retain families.

Louis Katz, 6785 E. Beechlands Drive, expressed his support for and encouraged others to vote for Dale Stalf for Hamilton County First District Court of Appeals Judge. He shared a summary of Mr. Stalf's career, volunteerism and achievements, and that it his professional opinion that Dale Stalf is the most competent and qualified candidate.

Scott Wolf, 7024 Beech Hollow, introduced himself as a resident and member of the Planning Commission/Zoning Board of Appeals for several years. He expressed his support for the passage of a moratorium on certain accessory structures. He stated that the process for updating the code has been in effect and variance requests are bringing the code on accessory structures into light, increasingly. He stated he would like code changes brought in line with what has been previously discussed and urged passage of the ordinance for a moratorium to protect Amberley Village property values.

FINANCE COMMITTEE

Mr. Hattenbach presented, read and moved to approve Resolution 2018-22, Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Seconded by Ms. Conway and the motion passed unanimously.

Mr. Hattenbach introduced an appropriation in the amount of $57,000 to the Storm Water Utility Fund. He stated the purpose is the need to have funds available to perform work in the 2018 program. He commented that council was aware with the rate reduction to the storm water fees that this scenario could occur.

Mr. Hattenbach presented, read and moved to approve Ordinance 2018-10, Transfer and Appropriation of $57,000 to the Storm Water Utility Fund. Seconded by Ms. Conway and the roll call showed the following vote:

AYE:	Bardach, Conway, Hattenbach, Kamine, Muething, Warren, Wolf	(7)
NAY:		(0)

Ms. Conway explained that staff was willing and suggested removal of items from the storm water work. She stated that there was robust discussion at the committee meeting in regards to the storm water utility rate reduction and the potential for situations to augment the storm water fund with general funds.

Mayor Muething stated that one of the benefits of having restored our general fund to a more robust level is that council can make decisions like this without having to risk the Village's financial stability.

Mr. Warren asked if this was anticipated when the storm water projects were prepared. He stated he thought the stormwater projects were accounted for and asked if this was an unusual expense.

Mr. Lahrmer elaborated that it was a culmination of a few items. He stated the end of the year fund estimate at the Storm Water Advisory Board was including the Kincaid grant which was an unknown at the time. In 2018, the Village heard that it did not receive the Kincaid grant, and two projects were added--additional curb work on Elbrook which impacts the Storm Water Fund and the Beech Hollow issue with water draining and freezing on the roadway.

POLICE-FIRE COMMITTEE

Ms. Conway reported that the committee met on September 17, 2018 to discuss repair of the fire truck. She stated that it was determined to be a booster tank, and a similar leak occurred several years ago which was repaired with epoxy. She stated if not repaired, it will cause extensive damage/rust to the frame of the truck. It leaks 125 gallons in a 72-hour period.

Ms. Conway shared that two significantly different estimates were obtained in the amount of $15,000 and 9,648. The latter quote was from Specialty Truck Repair determined to be the best quote and repair time frame. The replacement tank was ordered and will be delivered in a few weeks. Due to the emergency nature, the work was authorized by the Village Manager and approved by the Police-Fire Committee. The truck will be taken out of service for the repair and mutual aid will be notified during that time.

Ms. Conway presented, read and moved to approve Resolution 2018-23, Resolution Authorizing Emergency Repairs to Fire Apparatus Quint. Seconded by Ms. Wolf and the motion carried unanimously.

Ms. Conway then expressed her appreciation for the police assistance during the recent Great Human Race 5K.

LAW COMMITTEE

Mr. Bardach read Ordinance 2018-11, Emergency Ordinance Approving a Temporary Moratorium on Certain Accessory Structures.

Mr. Bardach moved to waive the three readings of Ordinance 2018-11. Seconded by Mr. Hattenbach and the roll call showed the following vote:

AYE:	Bardach, Conway, Kamine, Muething, Warren, Wolf	(6)
NAY:	Hattenbach	(1)

Mr. Hattenbach asked if there were any legal concerns. Solicitor Frank responded that he is not aware of any case law relating to whether one reading is held or three readings.

Mr. Bardach moved to approve Ordinance 2018-11. Seconded by Ms. Wolf and the roll call showed the following vote:

AYE:	Bardach, Conway, Hattenbach, Kamine, Muething, Warren, Wolf	(7)
NAY:		(0)

Mr. Warren asked for history on this item.

Mr. Bardach stated that there are recurring issues with parts of the code as it relates to the Planning Commission/Zoning Board of Appeals hearing variances and guidance is needed in this regard. Additional code sections are out of date and revisions are needed to relate to today's applications.

Ms. Wolf commented that she was the committee member who brought this to the committee and at that time she was not sure how she felt about it. She stated she drove Elbrook Avenue and noted a structure that was built behind a home on a half-acre that is a very large garage that includes a second floor, windows, and a number of doors. She stated that the Village is concerned with maintaining the streets and improved this street with new curbing through the street maintenance program. She also commented that she will vote for code changes and stated the Planning Commission/Zoning Board of Appeals can review and recommend changes as well.

Mayor Muething stated that the Planning Commission/Zoning Board of Appeals did make council aware of needed changes about a year ago. The PC-ZBA can recommend changes and council would then need to approve those changes. He stated it was recognized as a priority for 2018 and what is happening now is recurring cases and to help them through with a moratorium while the changes are developed.

Ms. Conway inquired as to whether this was part of the property maintenance code. It was clarified it was separate and part of the zoning code.

Mr. Lahrmer explained the steps and process for code changes. He stated staff will begin working on what regulations can be put in place for accessory structures and will need input from the Law Committee or the Planning Commission/Zoning Board of Appeals. Then the changes will be presented to the PC-ZBA to recommend to Village Council. The staff time frame would be a couple of months, the PC-ZBA is a one month step, and Council is a three month step.

Mr. Warren asked if the process takes six months would someone be grandfathered during that time for an accessory structure. Mayor Muething clarified that the moratorium will cease processing of new applications.

Mr. Bardach moved to pass Ordinance 2018-11 as an emergency measure to prevent the construction of accessory structures that harm property values, interfere with residents' use and enjoyment of their properties, and that threaten the quality of life of residents in the Village, pending a thorough but limited review of the Village Zoning Code and Ordinances. Seconded by Ms. Wolf and the roll call showed the following vote:

AYE:	Bardach, Conway, Hattenbach, Kamine, Muething, Warren, Wolf	(7)
NAY:		(0)

Ms. Kamine stated that she wanted to ensure that the Village is thoughtful about how to communicate this with residents. She stated that readings and public hearings are somewhat technical, and this will potentially impact a lot of people. She asked for clear communications. She stated that looking at the list—they are all over the Village, and this is an opportunity to communicate to all, not a single group or area, the standard the Village would like to set. She stated that this process is to provide administration and the Planning Commission/Zoning Board of Appeals tools and setting a minimum standard. She noted that she would like the Village to engage in ways that are not scary and punitive or feel technical and behind the scenes.

Mayor Muething stated that it is important to recognize that there are two different issues—zoning with Planning Commission/Zoning Board of Appeals, and enforcement in the area of the code related to property maintenance. The Administration, Maintenance, and Police-Fire Departments have expressed to council areas where they need help because of enforcement issues with the code and changes that are needed to the code.

Ms. Conway asked if the moratorium would be generally communicated. Mr. Lahrmer stated that he would let everyone know. It would be posted the next day, and residents will be advised when applications are received.

Ms. Wolf asked if this was the unanimous desire of the Planning Commission/Zoning Board of Appeals. Mr. Bardach confirmed it was unanimous among the board members.

MANAGER'S REPORT

Mr. Lahrmer reported that park improvements have been completed. The first project recommended by the Public Buildings and Parks Committee—the upper ballfield—has been completed. He stated the maintenance staff was able to rework the water lines in that area to install a water fountain, which is also handicapped accessible. The parking lot that serves the park was also sealed.

Mr. Lahrmer shared that he attended the International City Managers Conference held in September. He noted it was his 19th conference, and he was recognized for his 35 years of service at the conference.

Mr. Lahrmer stated the Village is embarking on curbside leaf collection. The brush collection has concluded for the year and starting October 15 leaf collection will begin. He noted as the collection season becomes busier the black and white signs will be posted to project the collection day for residents in their neighborhood. He encouraged residents to rake leaves to the street for collection.

Mr. Lahrmer reported the Village's print newsletter is published twice a year and has been sent to residents. He stated it has useful information and pointed out an article entitled, "When Should I Call the Police" which he thought was a helpful article. He noted that it goes hand-in-hand with the Village being named by Niche as ranked #1 Safest Community in Cincinnati. He encouraged residents to call the police regardless of what they see and that's the kind of activity that keeps us ranked #1 in the area.

CHIEF'S REPORT

Lt. Blum reported that the Police-Fire Department participated in the Hamilton County OVI Task Force for saturation patrols. He stated last year, in 2017, Brandon Gehring received the award for having the most arrests. He reported that for 2018, Gehring has received the award for the second year in a row which recognizes him throughout the County for getting impaired drivers off the street.

MAYOR'S REPORT

Mayor Muething reported that the Environmental Stewardship Committee has been working on the Environmental Pathway through Hamilton County WeThrive! and one of the initiatives is idle-free zones. He stated there is a resolution to work on more education relating to being idle-free, and it is not mandatory, but is part of educating the little things we can do to help improve our environment. He stated if you go to the Hamilton County Health Department's offices they have signs in the parking lot that state it is an idle-free zone. He shared that the Village will put up a few signs at the ballfield parking lot, Amberley Green, and draft articles for E-News and print news as well as send letters to the synagogues. He encouraged everyone to turn off the engine if you are going to be idling for more than five minutes. He stated the Environmental Stewardship Committee recommended passage of this resolution stressing the importance of idle-free zones.

Mayor Muething moved to approve Resolution 2018-24, Resolution Supporting Idle Free Zones. Seconded by Ms. Wolf and the motion carried unanimously.

Ms. Wolf commented that this was an example of what WeThrive! refers to as a policy change, and through engaging the community with education hopefully we can accomplish a system where people will turn off their cars.

Mr. Warren asked if signs will be posted near Losantiville school. Mr. Muething stated they will receive a letter and we can only post signs on public property owned by the Village. He stated that we can give them a sign as the County is willing to provide additional signs.

Mayor Muething shared that on September 27th the Mayerson JCC celebrated their 10th anniversary in Amberley. He stated it was recognized at their annual meeting which he attended and read a proclamation. He expressed his appreciation that the decision was ultimately made for the JCC to be in Amberley.

Mayor Muething reported that the Environmental Stewardship Committee met in September and received recognition as a Tree City USA community with a new flag and stickers which was presented by Wendi VanBuren from the Ohio Department of Natural Resources. He stated it is the 15th consecutive year for Amberley as a Tree City USA community.

Mayor Muething announced the next meeting of the Environmental Stewardship Committee would be October 22 at 7 p.m. He noted there was not a fall program for this year. A pollinator program is being planned for next May.

Mayor Muething stated the final Clean the Green for volunteers and the Environmental Stewardship Committee will be October 25th at 5:30 p.m.

There being no further business, the Mayor adjourned the meeting.

Nicole Browder, Clerk of Council

Mayor Thomas C. Muething

TO: Village Council

FROM: Scot F. Lahrmer, Village Manager

DATE: October 10, 2018

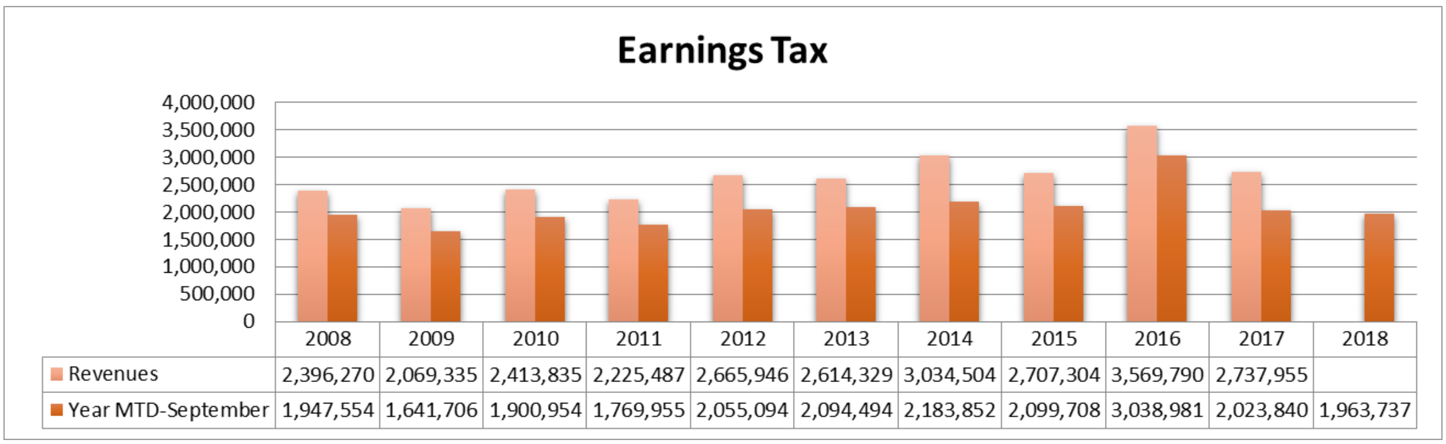
RE: Finance Report for September 2018

The UAN report has been included in your packet. Some of the highlights from the General Fund have been summarized and described below:

General Fund Revenue

Earnings Tax

Earnings Tax collections for the month of September totaled $262,325. This is down 10.58% from September 2017's collection of $293,374. The earnings tax collection estimate for 2018 is $2,750,000. Earnings tax continues to be the Village's primary revenue source. This chart shows how the earnings tax has tracked since 2008 and also reflects the amount collected year to date for each of the last 10 years.



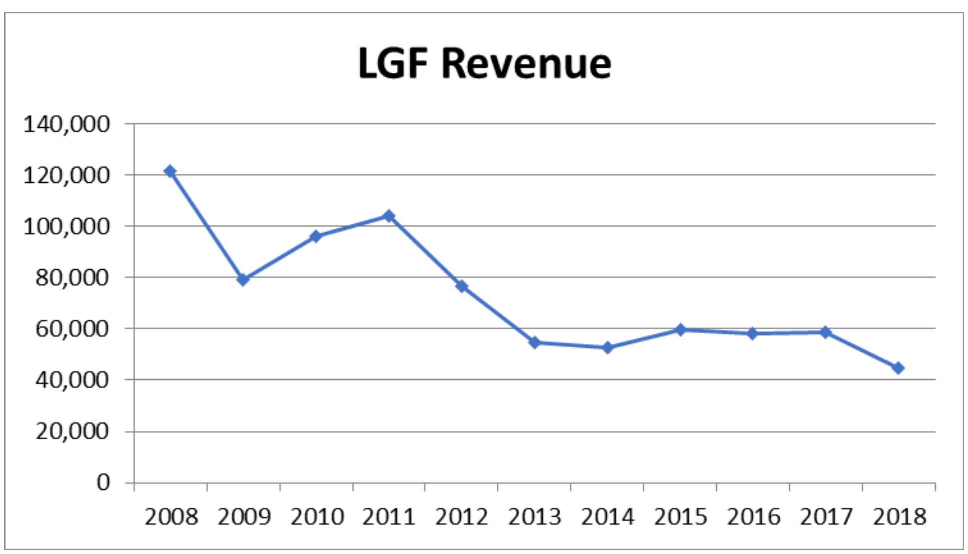
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Revenues	2,396,270	2,069,335	2,413,835	2,225,487	2,665,946	2,614,329	3,034,504	2,707,304	3,569,790	2,737,955	
Year MTD-September	1,947,554	1,641,706	1,900,954	1,769,955	2,055,094	2,094,494	2,183,852	2,099,708	3,038,981	2,023,840	1,963,737

Property Tax

The Village received $79,195 from the State of Ohio for the second half rollback.

Local Government Fund

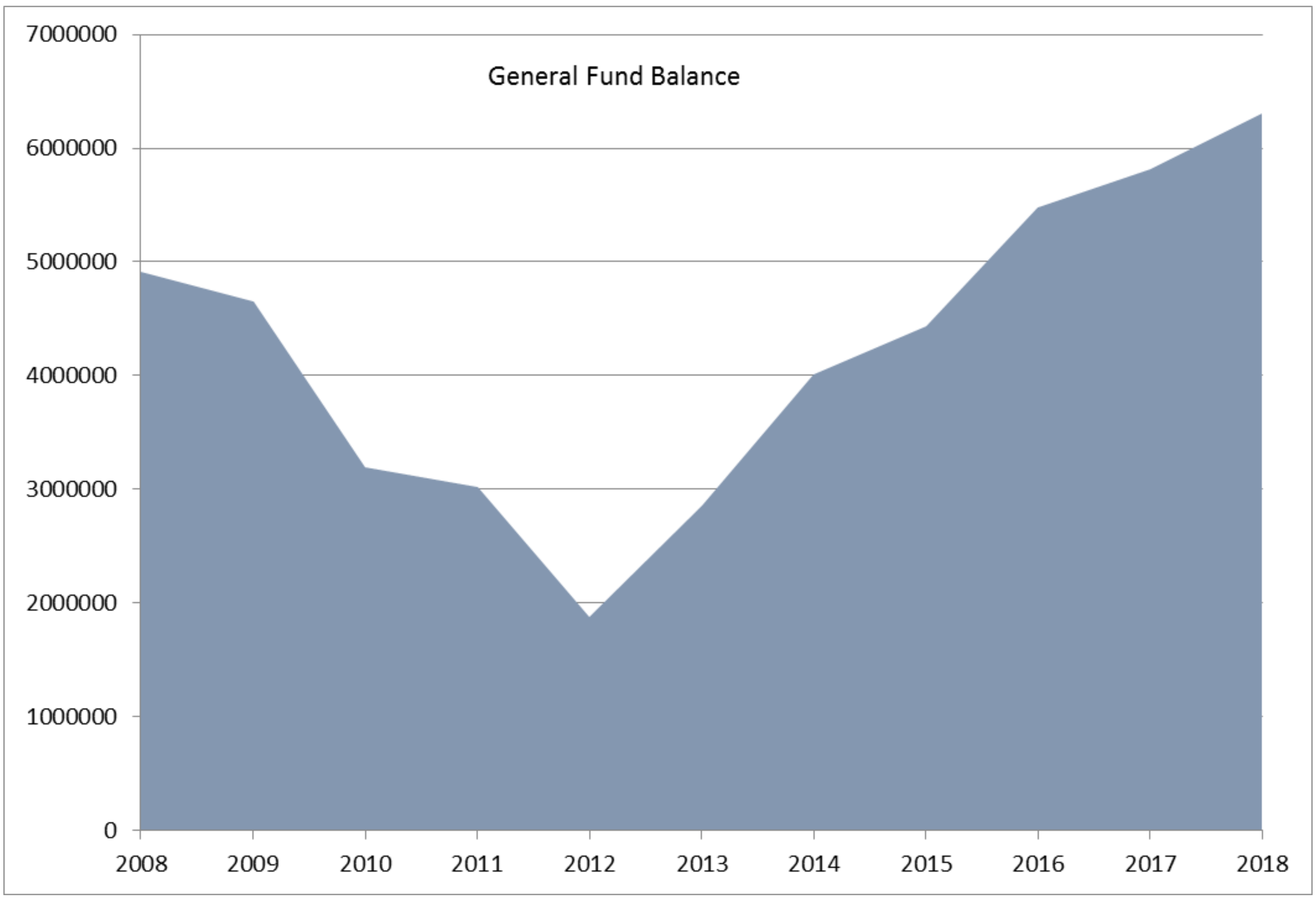
The Local Government Fund netted $5,570 for September. The graph highlights the LGF Revenue for the years 2008-September 2018. The projection for 2018 is $58,980.



General Fund Summary

Revenue for the month of September totaled	$ 402,570	
2018 Earnings Tax Estimate:	$2,750,000	
Earnings Tax Collected (as of 9/30/18)	$1,963,737	71.41% collected
2018 Revenue Estimate:	$4,780,000	
Revenue Collected (as of 9/30/18)	$4,014,729	83.99% collected
Expenses for September totaled:	$ 450,255	
2018 Budget:	$5,100,000	
Expenditures (as of 9/30/18)	$3,247,502	62.22% spent

The unencumbered General Fund balance as of the end of September is $6,305,405.



If you have any questions, please let me know.

Revenue Status

By Fund Then Revenue

As Of 9/30/2018

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-110-0000	General Property Tax - Real Estate	$975,196.00	$1,054,168.52	-$78,972.52	108.098%
1000-120-0000	Tangible Personal Property Tax	$0.00	$0.00	$0.00	0.000%
1000-130-0000	Municipal Income Tax	$2,750,000.00	$1,963,737.14	$786,262.86	71.409%
	Property and Other Local Taxes Sub-Total:	$3,725,196.00	$3,017,905.66	$707,290.34	81.013%
1000-211-0000	Local Government Distribution	$58,980.00	$44,973.81	$14,006.19	76.253%
1000-224-0000	Liquor and Beer Permit Fees	$1,000.00	$1,604.40	-$604.40	160.440%
1000-231-0000	Property Tax Allocation	$150,624.00	$158,537.44	-$7,913.44	105.254%
1000-290-0000	Other - State Shared Taxes and Permits	$5,000.00	$0.00	$5,000.00	0.000%
1000-290-0011	Other - State Shared Taxes and Permits{JEDZ}	$120,000.00	$96,548.37	$23,451.63	80.457%
	State Shared Taxes and Permits Sub-Total:	$335,604.00	$301,664.02	$33,939.98	89.887%
1000-390-0000	Other - Special Assessments	$0.00	$0.00	$0.00	0.000%
1000-390-0071	Other - Special Assessments{Property Maintenance}	$0.00	$287.50	-$287.50	0.000%
	Special Assessments Sub-Total:	$0.00	$287.50	-$287.50	0.000%
1000-411-0000	Federal - Restricted	$0.00	$1,390.50	-$1,390.50	0.000%
1000-422-0000	State - Restricted	$0.00	$0.00	$0.00	0.000%
1000-422-0021	State - Restricted{OAC 109:2-18-04 TRAINING}	$0.00	$0.00	$0.00	0.000%
1000-422-0022	State - Restricted{FIRE TRAINING}	$0.00	$2,900.00	-$2,900.00	0.000%
1000-422-0041	State - Restricted{K-9}	$0.00	$0.00	$0.00	0.000%
1000-440-0000	Grants or Aid (Non-Federal and Non-State)	$0.00	$30,000.00	-$30,000.00	0.000%
1000-440-0041	Grants or Aid (Non-Federal and Non-State){K-9}	$0.00	$0.00	$0.00	0.000%
1000-490-0000	Other - Intergovernmental	$15,000.00	$10,646.49	$4,353.51	70.977%
1000-490-0015	Other - Intergovernmental{HTF COMMANDER}	$120,000.00	$84,065.03	$35,934.97	70.054%
1000-490-0017	Other - Intergovernmental{HC REA DISTRIBUTION}	$0.00	$9,901.36	-$9,901.36	0.000%
	Intergovernmental Sub-Total:	$135,000.00	$138,903.38	-$3,903.38	102.891%
1000-512-0000	Contracts for Police Protection	$6,000.00	$6,142.46	-$142.46	102.374%
1000-514-0000	Garbage and Trash	$226,000.00	$195,491.87	$30,508.13	86.501%
1000-523-0000	Recreation Entry Fees	$1,500.00	$780.00	$720.00	52.000%

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-529-0000	Other - Cultural and Recreational Programs	$1,800.00	$600.00	$1,200.00	33.333%
1000-541-0000	Consumer Rent	$90,000.00	$67,844.34	$22,155.66	75.383%
1000-541-0025	Consumer Rent{Mercy Land Lease}	$12,000.00	$6,250.00	$5,750.00	52.083%
1000-541-0035	Consumer Rent{COMMUNITY ROOM}	$0.00	$300.00	-$300.00	0.000%
1000-590-0000	Other - Charges for Services	$4,000.00	$1,329.33	$2,670.67	33.233%
	Charges for Services Sub-Total:	$341,300.00	$278,738.00	$62,562.00	81.669%
1000-612-0000	Court Fines	$75,000.00	$48,487.00	$26,513.00	64.649%
1000-612-0051	Court Fines{MAYOR'S COURT CREDIT CARD FEES}	$0.00	$462.00	-$462.00	0.000%
1000-619-0000	Other - Fines and Forfeitures	$100.00	$0.00	$100.00	0.000%
1000-624-0000	Street Opening	$0.00	$0.00	$0.00	0.000%
1000-625-0000	Cable Franchise Fees	$56,000.00	$45,584.49	$10,415.51	81.401%
1000-629-0000	Other - Licenses and Permits	$58,800.00	$31,823.00	$26,977.00	54.121%
1000-629-0027	Other - Licenses and Permits{CELLULAR UNITS-ALARMS}	$0.00	$876.00	-$876.00	0.000%
1000-690-0000	Other - Fines, Licenses and Permits	$0.00	$10.00	-$10.00	0.000%
	Fines, Licenses and Permits Sub-Total:	$189,900.00	$127,242.49	$62,657.51	67.005%
1000-701-0000	Interest	$50,000.00	$59,470.35	-$9,470.35	118.941%
	Earnings on Investments Sub-Total:	$50,000.00	$59,470.35	-$9,470.35	118.941%
1000-820-0000	Contributions and Donations	$0.00	$10,650.00	-$10,650.00	0.000%
1000-820-0023	Contributions and Donations{HC DIVE TEAM}	$0.00	$0.00	$0.00	0.000%
1000-820-0030	Contributions and Donations{ICE CREAM SOCIAL}	$0.00	$7,950.00	-$7,950.00	0.000%
1000-820-0041	Contributions and Donations{K-9}	$0.00	$1,263.00	-$1,263.00	0.000%
1000-892-0000	Other - Miscellaneous Non-Operating	$3,000.00	$70,458.84	-$67,458.84	2348.628%
	Miscellaneous Sub-Total:	$3,000.00	$90,321.84	-$87,321.84	3010.728%
1000-931-0000	Transfers - In	$0.00	$0.00	$0.00	0.000%
1000-961-0000	Sale of Fixed Assets	$0.00	$196.10	-$196.10	0.000%
1000-981-0000	Special Items	$0.00	$0.00	$0.00	0.000%
1000-982-0000	Extraordinary Items	$0.00	$0.00	$0.00	0.000%

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-999-0000	Other - Other Financing Sources	$0.00	$0.00	$0.00	0.000%
	Other Financing Sources Sub-Total:	$0.00	$196.10	-$196.10	0.000%
	Fund 1000 Sub-Total:	$4,780,000.00	$4,014,729.34	$765,270.66	83.990%
	Report Total:	$4,780,000.00	$4,014,729.34	$765,270.66	83.990%

Fund Summary

September 2018

Fund #	Fund Name	Starting Fund Balance	Month To Date Revenue	Year To Date Revenue	Month To Date Expenditures	Year To Date Expenditures	Ending Fund Balance	Current Reserve for Encumbrance	Unencumbered Fund Balance
1000	General	$6,754,699.85	$402,570.10	$4,014,729.34	$450,255.54	$3,247,502.13	$6,707,014.41	$401,609.23	$6,305,405.18
2011	Street Construction, Maint. and Repair	$616,470.47	$13,880.13	$128,665.21	$2,601.00	$28,605.73	$627,749.60	$290,389.27	$337,360.33
2051	Federal Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2091	Law Enforcement Trust	$24,234.51	$857.00	$8,585.00	$1,540.26	$9,199.85	$23,551.25	$921.72	$22,629.53
2101	Permissive Motor Vehicle License Tax	$104,108.47	$2,463.05	$22,763.87	$36,792.37	$36,792.37	$69,779.15	$12,632.63	$57,146.52
2131	Police Disability and Pension	$47,553.60	$3,987.92	$54,448.86	$0.00	$3,708.73	$51,541.52	$0.00	$51,541.52
2901	MAYOR'S COURT COMPUTER FUND	$7,825.01	$440.00	$5,165.00	$437.49	$8,005.13	$7,827.52	$969.21	$6,858.31
2902	POLICE LEVY FUND	$68,593.87	$102,069.71	$1,348,441.85	$51,271.45	$1,230,585.57	$119,392.13	$0.00	$119,392.13
2903	PSAP 911 FUND	$27,390.07	$273.16	$16,527.88	$1,920.00	$9,920.00	$25,743.23	$3,000.00	$22,743.23
2904	EMPLOYEE SEVERANCE FUND	$135,177.81	$0.00	$0.00	$0.00	$0.00	$135,177.81	$0.00	$135,177.81
2905	WE THRIVE GRANT FUND	$3,345.42	$0.00	$0.00	$0.00	$130.29	$3,345.42	$869.71	$2,475.71
2906	NATURE WORKS GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3101	Bond Retirement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4901	CAPITAL PROJECTS	$265,121.07	$0.00	$150,000.00	$0.00	$98,347.00	$265,121.07	$139,227.45	$125,893.62
4902	Capital Projects-PUBLIC FACILITIES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4903	Capital Projects-VILLAGE LAND	$1,204.12	$0.00	$0.00	$0.00	$0.00	$1,204.12	$0.00	$1,204.12
5901	STORM WATER UTILITY	$406,924.78	$29,830.88	$187,490.80	$37,386.41	$83,605.96	$399,369.25	$209,890.31	$189,478.94
9101	Unclaimed Monies	$15,267.33	$0.00	$0.00	$0.00	$0.00	$15,267.33	$0.00	$15,267.33
9901	MAYOR'S COURT Agency	$5,862.52	$7,926.00	$80,829.00	$7,924.00	$81,061.00	$5,864.52	$0.00	$5,864.52
9902	EMPLOYEES HEALTH INSURANCE Agency	$0.00	$4,747.82	$42,492.97	$4,747.82	$42,492.97	$0.00	$0.00	$0.00
9903	VALLEY BAND ESCROW	$22,413.89	$0.00	$0.00	$0.00	$1,003.53	$22,413.89	$361.47	$22,052.42
9904	Kenwood SWJEDZ Agency	$58,143.39	$129,751.71	$907,072.29	$58.30	$834,460.67	$187,836.80	$45.80	$187,791.00
9905	Kenwood SWJEDZ Escrow Agency	$13,217.70	$0.00	$16,688.90	$3,337.00	$14,127.47	$9,880.70	$0.00	$9,880.70
9906	Kenwood SWJEDZ Long-Term Maint. Agency	$5,532.00	$0.00	$2,034.00	$0.00	$4,002.00	$5,532.00	$0.00	$5,532.00
	Report Total:	$8,583,085.88	$698,797.48	$6,985,934.97	$598,271.64	$5,733,550.40	$8,683,611.72	$1,059,916.80	$7,623,694.92

Appropriation Summary

September 2018

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
1000 - General								
Security of Persons and Property								
Police Enforcement								
Personal Services	$3,525.00	$1,079,303.00	$1,082,828.00	$147,673.57	$626,503.18	$19,748.81	$436,576.01	57.858%
Employee Fringe Benefits	$0.00	$373,957.00	$373,957.00	$21,543.54	$213,677.32	$4,368.12	$155,911.56	57.140%
Contractual Services	$3,564.22	$171,646.58	$175,210.80	$8,982.90	$112,905.07	$30,435.73	$31,870.00	64.440%
Supplies and Materials	$1,237.73	$95,271.60	$96,509.33	$6,594.79	$81,450.99	$15,058.34	$0.00	84.397%
Capital Outlay	$11,797.33	$61,276.82	$73,074.15	$730.39	$71,726.38	$1,074.71	$273.06	98.156%
Total Police Enforcement	$20,124.28	$1,781,455.00	$1,801,579.28	$185,525.19	$1,106,262.94	$70,685.71	$624,630.63	
Fire Fighting, Prevention and Inspection								
Personal Services	$0.00	$196,500.00	$196,500.00	$14,753.13	$133,854.58	$1,592.25	$61,053.17	68.119%
Employee Fringe Benefits	$0.00	$42,900.00	$42,900.00	$2,794.25	$26,603.90	$0.00	$16,296.10	62.014%
Contractual Services	$4,646.84	$48,130.00	$52,776.84	$6,320.13	$37,732.39	$10,834.48	$4,209.97	71.494%
Supplies and Materials	$318.00	$25,300.00	$25,618.00	$464.59	$21,399.92	$2,410.08	$1,808.00	83.535%
Capital Outlay	$0.00	$4,000.00	$4,000.00	$0.00	$0.00	$0.00	$4,000.00	0.000%
Total Fire Fighting, Prevention and Inspection	$4,964.84	$316,830.00	$321,794.84	$24,332.10	$219,590.79	$14,836.81	$87,367.24	
Total Security of Persons and Property	$25,089.12	$2,098,285.00	$2,123,374.12	$209,857.29	$1,325,853.73	$85,522.52	$711,997.87	
Public Health Services								
Payment to County Health District								
Contractual Services	$0.00	$10,908.00	$10,908.00	$0.00	$10,907.98	$0.00	$0.02	100.000%
Total Payment to County Health District	$0.00	$10,908.00	$10,908.00	$0.00	$10,907.98	$0.00	$0.02	
Other Public Health Services								
Contractual Services	$0.00	$148,530.00	$148,530.00	$37,132.50	$111,397.50	$37,132.50	$0.00	75.000%
Total Other Public Health Services	$0.00	$148,530.00	$148,530.00	$37,132.50	$111,397.50	$37,132.50	$0.00	
Total Public Health Services	$0.00	$159,438.00	$159,438.00	$37,132.50	$122,305.48	$37,132.50	$0.02	
Basic Utility Services								
Waste Collection - Refuse Collection and Disp								
Contractual Services	$0.00	$225,960.00	$225,960.00	$38,099.36	$171,244.32	$53,755.68	$960.00	75.785%
Total Waste Collection - Refuse Collection and Disp	$0.00	$225,960.00	$225,960.00	$38,099.36	$171,244.32	$53,755.68	$960.00	
Total Basic Utility Services	$0.00	$225,960.00	$225,960.00	$38,099.36	$171,244.32	$53,755.68	$960.00	
Transportation								
Other Transportation								
Personal Services	$450.00	$412,331.00	$412,781.00	$33,794.80	$296,771.15	$3,298.69	$112,711.16	71.896%
Employee Fringe Benefits	$0.00	$178,228.00	$178,228.00	$11,252.23	$122,468.48	$1,345.02	$54,414.50	68.715%
Contractual Services	$1,675.27	$100,250.00	$101,925.27	$7,740.96	$52,090.49	$26,860.78	$22,974.00	51.107%
Supplies and Materials	$21,247.55	$162,000.00	$183,247.55	$14,132.85	$130,167.91	$42,749.77	$10,329.87	71.034%
Capital Outlay	$0.00	$7,300.00	$7,300.00	$0.00	$0.00	$4,130.00	$3,170.00	0.000%
Total Other Transportation	$23,372.82	$860,109.00	$883,481.82	$66,920.84	$601,498.03	$78,384.26	$203,599.53	
Total Transportation	$23,372.82	$860,109.00	$883,481.82	$66,920.84	$601,498.03	$78,384.26	$203,599.53	
General Government								
Mayor and Administrative Offices								
Personal Services	$750.00	$344,921.00	$345,671.00	$27,072.89	$237,848.56	$2,603.82	$105,218.62	68.808%
Employee Fringe Benefits	$0.00	$100,056.00	$100,056.00	$6,545.65	$66,767.80	$618.63	$32,669.57	66.730%
Contractual Services	$17,526.44	$113,051.00	$130,577.44	$3,443.84	$72,473.47	$35,040.90	$23,063.07	55.502%

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Supplies and Materials	$124.98	$3,800.00	$3,924.98	$541.47	$2,587.14	$537.84	$800.00	65.915%
Total Mayor and Administrative Offices	$18,401.42	$561,828.00	$580,229.42	$37,603.85	$379,676.97	$38,801.19	$161,751.26	
Legislative Activities								
Personal Services	$0.00	$10,800.00	$10,800.00	$891.00	$7,905.00	$45.00	$2,850.00	73.194%
Employee Fringe Benefits	$0.00	$1,985.00	$1,985.00	$92.40	$775.60	$0.00	$1,209.40	39.073%
Contractual Services	$10,270.00	$57,920.00	$68,190.00	$1,285.00	$44,343.08	$7,521.92	$16,325.00	65.029%
Supplies and Materials	$0.00	$9,808.00	$9,808.00	$2,294.25	$9,023.17	$25.75	$759.08	91.998%
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Legislative Activities	$10,270.00	$80,513.00	$90,783.00	$4,562.65	$62,046.85	$7,592.67	$21,143.48	
Mayor's Court								
Contractual Services	$0.00	$26,418.00	$26,418.00	$1,700.00	$13,740.00	$6,260.00	$6,418.00	52.010%
Supplies and Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Mayor's Court	$0.00	$26,418.00	$26,418.00	$1,700.00	$13,740.00	$6,260.00	$6,418.00	
Clerk - Treasurer								
Personal Services	$0.00	$1,500.00	$1,500.00	$130.00	$1,112.50	$12.50	$375.00	74.167%
Employee Fringe Benefits	$0.00	$262.00	$262.00	$19.31	$181.95	$0.00	$80.05	69.447%
Contractual Services	$0.00	$1,311.00	$1,311.00	$200.00	$200.00	$0.00	$1,111.00	15.256%
Total Clerk - Treasurer	$0.00	$3,073.00	$3,073.00	$349.31	$1,494.45	$12.50	$1,566.05	
Lands and Buildings								
Personal Services	$0.00	$64,000.00	$64,000.00	$2,407.95	$46,199.47	$183.84	$17,616.69	72.187%
Employee Fringe Benefits	$0.00	$10,882.00	$10,882.00	$856.91	$7,730.33	$0.00	$3,151.67	71.038%
Contractual Services	$12,530.04	$240,650.00	$253,180.04	$32,403.09	$147,813.50	$54,966.20	$50,400.34	58.383%
Supplies and Materials	$1,180.61	$92,100.00	$93,280.61	$3,607.31	$36,823.52	$20,548.83	$35,908.26	39.476%
Capital Outlay	$16,657.81	$23,000.00	$39,657.81	$2,822.07	$19,479.88	$0.00	$20,177.93	49.120%
Total Lands and Buildings	$30,368.46	$430,632.00	$461,000.46	$42,097.33	$258,046.70	$75,698.87	$127,254.89	
Boards and Commissions								
Personal Services	$0.00	$800.00	$800.00	$69.28	$593.36	$6.68	$199.96	74.170%
Employee Fringe Benefits	$0.00	$124.00	$124.00	$10.28	$83.20	$0.00	$40.80	67.097%
Total Boards and Commissions	$0.00	$924.00	$924.00	$79.56	$676.56	$6.68	$240.76	
Solicitor								
Contractual Services	$11,837.35	$75,000.00	$86,837.35	$800.00	$36,475.48	$15,361.87	$35,000.00	42.004%
Total Solicitor	$11,837.35	$75,000.00	$86,837.35	$800.00	$36,475.48	$15,361.87	$35,000.00	
Income Tax Administration								
Personal Services	$250.00	$60,270.00	$60,520.00	$4,849.13	$42,758.52	$470.11	$17,291.37	70.652%
Employee Fringe Benefits	$0.00	$26,583.00	$26,583.00	$1,775.89	$18,932.35	$218.31	$7,432.34	71.220%
Contractual Services	$0.00	$12,400.00	$12,400.00	$389.73	$6,843.43	$1,578.02	$3,978.55	55.189%
Supplies and Materials	$28.33	$650.00	$678.33	$0.00	$28.33	$650.00	$0.00	4.176%
Total Income Tax Administration	$278.33	$99,903.00	$100,181.33	$7,014.75	$68,562.63	$2,916.44	$28,702.26	
Tax Refunds								
Other	$0.00	$75,000.00	$75,000.00	$4,038.10	$55,132.48	$0.00	$19,867.52	73.510%
Total Tax Refunds	$0.00	$75,000.00	$75,000.00	$4,038.10	$55,132.48	$0.00	$19,867.52	
Other General Government								
Employee Fringe Benefits	$0.00	$125.00	$125.00	$0.00	$0.00	$0.00	$125.00	0.000%
Supplies and Materials	$0.00	$1,100.00	$1,100.00	$0.00	$748.45	$164.05	$187.50	68.041%

Appropriation Summary

September 2018

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Other	$0.00	$250.00	$250.00	$0.00	$0.00	$0.00	$250.00	0.000%
Total Other General Government	$0.00	$1,475.00	$1,475.00	$0.00	$748.45	$164.05	$562.50	
Total General Government	$71,155.56	$1,354,766.00	$1,425,921.56	$98,245.55	$876,600.57	$146,814.27	$402,506.72	
Other Financing Uses								
Transfers - Out	$0.00	$390,000.00	$390,000.00	$0.00	$150,000.00	$0.00	$240,000.00	38.462%
Contingencies	$0.00	$11,442.00	$11,442.00	$0.00	$0.00	$0.00	$11,442.00	0.000%
Other - Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Uses	$0.00	$401,442.00	$401,442.00	$0.00	$150,000.00	$0.00	$251,442.00	
Total 1000 - General	$119,617.50	$5,100,000.00	$5,219,617.50	$450,255.54	$3,247,502.13	$401,609.23	$1,570,506.14	
2011 - Street Construction, Maint. and Repair								
Transportation								
Other Transportation								
Contractual Services	$0.00	$60,000.00	$60,000.00	$2,601.00	$19,685.73	$10,314.27	$30,000.00	32.810%
Capital Outlay	$0.00	$739,960.00	$739,960.00	$0.00	$8,920.00	$280,075.00	$450,965.00	1.205%
Total Other Transportation	$0.00	$799,960.00	$799,960.00	$2,601.00	$28,605.73	$290,389.27	$480,965.00	
Total Transportation	$0.00	$799,960.00	$799,960.00	$2,601.00	$28,605.73	$290,389.27	$480,965.00	
Total 2011 - Street Construction, Maint. and Repair	$0.00	$799,960.00	$799,960.00	$2,601.00	$28,605.73	$290,389.27	$480,965.00	
2051 - Federal Grant								
Community Environment								
Other Community Environment								
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Community Environment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Community Environment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 2051 - Federal Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
2091 - Law Enforcement Trust								
Security of Persons and Property								
Police Enforcement								
Contractual Services	$0.00	$500.00	$500.00	$0.00	$0.00	$0.00	$500.00	0.000%
Other	$0.00	$36,414.00	$36,414.00	$1,540.26	$9,199.85	$921.72	$26,292.43	25.265%
Total Police Enforcement	$0.00	$36,914.00	$36,914.00	$1,540.26	$9,199.85	$921.72	$26,792.43	
Total Security of Persons and Property	$0.00	$36,914.00	$36,914.00	$1,540.26	$9,199.85	$921.72	$26,792.43	
Total 2091 - Law Enforcement Trust	$0.00	$36,914.00	$36,914.00	$1,540.26	$9,199.85	$921.72	$26,792.43	
2101 - Permissive Motor Vehicle License Tax								
Transportation								
Other Transportation								
Contractual Services	$0.00	$40,000.00	$40,000.00	$0.00	$0.00	$0.00	$40,000.00	0.000%
Capital Outlay	$0.00	$68,273.00	$68,273.00	$36,792.37	$36,792.37	$12,632.63	$18,848.00	53.890%
Total Other Transportation	$0.00	$108,273.00	$108,273.00	$36,792.37	$36,792.37	$12,632.63	$58,848.00	

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Transportation	$0.00	$108,273.00	$108,273.00	$36,792.37	$36,792.37	$12,632.63	$58,848.00	
Total 2101 - Permissive Motor Vehicle License Tax	$0.00	$108,273.00	$108,273.00	$36,792.37	$36,792.37	$12,632.63	$58,848.00	
2131 - Police Disability and Pension								
Security of Persons and Property								
Police Enforcement								
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Employee Fringe Benefits	$0.00	$50,413.28	$50,413.28	$0.00	$3,083.01	$0.00	$47,330.27	6.115%
Total Police Enforcement	$0.00	$50,413.28	$50,413.28	$0.00	$3,083.01	$0.00	$47,330.27	
Total Security of Persons and Property	$0.00	$50,413.28	$50,413.28	$0.00	$3,083.01	$0.00	$47,330.27	
General Government								
Auditor of State Fees								
Contractual Services	$0.00	$625.72	$625.72	$0.00	$625.72	$0.00	$0.00	100.000%
Total Auditor of State Fees	$0.00	$625.72	$625.72	$0.00	$625.72	$0.00	$0.00	
Total General Government	$0.00	$625.72	$625.72	$0.00	$625.72	$0.00	$0.00	
Total 2131 - Police Disability and Pension	$0.00	$51,039.00	$51,039.00	$0.00	$3,708.73	$0.00	$47,330.27	
2901 - MAYOR'S COURT COMPUTER FUND								
Security of Persons and Property								
Police Enforcement								
Supplies and Materials	$0.00	$3,526.00	$3,526.00	$282.15	$3,178.12	$347.88	$0.00	90.134%
Capital Outlay	$0.00	$15,489.00	$15,489.00	$155.34	$4,827.01	$621.33	$10,040.66	31.164%
Total Police Enforcement	$0.00	$19,015.00	$19,015.00	$437.49	$8,005.13	$969.21	$10,040.66	
Total Security of Persons and Property	$0.00	$19,015.00	$19,015.00	$437.49	$8,005.13	$969.21	$10,040.66	
Total 2901 - MAYOR'S COURT COMPUTER FUND	$0.00	$19,015.00	$19,015.00	$437.49	$8,005.13	$969.21	$10,040.66	
2902 - POLICE LEVY FUND								
Security of Persons and Property								
Police Enforcement								
Personal Services	$0.00	$948,740.54	$948,740.54	$23,959.73	$919,820.73	$0.00	$28,919.81	96.952%
Employee Fringe Benefits	$0.00	$326,226.71	$326,226.71	$27,311.72	$295,332.09	$0.00	$30,894.62	90.530%
Contractual Services	$0.00	$15,432.75	$15,432.75	$0.00	$15,432.75	$0.00	$0.00	100.000%
Total Police Enforcement	$0.00	$1,290,400.00	$1,290,400.00	$51,271.45	$1,230,585.57	$0.00	$59,814.43	
Total Security of Persons and Property	$0.00	$1,290,400.00	$1,290,400.00	$51,271.45	$1,230,585.57	$0.00	$59,814.43	
Total 2902 - POLICE LEVY FUND	$0.00	$1,290,400.00	$1,290,400.00	$51,271.45	$1,230,585.57	$0.00	$59,814.43	
2903 - PSAP 911 FUND								
Security of Persons and Property								
Police Enforcement								
Contractual Services	$0.00	$12,000.00	$12,000.00	$1,000.00	$9,000.00	$3,000.00	$0.00	75.000%
Capital Outlay	$0.00	$20,641.00	$20,641.00	$920.00	$920.00	$0.00	$19,721.00	4.457%
Total Police Enforcement	$0.00	$32,641.00	$32,641.00	$1,920.00	$9,920.00	$3,000.00	$19,721.00	

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Security of Persons and Property	$0.00	$32,641.00	$32,641.00	$1,920.00	$9,920.00	$3,000.00	$19,721.00	
Total 2903 - PSAP 911 FUND	$0.00	$32,641.00	$32,641.00	$1,920.00	$9,920.00	$3,000.00	$19,721.00	
2904 - EMPLOYEE SEVERANCE FUND								
Security of Persons and Property								
Police Enforcement								
Personal Services	$0.00	$172,500.00	$172,500.00	$0.00	$0.00	$0.00	$172,500.00	0.000%
Employee Fringe Benefits	$0.00	$2,677.00	$2,677.00	$0.00	$0.00	$0.00	$2,677.00	0.000%
Total Police Enforcement	$0.00	$175,177.00	$175,177.00	$0.00	$0.00	$0.00	$175,177.00	
Total Security of Persons and Property	$0.00	$175,177.00	$175,177.00	$0.00	$0.00	$0.00	$175,177.00	
Transportation								
Other Transportation								
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Employee Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Other Financing Uses								
Contingencies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 2904 - EMPLOYEE SEVERANCE FUND	$0.00	$175,177.00	$175,177.00	$0.00	$0.00	$0.00	$175,177.00	
2905 - WE THRIVE GRANT FUND								
Community Environment								
Other Community Environment								
Other	$0.00	$3,475.41	$3,475.41	$0.00	$130.29	$869.71	$2,475.41	3.749%
Total Other Community Environment	$0.00	$3,475.41	$3,475.41	$0.00	$130.29	$869.71	$2,475.41	
Total Community Environment	$0.00	$3,475.41	$3,475.41	$0.00	$130.29	$869.71	$2,475.41	
Total 2905 - WE THRIVE GRANT FUND	$0.00	$3,475.41	$3,475.41	$0.00	$130.29	$869.71	$2,475.41	
2906 - NATURE WORKS GRANT								
Leisure Time Activities								
Other Leisure Time Activities								
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Leisure Time Activities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Leisure Time Activities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 2906 - NATURE WORKS GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
4901 - CAPITAL PROJECTS								
Capital Outlay								
Capital Outlay								
Capital Outlay	$26,793.00	$329,495.00	$356,288.00	$0.00	$98,347.00	$139,227.45	$118,713.55	27.603%
Total Capital Outlay	$26,793.00	$329,495.00	$356,288.00	$0.00	$98,347.00	$139,227.45	$118,713.55	

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Capital Outlay	$26,793.00	$329,495.00	$356,288.00	$0.00	$98,347.00	$139,227.45	$118,713.55	
Total 4901 - CAPITAL PROJECTS	$26,793.00	$329,495.00	$356,288.00	$0.00	$98,347.00	$139,227.45	$118,713.55	
4902 - Capital Projects-PUBLIC FACILITIES								
Capital Outlay								
Capital Outlay								
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 4902 - Capital Projects-PUBLIC FACILITIES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
4903 - Capital Projects-VILLAGE LAND								
Capital Outlay								
Capital Outlay								
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 4903 - Capital Projects-VILLAGE LAND	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
5901 - STORM WATER UTILITY								
Transportation								
Storm Sewers and Drains								
Personal Services	$0.00	$25,983.00	$25,983.00	$388.37	$2,955.75	$37.13	$22,990.12	11.376%
Employee Fringe Benefits	$0.00	$4,017.00	$4,017.00	$59.58	$410.47	$0.00	$3,606.53	10.218%
Contractual Services	$0.00	$80,000.00	$80,000.00	$0.00	$29,157.97	$30,842.03	$20,000.00	36.447%
Supplies and Materials	$0.00	$20,000.00	$20,000.00	$146.10	$14,289.41	$5,710.59	$0.00	71.447%
Capital Outlay	$0.00	$405,060.00	$405,060.00	$36,792.36	$36,792.36	$173,300.56	$194,967.08	9.083%
Total Storm Sewers and Drains	$0.00	$535,060.00	$535,060.00	$37,386.41	$83,605.96	$209,890.31	$241,563.73	
Total Transportation	$0.00	$535,060.00	$535,060.00	$37,386.41	$83,605.96	$209,890.31	$241,563.73	
Total 5901 - STORM WATER UTILITY	$0.00	$535,060.00	$535,060.00	$37,386.41	$83,605.96	$209,890.31	$241,563.73	
9101 - Unclaimed Monies								
Other Financing Uses								
Contingencies	$0.00	$15,267.33	$15,267.33	$0.00	$0.00	$0.00	$15,267.33	0.000%
Total Other Financing Uses	$0.00	$15,267.33	$15,267.33	$0.00	$0.00	$0.00	$15,267.33	
Total 9101 - Unclaimed Monies	$0.00	$15,267.33	$15,267.33	$0.00	$0.00	$0.00	$15,267.33	
9901 - MAYOR'S COURT Agency								
Security of Persons and Property								
Police Enforcement								
Other	$0.00	$140,000.00	$140,000.00	$7,924.00	$81,061.00	$0.00	$58,939.00	57.901%
Total Police Enforcement	$0.00	$140,000.00	$140,000.00	$7,924.00	$81,061.00	$0.00	$58,939.00	

Appropriation Summary
September 2018

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Security of Persons and Property	$0.00	$140,000.00	$140,000.00	$7,924.00	$81,061.00	$0.00	$58,939.00	
Other Financing Uses								
Transfers - Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 9901 - MAYOR'S COURT Agency	$0.00	$140,000.00	$140,000.00	$7,924.00	$81,061.00	$0.00	$58,939.00	
9902 - EMPLOYEES HEALTH INSURANCE Agency								
Other Financing Uses								
Contingencies	$0.00	$60,000.00	$60,000.00	$4,747.82	$42,492.97	$0.00	$17,507.03	70.822%
Total Other Financing Uses	$0.00	$60,000.00	$60,000.00	$4,747.82	$42,492.97	$0.00	$17,507.03	
Total 9902 - EMPLOYEES HEALTH INSURANCE Agency	$0.00	$60,000.00	$60,000.00	$4,747.82	$42,492.97	$0.00	$17,507.03	
9903 - VALLEY BAND ESCROW								
Security of Persons and Property								
Police Enforcement								
Other	$0.00	$23,417.42	$23,417.42	$0.00	$1,003.53	$361.47	$22,052.42	4.285%
Total Police Enforcement	$0.00	$23,417.42	$23,417.42	$0.00	$1,003.53	$361.47	$22,052.42	
Total Security of Persons and Property	$0.00	$23,417.42	$23,417.42	$0.00	$1,003.53	$361.47	$22,052.42	
Other Financing Uses								
Transfers - Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 9903 - VALLEY BAND ESCROW	$0.00	$23,417.42	$23,417.42	$0.00	$1,003.53	$361.47	$22,052.42	
9904 - Kenwood SWJEDZ Agency								
General Government								
Income Tax Administration								
Contractual Services	$0.00	$133,000.00	$133,000.00	$58.30	$97,002.57	$45.80	$35,951.63	72.934%
Other	$0.00	$906,500.00	$906,500.00	$0.00	$718,735.20	$0.00	$187,764.80	79.287%
Total Income Tax Administration	$0.00	$1,039,500.00	$1,039,500.00	$58.30	$815,737.77	$45.80	$223,716.43	
Total General Government	$0.00	$1,039,500.00	$1,039,500.00	$58.30	$815,737.77	$45.80	$223,716.43	
Other Financing Uses								
Transfers - Out	$0.00	$35,500.00	$35,500.00	$0.00	$18,722.90	$0.00	$16,777.10	52.741%
Total Other Financing Uses	$0.00	$35,500.00	$35,500.00	$0.00	$18,722.90	$0.00	$16,777.10	
Total 9904 - Kenwood SWJEDZ Agency	$0.00	$1,075,000.00	$1,075,000.00	$58.30	$834,460.67	$45.80	$240,493.53	
9905 - Kenwood SWJEDZ Escrow Agency								
General Government								
Tax Refunds								
Other	$0.00	$25,000.00	$25,000.00	$3,337.00	$14,127.47	$0.00	$10,872.53	56.510%
Total Tax Refunds	$0.00	$25,000.00	$25,000.00	$3,337.00	$14,127.47	$0.00	$10,872.53	
Total General Government	$0.00	$25,000.00	$25,000.00	$3,337.00	$14,127.47	$0.00	$10,872.53	

Appropriation Summary

September 2018

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Other Financing Uses								
Transfers - Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 9905 - Kenwood SWJEDZ Escrow Agency	$0.00	$25,000.00	$25,000.00	$3,337.00	$14,127.47	$0.00	$10,872.53	
9906 - Kenwood SWJEDZ Long-Term Maint. Agency								
General Government								
Boards and Commissions								
Other	$0.00	$15,000.00	$15,000.00	$0.00	$4,002.00	$0.00	$10,998.00	26.680%
Total Boards and Commissions	$0.00	$15,000.00	$15,000.00	$0.00	$4,002.00	$0.00	$10,998.00	
Total General Government	$0.00	$15,000.00	$15,000.00	$0.00	$4,002.00	$0.00	$10,998.00	
Other Financing Uses								
Transfers - Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 9906 - Kenwood SWJEDZ Long-Term Maint. Agency	$0.00	$15,000.00	$15,000.00	$0.00	$4,002.00	$0.00	$10,998.00	
Report Totals:	$146,410.50	$9,835,134.16	$9,981,544.66	$598,271.64	$5,733,550.40	$1,059,916.80	$3,188,077.46	

INVESTMENT LISTING

September 30, 2018

TYPE	DESCRIPTION	CURRENT VALUE	INTERST RATE	YEAR TO DATE INTEREST	TOTAL INTEREST	PURCHASE DATE	MATURITY DATE
AGENCY	FHLB BOND AGENCY 2	$ 250,000.00	1.12%	$ 1,400.00		10/29/2015	10/29/2018
AGENCY	FFCB 112618	$ 250,000.00	1.22%	$ 1,525.00		6/30/2017	11/26/2018
CD	FARM BUREAU BANK	$ 250,000.00	1.05%	$ 1,970.57		9/28/2016	12/28/2018
CD	FRANKLIN SYNERGY BANK	$ 250,000.00	1.55%	$ 2,908.90		7/21/2017	1/22/2019
CD	MORGAN STANLEY BANK	$ 250,000.00	1.60%	$ 4,000.00		8/17/2017	2/19/2019
AGENCY	FHLB 22519	$ 250,225.00	1.25%	$ 3,125.00		4/25/2017	2/25/2019
CD	GOLDMAN SACHS	$ 250,000.00	1.60%	$ 1,983.56		3/30/2017	3/28/2019
CD	BANK OF RHODE ISLAND	$ 250,000.00	1.50%	$ 2,496.57		3/29/2017	3/29/2019
AGENCY	FHLB BOND AGENCY 4819	$ 249,500.00	1.15%	$ 1,437.50		12/22/2016	4/8/2019
CD	STERLING BANK	$ 250,000.00	1.65%	$ 3,096.56		9/8/2017	5/8/2019
CD	ALLY BANK	$ 250,000.00	1.25%	$ 1,558.22		6/23/2016	6/24/2019
CD	DISCOVER BANK	$ 250,000.00	1.60%	$ 4,000.00		7/6/2017	7/8/2019
CD	CAPITAL ONE BANK	$ 250,000.00	1.70%	$ 4,250.00		8/16/2017	8/16/2019
CD	LAKE CITY BANK	$ 250,000.00	1.70%	$ 3,190.43		9/8/2017	9/9/2019
CD	FIRST COMMERCE BANK	$ 250,000.00	2.00%	$ 2,904.12		2/7/2018	11/7/2019
CD	STURGIS BANK & TRUST	$ 250,000.00	1.75%	$ 3,284.28		11/9/2017	1/9/2020
CD	WELLS FARGO	$ 250,000.00	2.40%	$ 3,484.93		2/28/2018	2/28/2020
CD	CITIBANK	$ 250,000.00	2.50%	$ -		3/29/2018	3/30/2020
CD	SYNCHRONY BANK	$ 250,000.00	2.40%	$ -		4/6/2018	4/6/2020
AGENCY	FFCB5820	$ 250,000.00	2.15%	$ 1,343.75		4/4/2018	5/8/2020
CD	STIFEL BANK & TRUST	$ 250,000.00	2.70%	$ 1,701.37		5/31/2018	5/29/2020
CD	PINNACLE BANK	$ 250,000.00	2.75%	$ 1,732.87		6/15/2018	6/15/2020
CD	STEARNS BANK	$ 250,000.00	2.75%	$ 1,167.80		7/6/2018	7/6/2020
CD	FNB OF ALBANY	$ 250,000.00	2.70%	$ 573.29		7/30/2018	7/30/2020
CD	SOUTHERN STATES BANK	$ 250,000.00	2.80%	$ 1,764.38		6/27/2018	9/28/2020
CD	HORIZON BANK	$ 250,000.00	2.60%	$ 2,172.60		4/30/2018	10/30/2020
CD	LIVE OAK BANKING CO	$ 250,000.00	2.75%	$ 320.21		8/15/2018	11/16/2020
CD	GREAT NORTH BANK	$ 250,000.00	2.80%	$ -		8/31/2018	2/26/2021
				$ 57,391.91	**ACTIVE**		
				$ 12,582.03	**MATURED**		
TOTAL		**$ 6,999,725.00**		$ 69,973.94			

TO: Village Council

FROM: Scot F. Lahrmer, Village Manager

DATE: November 8, 2018

RE: Appropriate monies in the Federal Grant Fund, increasing appropriations in the Police Levy Fund and the Kenwood SWJEDZ Fund

ITEM: Ordinance 2018-12, Amending Appropriations for the Fiscal Year 2018

ACTION REQUESTED: By motion, adopt **Ordinance 2018-12** appropriating monies in order to provide for Village business operations.

PURPOSE: To appropriate monies in three funds to have sufficient resources to meet Village obligations.

Local governments use a system of fund accounting wherein revenues from certain sources must be put into certain types of funds. Once the money is placed in the fund, in many instances, there are restrictions about how the money may be used. There are Special Revenue funds set up based on the source of revenue and the restrictions on expenditures such as the Street Fund, the Law Enforcement Trust Fund, and the Federal Grant Fund.

Each year the Village appropriates the monies in these funds to be used during the year. At the time the appropriations for fiscal year 2018 were made, there were no funds in the Federal Grant Fund nor did the Village anticipate Federal dollars during 2018.

In February 2018, the Village applied for a Federal Emergency Management Agency (FEMA) Federal Fire Grant. On August 10, 2018, the grant was awarded to Amberley. All Federal Grant money received by the Village must be deposited in Federal Grant Fund #2051. Based on this award, it is necessary to declare anticipated revenue and to appropriate $42,542.21 in this fund in order to purchase the Exhaust System awarded by FEMA.

The Village also needs to increase appropriations in the Police Levy Fund #2902. The Village initially appropriated $1,290,400 in this fund. In the course of the year, the Village has received more revenue than anticipated. In order to use the additional revenue of $59,000 for wages and benefits, the money must be appropriated in the Police Levy Fund.

Appropriations need to be increased in the Kenwood SWJEDZ Agency Fund. $1,075,000 was originally appropriated in this Fund. Revenue this year has exceeded estimates and as a result, appropriations need to be increased by $25,000 in order to make third quarter 2018 distributions to Sycamore Township and Amberley Village.

The Finance Committee met on October 17 and November 7 to consider the appropriations and recommended approval.

If you have any questions, please let me know.

PASSED:
BY:

ORDINANCE NO. 2018-12

ORDINANCE AMENDING APPROPRIATIONS FOR THE FISCAL YEAR 2018

WHEREAS, it being necessary to amend appropriations so that sufficient monies will be available for obligations to be met,

WHEREAS, the Village has previously budgeted funds for expenditures for the fiscal year 2018, and,

NOW, THEREFORE, BE IT ORDAINED BY THE Council of Amberley Village, State of Ohio, _____ members elected thereto concurring:

SECTION 1: That the sum of $42,542.21 be appropriated in the #2051 Federal Grant Fund to match appropriations to grant received for the purchase of an Exhaust System for the fire house.

SECTION 2: That the appropriations in the #2902 Police Levy Fund be increased by $59,000 for the purpose of matching appropriations to received revenue.

SECTION 3: That appropriations in the #9904 Kenwood SWJEDZ Fund be increased by $25,000 to enable required distribution of funds to Sycamore Township and Amberley.

SECTION 4: That in accordance with Village Charter Article IX, Section 1, and Article X, Section 4, this ordinance may be passed upon a single reading and shall become effective forthwith on its adoption.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Ordinance Vote:
Moved: _____ Seconded: _________

Muething ______
Wolf ______
Bardach ______
Conway ______
Hattenbach ______
Kamine ______
Warren ______

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of _____________, 2018, the forgoing Ordinance was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Ordinance at all of the places of public notice as designed by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

TO: **Village Council**

FROM: **Scot F. Lahrmer, Village Manager**

DATE: **November 8, 2018**

RE: **Renewal of OpenGov Software Services Agreement**

ITEM: Resolution 2018-25, Authorizing Renewal of Software to Promote Access to Public Financial Records

ACTION REQUESTED: By motion, adopt **Resolution 2018-25** authorizing a renewal agreement with OpenGov for a period of five years at a cost of $2,000 per year.

PURPOSE: To authorize the Village Manager to enter into a software services agreement with OpenGov for a period of five years.

In 2015, the Village took advantage of the services of "Open Checkbook" which was being offered by the Ohio State Treasurer's Office. This was a statewide commitment to financial transparency in an effort to bring checkbook-level spending detail to local government entities in Ohio. The Village considered the offer and determined it was worthwhile as part of our efforts to increase financial transparency. In addition, the State was paying for the service if the Village elected to enroll.

Ohio Checkbook is a platform created and powered by OpenGov, a company located in California. Staff determined that just the "Open Checkbook" portion of our finances was not enough to keep the residents of Amberley informed about fiscal matters in the Village. OpenGov also offered an additional portal that allowed greater access to comprehensive open data and financial transparency. This could help make data more useful, engage our residents and provide information that would improve understanding among the public and staff alike. Amberley signed an agreement to use the Transparency Software for a year at a cost of $2,000 and renewed that agreement for the last three years at the same price.

This year the Village was approached by OpenGov to guarantee no increased cost if the Village would enter into a multi-year agreement for a five year period. The Village will continue to pay $2,000 a year for this service, a service that currently costs $3,571 to new customers.

Staff values this service and recommends its continuation. The Finance Committee has met and concurred with staff's recommendation and is recommending a 5-year contract in the amount of $2,000 per year.

If you have any questions, please feel free to contact me.

PASSED:
BY:

RESOLUTION NO. 2018-25

RESOLUTION AUTHORIZING VILLAGE MANAGER TO ENTER INTO A RENEWAL CONTRACT WITH OPENGOV TO PROMOTE ACCESS TO PUBLIC RECORDS

WHEREAS, Amberley Village supports the Ohio Public Records Act and the transparency of local government;

WHEREAS, OpenGov, Inc. operates a web based portal whereby OpenGov will store copies of public records to facilitate access to those records by the public;

WHEREAS, the Village has been using OpenGov to provide public access to certain Village records for several years;

WHEREAS, OpenGov, Inc., submitted a proposal to the Village to enter into a renewal agreement which would extend the term while maintaining the Village's original cost from 2015 for an additional five years, billed annually, at a 44% discount from current list prices;

WHEREAS, the Finance Committee met to consider a proposal for OpenGov to continue providing its hosting and software services to the Village, and the Committee recommends approval of a Software Services Agreement with OpenGov, Inc.;

WHEREAS, Council determines it is in the best interest of the Village to continue providing access to its records via OpenGov;

NOW, THEREFORE, BE IT RESOLVED BY THE Council of Amberley Village, State of Ohio, ( ) members elected thereto concurring:

SECTION 1: The Village Manager is authorized and directed to enter into a Software Services Agreement with OpenGov, Inc., in substantial conformance with the agreement attached hereto and incorporated herein, as approved by the Solicitor, for a five-year term at a cost of $2,000 per year for a total of $10,000.

SECTION 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Resolution Vote:
Moved: _____ Second: _________

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of __________________ 2018, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designated by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

ORDER FORM

OpenGov, Inc.
955 Charter Street
Redwood City, CA 94063 USA

Quote Created: 10/12/2018
Quote prepared by: Zach Garelik
Quote Expires: 11/16/2018

Customer Information

Customer Name	Village of Amberley, OH
Contact Name	Kathy Harcourt
Email	kharcourt@amberleyvillage.org
Billing Name	Village of Amberley, OH
Billing Address	7149 Ridge Rd Amberley, OH 45237 United States

Order Details

Welcome to OpenGov! Thanks for using our software services.

Solution	List Price	Discount	Annual Fee	Total Fee
OpenGov Transparency *(Billed Annually)*	$3,571.43	44%	$2,000.00	$10,000.00
			TOTAL FEE YEAR ONE	$2,000.00
			TOTAL ANNUAL RECURRING FEE	$2,000.00
			5 YEAR TOTAL	$10,000.00

Subscription Start Date: 10/16/2018
Billing Frequency: Annually in Advance

Subscription End Date: 10/15/2023
Payment Terms: Net thirty (30) days

Agreement Governing this Order Form

This Order Form is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 (“OpenGov”), and you, the entity identified above (“Customer”), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement dated ________________________ attached and incorporated herein. The Order Form and Software Services Agreement shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party’s acceptance of this Agreement is conditional upon the other’s acceptance of the terms in the Agreement to the exclusion of all other terms.

Signatures

Customer: Village of Amberley, OH

Signature: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

OPENGOV, INC.

Signature: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

OPENGOV SOFTWARE SERVICES AGREEMENT

This Software Services Agreement (this "**Agreement**") is entered into by OpenGov, Inc., a Delaware corporation with a principal place of business at 955 Charter Street, Redwood City, California 94063 ("**OpenGov**") and the customer listed on the signature block below ("**Customer**"), as of the date of last signature below (the "**Effective Date**"). This Agreement sets forth the terms under which Customer will be permitted to use OpenGov's hosted software services.

1. DEFINITIONS

"Customer Data" means data that is provided by Customer to OpenGov pursuant to this Agreement (for example, by email or through Customer's software systems of record). Customer Data shall not include any confidential personally identifiable information.

"Documentation" means the documentation for the Software Services at the Customer Resource Center page found at https://opengov.zendesk.com.

"Feedback" means suggestions, comments, improvements, ideas, or other feedback or materials regarding the Software Services provided by Customer to OpenGov, including feedback provided through online developer community forums.

"Initial Term" means the initial license term specified in number of years on the Order Form, commencing on the Effective Date.

"Intellectual Property Rights" means all intellectual property rights including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature.

"Order Form" means OpenGov's Software Services order form that: (a) specifies the Software Services provided by OpenGov; (b) references this Agreement; and (c) is signed by authorized representatives of both parties.

"Renewal Term" means each additional renewal period, which shall be for a period of one (1) year, for which this Agreement is extended pursuant to Section 7.2.

2. SOFTWARE SERVICES, SUPPORT AND PROFESSIONAL SERVICES

2.1 Software Services. Subject to the terms and conditions of this Agreement, OpenGov will use commercially reasonable efforts to perform the software services identified in the applicable Order Form entered into by OpenGov and Customer ("**Software Services**").

2.2 Support. Customer support is available by email to support@opengov.com or by using the chat messaging functionality of the Software Services, both of which are available during OpenGov's standard business hours. Customer may report issues any time. However, OpenGov will address issues during business hours.

2.3 Professional Services.

(a) If OpenGov or its authorized independent contractors provides professional services to Customer, such as implementation services, then these professional services will be described in a statement of work ("**SOW**") agreed to by the parties (the "**Professional Services**"). For Professional Services performed on a time and materials basis, any pre-paid Professional Services Fees must be utilized within one (1) year from the Effective Date. Any unused pre-paid Professional Services Fees shall be forfeited.

(b) Unless the SOW provides otherwise, all reasonable travel expenses, pre-approved by Customer and incurred by OpenGov in performing the professional services will be reimbursed by Customer. Travel expenses include cost of coach airfare travel round trip from the individual's location to Customer's location, reasonable hotel accommodations, ground transportation and meals.

3. RESTRICTIONS AND RESPONSIBILITIES

3.1 Restrictions. Customer may not use the Software Services in any manner or for any purpose other than as expressly permitted by the Agreement. Customer shall not, and shall not permit or enable any third party to: (a) use or access any of the Software Services to build a competitive product or service; (b) modify, disassemble, decompile, reverse engineer or otherwise make any derivative use of the Software Services (except to the extent applicable laws specifically prohibit such restriction); (c) sell, license, rent, lease, assign, distribute, display, host, disclose, outsource or otherwise commercially exploit the copy, rent, lease, distribute, assign, sell, or otherwise commercially exploit the Software Services; (d) perform or disclose any benchmarking or performance testing of the Software Services; (e) remove any proprietary notices included with the Software Services; (f) use the Software Services in violation of applicable law; or (g) transfer any confidential personally identifiable information to OpenGov or the Software Services platform.

3.2 Responsibilities. Customer shall be responsible for obtaining and maintaining computers and third party software systems of record (such as Customer's ERP systems) needed to connect to, access or otherwise use the Software Services. Customer also shall be responsible for: (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) all uses of Customer user accounts by any party other than OpenGov.

4. INTELLECTUAL PROPERTY RIGHTS; LICENSE GRANTS; ACCESS TO CUSTOMER DATA

4.1 Software Services. OpenGov retains all right, title, and interest in the Software Services and all Intellectual Property Rights in the Software Services. The look and feel of the Software Services, including any custom fonts, graphics and button icons, are the property of OpenGov and Customer may not copy, imitate, or use them, in whole or in part, without OpenGov's prior written consent. Subject to Customer's obligations under this Agreement, OpenGov hereby grants to Customer a non-exclusive, royalty-free license during the Term to use the Software Services.

4.2 Customer Data. Customer retains all right, title, and interest in the Customer Data and all Intellectual Property Rights therein. Customer hereby grants to OpenGov a non-exclusive, royalty-free license to, and permit its partners to, use, store, edit and reformat the Customer Data, and to use Customer Data for purposes of sales, marketing, business development, product enhancement, customer service, or for analyzing such data and publicly disclosing such analysis ("**Insights**"), provided that in all such uses Customer Data is rendered anonymous such that Customer is no longer identifiable.

4.3 Access to Customer Data. Customer may download the Customer Data from the Software Services at any time during the Term, other than during routine software maintenance periods. OpenGov has no obligation to return Customer Data to Customer.

4.4 Feedback. Customer hereby grants to OpenGov a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license to use and incorporate into the Software Services and Documentation Customer's Feedback. OpenGov will exclusively own any improvements or modifications to the Software Services and Documentation based on or derived from any of Customer's Feedback including all Intellectual Property Rights in and to the improvements and modifications.

5. CONFIDENTIALITY

5.1 Each party (the "**Receiving Party**") agrees not to disclose any Confidential Information of the other party (the "**Disclosing Party**") without the Disclosing Party's prior written consent, except as provided below. The Receiving Party further agrees: (a) to use and disclose the Confidential Information only in connection with this Agreement; and (b) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5.2 "**Confidential Information**" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all Documentation.

5.3 Notwithstanding the foregoing, "Confidential Information" does not include: (a) "**Public Data**," which is data that the Customer has previously released to the public, would be required to release to the public, upon request, according to applicable federal, state, or local public records laws, or Customer requests OpenGov make available to the public in conjunction with the Software Services. Confidential Information does not include (b) information that has become publicly known through no breach by the receiving party; (c) information that was rightfully received by the Receiving Party from a third party without restriction on use or disclosure; or (d) information independently developed by the Receiving Party without access to the Disclosing Party's Confidential Information.

6. PAYMENT OF FEES

6.1 Fees; Invoicing; Payment; Expenses.

(a) Fees. The fees for the Software Services for the Initial Term and any Renewal Term ("**Software Services Fees**") and the fees for Professional Services ("**Professional Services Fees**") are set forth in the applicable Order Form. Software Services Fees and Professional Services Fees shall hereafter be referred to as "**Fees**".

(b) Inflation Adjustment. OpenGov shall increase the Fees payable for the Software Services during any Renewal Term by 4% each year of the Renewal Term.

(c) Invoicing and Payment. OpenGov will invoice the Customer according to the Billing Frequency listed on the Order Form. Customer shall pay all invoices according to the Payment Terms listed on the Order Form.

(d) Travel Expenses. Unless the SOW provides otherwise, OpenGov will invoice Customer for travel expenses incurred in connection with each SOW as they are incurred. Customer shall pay all such valid invoices within thirty (30) days of receipt of invoice. Each invoice shall include receipts for the travel expenses listed on the invoice.

6.2 Credit Card Customers. Customer will provide OpenGov with valid credit card information and promptly notify OpenGov of any changes necessary to charge the credit card at billing@opengov.com. Please update your credit card information when necessary. The provision of credit card information to OpenGov authorizes OpenGov to charge the credit card for all applicable Fees plus a 3% credit card processing fee. OpenGov processes credit card payments through a secure third party processing partner and does not take receipt of credit card information itself.

6.3 Taxes. All Fees under this Agreement are exclusive of any applicable sales, value-added, use or other taxes ("**Sales Taxes**"). Customer is solely responsible for any and all Sales Taxes, not including taxes based solely on OpenGov's net income. If any Sales Taxes related to the Fees under this Agreement are found at any time to be payable, the amount may be billed by OpenGov to, and shall be paid by, Customer. If Customer fails to pay any Sales Taxes, then Customer will be liable for any related penalties or interest, and will indemnify OpenGov for any liability or expense incurred in connection with such Sales Taxes. In the event Customer or the transactions contemplated by the Agreement are exempt from Sales Taxes, Customer agrees to provide OpenGov, as evidence of such tax exempt status, proper exemption certificates or other documentation acceptable to OpenGov.

7. TERM & TERMINATION

7.1 Term. Subject to compliance with all terms and conditions, the term of this Agreement shall commence on the Effective Date and shall continue until the Subscription End Date specified on the Order Form (the "**Initial Term**").

7.2 Renewal. Unless either party declines to renew in writing no less than thirty (30) days before the end of the applicable term, this Agreement shall renew for an additional one (1) year period ("Renewal Term").

7.3 Termination. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

7.4 Effect of Termination.

(a) In General. Upon termination or expiration of this Agreement: (a) Customer shall pay in full for all Software Services and Professional Services performed up to and including the effective date of termination, (b) all Software Services provided to Customer hereunder shall immediately terminate; and (c) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

(b) Deletion of Customer Data. If Customer requests deletion of its Customer Data in writing prior to the date of termination or expiration of this Agreement, then OpenGov will permanently and irrevocably delete Customer Data, excluding any Insights, stored by its cloud hosting provider within ten (10) days of the date of termination or expiration of this Agreement. Such request must be addressed to "OpenGov Vice President, Customer Success" at OpenGov's address for notice described at Section 10.

7.5 Survival. The following sections of this Agreement shall survive termination: Section 5 (Confidentiality), Section 6 (Payment of Fees), Section 7.4(b) (Deletion of Customer Data), Section 8.3 (Warranty Disclaimer), Section 9 (Limitation of Liability) and Section 10 (Miscellaneous).

8. REPRESENTATIONS AND WARRANTIES; DISCLAIMER

8.1 By OpenGov.

(a) General Warranty. OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Professional Services, if any, will be performed in a professional and workmanlike manner in accordance with the related statement of work and generally prevailing industry standards. For any breach of the Professional Services warranty, Customer's exclusive remedy and OpenGov's entire liability will be the re-performance of the applicable services. If OpenGov is unable to re-perform all such work as warranted, Customer will be entitled to recover all fees paid to Contractor for the deficient work. County must make any claim under the foregoing warranty to Contractor in writing within ninety (90) days of performance of such work in order to receive such warranty remedies.

(b) Software Services Warranty. OpenGov further represents and warrants that for a period of ninety (90) days, the Software Services will perform in all material respects in accordance with the Documentation. The foregoing warranty does not apply to any Software Services that have been used in a manner other than as set forth in the Documentation and authorized under this Agreement. OpenGov does not warrant that the Software Services will be uninterrupted or error-free. Any claim submitted under this Section 8.1(b) must be submitted in writing to OpenGov during the Term. OpenGov's entire liability for any breach of the foregoing warranty is to repair or replace any nonconforming Software Services so that the affected portion of the Software Services operates as warranted or, if OpenGov is unable to do so, terminate the license for such Software Services and refund the pre-paid, unused portion of the Fee for such Software Services.

8.2 By Customer. Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) OpenGov's use of the Customer Data pursuant to this Agreement will not infringe, violate or misappropriate the Intellectual Property Rights of any third party.

8.3 Disclaimer. OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. LIMITATION OF LIABILITY

9.1 By Type. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS OR EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR

ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

9.2 By Amount. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

9.3 No Limitation of Liability by Law. Because some jurisdictions do not allow liability or damages to be limited to the extent set forth above, some of the above limitations may not apply to Customer.

10. MISCELLANEOUS

10.1 Logo Use. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines provided to OpenGov.

10.2 Notice. Ordinary day-to-day operational communications may be conducted by email, live chat or telephone communications. However, for notices required by the Agreement (in Sections where the word "notice" appears) the parties must communicate more formally in a writing given by personal delivery, by pre-paid first-class mail or by overnight courier to the address specified in the most recent Order Form (or such other address as may be specified in writing in accordance with this Section).

10.3 Anti-corruption. OpenGov has not offered or provided any bribe, kickback, illegal or improper payment, gift, or thing of value to any Customer personnel in connection with the Agreement, other than reasonable gifts and entertainment provided Customer in the ordinary course of business. If OpenGov become aware of any violation of the above restriction then OpenGov shall promptly notify Customer.

10.4 Injunctive Relief. The parties acknowledge that any breach of the confidentiality provisions or the unauthorized use of a party's intellectual property may result in serious and irreparable injury to the aggrieved party for which damages may not adequately compensate the aggrieved party. The parties agree, therefore, that, in addition to any other remedy that the aggrieved party may have, it shall be entitled to seek equitable injunctive relief without being required to post a bond or other surety or to prove either actual damages or that damages would be an inadequate remedy.

10.5 Force Majeure. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third-party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing.

10.6 Severability; Waiver. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement. There are no third-party beneficiaries to this Agreement.

10.7 Assignment. Except as set forth in this Section, neither party shall assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations to a third party without the other party's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed. Either party may assign, without such consent but upon written notice, its rights and obligations under this Agreement to: (i) its corporate affiliate; or (ii) any entity that acquires all or substantially all of its capital stock or its assets related to this Agreement, through purchase, merger, consolidation, or otherwise. Any other attempted assignment shall be void. This Agreement shall inure to the benefit of and bind each party's permitted assigns and successors.

10.8 Independent Contractors. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect.

10.9 Attorneys' Fees. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees.

10.10 Governing Law and Jurisdiction. This Agreement shall be governed by the laws of the State of Ohio without regard to its conflict of laws provisions.

10.11 Complete Agreement. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement. No modification of this Agreement will be binding, unless in writing and signed by an authorized representative of each party.

Signatures

Customer: Village of Amberley, OH		**OPENGOV, INC.**	
Signature:	______________________	Signature:	______________________
Name:	______________________	Name:	______________________
Title:	______________________	Title:	______________________
Date:	______________________	Date:	______________________

TO: **Village Council**

FROM: **Scot F. Lahrmer, Village Manager**

DATE: **November 7, 2018**

RE: **FEMA AFG Exhaust Removal System Grant Award**

ITEM: Resolution 2018-26, Authorizing the Village Manager to Purchase Firehouse Exhaust System

ACTION REQUESTED: By motion, adopt **Resolution 2018-26** authorizing a contract in the amount of $42,542.21 to Hastings Air and Energy Control, Inc. for the purchase of a complete exhaust removal system for 3 pieces of apparatus in the firehouse.

PURPOSE: To replace an exhaust fan that does not meet NFPA requirements for removal of exhaust from the firehouse.

Firefighters need optimal fire station air quality and since fire truck exhausts typically compromise this, it is necessary to provide some type of effective exhaust removal that doesn't impede the Fire Department's operations. Exhaust extraction systems are typically engineered to connect to any motor vehicle's tailpipe and capture the exhaust emissions and require minimal operation. When entering the fire house, the connection to the system is a simple, one-step procedure, and the rest is automatic in the sense that a fan is automatically activated. When a fire truck exits the firehouse, the system is automatically released.

This exhaust removal system was listed as a high priority item on the FEMA Assistance to Firefighters Federal Fire Grant list. The Amberley Village Fire Department applied for this grant at the end of 2017 and was granted the $42,542.21 award on August 10, 2018.

This exhaust system will capture 100% of the exhaust being emitted from the fire apparatus as it leaves the firehouse and as it returns back into the fire house.

FEMA required our Fire Department to receive two quotes for the purchase and installation of an exhaust system. After on-site visits to compare the two quoted systems for our firehouse, Hastings Air and Energy Control was recommended as the system that best fits our station and needs. Their $42,542.21 estimate includes delivery, installation, extended warranty, spare parts and freight. This system will cover our engine, quint and our support vehicle (former ambulance).

The Village will be appropriating money in the Federal Grant Fund (2051) for the purpose of paying for this system. FEMA will provide the necessary funds to pay for the entire system.

The purchase of the exhaust removal system was reviewed and recommended by the Police/Fire Committee on October 30.

Adoption of Resolution 2018-26 is recommended. If you have any questions, please let me know.

PASSED:
BY:

RESOLUTION NO. 2018-26

RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PURCHASE FIREHOUSE EXHAUST SYSTEM

WHEREAS, the Village Fire Department needs to upgrade the exhaust system in the firehouse because the existing exhaust fan does not meet NFPA requirements;

WHEREAS, replacement of the exhaust system was listed as a high priority item on the FEMA Federal Fire Grant list; the Village applied for, and received, a grant to cover the cost to purchase a new system;

WHEREAS, as part of the grant process, the Department received two quotes for replacement systems, and staff selected one system that best served the needs of the Department at a reasonable cost;

WHEREAS, the Police and Fire Committee met to review the purchase of a complete exhaust removal system in the amount of $42,542.21 from Hastings Air and Energy Control to outfit three pieces of apparatus in the firehouse, which price includes delivery, installation, an extended warranty, spare parts, and freight.

NOW, THEREFORE, BE IT RESOLVED BY THE Council of Amberley Village, State of Ohio, _____ (___) members elected thereto concurring:

SECTION 1: The Village Manager is authorized and directed to enter into a contract on behalf of the Village with Hastings Air and Energy Control for a complete exhaust removal system in the amount of $42,542.21, inclusive of all fees and charges, consistent with the quote received from the vendor which is incorporated herein.

SECTION 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Resolution Vote:
Moved: _____ Second: _________

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of __________________ 2018, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designated by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

TO: **Village Council**

FROM: **Scot F. Lahrmer, Village Manager**

DATE: **November 7, 2018**

RE: **Bureau of Workers Compensation (BWC) Grant**

ITEM: Resolution 2018-27, Authorizing the Village Manager to Purchase Gloves, Hoods, and a Washer for the Fire Department

ACTION REQUESTED: By motion, adopt **Resolution 2018-27** authorizing a contract in the amount of $12,810 to Vogelpohl Fire Equipment for the purchase of 24 pairs of Firecraft fire gloves, 24 PGI Barriaire hoods and 1 Continental Washer.

PURPOSE: To replace outdated, expired fire gloves and fire hoods and to replace an 18 year old washing machine that has reached the end of its life span.

Staff continues to pursue grants to minimize the Village's expense. Such was the case for replacement of fire gloves, fire hoods and our washing machine. These items were put at the forefront of our equipment that needed to be replaced. They are also a high priority with the Bureau of Workers Compensation (BWC) and are within their grant guidelines.

The Village requested and received a quote following the BWC guidelines from Vogelpohl Fire Equipment for the gloves, hoods and washing machine prior to the grant application. The awarded grant items are vital to the operations of the fire department and will be used daily.

The BWC grant was accepted and awarded to the Village of Amberley on August 10, 2018 in the amount of $10,675. A requirement of the BWC grant is that the Village must match $2,135. The BWC has forwarded the grant amount of $10,675 to Amberley Village and the remaining $2,135 will come from the Village. Money will be appropriated in the General Fund to pay $12,810 to meet the BWC requirements and to order the above mentioned equipment.

The purchase of the gloves, hoods and washing machine was reviewed and recommended by the Police/Fire Committee.

Resolution 2018-27 is recommended for adoption. If you have any questions, please let me know.

PASSED:
BY:

RESOLUTION NO. 2018-27

RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PURCHASE GLOVES, HOODS, AND A WASHER FOR THE FIRE DEPARTMENT

WHEREAS, the Village Fire Department uses gloves and hoods to protect firefighters from injury, and a washing machine to clean fire clothing;

WHEREAS, this equipment has become worn or damaged and is in need of immediate replacement, which is a high priority under the Ohio Bureau of Workers Compensation grant guidelines;

WHEREAS, the Police and Fire Committee met to review the purchase of 24 Firecraft fire gloves, 24 PGI Barriaire hoods, and one Continental washer, at a price of $12,810.00 including delivery and freight, from Vogelpohl Fire Equipment, and recommends approval by Council;

WHEREAS, the Fire Department obtained a grant from the BWC in the amount of $10,675 for the purchase of said equipment, with the remaining $2,135 as a match from Village funds;

NOW, THEREFORE, BE IT RESOLVED BY THE Council of Amberley Village, State of Ohio, ( ) members elected thereto concurring:

SECTION 1: The Village Manager is authorized and directed to enter into a contract on behalf of the Village with Vogelpohl Fire Equipment for the purchase of 24 Firecraft fire gloves, 24 PGI Barriaire hoods, and one Continental washer, at a price of $12,810.00 including delivery and freight, conditioned on receipt of grant funds from the Ohio BWC to cover $10,675 of the purchase.

SECTION 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Resolution Vote:
Moved: _____ Second: _________

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of __________________ 2018, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designated by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

TO: **Village Council**

FROM: **Scot F. Lahrmer, Village Manager**

DATE: **November 7, 2018**

RE: **Purchase of Voice Recorder**

ITEM: Resolution 2018-28, Authorizing the Village Manager to Purchase a Voice Recording System for Police Dispatch

ACTION REQUESTED: By motion, adopt **Resolution 2018-28** authorizing the Village to purchase a new voice recorder for police dispatch.

PURPOSE: To replace equipment that no longer meets the needs of our Dispatch and to increase officer safety.

The current recording device (DI-Voice Vault) used in Dispatch is approximately 14 years old and is no longer compatible with our new VOIP (Voice over Internet Protocol) phone systems. The system is antiquated and beyond its useful life. The existing voice recorder system records 911 calls and radio traffic.

For other calls, Cincinnati Bell's call recording web portal records our calls but this system has proven to be ineffective in handling our day to day dispatch operations.

Dispatchers need access to recorded calls to instantly play back phone calls and radio traffic which the current system does not support. The Village has been talking about replacing this recording system for quite a few years but held off to postpone the expenditure and make sure that the new VOIP phone system would be compatible with the recording device.

The Village has shopped this system and is recommending purchase of a REVCORD voice recorder system from Stephen Campbell and Associates in the amount of $9,739. This system will put all radio and phone traffic on one recording medium that will allow Dispatch to make chronological recordings of the events. The vendor for this purchase is the same vendor as in the past and installation of the new recording system should take one full day. The vendor will remove the existing system and install the new one.

This purchase is being made from the Village's PSAP 911 Fund which had a $22,000 balance as of the end of September.

The Police/Fire Committee has reviewed this request and recommends purchase of a REVCORD voice recorder system from Stephen Campbell and Associates.

Adoption of Resolution 2018-28 is recommended. If you have any questions, please let me know.

PASSED:
BY:

RESOLUTION NO. 2018-28

RESOLUTION AUTHORIZING THE VILLAGE MANAGER
TO PURCHASE A VOICE RECORDING SYSTEM FOR POLICE DISPATCH

WHEREAS, the Village Police Department Dispatch center provides a valuable service to the Village and its residents;

WHEREAS, Dispatch currently uses a recording device that is 14 years old and is no longer compatible with the new VIOP phone systems;

WHEREAS, the Police and Fire Committee met to review a purchase of a new recording device and recommends that Council approve the purchase of a REVCORD voice recorder system from Stephen Campbell and Associates at a price of $9,739.00;

NOW, THEREFORE, BE IT RESOLVED BY THE Council of Amberley Village, State of Ohio, _____ (__) members elected thereto concurring:

SECTION 1: The Village Manager is authorized and directed to enter into a contract on behalf of the Village with Stephen Campbell and Associates for the purchase of a REVCORD voice recorder system for a price not to exceed $9,739.00 according to the terms and conditions of the quote attached hereto and incorporated herein, plus any applicable taxes or minor delivery charges.

SECTION 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Resolution Vote:
Moved: _____ Second: _________

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of ___________________ 2018, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designated by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

TO: **Village Council**

FROM: **Scot F. Lahrmer, Village Manager**

DATE: **November 7, 2018**

RE: **Adopt Hazard Mitigation Plan**

ITEM: Resolution 2018-29, Adopting the Hamilton County Natural Hazard Mitigation Plan

ACTION REQUESTED: By motion, adopt **Resolution 2018-29** accepting the new Multi-Hazard Mitigation Plan.

PURPOSE: To accept the new Multi-Hazard Mitigation Plan (MHMP) prepared by Hamilton County Emergency Management Agencies (EMA).

The Hamilton County Multi-Hazard Mitigation Plan was developed to guide the county in a risk-based approach to become more resilient to the impact of natural and technological hazards through mitigation planning. The plan documents historical disaster, assesses probabilistic disasters through various analyses, and addresses specific strategies to mitigate the potential impacts of these disasters.

The Hamilton County Multi-Hazard Mitigation Plan:

1) Identifies areas of risk and assesses the potential cost and magnitude.
2) Establishes strategies and priorities to mitigate risk from natural and technological hazards.
3) Identifies specific mitigation projects to pursue each identified hazard.
4) Guides communities in their risk management activities and minimizes conflicts among agencies.
5) Establishes eligibility for future mitigation program funds.

The Federal Disaster Mitigation Act of 2000 requires jurisdictions to develop and maintain a Multi-Hazard Mitigation Plan (MHMP) to remain eligible for certain federal disaster assistance and hazard mitigation funding programs. Renewal of the plan every five years is required to encourage the continual awareness of mitigation strategies. In order for National Flood Insurance Program communities to be eligible for future mitigation funds, they must adopt the MHMP. Hazard mitigation is defined as any sustained action to reduce or eliminate long-term risk to human life and property from hazards. The Federal Emergency Management Agency (FEMA) has made reducing hazards one of its primary goals. Hazard mitigation planning and the subsequent implementation of the projects, measures, and policies developed as part of this plan, is a primary mechanism in achieving FEMA's goal.

Since the year 2000, FEMA has declared 24 emergencies and disasters for the State of Ohio as of 2017. Emergency declarations allow states access to FEMA funds for Public Assistance (PA), and disaster declarations allow for additional PA funding, including Individual Assistance (IA) and the Hazard Mitigation Grant Program (HMGP). Hamilton County has received federal aid for PA funding for 7 declared disasters since 2000.

Federal Emergency Management Agency (FEMA) established rules and regulations which require local governments to have a mitigation plan approved in order to receive certain grants. The Hamilton County Emergency Management Agency (EMA) is authorized by Ohio Revised

Code to coordinate and administer countywide all-hazards emergency management and disaster preparedness functions for Hamilton County and its forty-nine political subdivisions. Emergency management is both a system and a process working through four phases: mitigation; preparedness; response and recovery. Hamilton County Emergency Management Agency received a grant from FEMA to prepare such a mitigation plan entitled the "Natural Hazard Mitigation Plan – Hamilton County, Ohio" (HMP).

The Village has worked alongside the 49 other Hamilton County jurisdictions in order to review and approve an updated Countywide, Multi-Hazard Mitigation Plan. This Plan represents a comprehensive description of Hamilton County's commitment to significantly reduce or eliminate the potential impacts of disasters through planning and mitigation. Adoption by the local governing bodies within the County legitimizes the Plan and authorizes responsible agencies to implement mitigation responsibilities and activities.

The 2018 MHMP is an upgrade from the most recently passed plan in 2014 and includes the following updates:

1) Historical hazards: Each hazard section within this plan documents NCDC-reported hazards within the past five years. Where data are available, historical hazards are graphed by decade, showing disaster trends over the past 50 years.

2) County profile: Demographics, social, and economic data, as well as existing and future land use descriptions, are updated to reflect the current status of the county and its jurisdictions.

3) Planning description: The new planning team and updated planning process are described and documented.

4) Risk assessment: The updated risk assessment includes Hazus-MH and GIS analyses that utilize site-specific data from the county. Hazards were identified and expanded to better integrate with the County's THIRA. Each participating jurisdiction provided their own hazard analysis, which describes the hazards and their impacts as they pertain specifically to the community.

5) Mitigation: The mitigation section addresses the status of the previous plan's strategies in addition to new mitigation goals, objectives, and strategies.Participation in this Mitigation Plan is required if the Village were to ever seek Hamilton County EMA or FEMA funding for disaster relief.

The Police/Fire Committee has reviewed the plan and recommends adoption of the resolution.

If you have any questions, please let me know.

PASSED:
BY:

RESOLUTION NO. 2018-29

RESOLUTION ADOPTING THE HAMILTON COUNTY
NATURAL HAZARD MITIGATION PLAN

WHEREAS, Amberley Village, Ohio is vulnerable to an array of natural, technological, and human-caused hazards that have the potential to cause loss of life and damages to public and private property;

WHEREAS, the Hamilton County Emergency Management & Homeland Security Agency and the Hazard Mitigation Steering Committee, comprised of representatives from the County, municipalities, and stakeholder organizations, have prepared a recommended Multi-Hazard Mitigation Plan that reviews the options to protect people and property and reduce damage from these hazards;

WHEREAS, Amberley Village has participated in the planning process for development of this Plan, providing information specific to local and county-wide hazard priorities, encouraging public participation, identifying desired hazard mitigation strategies, and reviewing the draft Plan;

WHEREAS, the Hamilton County Emergency Management & Homeland Security Agency, with the Hazard Mitigation Steering Committee, has developed the HAMILTON COUNTY MULTI-HAZARD MITIGATION PLAN (the "Plan") as an official document of the County pursuant to the Disaster Mitigation Act of 2000 (PL-106-390) and associated regulations (44 CFR 210.6);

WHEREAS, the Plan has been widely circulated for review by the County's residents, municipal officials, and regional, state, and federal partner agencies and has been revised to reflect their concerns;

WHEREAS, the Ohio Emergency Management Agency and the Federal Emergency Management Agency have reviewed the Plan for legislative compliance and approved the plan pending the completion of local adoption procedures;

NOW THEREFORE BE IT RESOLVED BY THE Council of Amberley Village, State of Ohio, ( ) members elected thereto concurring,

SECTION 1: The Hamilton County Multi-Hazard Mitigation Plan is hereby adopted as an official plan of Amberley Village.

SECTION 2: The Village Public Safety Department, including the Police and Fire Department, are charged with supervising the implementation of the Plan's recommendations as they pertain to the Village within the funding limitations provided therefore.

SECTION 3: That the Clerk of Council be and hereby is authorized and directed to certify copies of this resolution to the Hamilton County EMA.

SECTION 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Resolution Vote:
Moved: _____ Second: _________

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of __________________ 2018, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designated by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

TO: **Village Council**

FROM: **Scot F. Lahrmer, Village Manager**

DATE: **November 9, 2018**

RE: **Significant repairs to 2009 International Dump Truck**

ITEM: Resolution 2018-30, Authorizing the Village Manager to Complete Repairs to Dump Truck

ACTION REQUESTED: By motion, approve **Resolution 2018-30** authorizing truck engine and brake repair for the 2009 International Dump Truck.

PURPOSE: To repair the cracked cylinder head of the 2009 International dump truck engine and replace deteriorated rear brake system.

The Maintenance Department utilizes the 2009 International Dump Truck as one of four trucks that perform various operations to deliver services in the community such as leaf collection, brush collection, hauling asphalt, topsoil and salt. Snow fighting is a main function of this truck during the four months of winter weather. With that being one of its main jobs, this truck has spent many hours driving in snow storms plowing and spreading salt on the roadways. Understanding that salt is corrosive to most types of metals, trucks used for this purpose experience faster deterioration which is the main cause for the needed repairs to the truck's rear brake system and cracked cylinder head.

The truck's cracked cylinder head was likely caused by what is known as rust-jacking which is the expansive force of rusting that separated the cylinder head from the engine block. With vehicles that are driving in salt conditions, rust is detrimental to the vehicle despite our efforts to thoroughly clean and wash vehicles after each storm. The mechanic who analyzed the condition of the rust-jacking commented that no amount of washing would have prevented this situation since it occurred in a non-accessible area.

To repair the brake system and engine the estimate is $19,617.33 via Blust Motor Service. The Village has utilized this International truck dealership for many years and has received cost efficient, satisfactory services. With winter coming, there is a need to repair the truck to be ready for snow and ice removal operations. This truck is scheduled to be replaced in the 2019 budget.

Unfortunately this is a significant amount of money to put into a vehicle that is due to be replaced. Staff considered other options however, new and/or used vehicles were not readily available. By way of example, the new dump truck Village Council authorized in March 2018 will likely be available to the Village in January or February 2019, nearly an 11 month turnaround.

The Streets, Public Utilities & Sewers Committee met on November 7 and recommended approval of the repair costs since they exceed my authority to authorize.

If you have any questions, please let me know.

PASSED:
BY:

RESOLUTION NO. 2018-30

RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO COMPLETE REPAIRS TO DUMP TRUCK

WHEREAS, the Village owns a 2009 International Dump Truck that is one of four trucks used by the Village for a variety of services in the community such as leaf collection, brush collection, hauling asphalt, topsoil, and salt, as well as snow removal in the winter;

WHEREAS, the dump truck is in need of significant engine and brake repairs before the winter season;

WHEREAS, the Streets, Public Utilities and Sewers Committee met to consider the proposal and recommends approval by Council;

NOW, THEREFORE, BE IT RESOLVED BY THE Council of Amberley Village, State of Ohio, ( ) members elected thereto concurring:

SECTION 1: The Village Manager is authorized and directed to retain Blust Motor Service Inc. for the repair of a 2009 International Dump Truck at a cost not to exceed $19,617.33 as indicated on the Estimate/Repair Order provided by the vendor, which is incorporated herein.

SECTION 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Resolution Vote:
Moved: _____ Second: _________

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of __________________ 2018, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designated by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

Blust Motor Service Inc.

9122 Colerain Ave
Cincinnati, Ohio 45251

Estimate/Repair Order

Date	Estimate #
10/30/2018	1598

Name / Address
AMBERLEY,VILLAGE OF 7149 RIDGE ROAD CINCINNATI, OH 45237

Mileage	Rep	Vin #	PO Number	Engine Hrs	Unit #	Year Make/Model
30983	FHW	9H127405		3351		2009 INTERNATI...

Qty	Item	Description	Warranty	Rate	List	Total
		CUSTOMER COMPLAINS ABS LIGHT ON IN DASH VERIFY COMPLAINT SCAN SYSTEM FOUND RIGHT REAR TONE RING BAD RUST JACKED REAR BRAKES BAD REPLACE REAR BRAKES HUB ROTORS CALIPERS PADS HARDWARE				
2	501	2519282C91 HUB ASSY		389.94	437.15	779.88
1	3821728C91	BRAKE CALIPER RT RR OR LT FRT		559.51	995.54	559.51
1	3821729C91	BRK CALIPER LT RR OR RT FRT		559.51	995.54	559.51
2	470422C2	LOCK, WHL BRG ADJ NUT		6.32	7.34	12.64
2	2599937C92	KIT DISC BK ROTOR W/HRDWR QUAD		303.12	371.67	606.24
2	2598343C1	RING BK EXCITER		29.10	36.48	58.20
2	CR38780	SEAL,OIL		53.54	57.99	107.08
1	501	MISC		250.00		250.00
5	502	MECH LABOR		120.00		600.00
		CUSTOMER COMPLAINS TRUCK LEAKS ANTI FREEZE PRESURE CHECK COOLING SYSTEM FOUND CYLINDER HEAD CRACKED AND LEAKING ENGINE VERY RUSTY NEED TO REPLACE CYLINDER HEAD EGR COOLER EXHAUST MANIFOLD GRID HEATER NEED TO TEAR DOWN ENGINE TO SEE WHAT ELSE MAY BE NEEDED				

Subtotal	
Sales Tax (7.0%)	
Total	

Phone #	Fax #
513-741-6684	513-741-6686

Blust Motor Service Inc.

9122 Colerain Ave
Cincinnati, Ohio 45251

Estimate/Repair Order

Date	Estimate #
10/30/2018	1598

Name / Address
AMBERLEY,VILLAGE OF 7149 RIDGE ROAD CINCINNATI, OH 45237

Mileage	Rep	Vin #	PO Number	Engine Hrs	Unit #	Year Make/Model
30983	FHW	9H127405		3351		2009 INTERNATI...

Qty	Item	Description	Warranty	Rate	List	Total
1	501	5011150R91 CYLINDER HEAD		3,249.61	3823.14	3,249.61
1	1889248C94	KIT CYLNDR HD GASKETS W/BOLTS		650.49	879.34	650.49
6	1842624C92	KIT INJECTOR SEAL		16.88	21.94	101.28
1	1842626C96	KIT, HP OIL RAIL SEALS		110.60	143.77	110.60
1	1842623C96	KIT, TURBO MOUNTING		125.65	163.34	125.65
1	501	EGR COOLER BULLET PROOF		2,600.00		2,600.00
1	1878918C2	VALVE ASSY EGR W/MANIFOLD		735.97	897.88	735.97
1	1875784C93	SENSOR ASSEMBLY ICP/BCP		269.27	328.51	269.27
1	501	1850748C2 REAR EXHAUST MANIFOLD		171.86	209.67	171.86
1	501	1850521C1 MIDDLE EXHAUST MANIFOLD		384.28	468.82	384.28
1	501	1850522C1 FRONT EXHAUST MANIFOLD		100.89	123.09	100.89
4	1845040C1	STUD TURBO ADAPTER		28.54	37.10	114.16
1	1878455C91	DUCT ASSY EGR & INLET AIR MIXR		1,544.21	1896.14	1,544.21
1	1842130C3	THERMOSTAT ASSEMBLY		95.08	117.26	95.08
1	501	1872281C1 BRACKET		104.72	120.83	104.72
1	1842639C92	KIT, OIL FILTER LONG		58.60	78.12	58.60
32	OIL	BULK OIL		5.25		168.00
8	FLTRELC5050G	FLEETRITE RELC 5050 GAL		14.95		119.60
1	501	MISC		2,500.00		2,500.00
24	502	MECH LABOR		120.00		2,880.00

Subtotal	$19,617.33
Sales Tax (7.0%)	$0.00
Total	$19,617.33

Phone #	Fax #
513-741-6684	513-741-6686

TO: Village Council

FROM: Scot F. Lahrmer, Village Manager

DATE: November 9, 2018

RE: Changes to the Village Code Pertaining to Certain Accessory Structures

ITEM: Resolution 2018-31 Referring to the Planning Commission Changes to the Village Code

ACTION REQUESTED: By motion, approve **Resolution 2018-31** referring changes to the Village Code pertaining to certain accessory structures to the Planning Commission.

PURPOSE: To refer changes to the Village Zoning Code Pertaining to Certain Accessory Structures to the Planning Commission seeking their recommendation.

In early 2017, the Planning Commission and staff began reviewing several sections of the Village Zoning Code, to better clarify the intent or to recommend changes to bring codes up to today's standards.

At the recommendation of the Zoning Board of Appeals and Law Committee, Village Council approved a six-month moratorium on October 8 related to construction of certain accessory structures over 200 square feet. The moratorium, which took effect immediately, was designed to allow adequate time for Amberley Village staff, Planning Commission and Village Council members to study and investigate accessory structures in the Village and develop fair and equitable regulations governing the structures. The review will take into consideration the ability of property owners to use their property and the adverse impacts of such structures on neighbors and the surrounding community, property values and quality of life in general.

This action was directed at accessory structures in excess of 200 square feet of floor space that are covered or have a roof such that they are not open to the sky. This would typically include large sheds or garages and other detached covered structures. Over the next six months, Village staff will be working to investigate and study the existing zoning code and develop fair and equitable rules governing accessory structures. The process will involve the Amberley Village Planning Commission and ultimately Amberley Village Council, and will include public meetings, hearings, and opportunities for public input throughout the process.

Immediately, staff began the necessary research to determine how other entities regulate accessory structures and accessory uses. Through the Center for Local Government (CLG), Village staff collected about 14 different community's zoning codes related to accessory use. Staff summarized this information in order to use as a discussion point for the Planning Commission which was scheduled to meet on November 5. The survey information (attached) was presented to the Planning Commission at their regular public meeting to get direction on the possible modifications, since they are the body that deals with it most.

With the Planning Commission's input, staff drafted an accessory structures ordinance to be an attachment to this resolution that will be referred to the Planning Commission. The ordinance is merely a draft of items to be considered for accessory structures.

If the resolution is approved by Council, the draft ordinance will be referred to the Planning Commission. The Planning Commission will hold a public hearing to review the ordinance on December 3. The Planning Commission has the option of making a recommendation back to Council at its public hearing on December 3 or defer a decision and hold a second hearing. The Planning Commission can take up to 60 days to make a recommendation to Council.

Once the Planning Commission has made a recommendation, it will go back to Council, which will hold a public hearing at either the January 14 or February 11 regular meeting (depending on when the recommendation is made by the Planning Commission). During this time, the Law Committee will likely be convened to review and make a recommendation as well.

After the Council holds the initial hearing and first reading, Council has the option to approve the ordinance that night, waive or not waive the 3 readings, approve or not approve emergency language. If the ordinance is approved it would go into effect in 45 days if there is no emergency clause, in which it would go into effect immediately.

The moratorium was for a 6-month period so the review of the accessory structure ordinance needs to be completed by the April council meeting.

Let me know if you have any questions.

PASSED:
BY:

RESOLUTION NO. 2018-31

RESOLUTION REFERRING CHANGES TO ZONING CODE REGULATIONS TO ACCESSORY STRUCTURES TO THE PLANNING COMMISSION

WHEREAS, on October 8, 2018, by Ordinance 2018-11 Village Council approved a 180-day moratorium on the construction of certain accessory structures to allow the Village to study and investigate such structures and to develop fair and equitable regulations governing such structures in order to balance one's reasonable use of their property with the adverse impacts on neighbors and the community;

WHEREAS, per the Village Charter and ordinances, changes to the Zoning Code must first be considered by the Planning Commission following a public hearing;

NOW THEREFORE BE IT RESOLVED BY THE Council of Amberley Village, State of Ohio, ____________ (_____) members elected thereto concurring,

SECTION 1: Village Council hereby refers to the Planning Commission for its consideration and recommendation, the draft ordinance attached hereto and incorporated herein, which proposes changes to the Village Zoning Code, particularly provisions governing accessory structures and uses in the Village.

SECTION 2: The Planning Commission shall hold a public hearing at its meeting on December 3, 2018 commencing at 7:00 p.m. to consider the draft ordinance and shall, at least 14 days before the hearing, provide notice of the hearing published in the same manner as provided for resolutions and ordinances by the Village Charter, and on the Village website.

SECTION 3: Following said hearing, the Planning Commission shall make suggestions and recommendations to Council concerning changes to the Zoning Code concerning accessory structures and uses.

SECTION 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of __________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Resolution Vote:
Moved: _____ Second: _________

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of __________________ 2018, the forgoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all of the places of public notice as designated by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

Survey of Communities' Accessory Structure Regulations
Prepared by Amberley Village Staff, October 2018

Community	Maximum Height	Maximum Square Footage	Required Setback	Regulate Exterior Building Material	Square Footage Singly or in Combination	Required Rear Yard Max Percentage	Other Code Requirements
Amberley Village	Two and one half stories or 35' all structures	Storage 1,000 sqft or 25% of principal structure, garages 1,500 sqft (1,000 for vehicles and 500 sqft for storage)	12' or 20' from side and rear lot line depending on zoning district	Not regulated	Combination	30%	No accessory structure shall be erected in a required front or side yard, an accessory structure may be built in a required rear yard not nearer to a rear or side yard requirement for such lot, principal access may not face the street, on a corner lot, no accessory building shall project beyond the front yard line on either street, no accessory building shall be constructed on a lot until construction of 50% or more of the principal building has been completed
Anderson Twp.	1.5 stories or 15'	NA	Detached 3' side & rear, Attached 60' all lot lines	NA	Singly	30%	Detached accessory building shall be in rear yard
Bellbrook	300 sqft 1 story or 12', 600 sqft 15'	Single Family 600 sqft	60' front, 8 side and rear, 10' from an alley	NA	Singly	NA	Shall not be erected in required side or front yard,
Colerain Twp.	3 stories	No accessory building shall occupy more of lot than principal building	10' from all lot lines	NA	Combination	30%	Shall not occupy more of the lot than principal building, total of all accessory structures shall not cover more the 30% or rear yard
Deer Park	Garages 16', all others 12'	576 sqft	10' from dwellings and accessory structures on same lot, 3' from side and rear lot lines	Roofing shall be shingled or standing metal seam roof, exterior material shall be vinyl or aluminum siding, brick, natural stone, wood and cement or simulated wood appearance	Combination	35%	Limit 2 accessory structure or 1 in conjunction with a detached garage
Dublin	Less than 1 acre 18', 1 to 5 acres 22', over 5 acres max height of principal structure	Not to exceed 25% of the gross floor area of principal structure	All accessory structures shall be constructed within the buildable area of a lot and to the rear or side of the principal structure	NA	Combination	NA	Over 5 acres, single structure in excess of 2,000 sqft, setback as required for principal structure plus 25' per 250 sqft over 2,000 sqft, attached and detached accessory structures that exceed 200 sqft shall be coordinated with those of the principal structure
Fairfield	1 story or 15'	NA	NA	NA	Singly	NA	

Survey of Communities' Accessory Structure Regulations
Prepared by Amberley Village Staff, October 2018

Community	Maximum Height	Maximum Square Footage	Required Setback	Regulate Exterior Building Material	Square Footage Singly or in Combination	Required Rear Yard Max Percentage	Other Code Requirements
Green Twp.	19.5'	Not to exceed 1,032 sqft	5' from property line, storage barn or shed that do not require a permit shall be no closer than 3'	NA	Singly	30%	No accessory use or structure shall be located in the front yard or side yard, total combination area of all accessory structure shall not occupy more than the 30% or the required rear yard, if the principal structure is 200' from the right of way, an accessory structure may be located in a front or side yard if it is 100' from the right of way, swing sets and similar structures shall be 10' from all property lines and not over 10' high
Greenhills	14.5'	Not to exceed 1,032 sqft	3' from property lines	NA	Combination	30%	No accessory structure may be use as a dwelling, shall not be located in a front or side yard, accessory structures located within 6' of the principal structure shall not be considered detached and shall be subject to the same minimum setbacks as principal structure
Indian Hill	30'	Not more than 20%of the rear yard	Front 90' or 120' depending on zoning district	NA	Combination	20%	Shall not cover in aggregate more than 20% of a required rear yard, No accessory structure may be erected in any required front or side yard, all structures and impervious surfaces shall not cover more than 20% or 25% of the area of the lot, depending on zoning district, Accessory structures must not be less than 20' from other structures on the same lot
Loveland	15'	Lots less than 1 acre 601 sqft to 1,200 sqft,	200 sqft or less shall be 6' from lot line, greater than 200 sqft shall be 15' from lot line	Accessory structure greater than 200 sqft shall not be constructed with metal façade and shall be complementary to the principal structure	Combination	35%	Accessory structures over 600 sqft must be granted a conditional use approval, property with access to two or more streets shall be adequately screened to reduce the visual impact to the surrounding homes
Madeira	15' or 20' depending on zoning district	600 sqft or 800 sqft depending on zoning district	4' from side or rear lot line	NA	Combination	Na	Accessory structures shall be located in the side or rear yard, children's play structures or which contains pets or animals shall be not located in the front yard
Mason	15' in residential districts	Not to exceed 35% of gross floor space of the principal structure	10' 15' or 20' depending on zoning district	NA	NA	35%	No accessory structure shall be erected in any required yard, accessory structures are not permitted in front yard the maximum impervious surface ratio 35% or 50% depending on zoning district. Height limitation do not apply to farm buildings, however such structure shall not cover more than 25% of the lot and shall be 50' from all lot lines

Survey of Communities' Accessory Structure Regulations
Prepared by Amberley Village Staff, October 2018

Community	Maximum Height	Maximum Square Footage	Required Setback	Regulate Exterior Building Material	Square Footage Singly or in Combination	Required Rear Yard Max Percentage	Other Code Requirements
Middletown	1 story or 15' for detached, height may increase to 18' if the exterior material is similar to the principal structure	No maximum square footage for accessory structures in residential districts	6' from all buildings on same lot, 3' from all lot lines, additional setbacks may be required per building or fire codes	NA	Singly	35% rear yard	In no case shall an accessory structure be taller than or have a larger foot print than the principal structure, all accessory structures must be in side or rear yard
Pierce Twp.	Less than 1 acre 18', 1 acre or greater 35'	258 sqft garage/200 sqft other structure, 864 sqft garage /200 sqft other structures, 1,000 sqft garage /300 sqft other structures, 1,500 sqft garage/ 500 sqft other structures depending on size of lot	5' from all lot lines	NA	Singly	NA	20,000 sqft lot 528 sqft detached garage/200 sqft other structures, 20,001 sqft lot 864 sqft detached garage/200 sqft other structures, 1 acre 1,000 sqft garage/300 sqft other structures, 2 to 5 acres 1,200 sqft detached garage/500 sqft other structures, 5+ acres 1,500 sqft detached garage/500 sqft other structures. For corner lots, accessory uses that are restricted to the rear yard may be located in a front yard on the rear side of the principal building and setback a minimum of 20’ from the right of way
Sharonville	Shall not exceed 14'	Detached shall not exceed 500 sqft in any residential district	Not closer than 25' from buildings or street right of way, 5' from side or rear lot lines	Na	Singly	Na	Shall not be erected in a required front yard

PASSED:
BY:

ORDINANCE NO. 2018-13

ORDINANCE TO AMEND ZONING CODE AND REGULATION OF ACCESSORY STRUCTURES

WHEREAS, on October 8, 2018, Village Council enacted a moratorium on certain accessory structures pending an investigation and study of the existing Zoning Code in order to regular such structures in a manner that allows the reasonable use of one's property while limiting adverse impacts from that use on neighboring properties;

WHEREAS, Council finds and determines that changes to the Zoning Code are necessary to protect and promote the public health, safety, and welfare;

WHEREAS, Village staff worked extensively to draft new regulations, in response to input from the Planning Commission, the Law Committee, and Village Council, and comments received at duly noticed public hearings before the Planning Commission and Village Council, respectively;

WHEREAS, the Planning Commission and Law Committee recommend the adoption of changes to the Zoning Code as set forth herein;

WHEREAS, Council finds and determines that the proposed changes serve the public interest and protect the public health safety and welfare, and constitute measured and reasonable restrictions on the use of one's property in order to balance and protect the rights of neighboring property owners and the community as a whole;

NOW, THEREFORE, BE IT ORDAINED BY THE Council of Amberley Village, State of Ohio, ______ ( ) members elected thereto concurring:

SECTION 1: Section 154.12 of the Municipal Code of Ordinances is amended to read as follows:

§ 154.12 ACCESSORY STRUCTURES.

(A) No accessory structure shall be erected in a ~~ny required~~ front yard.

(B) No accessory structure shall be erected in any side yard within a distance from the near side lot line less than the least width of the side yard required for the principal building~~ and its principal access may not face any street, road, or highway~~.

(C) Accessory buildings may be built in a ~~required~~ rear yard not nearer to a rear or side lot than the side yard requirement for such ~~lot~~the principal building. ~~Principal access may not face any street, road, or highway.~~

(D) Individual enclosed ~~A~~accessory structures that are not open to the sky shall not cover a total of more than~~ 30% of a required rear yard without prior approval of the~~

~~Board of Zoning Appeals~~ 200 square feet. A detached garage shall not cover more than 800 square feet, or more than 50% of the floor area of the principal structure, whichever is less. No combination of accessory structures, whether enclosed or open to the sky, shall have an aggregate floor space greater than 50% ~~percent~~ of the principal structure, or greater than 50% of the required rear yard, whichever is less.

(E) On a corner lot, no accessory building shall project beyond the front yard line on either street.

(F) No accessory building shall be constructed on a lot until construction of 50% or more of the principal building has been completed.

(G) The principal access of an accessory structure, such as primary access doors to a shed or garage, may not face a street.

(H) No accessory structure shall be located in a public right of way or utility easement.

(I) Accessory structures cannot be used as a dwelling, and may not be used as part of a home business or home occupation. Residential accessory structures may only be used in a manner consistent with, and incidental and subordinate to, the principal use on the property.

SECTION 2: Section 154.121 of the Municipal Code of Ordinances, which is to be added to and amends the Municipal Code of Ordinances, reads as follows:

§ 154.121 CONDITIONAL ACCESSORY STRUCTURES.

(A) *Purpose*. Amberley Village is a suburban oasis characterized by open views, spacious natural vistas, greenery, and a picturesque setting. Residential structures are typically exemplified by quality construction that provides permanent and long lasting buildings that also have a desirable appearance and aesthetic that are compatible with surrounding properties. It is important to preserve property values and the quality of the residential environment. In order to promote the health, safety, and welfare of residents and the community as a whole, the Zoning Code strives to protect and enhance the attractive appearance of all residential structures in the Village. The Village recognizes that some structures could be constructed in excess of the restrictions set forth in Section 154.12 while still promoting the Village's goals, and that many properties are unique such that no rule will apply equally to all properties. It is the Village's intent to allow for some structures which may exceed said restrictions as long as the Board of Zoning Appeals determines that the structures are of an appropriate size, height, construction, dimensions, and appearance so as not to detract from the stated goals.

(B) Notwithstanding the restrictions set forth in Section 154.12, accessory structures may be constructed or maintained in excess of said restrictions if the applicant demonstrates that all of the following conditions are satisfied as determined by the Board of Zoning Appeals:

(1) The construction and use of the structure will not be detrimental to the peaceful use and occupancy of nearby properties.

(2) The construction and use of the structure will not have a detrimental effect upon the property values in the neighborhood.

(3) The design and appearance of the structure will not have an adverse impact on the residential quality of the neighborhood.

(a) The appearance and construction of accessory structures shall compliment and be consistent with the appearance and architectural style of the principal structure on the same lot, as well as generally with accessory structures on adjoining and nearby properties. Accessory structures must appear, and be used in a manner that is, subordinate to the primary structure.

(b) The design, appearance, and construction of accessory structures should be consistent with and complement the principal structure and the residential character of the neighborhood, including the use of similar building materials, colors, and type of construction. Siding and exterior walls and roofs must approximate the size, color, appearance, and materials as exists on the principal structure and shall be residential in character. Vertical siding should not be utilized unless it comprises less than 30 percent of the surface area of the entire structure, unless a greater percentage of vertical siding is also used on the principal structure on the same lot in which case the percentage shall be substantially similar. If the principal structure has brick siding, an accessory structure must either: (1) use similar brick or masonry materials on the front of the structure, and brick or masonry trim or accent elements matching similar components on the principal structure; or (2) use siding materials resembling at least one other non-brick accessory structure on an adjacent property. The color and texture of exterior wall materials of an accessory structure must be similar to, although not exactly the same as, the principal residence.

(c) All siding and exterior walls must be residential in character. If vinyl, metal, or similar materials are used, it must simulate wood in appearance, such as using bevel or lap siding.

(d) Roof lines and roofing materials on the accessory structure must be substantially similar to that on the principal structure. Flat roofs are not permitted on an accessory structure unless at least half of the principal structure has a flat roof.

(e) Windows must be placed on at least two walls of an accessory structure. The size and dimensions of windows on an accessory structure must be proportionate with the principal structure.

(f) Avoid large expanses or areas of a single material, color, or texture. Use windows and other architectural features to break up a monotonous plane.

(g) Structures must be made of durable materials that have an attractive appearance suitable for the residential area in which the structure is located. Varied architectural styles are encouraged provided that neighborhood compatibility and architectural integrity are maintained. Structures must be made of such materials, textures, and details that contribute to the visual interest of the structure and to avoid monotony. It is not the intent of the Village to require or prohibit a specific building material, except as otherwise stated herein, as long as materials are utilized to enhance, and not detract from, the aesthetics and property values.

(h) Residential structures should appear consistent with similar buildings in the immediate area, and shall reflect a consistent suburban aesthetic. Structures that are rural, agricultural, commercial, or industrial in character, or appearance, or use are not permitted unless they are expressly permitted.

(4) Carports may only be used for the parking of vehicles and not for storage of other personal property. Storage of personal property, other than vehicles, must be in an enclosed structure.

(5) An accessory structure may contain a dwelling unit or other space fit for human habitation if it meets all other conditions or requirements.

(B) Applications for conditional approval of an accessory structure under this section shall comply with the following:

(1) Applications must be submitted to the Village Manager on a form provided by the Village. If the Village Manager determines the application is complete, a hearing shall be scheduled at the next available meeting of the Board of Zoning Appeals at least 21 days after the determination to allow for proper notification to interested parties. Upon scheduling a hearing, the Village Manager shall cause notice of the hearing to be provided to interested parties in the same manner as for applications for variances before the Board of Zoning Appeals.

(2) The application shall include the following information at a minimum:

(A) Plot Plan drawn to scale showing:

(i) Property lines and dimensions.

(ii) All existing and proposed structures and their dimensions.

(iii) Distances from nearby property lines and the principal structure relative to all accessory structures, existing or proposed.

(B) Construction Details:

(i) Building height.

(ii) Whether a foundation, slab, or other such support will be utilized.

(iii) The method for anchoring or securing the structure to the ground.

(iv) Elevation views and grade lines.

(v) Materials to be used in construction, including but not limited to the color and appearance of the completed structure, and materials to be used for exterior walls, siding, and roofing, if any.

(3) No construction or site preparation is permitted until final approval by the Board of Zoning Appeals.

(4) All work must be performed in accordance with the application, plans, and other information submitted to the Village unless otherwise modified by the Board of Zoning Appeals.

(C) Structures approved under this section constitute a conditional use on the property upon which the structure is situated. Upon approval by the Board of Zoning Appeals, the Village Manager will issue the property owner upon which the structure is located a written conditional use permit which incorporates said approval. Noncompliance with the permit is cause for revocation of the permit as determined by the Village Manager. The permit runs with the land unless revoked or terminated as provided for herein.

(D) Upon consideration of an application for a conditional use, the Board of Zoning Appeals may approve the application, deny the application, or approve the applications with conditions.

SECTION 3: Section 154.25 of the Municipal Code of Ordinances is amended to read as follows:

§ 154.25 USE REGULATIONS.

(A) *Principal permitted uses.* A building or lot or other land area in this district shall be used only for the following principal permitted uses:

(1) Single-family dwellings.~~ Garages which are part of the dwelling must not have their principal access face street, road or highway.~~

(2) Public water tower or reservoir;

(3) Farms, provided that no farm animals shall be kept on any property that is smaller than ten acres.

(B) *Accessory uses.*

(1) Home occupation. A professional or business activity conducted in a dwelling unit, provided:

(a) No person other than members of the family residing on the premises, and one additional individual at any one time who need not be a member of the family, shall be engaged in such occupation;

(b) The use of the dwelling unit for the home occupation shall be clearly subordinate to its use for residential purposes by its occupants, and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation;

(c) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in area, nonilluminated, and if unattached, positioned on the premises with the bottom at a height not exceeding 12 inches.

(d) No home occupation shall be conducted in any accessory building. Except for automobiles used in connection with the home occupation, no tools, equipment, implements, machinery, supplies, inventory or product of a home occupation shall be stored on the premises unless stored in the principal dwelling or in an accessory building located on the premises;

(e) There shall be no sales made in connection with such home occupation to customers who come onto the premises;

(f) Homeowner operated service businesses are permitted subject to restrictions within these regulations.

(g) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;

(h) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, television receiver, telephone, garage door opener, etc. off the premises, or causes fluctuations in line voltage off the premises;

(i) Any person wishing to conduct a home occupation shall apply for an accessory use permit from the Village Manager, submitting all information as required by the Village Manager to demonstrate that the provisions of this section will be met. The Village Manager may issue a permit to the applicant for a period of not more than two years. Upon expiration of the permit, the Village Manager may issue a new permit if satisfied that the applicant continues to be in compliance with the provisions of this section. A permit may be revoked at any time the Village Manager determines that the provisions of this section are not being met by the permit holder. Before issuing a permit, the Village Manager shall collect a fee of $10.

~~(2) Accessory buildings and uses customarily incidental to single-family occupancy. No accessory building or garage shall be constructed in such manner that its principal access faces any street, road or highway. Except as hereinafter provided for garages, no accessory building shall have floor space in it greater than 1,000 square feet or 25% of the floor space of the principal residence located on the property where the accessory building is located, whichever is less.~~

(~~3~~2) ~~Unless upon application the Planning Commission has authorized a larger space:~~*Garages.*

~~(a) No structures or buildings, whether an accessory to or part of or attached to a dwelling, containing bays or areas designed or used for storage of automobiles, other motor driven vehicles or trailers, shall be constructed singly or in combination so as to contain more than 1,000 square feet of floor space or floor space to accommodate more than four automobiles, other motor driven vehicles or trailers, whichever is less~~Attached garages may not exceed 1,500 square feet or 40% of the floor area of the remaining principal structure, whichever is less. A garage may not have its principal access face a street. Detached garages are treated as accessory structures.

(b) No automobiles, other motor driven vehicles or trailers shall be parked or stored in such structures or buildings unless owned and used by the occupants of the dwelling to which the structure or building is accessory or is a part of or attached.

~~(c) The above restriction shall not include or be applicable to any area intended for the storage of lawn equipment provided the floor space of such area is no greater than 500 square feet.~~

(4) Pools. See Ch. 98, § 98.01 and § 98.02.

(5) Temporary buildings for uses incidental to construction work, which buildings shall be removed on completion or abandonment of the construction work.

(6) Bulletin boards and signs as follows:

(a) Church or public building bulletin boards not exceeding ten square feet in area.

(b) Temporary signs not over 40 inches from the ground and not exceeding six square feet in area, the purpose of which is to communicate information about the lease or sale of a building or lot, which signs shall be removed as soon as the property is leased or sold.

(c) Small announcements or professional signs not over one square foot in area;

(d) Highway directional and traffic safety signs erected and maintained by public agencies;

(e) Outdoor election signs, provided that they may not be erected prior to four weeks before the day of election and that the owner of the property on which the sign is located must cause the sign to be removed within 72 hours after the election; a sign permitted under this section shall not exceed 12 square feet in area and the aggregate of all signs placed on any parcel of real property in one ownership shall not exceed 60 square feet, nor shall they be posted such that the bottom edge of each sign is more than 40 inches from the ground;

(f) No sign may be posted on public property or within the public right-of-way along public roads, except village corporation signs, highway directional or regulatory signs and traffic safety signs erected and maintained by public agencies. All signs shall be placed in such manner that they will not obstruct the vision of drivers with regard to oncoming or intersecting traffic on any public or private roads or driveways.

(7) No equipment or process shall be used as a hobby or vocation which created noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, television receiver, telephone, garage door openers, etc. off the premises, or causes fluctuations in line voltage off the premises.

(C) *Conditional uses.* Buildings, and village owned land, designed to be occupied by or to serve the general public may be constructed and/or utilized in Residence A and Residence B Districts provided they are authorized pursuant to a conditional use permit granted by the Board of Zoning Appeals. Public buildings subject to the conditional use permit regulations are: libraries, museums, community buildings, municipal buildings, police or fire stations, churches, and off-street parking to service such structures. The Board of Zoning Appeals may grant a conditional use permit for any of the foregoing structures if, upon application by the instrumentality that proposes to construct and operate the building and after a hearing, the Board of Zoning Appeals determines the following:

(1) The construction and operation of the proposed public building will not be detrimental to the peaceful occupancy of proximate dwelling houses;

(2) The construction and operation of the public building will not have a detrimental effect upon the property values in the neighborhood;

(3) The design of the proposed public building is such that it will not have an adverse impact upon the residential quality of the neighborhood;

(4) The public building will have off-street parking on the same parcel of land equal to one parking space for each three seats of seating capacity in the structure, or one parking space for each 200 square feet of floor space in any building which does not provide seating capacity. The off-street parking shall be set back a minimum of 100 feet from all abutting streets and a minimum of 25 feet from any lot line of any contiguous lot;

(5) If the plan for a public building includes a fenced area to be used for outdoor games, recreation or play, the fenced areas designed for these uses shall be set back from all lot lines by a distance of at least 50 feet;

(6) Any use authorized by the Board of Zoning Appeals as a conditional use shall not be used for any bazaar, fete or any other such outdoor activity and provided further that said land and building shall not be used for any commercial activity unless sponsored or directed by the regular and primary occupant of said building. As used herein, ***COMMERCIAL*** shall mean having financial profit as its primary aim but shall not include the renting of facilities for religious occasions, to charitable or civic organizations for meetings or to individuals or groups for weddings, anniversaries and other similar celebrations.

SECTION 4: Section 154.30 of the Municipal Code of Ordinances is amended to read as follows:

§ 154.30 USE REGULATIONS.

~~Uses permitted~~All zoning regulations for the Residence B District shall be the same as those in the Residence A District ~~as provided in § 154.25~~ unless otherwise provided for ~~herein~~in the Zoning Code. ~~as well as t~~The following additional conditional uses ~~which~~ must meet the same standards for conditional uses set forth in § 154.25(C).

(A) Schools, including public elementary schools and high schools and educational institutions having curricula ordinarily found in public schools, and recognized by the Ohio Department of Education as offering curricula sufficient to satisfy the requirements of any existing compulsory education laws of the State of Ohio. The off-street parking requirements outlined in § 154.25(C) do not apply to schools; instead, schools must provide sufficient off-street parking capacity to accommodate teachers, staff and visitors.

(B) Private recreational facilities, other than country clubs and golf courses, not operated for profit or as a commercial venture, which are located on a lot having a minimum area of four acres, and which provide off-street parking, in accordance with § 154.25(C).

SECTION 5: Section 154.26 of the Municipal Code of Ordinances, which reads as follows, is repealed:

§ 154.26 HEIGHT REGULATIONS.

No building shall exceed two and one-half stories or 35 feet in height, except as provided in § 154.51.

SECTION 6: Section 154.31 of the Municipal Code of Ordinances, which reads as follows, is repealed:

§ 154.31 HEIGHT REGULATIONS.

No building shall exceed two and one-half stories or 35 feet in height, except as provided in § 154.51.

SECTION 7: Section 154.51 of the Municipal Code of Ordinances is amended to read as follows:

EXCEPTIONS, ~~AND~~ MODIFICATIONS, AND ADDITIONAL RULES FOR ALL DISTRICTS

§ 154.51 HEIGHT ~~EXCEPTIONS~~ REQUIREMENTS.

(A) Residential structures.

(1) Principal structures in residential areas may not exceed 35 feet in height.

(2) Accessory structures in residential areas may not exceed 16 feet in height, or up to the same height as the principal structure, whichever is less.

(B) ~~Non-residential structures.~~

~~(1) Non-residential~~ ~~S~~structures may not exceed 35 feet in height unless otherwise allowed in the Zoning Code. ~~other than dwellings, heretofore mentioned in any district as permitted, may exceed the height limit of 35 feet on approval of the Board of Appeals, subject to all other regulations of this Zoning Code.~~

~~(B~~2) Public, semi-public, or public service buildings, hospitals, institutions, churches, or schools, when permitted in a residential district, may be erected to a height not exceeding 60 feet, if the building is set back from each yard line at least three feet for each foot of additional building height above the height limit otherwise permitted in the district in which the building is to be located.

(C) ~~The h~~Height limitations ~~contained in the district regulations~~ do not apply to spires, belfries, cupolas, water tanks, cooling towers, elevator penthouses, ventilators, chimneys, stacks, radio towers, or other appurtenances usually required to be placed above the roof level and not intended for human occupancy.

(D) For the purposes of height ~~regulations~~measurements, a basement shall not be counted unless more than three feet six inches of its height projects above grade at the front building line, in which case it shall be counted ~~as a half story~~.

SECTION 8: That this Ordinance is declared to be emergency legislation, necessary for the immediate preservation of the public peace, health, and safety. Such emergency is necessary to implement new zoning regulations in response to a temporary moratorium enacted by Village Council and to enable the termination of the moratorium as soon as possible to release restrictions on the use of residents' properties.

Passed this ____ day of ___________, 2018.

____
Mayor Thomas C. Muething

Attest:

____
Nicole Browder, Clerk of Council

Ordinance Vote:
Moved: _____ Second: _________

Muething	______
Wolf	______
Bardach	______
Conway	______
Hattenbach	______
Kamine	______
Warren	______

I, Clerk of Council of Amberley Village, Ohio, certify that on the ____ day of _____________, 2018, the forgoing Ordinance was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Ordinance at all of the places of public notice as designed by Sec. 31.40(B), Code of Ordinances.

____
Nicole Browder, Clerk of Council

2684451.1

VILLAGE MANAGER'S REPORT
NOVEMBER 12, 2018 COUNCIL MEETING

Dear Mayor and Council Members:

Developments

The Planning Commission/ZBA met November 5. A variance request for two six-foot gates and an eight-foot high deer fence was tabled due to the applicant not being present. The Planning Commission discussed changes to the Village Code relating to accessory structures.

The next regular meeting is Monday, December 3 and the filing deadline is November 12.

October

2 property maintenance letters were sent in October for an unlicensed/disassembled motor vehicle as well as debris in a yard.

6 zoning approvals were issued in October: 2 sheds, 1 home reconstruction, 1 fence, 1 retaining wall repair, and 1 solar panel approval (BZA).

Aggregation Programs

Residential-Business Aggregation: January - September Electric $73,181 Gas: $40,039

Municipal Building Electric Aggregation: January -September $2,867

2018 Street Rehabilitation Program

The 2018 Street Rehabilitation Program is in the final stage, as the punch list items are in the process of being completed.

The program consists of the total curb replacement, storm water repairs and repaving of the entire street on Matson Avenue, Gwenwyn Drive, Lansdowne Avenue, Gardner Avenue and a portion of Sagamore Drive. The streets in the 2018 program are concrete base streets that the Village Engineer had determined are candidates for repaving instead of the typical total reconstruction, such as what is needed on several concrete base streets in the Village.

Adleta Construction was the recommended contractor and performed the road construction work for $30,107.84 less than the next lowest bid received.

Along with the 2018 Street program, Council also approved approximately 2,600 feet of curb repairs on Elbrook Avenue. Adleta Construction will begin the curb repairs this winter.

Maintenance Department Activities

Street and Right of Way

With the upcoming leaf season upon us, brush collection service ended on October 6th for the season. The chipper was cleaned, serviced and put away. The chipper box was removed and repairs were made to a few broken welds, surface rust was removed and the plywood roof vent was also repaired. The chipper box was cleaned, sanded and 2 coats of paint were sprayed onto the surface. The leaf collection equipment was readied for the upcoming season. Saturday, October 20th Amberley Village had a large rain and wind storm that brought down many trees in the roadway and yards. The decision was made to restart the brush collection service for a 2 week time frame. During the 2 week special pick up 125 yards of wood chips were collected including 2 loads of logs.

Other right of way details performed by the Maintenance Department:

- Cleaned creeks and catch basin list.
- Finished up the 2018 tar program; the rental machine was then cleaned before the vendor picked it up.
- Checked sink holes on Willowbrook.
- Trimmed bushes along Ridge Road, Dot Drive, and Dena Lane.
- Moved speed signs for the Police Department.
- Started leaf pick up on October 15; crews picked up 22.75 yards of leaves using 99 man hours.
- Set up barricades and road closed signs for the annual pumpkin roll on Sorrento.
- Placed road plate over broken catch basin on Elbrook at bridge. This catch basin will be added to the list for repairs that Adleta Construction will perform this fall.

Facilities Maintenance and Repairs

Asian Pear trees are one of the new invasive species taking over the landscape in Ohio. Many Asian Pear trees have been sprouting up and growing at Amberley Green for a few years. While limited bush hogging keeps them small, some areas of the meadowlands contained trees too big to bush hog. Thus, the Maintenance Department rented a Fecon brush cutter to cut down and grind the trees and underbrush to ground level. A private contractor is still scheduled to bush hog the remaining meadowlands this year.

Other Facilities Maintenance and Repairs:

- Cleaned and performed minor maintenance to Municipal Building, set up for and cleaned up after 9 events in the Community Room and Council Chambers including: Council Meeting, Board of Appeals, ESC and Mayor’s Court.

- Removed remaining asphalt from walking track (where steps were) added 2 truckloads of topsoil and graded the hillside. The area was sowed with grass seed and straw.
- Repaired roof shingles, sanded, stained and painted wooden structure for the mailboxes on North and South sides of Fair Oaks.
- Stained posting boards on Sagamore and Knoll Roads.
- Painted bollard bumper post on the North side of Fair Oaks mailboxes.
- Picked up downed tree piles and tree trimming pile generated by ESC at Amberley Green. Seven loads of logs and branches were collected.
- Filled multiple potholes throughout the Village.
- Removed railroad ties in ROW on Creekwood; this area was sowed with grass seed and straw.
- Cleaned the Amberley Green catch basin inlet and dam overflow of debris.
- New LED exterior lights replaced the Mercury vapor lighting at North Site; this work was done by contractor B & J Electric.
- Met with truck replacement vendors about repairing truck 408.
- Cleaned off pine needles from tennis courts 4 times this month.
- Started brine making equipment for the season and made a small amount of brine. The transfer pump quit working and is on order to be replaced.
- Monthly check list on building and playground equipment was completed.

Equipment Maintenance

Maintenance crews performed inspections, cleaned and made minor repairs to all trucks. Crews also performed the weekly vehicle inspections.

Other equipment repairs:

- Repaired chipper box and spray paint.
- Replaced battery on Bandit 250 chipper.
- 116, 216, 316 pickup trucks went to Borcherding GMC for oil changes.
- Dropped of truck 408 at Blust Motors for brake and engine work.

Department Training

Tony Chesney and Ryan Monahan attended and judged this year's PWOSO Snow Plow Rodeo event at the Mason Sports Park on October 10th. Rob Langdon, Jim Swader and Bobby Williams from the department participated in the competition.

Other Department Training:

- Tony Chesney and Wes Brown attended the PWOSO luncheon/meeting hosted by Mariemont.
- Josh Caudill and Mack Ogletree attended the freshman class of Tree City USA; a 2-day class in Miamisburg.

- All members of the Maintenance Department attended a Sexual Harassment class in Wyoming or Amberley Village presented by Doug Duckett.

Fire Department, Training and Equipment Maintenance

- Responded to 5 fire alarms.
- Tony Chesney and Bobby Williams attended the Greater Cincinnati Regional Fire Investigators arson school with other members of the fire department for a two-day training session in Evendale.
- Put up banners about checking your smoke detector.
- Tony Chesney, Mack Ogletree, and Bobby Williams worked on Halloween with Quint 4.
- Rob Langdon and Bobby Williams attended basement fire training class in Green Township.

Residential Services

The Maintenance Department concluded the Residential Brush Chipping Service October 5. Crews chipped 145 yards of wood chips and picked up 48 yards of logs and debris. The crews utilized 107 man hours for brush pick up. Removed 9 dead animals, 4 of which were deer. They delivered 20 yards of wood chips to residents. Brush service will resume in January.

Bulk Leaf Collection

Leaf collection services began for residents on October 15th. The crews collected 2.75 loads totaling 55 cubic yards of leaves and used 99 man hours for the month of October.

Police Activity

During the month of October, the Police Department received 1,010 calls for service and 518 PSAP 911 calls and non-emergency calls. There were 100 citations issued for Mayor's Court last month, 25 were for Municipal Court and 2 were for Juvenile Court. Vehicle accidents totaled 12 (1 claim was reported for personal injury) during the month. Minor misdemeanor citations resulted in 9 drug offenses, 2 open containers. K-9 activity included 3 assist other departments, 1 demonstration event, 7 drug sniffs and 2 tracking.

Fire Activity

During the month of October, there were 59 reports taken by the Fire Department. Of the 59 reports, the department responded to hazardous conditions, power lines down, service calls, fire training, lifting assistance, smoke investigation, smoke detector, fire alarms, and fire drills.

Meetings

Part of October 9's fire drill included Michele Milleken from Jefferson Health Plan, the fiscal agent for the CLGBP, presenting the Employee Assistance Program (EAP) to employees.

Mayor Muething and I held a meeting with Marc Fisher and John Silverman regarding Amberley Green.

I attended the Greater Cincinnati Firefighters Memorial Service on October 11.

I met with Roccina Niehaus at Wood and Lamping's office regarding tax exemption and TIF documents.

Mayor Muething and I met with Marc Fisher and John Silverman regarding Amberley Green along with a representative of McGill Smith and Punshon, the JCC's planning firm.

On October 16, I attended a training session hosted by Dinsmore & Shohl regarding EEO Reporting and The Fair Credit Reporting Act: What Employers Need to Know.

Staff met with Vice Mayor Wolf regarding the deer management program.

The Health, Education & Welfare Committee met October 16 to discuss the deer management program.

A meeting of the Reading Road Corridor Project group was held October 17 where we met with Blue Tide, which owns property along Reading Road and is proposing to redevelop the former Drake Motel into housing.

I attended the Center for Local Government Benefits Pool Meeting with the following items on the agenda: Medical Plan Performance; Wellness Discussion; UHC Digital Onboarding; UHC Real Appeal; UHC walking program and Airrosti.

The Investment Committee held a meeting October 17 to discuss the annual investment portfolio update.

The Finance Committee met to review September financials and additional appropriations.

A meeting was held with The Port's Director of Industrial Development, Melissa Johnson, regarding 2100 Section Road.

The Health, Education & Welfare Committee met October 18 to formulate questions for the Human Rights Commission applicants.

I attended compliance training held by Hamilton County Planning & Development on October 23 regarding Community Development Block grants.

I met with Marc Fisher and John Silverman of JCC and Jose Castrejon of MSP regarding Amberley Green.

I attended a Labor & Employment webinar regarding disability discrimination hosted by Dinsmore & Shohl October 25.

The Cincinnati Area Managers Association met October 26 at Memorial Hall.

I met with Chris Flaig of Mountjoy Chilton Medley.

Village supervisors and I attended supervisory sexual harassment training. All employees attended sexual harassment training as well on October 30 and November 1.

The Compensation & Benefits Committee met October 30 discuss holiday gift cards for employees.

A meeting of the Police & Fire Committee was held October 30 to receive an update from the department, and discuss purchase of fire gloves, hoods and washer, exhaust system, a voice recorder and hazardous mitigation plan.

The First Suburbs Consortium met October 30 where State Representative Jonathan Dever gave a presentation.

I attended the Ohio Municipal League Conference in Columbus.

I attended the November 5 ZBA and Planning Commission meeting.

A business retention visit was held with Ben Karacia, Plant Director at Pepsi.

The Streets, Public Utilities and Sewers Committee met November 7 to review a dump truck repair/replacement.

I attended the Finance Committee where the OpenGov contract and additional appropriations for JEDZ were reviewed.

I participated in the November 7 interviews of Human Rights Commission applicants.

Staff meetings were held with topics including: council action, committee and agenda items, E-News and print newsletter, sexual harassment training, personnel, Payday News items and the 2019 Budget.

2016-17 Financial Audit

The Village received notification on November 8 that its financial audit from 2016 and 2017 has been released by the State of Ohio. The State Auditor is responsible for conducting financial audits of all public entities as required under Ohio law and for villages, it is required to perform these financial audits at least once every two fiscal years. Our audit was conducted by a private firm, Charles E. Harris and Associates.

The auditors reviewed the methods, accuracy and legality of the accounts, financial reports, records and files of the Village in order to determine whether or not the the Village has complied with the law, rules, ordinances and orders pertaining to the office. The audit reflects what is expected in an audit but it also pointed out two areas where the Village should have done something different. The first is a reclassification error which occurred in the Village's financial statement. Specifically the Village should have noted $320,000 from our general fund balance was being used in 2018 and the balance in the employee severance fund should have been included with the general fund.

The second item was a note in the management letter about nominal activity between unclaimed funds and the general fund. This relates to a transfer of unclaimed funds that occurred in January 2016 that should have occurred in December 2015.

Other than those two items, the Village is pleased with the audit. A copy has been provided in the council packet.

911 Transfer

As has been communicated to our residents, the Village is transitioning to Hamilton County 911. This change, expected to occur around November 19, will improve efficiencies for 911 medical emergency callers.

A majority of the Village's 911 emergency calls are for life squad/paramedic services and Hamilton County currently dispatches those calls for Amberley. The 911 service which has been provided by Amberley Village dispatchers has also experienced a change in the volume of cellular calls that are non-Village related and are not Amberley residents calling for assistance. The calls generated from nearby cell phone towers often pick up callers from I-71 and I-75.

With cell phones becoming the main form of call technology, this trend has only continued to grow which has resulted in Village dispatchers spending an increasing amount of time sourced to calls that are non-Village related. Hamilton County dispatchers will begin receiving these calls which allows our dispatchers to be further dedicated to Village calls for service and our road patrol officers. For residents, this transition will be seamless.

Miscellaneous

The Police-Fire Department participated in the National Drug Take-Back Day held on Saturday, October 27th from 10 a.m. to 2 p.m. Over 24 pounds of unwanted prescription drugs were dropped off at the Municipal Building. Last year for the October event, the Village collected 34 pounds of pills. The Village Police-Fire have made it possible for residents to drop-off unwanted prescription pills or patches 24-hours a day throughout the year.

The Police-Fire Department hosted the Norwood Health Department on October 2 and 9 to provide free flu shots to all employees interested in getting vaccinated.

I have communicated with residents regarding right-of-way issues, accessory structure moratorium, street conditions, traffic light, drone flying, brush collection, donation, property maintenance and general items.

If you would like additional information or have questions, feel free to contact me.

Scot F. Lahrmer
Village Manager

Rockefeller Building
614 W Superior Ave Ste1242
Cleveland OH 44113-1306

Charles E. Harris & Associates, Inc.
Certified Public Accountants

Phone - (216) 575-1630
Fax - (216) 436-2411

MANAGEMENT LETTER

Village of Amberley
Hamilton County
7149 Ridge Road
Cincinnati, Ohio 45237

To the Village Council:

We have audited the financial statements of the Village of Amberley, Hamilton County (the Village) in accordance with *Government Auditing Standards*, as of and for the years ended December 31, 2017 and 2016, and have issued our report thereon dated July 31, 2018.

Government Auditing Standards requires us to report significant internal control deficiencies, fraud (including noncompliance with laws and regulations), and also abuse and noncompliance with contracts and grant agreements that could directly and materially affect the determination of financial statement amounts. We have issued the required report dated July 31, 2018 for the years ended December 31, 2017 and 2016.

We are also submitting the following comments for your consideration regarding the Village's compliance with applicable laws, regulations, grant agreements, contract provisions and internal control. These comments reflect matters that do not require inclusion in the report in the *Government Auditing Standards* report. Nevertheless, these comments represent matters for which we believe improvements in compliance or internal controls or operating efficiencies might be achieved. Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing these recommendations. However, these comments reflect our continuing desire to assist the Village. If you have any questions or concerns regarding these comments, please do not hesitate to contact us.

We would like to thank the Fiscal Officer for her assistance during the audit.

We intend this report for the information and use of the Village Council, management and the audit committee.

Charles E Harris & Associates

Charles E. Harris and Associates, Inc.
July 31, 2018

Management Recommendation:

Financial Statement Errors

We noted the following errors in the financial statements and notes to the financial statements:

- Nominal activity between the unclaimed monies fund and the general fund was not eliminated.
- The budgetary activity schedule required nominal adjustments.

With regard to classification of fund balances, the Auditor of State issued Bulletin 2011-004 to provide guidance on how to account for subsequent year appropriations which exceed subsequent year estimated receipts. We recommend the Village follow the guidance contained in that bulletin.

VILLAGE OF AMBERLEY
HAMILTON COUNTY, OHIO

AUDIT REPORT

FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

Charles E. Harris
& Associates, Inc.
CPAs and Government Consultants

Village Council
Village of Amberley
7149 Ridge Road
Cincinnati, OH 45237

We have reviewed the *Independent Auditor's Report* of the Village of Amberley, Hamilton County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2016 through December 31, 2017. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Village of Amberley is responsible for compliance with these laws and regulations.

Dave Yost
Auditor of State

October 26, 2018

88 East Broad Street, Fifth Floor, Columbus, Ohio 43215-3506
Phone: 614-466-4514 or 800-282-0370 Fax: 614-466-4490
www.ohioauditor.gov

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VILLAGE OF AMBERLEY
FRANKLIN COUNTY, OHIO
Audit Report
For the Years Ended December 31, 2017 and 2016

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Certified Public Accountants

Office phone - (216) 575-1630
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INDEPENDENT AUDITOR'S REPORT

Village of Amberley
Hamilton County
7149 Ridge Road
Cincinnati, Ohio 45237

To the Village Council:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of the Village of Amberley, Hamilton County, (the Village) as of and for the years ended December 31, 2017 and 2016.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating of the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the Village prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determined, we presume they are material.

Though the Village does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Village as of December 31, 2017 and 2016, and the respective changes in financial position or cash flows thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type, and the related notes of the Village of Amberley, Hamilton County, as of December 31, 2017 and 2016, for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 31, 2018, on our consideration of the Village's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Village's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.

Charles E. Harris & Associates, Inc.
July 31, 2018

VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH BALANCES (REGULATORY CASH BASIS)
All Governmental Fund Types
For the Year Ended December 31, 2017

	Governmental Fund Types			Totals-
	General	Special Revenue	Capital Projects	(Memorandum Only)
Receipts:				
Property Taxes	$ 953,553	$ 1,486,359	$ -	$ 2,439,912
Municipal Income Tax	2,737,957	-	-	2,737,957
Intergovernmental	379,191	475,044	-	854,235
Charges for Services	322,990	22,409	-	345,399
Fines, Licenses and Permits	196,735	32,471	-	229,206
Earnings on Investments	55,663	7,799	-	63,462
Miscellaneous	148,954	-	-	148,954
Total Cash Receipts	4,795,043	2,024,082	-	6,819,125
Disbursements:				
Current:				
Security of Persons & Property	1,650,632	1,820,141	-	3,470,773
Public Health Services	154,871	-	-	154,871
Community Environment	-	311	-	311
Basic Utility Services	194,298	-	-	194,298
Transportation	807,470	705,842	-	1,513,312
General Government	1,213,848	550	-	1,214,398
Capital Outlay	185,614	-	129,877	315,491
Total Cash Disbursements	4,206,733	2,526,844	129,877	6,863,454
Total Receipts Over/(Under) Disbursements	588,310	(502,762)	(129,877)	(44,329)
Other Financing Receipts (Disbursements):				
Sale of Capital Asset	3,991	-	-	3,991
Transfer in	-	200,000	150,000	350,000
Transfer out	(350,000)	-	-	(350,000)
Total Other Financing Receipts (Disbursements)	(346,009)	200,000	150,000	3,991
Special Item	4,900	-	-	4,900
Extraordinary Item	5,613	-	-	5,613
Net Change in Fund Cash Balances	252,814	(302,762)	20,123	(29,825)
Fund Cash Balances, January 1, 2017-Restated	5,837,418	974,042	194,549	7,006,009
Fund Cash Balances, December 31				
Nonspendable	15,267	-	-	15,267
Restricted	-	671,280	-	671,280
Committed	135,178	-	-	135,178
Assigned	445,337	-	214,672	660,009
Unassigned	5,494,450	-	-	5,494,450
Fund Cash Balances, December 31, 2017	$ 6,090,232	$ 671,280	$ 214,672	$ 6,976,184

See Accompanying Notes to the Financial Statements.

VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
ALL PROPRIETARY FUND TYPES AND SIMILAR FIDUCIARY FUND TYPES
For the Year Ended December 31, 2017

	Proprietary Fund Types Enterprise	Fiduciary Fund Types Agency	Totals- (Memorandum Only)
Operating Receipts:			
Charges for Services	$ 231,248	$ -	$ 231,248
Miscellaneous Receipts	-	56,700	56,700
Total Operating Receipts	231,248	56,700	287,948
Operating Disbursements:			
Personal Services & Employee Benefits	16,823	-	16,823
Contractual Services	37,720	120,335	158,055
Supplies and Materials	8,610	-	8,610
Other Disbursements	-	56,700	56,700
Total Operating Disbursements	63,153	177,035	240,188
Excess of Receipts Over/(Under) Disbursements	168,095	(120,335)	47,760
Non-Operating Receipts (Disbursements):			
Intergovermental	-	1,044,224	1,044,224
Earnings on Investments	3,012	-	3,012
Capital Outlay	(354,497)	-	(354,497)
Transfers In	-	29,867	29,867
Transfers Out	-	(29,867)	(29,867)
Fines and Forfeitures	-	142,581	142,581
Distribution of Fines	-	(144,821)	(144,821)
Distribution of JEDZ funds	-	(915,315)	(915,315)
Total Non-Operating Receipts (Disbursements)	(351,485)	126,669	(224,816)
Net Change in Fund Cash Balances	(183,390)	6,334	(177,056)
Fund Cash Balance, January 1, 2017-Restated	478,874	153,224	632,098
Fund Cash Balance, December 31, 2017	$ 295,484	$ 159,558	$ 455,042

See Accompanying Notes to the Financial Statements.

Note 1 - Reporting Entity

The Village of Amberley, Hamilton County (the Village) is a body corporate and politic established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the state of Ohio. The Village is directed by a publicly elected seven member Council (including Mayor) and a Village Manager. The Village provides general governmental services, park maintenance, street maintenance, fire and police services and sewer services.

Public Entity Risk Pools

The Village participates in the Center for Local Government Benefits Pool, a public entity risk pool. Note 6 to the financial statement provides additional information for this entity.

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary and fiduciary fund types which are organized on a fund type basis.

Fund Accounting

The Village uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Village are presented below:

General Fund The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

> ***Street Construction Maintenance and Repair*** The street construction maintenance and repair fund accounts for and reports State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.
>
> ***Police and Fire Disability and Pension Fund*** This fund receives property tax monies to fund the police and fire pension accrued liability obligations.
>
> ***Police Levy Fund*** This fund receives monies collected from a special levy to fund a large portion of police personnel expenses.

Capital Project Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant capital project fund:

Note 2 - Summary of Significant Accounting Policies – Continued

Capital Projects Fund This fund receives monies transferred from the Village's General Fund to purchase capital assets and fund capital improvements.

Enterprise Funds These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Fund:

Storm Water Utility Fund This fund receives charges for services from residents to cover repair and maintenance costs of storm water basins.

Fiduciary Funds Fiduciary funds include agency funds. Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Village disburses these funds as directed by the individual, organization or other government. The Village had the following significant Agency funds:

Mayor's Court Fund This fund accounts for the collection and distribution of court fines and forfeitures.
Kenwood Southwest JEDZ Agency Fund This fund collects and disburses monies in accordance with a contract agreement with Sycamore Township to create a joint economic development zone.
Employee Health Insurance Fund This fund collects payroll deductions from employees for their share of employee health insurance and disburses those funds to the third party health insurer. Receipts are designated as other miscellaneous operating receipts and disbursements are designated as other operating disbursements.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Council recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

Appropriations Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

Note 2 - Summary of Significant Accounting Policies – Continued

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must approve estimated resources.

Encumbrances The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2017 budgetary activity appears in Note 3.

Deposits and Investments

Investments are included in the fund cash balances. Accordingly, purchases of investments are not recorded as disbursements and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts and disbursements, respectively.

Capital Assets

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

> ***Nonspendable*** The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.
>
> ***Restricted*** Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.
>
> ***Committed*** Council can *commit* amounts via formal action (ordinance or resolution). The Village must adhere to these commitments unless the Council amends the ordinance or resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.
>
> ***Assigned*** Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed.

Note 2 - Summary of Significant Accounting Policies - Continued

In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by resolution, or by State Statute. Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated receipts and appropriations in the subsequent year's appropriated budget in the General Fund.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 - Budgetary Activity

Budgetary activity for the year ending December 31, 2017 follows:

2017 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	$4,919,192	$4,809,547	($109,645)
Special Revenue	2,107,925	2,224,082	116,157
Capital Projects	150,000	150,000	-
Enterprise	230,150	234,260	4,110

2017 Budgeted vs. Actual Budgetary Basis Disbursements

Fund Type	Appropriation Authority	Budgetary Disbursements	Variance
General	$4,754,458	$4,682,110	$72,348
Special Revenue	2,712,753	2,526,844	185,909
Capital Projects	303,000	156,670	146,330
Enterprise	499,565	417,650	81,915

Note 4 – Deposits and Investments

The Village maintains a cash and investments pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

Demand deposits	$930,442
Certificates of deposit	4,750,000
Total deposits	5,680,442
U.S. Agency Notes	1,750,784
Total investments	1,750,784
Total deposits and investments	$7,431,226

Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Village, or (3) collateralized by the financial institution's public entity deposit pool.

Note 5 – Taxes

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

Income Taxes

The Village levies a municipal income tax of 2 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Note 6 - Risk Management

The Village is exposed to various risks of property and casualty losses, and injuries to employees. The Village insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles and
- Errors and omissions.

Settlements amounts did not exceed insurance coverage for the past 3 years. Limits have not been reduced from prior year.

Shared Risk Pool

The Village is a member of the Center for Local Governments Benefits Pool (Benefits Pool), a public entity shared risk pool. The Benefits Pool's primary purpose and objective is establishing and carrying out a cost effective health program for its member organizations. Each member is entitled to appoint one Director on the Board of Directors.

The Jefferson Health Plan serves as the fiscal agent for the Benefits Pool. The Benefits Pool contracts with The Jefferson Health Plan, a risk-sharing, claim servicing and insurance purchasing pool, comprised of 75 members, including two insurance consortiums. Each participant appoints a member of the insurance plan's assembly. The Benefits Pools business and affairs are conducted by a nine member Board of Directors elected from the assembly. The Benefits Pool offers medical, dental, and prescription drug coverage to the members, with the opportunity to choose from several different benefit plans. The Benefits Pool is responsible for claims up to $150,000 per individual. Benefits Pool participants also participate in a shared risk internal pool for individual claims between $150,000 and $500,000, and all claims within this range are paid from the shared internal risk pool. For all individual claims exceeding $500,000, stop loss coverage is purchased. All Benefits Pool participants also pay a monthly administrative fee for fiscal services and third party administrative services.

In the event that the Village would withdraw from the Benefits Pool, the Village would be required to give 90 day written notice prior to the effective date of withdrawal, be responsible for any current payments due as well as the Village's share of any reserve deficit of the Benefits Pool. To obtain information for the Benefits Pool, write to the fiscal agent, The Jefferson Health Plan, 2023 Sunset Boulevard, Steubenville, Ohio 43952.

Note 7 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

Some employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

Note 7 - Defined Benefit Pension Plans - Continued

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10%, of their gross salaries and the Village contributed an amount equaling 14%, of participants' gross salaries. The Village has paid all contributions required through December 31, 2017.

Ohio Police and Fire Retirement System

The Village's police officers/firefighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2017, OP&F participants contributed 12.25% of their wages. For 2017, the Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages.

Note 8 - Postemployment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 1 percent of the employer contribution to fund these benefits, and OP&F contributes 0.5 percent to fund these benefits.

Note 9 – Jointly-Governed Organization

The Village and Sycamore Township entered into an agreement to form a Joint Economic Development Zone (JEDZ) in 2013. Amberley administers and collects an income tax assessed by the JEDZ and remits approximately 90% of the collections to Sycamore Township who in turn provides improvement to the property within the boundaries of the JEDZ. Collections are reflected in the Agency funds as intergovernmental receipts and disbursements to Sycamore Township are reflected as Distributions of JEDZ funds.

Note 10 – Contingent Liabilities/Subsequent

In 2017, the Village retained the law firm Frost Brown & Todd to represent the Village and a large number of other jurisdictions in a suit challenging the legality of HB 49 relating to municipal income taxes, in Case No. 17CV10258 in the Franklin County Court of Common Pleas. The Village's total exposure is $1,000 in legal fees, which has already been paid. There is no chance the lawsuit will result in a material adverse loss to the Village.

The Village is an intervenor before the Ohio Power Siting Board in Case No. 16-0253-GA-BTX. The Village, along with a number of other governmental jurisdictions, residents, and property owners, are objecting to the installation of a natural gas pipeline in the area, including through a small portion of the Village. The only expected loss to the Village is its legal costs to participate in the administrative hearing process; there are no claims against the Village or expected material adverse losses to the Village.

Note 11 – Fund Balance Restatement

During 2017, the Village restated the beginning fund balances due to the voiding of checks and other posting adjustments. Below is the restated fund amounts.

	January 1, 2017	Adjustment	Restated Balance January 1, 2017
General Fund	$ 5,836,977	$ 441	$ 5,837,418
Agency Funds	$154,065	$(841)	$153,224

VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
All Governmental Fund Types
For the Year Ended December 31, 2016

	Governmental Fund Types			Totals-
	General	Special Revenue	Capital Projects	(Memorandum Only)
Receipts:				
Property Taxes	$ 954,421	$ 1,487,594	$ -	$ 2,442,015
Municipal Income Tax	3,569,791	-	-	3,569,791
Intergovernmental	379,482	676,845	-	1,056,327
Special Assessments	1,089	-	-	1,089
Charges for Services	326,417	20,396	-	346,813
Fines, Licenses and Permits	181,358	17,262	-	198,620
Earnings on Investments	45,892	5,484	-	51,376
Miscellaneous	16,206	-	-	16,206
Total Cash Receipts	5,474,656	2,207,581	-	7,682,237
Disbursements:				
Current:				
Security of Persons & Property	1,407,547	1,723,689	-	3,131,236
Public Health Services	150,417	-	-	150,417
Community Environment	-	171,894	-	171,894
Basic Utility Services	206,581	-	-	206,581
Transportation	844,916	59,756	-	904,672
General Government	1,257,886	574	-	1,258,460
Capital Outlay	7,554	-	403,683	411,237
Total Cash Disbursements	3,874,901	1,955,913	403,683	6,234,497
Total Receipts Over/(Under) Disbursements	1,599,755	251,668	(403,683)	1,447,740
Other Financing Receipts (Disbursements):				
Sale of Capital Asset	18,207	-	-	18,207
Transfer in	-	200,000	172,153	372,153
Transfer out	(372,153)	-	-	(372,153)
Total Other Financing Receipts (Disbursements)	(353,946)	200,000	172,153	18,207
Net Change in Fund Cash Balances	1,245,809	451,668	(231,530)	1,465,947
Fund Cash Balances, January 1, 2016-Restated	4,591,168	522,374	426,079	5,539,621
Fund Cash Balances, December 31				
Nonspendable	14,958	-	-	14,958
Restricted	-	974,042	-	974,042
Committed	95,178	-	-	95,178
Assigned	244,655	-	194,549	439,204
Unassigned	5,482,186	-	-	5,482,186
Fund Cash Balances, December 31, 2016	$ 5,836,977	$ 974,042	$ 194,549	$ 7,005,568

See Accompanying Notes to the Financial Statements.

VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
ALL PROPRIETARY FUND TYPES AND SIMILAR FIDUCIARY FUND TYPES
For the Year Ended December 31, 2016

	Proprietary Fund Types Enterprise	Fiduciary Fund Types Agency	Totals- (Memorandum Only)
Operating Receipts:			
Charges for Services	$ 231,580	$ -	$ 231,580
Miscellaneous Receipts	-	55,700	55,700
Total Operating Receipts	231,580	55,700	287,280
Operating Disbursements:			
Personal Services	8,860	-	8,860
Fringe Benefits	1,346	-	1,346
Contractual Services	98,574	110,276	208,850
Supplies and Materials	5,371	-	5,371
Other Disbursements	-	55,700	55,700
Total Operating Disbursements	114,151	165,976	280,127
Excess of Receipts Over/(Under) Disbursements	117,429	(110,276)	7,153
Non-Operating Receipts (Disbursements):			
Intergovermental	60,000	1,017,982	1,077,982
Earnings on Investments	4,545	-	4,545
Capital Outlay	(334,485)	-	(334,485)
Transfers In	-	60,033	60,033
Transfers Out	-	(60,033)	(60,033)
Fines and Forfeitures	-	117,046	117,046
Distribution of fines	-	(115,226)	(115,226)
Distribution of JEDZ funds	-	(846,669)	(846,669)
Total Non-Operating Receipts (Disbursements)	(269,940)	173,133	(96,807)
Net Change in Fund Cash Balances	(152,511)	62,857	(89,654)
Fund Cash Balance, January 1, 2016	631,385	91,208	722,593
Fund Cash Balance, December 31, 2016	$ 478,874	$ 154,065	$ 632,939

See Accompanying Notes to the Financial Statements.

Note 1 - Reporting Entity

The Village of Amberley, Hamilton County (the Village) is a body corporate and politic established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the state of Ohio. The Village is directed by a publicly elected seven member Council (including Mayor) and a Village Manager. The Village provides general governmental services, park maintenance, street maintenance, fire and police services and sewer services.

Public Entity Risk Pools

The Village participates in the Center for Local Government Benefits Pool, a public entity risk pool. Note 6 to the financial statement provides additional information for this entity.

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary and fiduciary fund types which are organized on a fund type basis.

Fund Accounting

The Village uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Village are presented below:

General Fund The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

> ***Street Construction Maintenance and Repair*** The street construction maintenance and repair fund accounts for and reports State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.
>
> ***Police and Fire Disability and Pension Fund*** This fund receives property tax monies to fund the police and fire pension accrued liability obligations.
>
> ***Police Levy Fund*** This fund receives monies collected from a special levy to fund a large portion of police personnel expenses.

Capital Project Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant capital project fund:

Note 2 - Summary of Significant Accounting Policies – Continued

Capital Projects Fund This fund receives monies transferred from the Village's General Fund to purchase capital assets and fund capital improvements.

Enterprise Funds These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Fund:

Storm Water Utility Fund This fund receives charges for services from residents to cover repair and maintenance costs of storm water basins.

Fiduciary Funds Fiduciary funds include agency funds. Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Village disburses these funds as directed by the individual, organization or other government. The Village had the following significant Agency funds:

Mayor's Court Fund This fund accounts for the collection and distribution of court fines and forfeitures.
Kenwood Southwest JEDZ Agency Fund This fund collects and disburses monies in accordance with a contract agreement with Sycamore Township to create a joint economic development zone.
Employee Health Insurance Fund This fund collects payroll deductions from employees for their share of employee health insurance and disburses those funds to the third party health insurer. Receipts are designated as other miscellaneous operating receipts and disbursements are designated as other operating disbursements.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Council recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

Appropriations Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

Note 2 - Summary of Significant Accounting Policies – Continued

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must approve estimated resources.

Encumbrances The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2016 budgetary activity appears in Note 3.

Deposits and Investments

Investments are included in the fund cash balances. Accordingly, purchases of investments are not recorded as disbursements and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts and disbursements, respectively.

Capital Assets

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

> ***Nonspendable*** The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.
>
> ***Restricted*** Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.
>
> ***Committed*** Council can *commit* amounts via formal action (ordinance or resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Note 2 - Summary of Significant Accounting Policies - Continued

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Council or a Village official delegated that authority by ordinance or resolution, or by State Statute. Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's approved budget in the General Fund.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 - Budgetary Activity

Budgetary activity for the year ending December 31, 2016 follows:

2016 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	$5,382,772	$5,492,863	$110,091
Special Revenue	2,237,031	2,442,581	205,550
Capital Projects	172,153	172,153	0
Enterprise	235,000	296,125	61,125

2016 Budgeted vs. Actual Budgetary Basis Disbursements

Fund Type	Appropriation Authority	Budgetary Disbursements	Variance
General	$4,906,069	$4,491,709	$414,360
Special Revenue	2,817,871	2,431,685	386,186
Capital Projects	576,078	442,167	133,911
Enterprise	757,204	651,818	105,386

Note 4 – Deposits and Investments

The Village maintains a cash and investments pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

Demand deposits	$1,387,476
Certificates of deposit	4,500,000
Total deposits	5,887,476
U.S. Agency Notes	1,751,031
Total investments	1,751,031
Total deposits and investments	$7,638,507

Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Village, or (3) collateralized by the financial institution's public entity deposit pool.

Note 5 – Taxes

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

Income Taxes

The Village levies a municipal income tax of 2 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Note 6 - Risk Management

The Village is exposed to various risks of property and casualty losses, and injuries to employees. The Village insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles and
- Errors and omissions.

Settlements amounts did not exceed insurance coverage for the past 3 years. Limits have not been reduced from prior year.

Shared Risk Pool

The Village is a member of the Center for Local Governments Benefits Pool (Benefits Pool), a public entity shared risk pool. The Benefits Pool's primary purpose and objective is establishing and carrying out a cost effective health program for its member organizations. Each member is entitled to appoint one Director on the Board of Directors.

The Jefferson Health Plan serves as the fiscal agent for the Benefits Pool. The Benefits Pool contracts with The Jefferson Health Plan, a risk-sharing, claim servicing and insurance purchasing pool, comprised of 75 members, including two insurance consortiums. Each participant appoints a member of the insurance plan's assembly. The Benefits Pools business and affairs are conducted by a nine member Board of Directors elected from the assembly. The Benefits Pool offers medical, dental, and prescription drug coverage to the members, with the opportunity to choose from several different benefit plans. The Benefits Pool is responsible for claims up to $150,000 per individual. Benefits Pool participants also participate in a shared risk internal pool for individual claims between $150,000 and $500,000, and all claims within this range are paid from the shared internal risk pool. For all individual claims exceeding $500,000, stop loss coverage is purchased. All Benefits Pool participants also pay a monthly administrative fee for fiscal services and third party administrative services.

In the event that the Village would withdraw from the Benefits Pool, the Village would be required to give 90 day written notice prior to the effective date of withdrawal, be responsible for any current payments due as well as the Village's share of any reserve deficit of the Benefits Pool. To obtain information for the Benefits Pool, write to the fiscal agent, The Jefferson Health Plan, 2023 Sunset Boulevard, Steubenville, Ohio 43952.

Note 7 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

Some employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

Note 7 - Defined Benefit Pension Plans - Continued

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10%, of their gross salaries and the Village contributed an amount equaling 14%, of participants' gross salaries. The Village has paid all contributions required through December 31, 2016.

Ohio Police and Fire Retirement System

The Village's police officers/firefighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2016, OP&F participants contributed 12.25% of their wages. For 2016, the Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages.

Note 8 - Postemployment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 2 percent of the employer contribution to fund these benefits, and OP&F contributes 0.5 percent to fund these benefits.

Note 9 – Jointly-Governed Organization

The Village and Sycamore Township entered into an agreement to form a Joint Economic Development Zone (JEDZ) in 2013. Amberley administers and collects an income tax assessed by the JEDZ and remits approximately 90% of the collections to Sycamore Township who in turn provides improvement to the property within the boundaries of the JEDZ. Collections are reflected in the Agency funds as intergovernmental receipts and disbursements to Sycamore Township are reflected as Distributions of JEDZ funds.

Note 10 – Contingent Liabilities/Subsequent

In 2016, the Village was a defendant in a lawsuit by a plaintiff seeking an injunction to prevent the Village from entering into a development agreement with a developer on property owned by the Village. The case was dismissed.

Note 11 – Fund Balance Restatement

During 2016, the Village restated the beginning fund balances due to reclassification of the Employee Severance fund and the voiding of checks. Below is the restated fund amounts.

	January 1, 2016	Adjustment	Restated Balance January 1, 2016
General Fund	$ 4,494,946	$ 96,222	$ 4,591,168
Special Revenue Funds	$ 616,707	$(94,333)	$ 522,374

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH _GOVERNMENT AUDITING STANDARDS_

Village of Amberley
Hamilton County
7149 Ridge Road
Cincinnati, Ohio 45237

To the Village Council:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the cash balances, receipts, and disbursements by fund type of the Village of Amberley, Hamilton County, (the Village) as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements, and have issued our report thereon dated July 31, 2018, wherein we noted that the Village followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings that we consider to be a material weakness. We consider finding 2017-001 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village's financial statements are free from material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We also noted certain matters not requiring inclusion in this report that we reported to the Village's management in a separate letter dated July 31, 2018.

Entity's Response to Finding

The Village's response to the finding identified in our audit is described in the accompanying Corrective Action Plan. We did not audit the Village's response and accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charles E. Harris & Associates

Charles E. Harris & Associates, Inc.
July 31, 2018

Schedule of Findings
December 31, 2017 and 2016

FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

Finding Number 2017-001 – Material Weakness

Audit Adjustments and Reclassifications

During 2017 and 2016, errors were noted in the Village's financial statements that required audit adjustments and reclassifications, the most significant of which are as follows:

- In 2018 the Village appropriated $320,000 more than its estimated receipts in the General Fund therefore, that amount should have been shown as an assignment of the 2017 General Fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54. The financial statements for 2017 were adjusted in the audit report to reflect the correct designation of the General Fund Balance.
- The Employee Severance fund was classified as a Special Revenue fund rather than included in the General fund.

The accompanying financial statements and the Village's records have been adjusted to properly reflect these transactions.

Sound financial reporting is the responsibility of the Village and is essential to ensure the information provided to the readers of the financial statements is complete and accurate. We recommend the Village consult with Auditor of State Local Government Services as to how the UAN mapping of accounts feature can be modified to include the Employee Severance fund in the general fund balances. We further recommend management use Auditor of State Bulletin 2011-004 to aid in properly classifying fund balances.

Management's Response:

See Corrective Action Plan.

VILLAGE OF AMBERELY
HAMILTON COUNTY

CORRECTIVE ACTION PLAN – Prepared by Management
December 31, 2017 and 2016

Finding Number	Planned Corrective Action	Anticipated Completion Date	Responsible Contact Person
2017-001	We will review the UAN manual, AOS Bulletin 2011-004 and Village Officers' Handbook for proper fund account classification and make changes accordingly. We will also discuss and consult accounting professionals regarding certain accounting issues that may arise in the future.	Immediately	Kathleen Harcourt, Fiscal Officer

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VILLAGE OF AMBERLEY

HAMILTON COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

CERTIFIED
NOVEMBER 8, 2018

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