

**Monroe Council Agenda
Regular Meeting of Council
November 24, 2020 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – November 10, 2020

Visitors

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

New Business

Emergency Resolution No. 77-2020. A Resolution honoring the dedication of Steve Wood as a member of the Planning Commission and declaring an emergency.

Emergency Resolution No. 78-2020. A Resolution accepting a small business relief grant, authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Board of County Commissioners of Butler County for the implementation of said relief grant, and declaring an emergency.

Emergency Resolution No. 79-2020. A Resolution authorizing the City Manager to accept the proposal from CT Consultants for professional engineering services in connection with the State Route 63 at Lawton Avenue improvement project and declaring an emergency.

Emergency Resolution No. 80-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Vanguard Cleaning Systems for the cleaning of City-owned facilities and declaring an emergency.

Emergency Resolution No. 81-2020. A Resolution authorizing the City Manager to implement a Health Savings Account for calendar year 2021.

Resolution No. 82-2020. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and Hurst Kelly and Co. LLC for services related to the completion of the City's Comprehensive Annual Financial Report for fiscal year ending December 31, 2020.

Resolution No. 83-2020. A Resolution adopting the October 16, 2020, Strategic Planning Retreat Report, Vision Statement, and Strategic Priorities.

Consideration of Motion authorizing the expenditure of \$233,277.29 to Motorola Solutions for 800 MHZ radios and accessories for the Department of Fire.

Consideration of Motion to cancel the December 22, 2020, Council meeting.

Administrative Reports

- **Executive Session** – To consider the employment and compensation of public employees.

Adjournment

**Monroe Council Agenda
Regular Meeting of Council
November 24, 2020 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – November 10, 2020

Visitors

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

New Business

Emergency Resolution No. 77-2020. A Resolution honoring the dedication of Steve Wood as a member of the Planning Commission and declaring an emergency.

Emergency Resolution No. 78-2020. A Resolution accepting a small business relief grant, authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Board of County Commissioners of Butler County for the implementation of said relief grant, and declaring an emergency.

Background. The Butler County Commissioners have released additional funding to be used for small business relief grants. These funds are in addition to the money the City has already received for various coronavirus-related expenditures. The funding agreement between the City and the Commissioners provides basic program guidelines, and the City would be responsible for implementing the program. We are asking that this legislation be adopted as an emergency due to the small window to use the County's allotment of Cares Act Funding.

Emergency Resolution No. 79-2020. A Resolution authorizing the City Manager to accept the proposal from CT Consultants for professional engineering services in connection with the State Route 63 at Lawton Avenue improvement project and declaring an emergency.

Background. The project will extend the third lane along SR63 from American Way to Lawton Avenue and make signal improvements. Once we began design work on the project, additional work was identified to replace an existing corrugated metal pipe and utilize full depth reclamation to deal with pavement conditions on Lawton Avenue that have further deteriorated since we applied for the grant funding.

City Council authorized the application for Ohio Public Works Commission funds and acceptance of said funds in September of 2019. We are requesting the legislation be approved as an emergency to ensure compliance with the OPWC Project Agreement. OPWC funding was awarded in the amount of \$483,391. The City's share of the overall project budget was \$503,122. The additional work identified will be the City's cost in full.

Emergency Resolution No. 80-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Vanguard Cleaning Systems for the cleaning of City-owned facilities and declaring an emergency.

Background. The Public Works Director is seeking approval of a renewed and amended cleaning contract with Vanguard Cleaning Systems. The City has been working with Vanguard Cleaning Systems for five years. With the need to have cleaning services at the new Police Station, it was determined necessary to combine all services into one contract for cleaning service. This contract will clean-up some additions over the years that were treated as add-ons, and will encompass all City owned facilities which are contract cleaned.

Emergency Resolution No. 81-2020. A Resolution authorizing the City Manager to implement a Health Savings Account for calendar year 2021.

Background. We are proposing no change in the amount of the City HSA contribution for 2021. We are proposing that the contribution amount not to exceed 50% of the base IRS Contribution limit into the employee's Health Savings Account of those employees participating in the health insurance plan offered by the City. The IRS Contribution Limit amounts for 2021 are \$3600 for singles and \$7200 for Family. Thus we are proposing to remain at 2020 contribution amounts of \$1800 and \$3600 respectively.

For full-time nonunion employees that waive the health insurance plan offered by the City shall receive \$2500 and \$3500 respectively.

For 2021 plan year we received a renewal amount of 36% due to high claims over the year. We have been very fortunate over the previous two years when we received a 0% increase in 2019 and -8% in 2020. But due to the nature of employee health, this trend did not continue. As a result, we looked to the market to quote the City's Health insurance, but did not receive favorable quotes for other providers. To limit the increases in costs, we have amended the health care plan the City will offer to a \$4,000/\$8000 high deductible plan. The \$3,000/\$6,000 high deductible plan that the City has had for several years will be offered as a buy up option for employees. This reduced the increased cost of the plan from \$315,000 to \$269,470 for the 2021 Budget Year.

We are recommending that our policy be set to specify that contribution is based on 50% of the IRS contribution limit so that it is not interpreted to be based on other factors such as deductible amount, out of pocket maximum, which has been discussed at times during negotiations.

We are requesting the legislation to be read as an emergency so that we can proceed with open enrollment.

Resolution No. 82-2020. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and Hurst Kelly and Co. LLC for services related to the completion of the City's Comprehensive Annual Financial Report for fiscal year ending December 31, 2020.

Background. This year's engagement with Hurst Kelly & Company LLC includes two separate tasks: completion of the fiscal year 2020 CAFR and the Schedule of Expenditures of Federal Awards (SEFA) work related to the federal funding we have received this year for CARES & FEMA.

Their fee for the CAFR-related work has increased to \$24,000 for 2020 from \$22,000 for the 2019 engagement. The increase in fee from the prior year is related to the additional anticipated amount of work for 2020 such as implementing GASB 84 (deals with fiduciary funds) and the overall continuing increased level of financial activity at the City such as Police Station construction, debt activity, and the increase in the number of transactions that the City undertakes as it grows that ultimately increases the amount of CAFR-related accounting, adjustment and disclosure that are required.

Resolution No. 83-2020. A Resolution adopting the October 16, 2020, Strategic Planning Retreat Report, Vision Statement, and Strategic Priorities.

Background. As previously discussed we are asking Council to formally adopt the vision statement and strategic priorities set by Council at the October 10, 2020 retreat Vision Statement: Monroe is a family-friendly small town with quality amenities, well-managed public services, and a connected and engaged community.

Strategic Priorities

- ☐ Well Managed Services and Infrastructure
- ☐ Strategic Growth and Development
- ☐ Communication and Interpersonal Connections
- ☐ Parks and Connectivity

The attached report was provided by the retreat facilitator. It contains additional detail of the retreat activities and provides insight to how the vision statement and strategic priorities were developed.

It is important to adopt the statement and priorities so that staff can start to develop plans and operations around those official priorities as set by Council. The intent will be to review these goals annually within the budget process to ensure that both processes are aligned with the direction of Council.

Consideration of Motion authorizing the expenditure of \$233,277.29 to Motorola Solutions for 800 MHZ radios and accessories for the Department of Fire.

Background. The Fire Department is requesting the use of funds previously committed to match a regional grant for the replacement of our 800 MHZ radios. The regional radio grant was unfortunately denied in August of this year. Motorola has extended the grant pricing to individual departments through December 2020, which is a 50% discount. Our current radios are approaching 13 years of age, and components are beginning to fail more regularly. Further, the firmware no longer supports the aging radios and parts are no longer being manufactured for them. Our radios are of course the lifeblood of our public safety endeavors.

The cost to replace our radios is \$233,277.29 as depicted in the Motorola quote, and the radios are recognized State Bid items #573077-0. This would include all portable and mobile radios being utilized by the Fire Department today.

Consideration of Motion to cancel the December 22, 2020, Council meeting.

Administrative Reports

- **Executive Session** – To consider the employment and compensation of public employees.

Adjournment

Monroe Council Minutes
Regular Meeting of Council
November 10, 2020 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Mayor Frentzel opened the regular meeting of Council at 6:30 p.m. with the Pledge of Allegiance.

Roll Call

Council members present – Tom Callahan, Jason Frentzel, Anna Hale, Todd Hickman, Christina McElfresh, and Robert Routson.

Mr. Routson moved to excuse Mr. Funk; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Approval of the Minutes

Mr. Routson moved to approve the Council Minutes of October 10, 13, and 27, 2020; seconded by Mr. Callahan. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business

Resolution No. 73-2020. A Resolution authorizing the City Manager to accept the proposal from Briggs Creative Services, LLC for professional right-of-way acquisition services for the Butler Warren and Mason Road Water Main Improvement Project. (Second Reading)

Mr. Brock requested that this be adopted as an emergency on the second reading so that the property acquisition can move forward.

Mr. Routson moved to suspend the rule requiring the reading of Resolution No. 73-2020 on two separate days, authorize its adoption on the second reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 73-2020 by title only.

Mr. Routson moved to adopt Resolution No. 73-2020; seconded by Mr. Callahan. Roll call vote: six ayes. Motion carried.

New Business

Emergency Resolution No. 74-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$4,590.00 to CDW Government and declaring an emergency.

Mr. Brock reported that this is for network infrastructure needed for the connection of the City Building and the new police facility.

Mr. Routson moved to suspend the rule requiring the reading of Emergency Resolution No. 74-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 74-2020 by title only.

Mr. Routson moved to adopt Emergency Resolution No. 74-2020; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 75-2020. A Resolution authorizing specific expenditures of the City of Monroe's share of Coronavirus Relief Funds as legislated in the Coronavirus Aid, Relief, and Economic Security Act, and declaring an emergency.

Mr. Brock stated this authorizes the third disbursement of the CARES funds. We do have an opportunity to receive additional CARES funds if other communities do not spend what they have been allocated on time. He advised that Butler County is considering a program similar to what we have done for small businesses.

Mr. Routson moved to suspend the rule requiring the reading of Emergency Resolution No. 75-2020 on two separate days, authorize its adoption on its first reading, and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 75-2020 by title only.

Mr. Routson moved to adopt Emergency Resolution No. 75-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 76-2020. A Resolution urging the Governor of the State of Ohio and the State Legislature of Ohio to extend the deadline for members of a public body to hold and attend meetings via electronic technology during the period of the emergency declared by Executive Order 2020-01D on March 9, 2020, until the declared emergency is terminated, and declaring an emergency.

Mr. Brock explained this would urge the Governor of the State to extend the time to hold remote meetings by public bodies.

Mr. Routson moved to suspend the rule requiring the reading of Emergency Resolution No. 76-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 76-2020 by title only.

Mr. Routson moved to adopt Emergency Resolution No. 76-2020; seconded by Mrs. McElfresh. Roll call vote: six ayes. Motion carried.

Administrative Reports

Mr. Brock reported that there will be a budget presentation at the next meeting in preparation of the temporary appropriations to be adopted at the December meeting. We have had a lot of challenges with this budget with all of the unknown this year. There has been a lot of CARES Act money coming through, but we do not want to consider those for future budgets as they are not anticipated to be reoccurring revenue.

Mr. Brock informed Council that there is a subdivision going in near our southern border that will connect to Tam-O-Shanter.

Mr. Brock asked Council if there is any changes from Council they intend to go live with the Open Checkbook.

Mrs. McElfresh reported that she received an email from a concerned citizen about the traffic light on west and east bound State Route 63 and Britton Lane. It is from Kathy Gross and would like to know what it would take to replace that signal with a flashing yellow.

Mr. Brock advised that he is running a report for the traffic accidents in that area and will look into a flashing yellow light to see if it would be of benefit.

Executive Session – To consider the employment and compensation of public employees.

Mr. Routson moved to adjourn into executive session to consider the employment and compensation of public employees; seconded by Mrs. McElfresh. Roll call vote: six ayes. Motion carried.

Council adjourned into executive session at 6:47 p.m.

Mr. Routson moved to reconvene into regular session; seconded by Mr. Hickman. Voice vote. Motion carried.

Council reconvened into regular session at 7:23 p.m.

Mr. Routson announced that the girl's high school soccer team is playing in the State Semi-Finals in Xenia and received a Monroe Police escort up there. It makes you proud to know the City is supporting the community and the soccer team.

Mr. Callahan asked what the date of the next Council meeting is and Mayor Frentzel replied it was November 24th and the December meeting was moved to December 15th.

Adjournment

Mr. Hickman moved to adjourn; seconded by Mr. Routson. Voice vote. Motion carried

The Council meeting adjourned at 7:26 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

EMERGENCY RESOLUTION NO. 77-2020

A RESOLUTION HONORING THE DEDICATION OF STEVE WOOD AS A MEMBER OF THE PLANNING COMMISSION AND DECLARING AN EMERGENCY.

WHEREAS, Mr. Wood has served on the Planning Commission since 2002; and

WHEREAS, significant growth has occurred within the City from 2002 to the present; and

WHEREAS, Mr. Wood's background of a construction supervisor overseeing major road construction projects with the Ohio Department of Transportation made him an asset as a member of the Planning Commission in our City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: City Council hereby expresses its gratitude for the years of service, dedication, and his expertise to Steve Wood as a member of the Planning Commission.

SECTION 2: This measure is hereby declared to be an emergency necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to express its gratitude and honor Steve Wood for his many years of service and contribution to the successful growth of the City of Monroe at the earliest possible date. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

EMERGENCY RESOLUTION NO. 78-2020

A RESOLUTION ACCEPTING A SMALL BUSINESS RELIEF GRANT, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND THE BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY FOR THE IMPLEMENTATION OF SAID RELIEF GRANT, AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to the provision of the Section 5001 of the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act and separation House Bill 481 (the “HB481”) and subsequently Senate Bill 357, as modified by House Bill 614, (collectively the “SB 357” of the 133rd General Assembly, Butler County has been authorized to make grants to political subdivisions within Butler County for the purpose of providing the jurisdiction with funding for distribution to small businesses for economic relief directly relating to the ongoing COVID-19 pandemic as declared by the Federal Government; and

WHEREAS, the County desires to support and provide economic relief to qualifying small businesses in Butler County that have experienced closures, limited operations, and/or increased restrictions due to COVID-19 by allocating \$1,500,000, a portion of SB 357 distribution, to political subdivisions in Butler County serving jurisdiction’s area; and

WHEREAS, the purpose of the subgrant is to reimburse the jurisdiction for qualifying and eligible funds expended to provide economic relief to small businesses with fewer than 25 employees, with no distribution exceeding \$10,000.00, hereinafter referred to as the CARES Grant for Butler County Small Businesses (the “SubGrant”); and

WHEREAS, the City of Monroe desires to accept the SubGrant under requirements of the CARES Act and SB 357 under the terms and conditions outlined in the agreement attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City of Monroe hereby accepts the SubGrant and authorizes the City Manager to enter into an agreement by and between the City of Monroe and the Board of County Commissioners pursuant to the terms and conditions set forth on Exhibit “1” attached hereto and made a part hereof.

SECTION 2: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that City Council desires to accept said grant at the earliest possible date to benefit local eligible businesses. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED:_____

ATTEST:

APPROVED:

Clerk of Council

Mayor

Exhibit “1” E Res No. 77-2020

**SUBGRANT AGREEMENT
BETWEEN
BUTLER COUNTY, OHIO AND THE CITY/TOWNSHIP OF CITY OF MONROE
FOR REIMBURSEMENT OF ELIGIBLE COSTS FOR ADMINISTRATION OF THE
BUTLER COUNTY SMALL
BUSINESS RELIEF CARES GRANT PROGRAM**

This non-exclusive SUBGRANT AGREEMENT (the “Agreement”) is made and entered into by the City of Monroe, OHIO, as approved by its City Council by Emergency Resolution number 77-2020 on November 24, 2020, (hereinafter “the Jurisdiction”); and Butler County, Ohio, as approved by the Board of County Commissioners by Resolution No. _____ passed on _____, 2020, (hereinafter called the “County” or the “Board”).

RECITALS

- A. Pursuant to the provisions of the Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and separately House Bill 481 (the “HB 481”) and subsequently Senate Bill 357, as modified by House Bill 614, (collectively the “SB 357”) of the 133rd General Assembly of the State of Ohio; the County has been authorized to make grants to political subdivisions within Butler County for the purpose of providing the Jurisdiction with funding for distribution to small businesses for economic relief directly relating to the ongoing COVID-19 Pandemic as declared by the Federal Government.
- B. The County desires to support and provide economic relief to qualifying small businesses in Butler County for economic hardships caused due to State sanctioned closures, limited operations, and/or increased restrictions from COVID-19 by allocating a portion of its SB 357 distribution to political subdivisions in Butler County serving Jurisdiction’s area.
- C. To fulfill its desire, the County intends to subgrant a portion of its SB 357 allocation to the invited Jurisdictions to reimburse the Jurisdiction for its administration of and required accounting for funds, under certain terms and conditions, to which must be adhered and reported as required herein.
- D. The purpose of the subgrant is to reimburse the Jurisdiction for qualifying and eligible funds expended to provide economic relief to small businesses, with less than 25 full time equivalent (FTE) employees, with no distribution exceeding \$10,000, hereinafter called the CARES Grant for Butler County Small Businesses, (the “SUBGRANT”) for costs directly relating to State sanctioned closures, limited operations, and/or increased restrictions from COVID-19.
- E. The County has agreed to reimburse the Jurisdiction for eligible costs it applied and incurred to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic.

- F. The Jurisdiction desires to accept SUBGRANTS under the requirements of the CARES Act and SB 357 and under all terms and conditions as assigned and outlined herein the Agreement, and abide to the provisions contained in the Agreement.
- G. The intent of the Agreement is to codify the obligations of the parties and for the Jurisdiction to understand and accept the requirements and terms and conditions of the SUBGRANT.

WITNESS, that for and in consideration of the mutual promises, covenants, and obligations contained herein, the parties do hereby agree as follows:

1. County's Obligation: Under the County's procurement policies and the Auditor's accounting procedures, the County will reimburse SUBGRANT funding to Jurisdiction under certain terms and conditions and will assume the following responsibilities:
 - a. Agree to reimburse Jurisdiction, upon submission of required accounting for funds under certain terms and conditions to which must be adhered and reported as required herein, through reimbursable SUBGRANT for qualifying and eligible expenses incurred and satisfactorily reported, in an amount not to exceed of its SB 357 allocation to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic.
 - b. Agree to reimburse invited Jurisdiction before December 30, 2020 for costs applied with proper documentation, reporting, and accounting for costs incurred to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic or after depending on modifications to the Federal and State requirements to expend CARES Act monies in an amount not to exceed as identified in paragraph 1a.
 - c. Following full reimbursement of subgrantee's initial SUBGRANT as set forth in paragraph 1a. above, additional funding may be available on a first come, first served reimbursement basis. The amount of any such additional funding will be limited by funds available at the time of the reimbursement request. Subgrantee is advised to obtain from the County Auditor a written certification that funds will be available for reimbursement and must receive authorization from the Board for additional funding which will not be unreasonably withheld prior to making a distribution of additional funding to any eligible business.
2. Jurisdiction's Obligations: The Jurisdiction shall accept SUBGRANT of County CARES funding as set forth in paragraphs 1.a. and 1.c. above and pledges to adhere to all Federal and State requirements subject to sources of CARES funding and adhere to the following requirements and assume the following obligations:
 - a. Ensure, prior to seeking reimbursement from County for SUBGRANT, the Jurisdiction qualified small businesses in Butler County afflicted with economic hardships caused by State sanctioned closures, limited operations, and/or increased restrictions from COVID-19 and determined eligibility of small businesses with less than 25 full time equivalent (FTE) employees and no costs incurred to a particular small business exceeded \$10,000.

- b. Ensure, prior to seeking reimbursement from County for SUBGRANT, the Jurisdiction's initial costs incurred were lawfully expended under federal, state, and local procurement, accounting, and auditing processes and under the requirements of federal and state sanctioned use of CARES funding.
 - c. Submit sufficient documentation which accounts for and reports all expenses, seeking reimbursement through SUBGRANT, consistent with federal CFR Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.
 - d. Acknowledge and accept Agreement is nullified if terms and conditions are not met; the SUBGRANT is not fully expended by December 30, 2020; or the Jurisdiction fails to submit proper documentation for reimbursement as described herein.
 - e. Acknowledge and understand these terms and the SUBGRANT rules and regulations and agree Jurisdiction will lawfully adhere to all federal and state requirements.
- 3. Compliance: Both parties hereby affirm they are compliant with Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and Senate Bill 357 inclusive of the 133rd General Assembly of the State of Ohio.
- 4. Term: This Agreement applies to the SUBGRANT award of funds from the CARES Act and S.B. 357 allocations. This Agreement will remain in effect until the Grant funds are expended and the Grantfunded activities are completed or the governing legislation requires return of funds prior to disposition of Grant. Neither party can terminate or withdraw from this Agreement while it remains in effect.
- 5. Miscellaneous:
 - a. Neither the Jurisdiction nor the County shall assign, sublet, or transfer their interest in this Agreement without the express written consent of the other party.
 - b. This Agreement represents the entire and integrated agreement of the parties, and supersedes all prior negotiations, representations, and/or agreements, written or oral.
 - c. This Agreement may only be modified or amended by a written agreement between the parties, as evidenced by an addendum to this Agreement.
 - d. This Agreement, and all rights and obligations of the parties hereunder, shall be construed and governed by the laws of the State of Ohio. To the extent that any provision of this Agreement is held to be invalid, that provision shall be deemed deleted from this Agreement and the remaining provisions shall remain in full force and effect.
 - e. Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its officers, employees, agents and contracted servants, and any third party designee to whom Jurisdiction may delegate, and each party further agrees to defend itself and themselves and pay any costs, judgments and attorney fees arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

IN WITNESS WHEREOF, the representatives of the parties hereto have set their hands on the dates given.

City of Monroe

By: _____
William J. Brock, City Manager

Date

Witness Name

Date

Witness Name

Date

Butler County

By: _____
Judi Boyko, County Administrator

Date

Witness Name

Date

Witness Name

Date

EXHIBIT A

Political Subdivision	Population	Subdivision In multiple counties? 1=Yes, 0=No	%modified population	Funding Allocation
Fairfield city (pt.)	42,558	1	13.1%	\$196,518
Fairfield township	22,831	0	7.0%	\$105,426
Hamilton city	62,082	0	19.1%	\$286,673
Middletown city (pt.)	46,051	1	14.2%	\$212,648
Monroe city (pt.)	13,872	1	4.3%	\$ 64,056
Trenton city	13,141	0	4.0%	\$ 60,681
Oxford city	23,110	0	7.1%	\$106,714
Liberty township	38,916	0	12.0%	\$179,701
West Chester township	62,279	0	19.2%	\$287,583
Butler County	383,134	0		



Board of County Commissioners
Butler County, Ohio

EXECUTIVE SUMMARY

20-11-01525

T.C. Rogers
President

Cindy Carpenter
Vice President

Donald L. Dixon
Member

**Agreement with Townships and Cities regarding Small Business
Relief CARES Grant Program**

**Commissioners Clerk of the Board
An Inter-Departmental Review**

Target Meeting: 11/9/20

Summary

Approve and authorize the County Administrator to execute Subgrant Agreements, attached to this Resolution herein, between the Board of Commissioners and independently with voluntary Butler County cities or selected urban townships for the Butler County Small Business Relief CARES Grant Program to reimburse for eligible costs for grants awarded to small businesses affected by COVID-19.

Justification

Pursuant to the provision of the Section 5001 of the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act and separately House Bill 481 (the "HB481") and subsequently Senate Bill 357, as modified by House Bill 614, (collectively the "SB 357") of the 133rd General Assembly, the County has been authorized to make grants to political subdivisions within Butler County for the purpose of providing the Jurisdiction with funding for distribution to small businesses for economic relief directly relating to the ongoing COVID-10 pandemic as declared by the Federal Government.

Recommendation

The County desires to support and provide economic relief to qualifying small businesses in Butler County that have experienced restrictions due to COVID-19 by allocating a portion of its SB 357 distribution to political subdivisions in Butler County serving Jurisdiction's area.

Approved by:

ADOPTED

NOVEMBER 9, 2020

Flora R Butler
Flora R Butler, Clerk 11/02/2020



Board of County Commissioners
Butler County, Ohio

ADOPTED
NOVEMBER 9, 2020

RESOLUTION

20-11-01525

T.C. Rogers
President

Cindy Carpenter
Vice President

Donald L. Dixon
Member

**Agreement with Townships and Cities regarding Small Business
Relief CARES Grant Program**

The Board of County Commissioners of Butler County, Ohio met in Regular Meeting on the 9th day of November, 2020 in the Commission Chambers of the Butler County Government Services Center, 315 High Street, 2nd Floor, Hamilton, Ohio 45011.

Whereas pursuant to the provision of the Section 5001 of the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act and separately House Bill 481 (the "HB481") and subsequently Senate Bill 357, as modified by House Bill 614, (collectively the "SB 357) of the 133rd General Assembly, the County has been authorized to make grants to political subdivisions within Butler County for the purpose of providing the Jurisdiction with funding for distribution to small businesses for economic relief directly relating to the ongoing COVID-10 pandemic as declared by the Federal Government;

Whereas the County desires to support and provide economic relief to qualifying small businesses in Butler County that have experienced closures, limited operations, and/or increased restrictions due to COVID-19 by allocating \$1,500,000.00, a portion of its SB 357 distribution, to political subdivisions in Butler County serving Jurisdiction's area;

Whereas the purpose of the subgrant is to reimburse the Jurisdiction for qualifying and eligible funds expended to provide economic relief to small businesses with fewer than 25 employees, with no distribution exceeding \$10,000.00, hereinafter referred to as the CARES Grant for Butler County Small Businesses (the "SubGrant");

Whereas the County agrees to reimburse the Jurisdiction for eligible costs applied and incurred to relieve and reduce the economic impact to small businesses for costs related to ongoing COVID-19 pandemic after Jurisdiction has submitted documentation attesting to and demonstrating requested reimbursement for funds expended are qualified and eligible under Section 5001 of the Federal Coronavirus Aid, Relief and Economic Security (CARES)

Act and as guided by the U.S Treasury and interpreted by the Ohio Office of Budget and Management;

Whereas the Jurisdiction desires to accept the SubGrant under requirements of the CARES Act and SB 357 under the terms and conditions outlined in the agreement(s) attached hereto and made a part hereof; now therefore, be it

Resolved Board of Commissioners approves and authorizes the County Administrator to execute SubGrant Agreements, attached to this Resolution herein, between the Board of Commissioners and independently with each Butler County city or selected urban township for the Butler County Small Business Relief CARES Grant Program; therefore be it further

Resolved the Board of Commissioners agrees to reimburse Jurisdictions for SubGrant, up to a certain amount as illustrated in Exhibit A and additionally on a first come first served basis consistent with paragraph 1.c. of the Agreement, made in support of small businesses in Butler County and will authorize the County Administrator to execute the agreement in the form approved by the Prosecuting Attorney.

Commissioner Dixon moved for the adoption of the foregoing resolution, Commissioner Carpenter seconded the motion and upon call of the roll, the vote resulted as follows:

RESULT: Adopted

AYES: T.C. Rogers, Cindy Carpenter, Donald Dixon

State of Ohio, County of Butler, on this 9th day of November, 2020, the Clerk of the Board does hereby certify that 20-11-01525 is a true, exact, complete and unaltered electronic record of the Butler County Board of Commissioners.

Flora Butler

Flora Butler, Clerk of the Board



**SUBGRANT AGREEMENT
BETWEEN
BUTLER COUNTY, OHIO AND THE CITY/TOWNSHIP OF _____
FOR REIMBURSEMENT OF ELIGIBLE COSTS FOR ADMINISTRATION OF THE
BUTLER COUNTY SMALL
BUSINESS RELIEF CARES GRANT PROGRAM**

This non-exclusive SUBGRANT AGREEMENT (the "Agreement") is made and entered into by _____, OHIO, as approved by its _____
by RESOLUTION OR ORDINANCE number _____ on _____
_____, 2020, (hereinafter "the Jurisdiction"); and Butler County, Ohio, as approved by the Board of
County Commissioners by Resolution No. _____ passed on _____
_____, 2020, (hereinafter called the "County" or the "Board").

RECITALS

- A. Pursuant to the provisions of the Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and separately House Bill 481 (the "HB 481") and subsequently Senate Bill 357, as modified by House Bill 614, (collectively the "SB 357") of the 133rd General Assembly of the State of Ohio; the County has been authorized to make grants to political subdivisions within Butler County for the purpose of providing the Jurisdiction with funding for distribution to small businesses for economic relief directly relating to the ongoing COVID-19 Pandemic as declared by the Federal Government.
- B. The County desires to support and provide economic relief to qualifying small businesses in Butler County for economic hardships caused due to State sanctioned closures, limited operations, and/or increased restrictions from COVID-19 by allocating a portion of its SB 357 distribution to political subdivisions in Butler County serving Jurisdiction's area.
- C. To fulfill its desire, the County intends to subgrant a portion of its SB 357 allocation to the invited Jurisdictions to reimburse the Jurisdiction for its administration of and required accounting for funds, under certain terms and conditions, to which must be adhered and reported as required herein.
- D. The purpose of the subgrant is to reimburse the Jurisdiction for qualifying and eligible funds expended to provide economic relief to small businesses, with less than 25 full time equivalent (FTE) employees, with no distribution exceeding \$10,000, hereinafter called the CARES Grant for Butler County Small Businesses, (the "SUBGRANT") for costs directly relating to State sanctioned closures, limited operations, and/or increased restrictions from COVID-19.
- E. The County has agreed to reimburse the Jurisdiction for eligible costs it applied and incurred to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic.
- F. The Jurisdiction desires to accept SUBGRANTS under the requirements of the CARES Act and SB 357 and under all terms and conditions as assigned and outlined herein the Agreement, and abide to the provisions contained in the Agreement.
- G. The intent of the Agreement is to codify the obligations of the parties and for the Jurisdiction to

understand and accept the requirements and terms and conditions of the SUBGRANT.

WITNESS, that for and in consideration of the mutual promises, covenants, and obligations contained herein, the parties do hereby agree as follows:

1. County's Obligation: Under the County's procurement policies and the Auditor's accounting procedures, the County will reimburse SUBGRANT funding to Jurisdiction under certain terms and conditions and will assume the following responsibilities:
 - a. Agree to reimburse Jurisdiction, upon submission of required accounting for funds under certain terms and conditions to which must be adhered and reported as required herein, through reimbursable SUBGRANT for qualifying and eligible expenses incurred and satisfactorily reported, in an amount not to exceed _____ of its SB 357 allocation to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic.
 - b. Agree to reimburse invited Jurisdiction before December 30, 2020 for costs applied with proper documentation, reporting, and accounting for costs incurred to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic or after depending on modifications to the Federal and State requirements to expend CARES Act monies in an amount not to exceed as identified in paragraph 1a.
 - c. Following full reimbursement of subgrantee's initial SUBGRANT as set forth in paragraph 1a. above, additional funding may be available on a first come, first served reimbursement basis. The amount of any such additional funding will be limited by funds available at the time of the reimbursement request. Subgrantee is advised to obtain from the County Auditor a written certification that funds will be available for reimbursement and must receive authorization from the Board for additional funding which will not be unreasonably withheld prior to making a distribution of additional funding to any eligible business.
2. Jurisdiction's Obligations: The Jurisdiction shall accept SUBGRANT of County CARES funding as set forth in paragraphs 1.a. and 1.c. above and pledges to adhere to all Federal and State requirements subject to sources of CARES funding and adhere to the following requirements and assume the following obligations:
 - a. Ensure, prior to seeking reimbursement from County for SUBGRANT, the Jurisdiction qualified small businesses in Butler County afflicted with economic hardships caused by State sanctioned closures, limited operations, and/or increased restrictions from COVID-19 and determined eligibility of small businesses with less than 25 full time equivalent (FTE) employees and no costs incurred to a particular small business exceeded \$10,000.
 - b. Ensure, prior to seeking reimbursement from County for SUBGRANT, the Jurisdiction's initial costs incurred were lawfully expended under federal, state, and local procurement, accounting, and auditing processes and under the requirements of federal and state sanctioned use of CARES funding.
 - c. Submit sufficient documentation which accounts for and reports all expenses, seeking reimbursement through SUBGRANT, consistent with federal CFR Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.
 - d. Acknowledge and accept Agreement is nullified if terms and conditions are not met; the SUBGRANT is not fully expended by December 30, 2020; or the Jurisdiction fails to submit proper documentation for reimbursement as described herein.
 - e. Acknowledge and understand these terms and the SUBGRANT rules and regulations and agree Jurisdiction will lawfully adhere to all federal and state requirements.

4. Compliance: Both parties hereby affirm they are compliant with Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and Senate Bill 357 inclusive of the 133rd General Assembly of the State of Ohio.
5. Term: This Agreement applies to the SUBGRANT award of funds from the CARES Act and S.B. 357 allocations. This Agreement will remain in effect until the Grant funds are expended and the Grant-funded activities are completed or the governing legislation requires return of funds prior to disposition of Grant. Neither party can terminate or withdraw from this Agreement while it remains in effect.
6. Miscellaneous:
 - a. Neither the Jurisdiction nor the County shall assign, sublet, or transfer their interest in this Agreement without the express written consent of the other party.
 - b. This Agreement represents the entire and integrated agreement of the parties, and supersedes all prior negotiations, representations, and/or agreements, written or oral.
 - c. This Agreement may only be modified or amended by a written agreement between the parties, as evidenced by an addendum to this Agreement.
 - d. This Agreement, and all rights and obligations of the parties hereunder, shall be construed and governed by the laws of the State of Ohio. To the extent that any provision of this Agreement is held to be invalid, that provision shall be deemed deleted from this Agreement and the remaining provisions shall remain in full force and effect.
 - e. Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its officers, employees, agents and contracted servants, and any third party designee to whom Jurisdiction may delegate, and each party further agrees to defend itself and themselves and pay any costs, judgments and attorney fees arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

IN WITNESS WHEREOF, the representatives of the parties hereto have set their hands on the dates given.

Name of Jurisdiction

By: _____

_____ Date

Witness Name

_____ Date

Witness Name

_____ Date

Butler County

By: _____
Judi Boyko, County Administrator

_____ Date

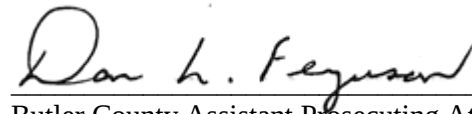
Witness Name

_____ Date

Witness Name

_____ Date

Approved as to Form:



Butler County Assistant Prosecuting Attorney

November 2, 2020

Exhibit A

Political Subdivision	Population	Subdivision in multiple counties? 1=Yes, 0=No	% modified population	Funding Allocation
Fairfield city (pt.)	42,558	1	13.1%	\$196,518
Fairfield township	22,831	0	7.0%	\$105,426
Hamilton city	62,082	0	19.1%	\$286,673
Middletown city (pt.)	46,051	1	14.2%	\$212,648
Monroe city (pt.)	13,872	1	4.3%	\$64,056
Trenton city	13,141	0	4.0%	\$60,681
Oxford city	23,110	0	7.1%	\$106,714
Liberty township	38,916	0	12.0%	\$179,701
West Chester township	62,279	0	19.2%	\$287,583
	324,840			\$1,500,000

Butler County

383,134

0

EMERGENCY RESOLUTION NO. 79-2020

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL FROM CT CONSULTANTS FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH THE STATE ROUTE 63 AT LAWTON AVENUE IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY.

WHEREAS, City Council authorized the City Manager to apply for and execute any documents to obtain financial assistance from the Ohio Public Works Commission on September 19, 2019; and

WHEREAS, additional work is necessary due to the failing existing pipe and deteriorated pavement conditions.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to accept the proposal from CT Consultants for professional engineering services in connection with the State Route 63 at Lawton Avenue Improvement Project. Said proposal is marked Exhibit "A" attached hereto and made a part hereof.

SECTION 2: This measure is hereby declared to be an emergency necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to ensure compliance with the OPWC Project Agreement. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor



November 10, 2020

Bill Brock, P.E.
City Manager
City of Monroe
233 S Main Street
Monroe, Ohio 45050

**RE: SR 63 at Lawton Avenue, Additional Services
Complete replacement of existing corrugated metal pipe arch culvert and
utilize full depth reclamation to deal with existing pavement condition
P18069106**

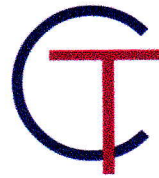
Dear Mr. Brock,

We are pleased to present this design proposal for the additional services for the SR 63 and Lawton Avenue project.

The construction scope will consist of the following:

1. Complete removal and replacement of existing 43" x 68" corrugated metal pipe arch culvert.
 - a. Proposed culvert will be analyzed to determine minimum size and most economical design.
2. Repair of failing pavement on Lawton Avenue through full depth pavement reclamation.
 - a. NB Lawton Avenue is to be reconstructed from the intersection of SR 63 approximately 315' north (just past the first driveway on the east side of Lawton).
 - b. SB Lawton Avenue is to be reconstructed from the intersection of SR 63 approximately 485' to the north (just shy of the second driveway on the west side of Lawton).
3. Maintenance of traffic considerations as follows:
 - a. Installation of temporary traffic signal on Lawton to maintain both directions of traffic on single width roadway during the noted construction
 - b. Use newly constructed right turn lane on WB SR 63 for truck traffic queuing during the temporary signal's operation on Lawton and its effect on the SR 63/Lawton signal.
 - c. Temporary closure of selected drives on Lawton with temporary cross connections to adjacent properties to allow for access to Lawton via adjacent driveways.
4. Addendum to construction scope:
 - a. Installation of approximately 500' of 12" waterline within the pavement widening area along Lawton Avenue and connection to existing watermain along the north side of SR 63.

Based on the above noted additional items of construction scope, our concept level opinion of construction cost for the noted additional construction is \$430,000.



The design service scope will consist of the following:

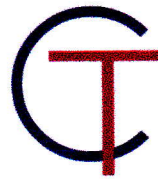
1. Prepare Culvert Detail Sheet for removal and replacement of existing 43" x 68" corrugated metal pipe arch culvert.
 - a. Peak flow values for culvert tributary are based on StreamStats from USGS.
 - ODOT notes 25-year design for roadways with 2000 and over ADT and 10-year design for under 2000 ADT.
2. Prepare Plan and Profile Sheets for full depth pavement reclamation work.
 - a. Creation of additional Plan and Profile Sheet to show extents of full depth reclamation limits beyond original survey.
 - b. Updates to Typical Section Sheets and Cross Section Sheets for additional details of full depth reclamation and culvert replacement work.
3. Prepare Maintenance of Traffic Phasing Plan Sheets and Sequence of Construction Narrative.
 - a. Meeting with City to discuss the MOT and required agreements with affected property owners / businesses (2 meetings, of 1-hour duration for 3 people = 6 hours).
 - b. Meeting with City and property owners / businesses to review MOT plan (1 meeting of 1-hour duration for 3 people = 3 hours).
 - c. Preparation of phased construction plans with temporary two-way signalized lane closures.
4. Additional field survey.
5. Preparation of additional quantities and prepare and opinion of construction cost for the additional construction scope.
6. Preparation of the final contract documents for bid. (See Note 1)
7. Sale of plans. (See Note 2)
8. At the direction of the City respond to contractor questions during the bid period
9. Review of submitted bids and prepare recommendation letter

Design Fee for Design and Plan Preparation \$ 35,000.00

NOTES:

1. The proposal fee does not include any time /cost for environmental documentation.
2. The proposal fee does not include cost for the legal notice advertising.

The above-noted fee does not include cost for the preparation of documents for right-of-way acquisition. Until the plans are completed to a level of detail to determine the extent of required additional right-of-way, a fee to prepare the right-of-way documents cannot be determined.



Page 3

If right of way is required for the project, our fee would be based on the preparation of legal description and exhibits for permanent highway easements with the legal narrative document for signature and recording being supplied by the City. Right-of-way negotiations and the recording of the easements would be completed by the City.

The anticipated schedule for the project would be as follows:

- | | |
|-----------------------------|---------------------------------|
| • Begin plan development | November 23, 2020 |
| • Complete plan development | February 26, 2021\ |
| • ODOT permit | March 1, 2021 to March 19, 2021 |
| • Advertise | March 25, 2021 |
| • Bid opening | April 8, 2021 |
| • Award contract | April 13, 2021 |
| • Preconstruction meeting | April 30, 2021 |
| • Start construction | May 17, 2021 |
| • Complete construction | October 8, 2021 |

We thank you for your continued trust in CT Consultants to fulfill the City of Monroe's infrastructure needs and goals.

Sincerely,

CT CONSULTANTS, INC.

Don Shvegza
Manager, Municipal Engineering Associate

ACCEPTED: CITY OF MONROE, OH

Signed

Name (Print)

Title (Print)

Date

EMERGENCY RESOLUTION NO. 80-2020

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND VANGUARD CLEANING SYSTEMS FOR THE CLEANING OF CITY-OWNED FACILITIES AND DECLARING AN EMERGENCY.

WHEREAS, Vanguard Cleaning Systems has provided services to the City for several years; and

WHEREAS, with the addition of City-owned facilities it is necessary to enter into a new agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to enter into an agreement by and between the City of Monroe and Vanguard Cleaning Systems for the cleaning of City-owned facilities pursuant to the terms and conditions set forth on Exhibit "1" attached hereto and made a part hereof.

SECTION 2: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to avoid any interruption in the services provided. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED:_____

ATTEST:

APPROVED:

Clerk of Council

Mayor



Exhibit "1" E Res No. 80-2020



November 16, 2020

**Gary Morton
City of Monroe
601 S Main Street
Monroe, OH 45050**

Dear Gary,

Thank you for the opportunity to present the Vanguard Cleaning Systems of Cincinnati proposal for the commercial cleaning of the City of Monroe. Per our discussion, this proposal includes pricing and service schedule for each building.

Please let me know if you have any questions for me as I would be happy to clarify any details within this proposal. Thank you again for your continued business.

Best Regards,

Dave Yates

Owner
Vanguard Cleaning Systems of Cincinnati
7370 Kingsgate Way, Suite H
West Chester, OH 45069
Office: (513) 834-8252
Email: dyates@vanguardcleaning.com



LIST OF BUILDINGS

BUILDINGS TO BE SERVICED

- ✓ City Building (233 S Main Street)
- ✓ Library/Community Room (6 East Avenue)
- ✓ Public Works Buildings A & B (Holman Drive)
- ✓ Monroe Community Park (412 Old Street) & Monroe Crossings Park (Crossings Blvd)
- ✓ Police Department (601 S Main Street)

YOUR SERVICE SCHEDULE

City of Monroe – City Building
223 S Main Street
Monroe, OH 45050

CLEANING FREQUENCY = 2 X WEEK

AREAS TO BE SERVICED

- ✓ Entrance Areas/Lobbies/Reception
- ✓ Hallways/Common Areas
- ✓ Administrative Areas/Conference Rooms
- ✓ Break Areas
- ✓ Restrooms
- ✓ Stairwells/Landings/Elevators

AREAS NOT SERVICED

- ✓ Network/Server Room
- ✓ Electrical/Mechanical Rooms
- ✓ Other Locked Areas (*Unless Key Access Is Provided*)

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Entrance Areas/Lobbies/Reception			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Clean all moving glass to remove fingerprints and smudges	Spot	Detailed	
Power vacuum roll walk off mats and rugs	X		
Disinfect door handles, partition handles, light switches	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X
Hallways/Common Areas			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Power vacuum roll walk off mats and rugs	X		
Clean and polish drinking fountains	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Administrative Areas/Conference Rooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Clean and wipe down conference table and arrange chairs around conference table	x		
Power vacuum carpeted floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Power vacuum resilient floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Damp mop resilient floor areas to remove spills and stains <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
Break Areas			
Empty trash containers, replacing trash liners, and remove garbage and recycling to the designated area (including outside break area)	x		
Power vacuum resilient floor areas to remove dirt and debris	x		
Wet mop resilient floor areas to remove spills and stains	x		
Damp wipe table tops, other horizontal surfaces	x		
Damp wipe exterior and interior of microwave ovens	x		
Wipe exterior of refrigerator and other appliances	x		
Clean sinks, countertops and brightwork	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Restrooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Power vacuum resilient floor areas and wet mop with germicidal disinfectant	x		
Clean and sanitize restroom fixtures including toilet bowls, toilet seats, urinals, basin sink and sinks – inside and out, both sides of toilet seats, and all exposed plumbing	x		
Restock toilet paper, paper towels, hand soap, and other supplies	x		
Empty sanitary napkin receptacle and spray with disinfectant	x		
Clean mirrors, brightwork and dispensers	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
Stairwells/Landings/Elevators			
Wipe down handrails	x		
Clean stainless steel doors/walls	Traffic	Detailed	
Power vacuum/mop stairwells and elevators floors to remove dirt and debris	Traffic	Detailed	
General Procedures			
Check and review communications log book and complete requested items	x		
Report any maintenance or security issues immediately to customer in log book	x		
Ensure custodial closet is keep neat and orderly	x		
Turn off all designated lights	x		
Ensure all doors and security systems are properly set, as instructed by client	x		

YOUR SERVICE SCHEDULE

City of Monroe – Library & Community Room
6 East Avenue
Monroe, OH 45050

CLEANING FREQUENCY = 2 X WEEK

AREAS TO BE SERVICED

- ✓ Entrance Areas/Lobby
- ✓ Common Areas
- ✓ Community Rooms
- ✓ Restrooms

AREAS NOT SERVICED

- ✓ Network/Server Room
- ✓ Electrical/Mechanical Rooms
- ✓ Other Locked Areas *(Unless Key Access Is Provided)*

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Entrance Areas/Lobby			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Clean all moving glass to remove fingerprints and smudges	Spot	Detailed	
Power vacuum roll walk off mats and rugs	X		
Disinfect door handles, partition handles, light switches	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X
Common Areas			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Power vacuum roll walk off mats and rugs	X		
Clean and polish drinking fountains	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Community Rooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Clean and wipe down conference table and arrange chairs around conference table	x		
Power vacuum carpeted floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Power vacuum resilient floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Damp mop resilient floor areas to remove spills and stains <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
Restrooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Power vacuum resilient floor areas and wet mop with germicidal disinfectant	x		
Clean and sanitize restroom fixtures including toilet bowls, toilet seats, urinals, basin sink and sinks – inside and out, both sides of toilet seats, and all exposed plumbing	x		
Restock toilet paper, paper towels, hand soap, and other supplies	x		
Empty sanitary napkin receptacle and spray with disinfectant	x		
Clean mirrors, brightwork and dispensers	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
General Procedures			
Check and review communications log book and complete requested items	x		
Report any maintenance or security issues immediately to customer in log book	x		
Ensure custodial closet is keep neat and orderly	x		
Turn off all designated lights	x		
Ensure all doors and security systems are properly set, as instructed by client	x		

YOUR SERVICE SCHEDULE

City of Monroe – Public Works Buildings A&B

Holman Avenue
Monroe, OH 45050

CLEANING FREQUENCY = 2 X WEEK BUILDING A, 1 X WEEK BUILDING B

AREAS TO BE SERVICED

- ✓ Entrance Area/Lobby/Reception
- ✓ Hallways/Common Areas
- ✓ Administrative Areas/Conference Rooms
- ✓ Break Area
- ✓ Restrooms

AREAS NOT SERVICED

- ✓ Network/Server Room
- ✓ Electrical/Mechanical Rooms
- ✓ Other Locked Areas (*Unless Key Access Is Provided*)

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Entrance Areas/Lobby/Reception			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Clean all moving glass to remove fingerprints and smudges	Spot	Detailed	
Power vacuum roll walk off mats and rugs	X		
Disinfect door handles, partition handles, light switches	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X
Hallways/Common Areas			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Power vacuum roll walk off mats and rugs	X		
Clean and polish drinking fountains	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Administrative Areas/Conference Rooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Clean and wipe down conference table and arrange chairs around conference table	x		
Power vacuum carpeted floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Power vacuum resilient floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Damp mop resilient floor areas to remove spills and stains <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
Break Area			
Empty trash containers, replacing trash liners, and remove garbage and recycling to the designated area (including outside break area)	x		
Power vacuum resilient floor areas to remove dirt and debris	x		
Wet mop resilient floor areas to remove spills and stains	x		
Damp wipe table tops, other horizontal surfaces	x		
Damp wipe exterior and interior of microwave ovens	x		
Wipe exterior of refrigerator and other appliances	x		
Clean sinks, countertops and brightwork	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Restrooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Power vacuum resilient floor areas and wet mop with germicidal disinfectant	x		
Clean and sanitize restroom fixtures including toilet bowls, toilet seats, urinals, basin sink and sinks – inside and out, both sides of toilet seats, and all exposed plumbing	x		
Restock toilet paper, paper towels, hand soap, and other supplies	x		
Empty sanitary napkin receptacle and spray with disinfectant	x		
Clean mirrors, brightwork and dispensers	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
General Procedures			
Check and review communications log book and complete requested items	x		
Report any maintenance or security issues immediately to customer in log book	x		
Ensure custodial closet is keep neat and orderly	x		
Turn off all designated lights	x		
Ensure all doors and security systems are properly set, as instructed by client	x		

YOUR SERVICE SCHEDULE

City of Monroe – Community Parks
412 Old Street
Monroe, OH 45050

Crossings Blvd
Monroe, OH 45050

CLEANING FREQUENCY = 5 X WEEK DURING WARM WEATHER

AREAS TO BE SERVICED

✓ Restrooms

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Restrooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Power vacuum resilient floor areas and wet mop with germicidal disinfectant	x		
Clean and sanitize restroom fixtures including toilet bowls, toilet seats, urinals, basin sink and sinks – inside and out, both sides of toilet seats, and all exposed plumbing	x		
Restock toilet paper, paper towels, hand soap, and other supplies	x		
Empty sanitary napkin receptacle and spray with disinfectant	x		
Clean mirrors, brightwork and dispensers	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x

YOUR SERVICE SCHEDULE

City of Monroe – Police Headquarters

601 S Main Street
Monroe, OH 45050

AREAS TO BE SERVICED

- ✓ Entrance Areas/Lobby
- ✓ Hallways/Common Areas
- ✓ Administrative Areas/Conference Rooms/Training Rooms/Interview Rooms
- ✓ Kitchen/Break Areas
- ✓ Restrooms/Locker Rooms
- ✓ Fitness Area/Treatment Room

AREAS NOT SERVICED

- ✓ Network/Server Room
- ✓ Electrical/Mechanical Rooms
- ✓ Other Locked Areas (*Unless Key Access Is Provided*)

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Entrance Areas/Lobby			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Clean all moving glass to remove fingerprints and smudges	Spot	Detailed	
Power vacuum roll walk off mats and rugs	X		
Disinfect door handles, partition handles, light switches	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X
Hallways/Common Areas			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Power vacuum roll walk off mats and rugs	X		
Clean and polish drinking fountains	X		
Power vacuum carpeted floor areas to remove dirt and debris	Traffic Area	Detailed	
Power vacuum resilient floor areas to remove dirt and debris	Traffic Area	Detailed	
Wet mop resilient floor areas to remove spills and stains	Traffic Area	Detailed	
Dust display items, furniture, credenzas, tables and picture frames		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Administrative Areas/Conference Rooms/Training Rooms/Interview Rooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	X		
Clean and wipe down conference table and conference chairs, and arrange chairs around conference table	X		
Power vacuum carpeted floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Power vacuum resilient floor areas to remove dirt and debris <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Damp mop resilient floor areas to remove spills and stains <i>(Return chairs, furniture, and waste containers to proper positions)</i>	Traffic	Detailed	
Dust and/or wipe down furniture, desks, picture frames, computer screens, credenzas, office equipment <i>(Papers/ folders will not be moved)</i>		X	
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X
Kitchen/Break Areas			
Empty trash containers, replacing trash liners, and remove garbage and recycling to the designated area (including outside break area)	X		
Power vacuum resilient floor areas to remove dirt and debris	X		
Wet mop resilient floor areas to remove spills and stains	X		
Damp wipe table tops, other horizontal surfaces	X		
Damp wipe exterior and interior of microwave ovens	X		
Wipe exterior of refrigerator and other appliances <i>(We offer interior fridge service for an additional charge if desired)</i>	X		
Clean sinks, countertops and horizontal ledges and surfaces	X		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			X
Remove cobwebs			X
Clean baseboards, edges and corners			X

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE

	Each Visit	Weekly	Monthly
Restrooms/Locker Rooms			
Empty trash containers, replacing trash liners if soiled, and remove garbage and recycling to the designated area	x		
Power vacuum resilient floor areas and wet mop with germicidal disinfectant	x		
Clean and sanitize restroom fixtures including toilet bowls, toilet seats, urinals, basin sink and sinks – inside and out, both sides of toilet seats, and all exposed plumbing	x		
Restock toilet paper, paper towels, hand soap, and other supplies	x		
Empty sanitary napkin receptacle and spray with disinfectant	x		
Clean mirrors, brightwork and dispensers	x		
Clean showers with germicidal disinfectant	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
Fitness Area/Treatment Room			
Empty trash containers, replacing trash liners, and remove garbage and recycling to the designated area	x		
Power vacuum resilient floor areas to remove dirt and debris	x		
Wet mop resilient floor areas to remove spills and stains	x		
Dust high reach areas including shelves, ledges, vents, and HVAC grills			x
Remove cobwebs			x
Clean baseboards, edges and corners			x
General Procedures			
Check and review communications log book and complete requested items	x		
Report any maintenance or security issues immediately to customer in log book	x		
Ensure custodial closet is keep neat and orderly	x		
Turn off all designated lights	x		
Ensure all doors and security systems are properly set, as instructed by client	x		

PRICING AND SPECIFICATIONS

CUSTOMER	DETAILS	
	PRICE	\$1,085.00 PER MONTH
	FREQUENCY	2 X WEEK
	CLEANING DAYS	TUES/THUR
City of Monroe – City Building 223 S Main Street Monroe, OH 45050		
CUSTOMER	DETAILS	
	PRICE	\$350.00 PER MONTH
	FREQUENCY	2 X WEEK
	CLEANING DAYS	TUES/THUR
City of Monroe – Library/Community Room 6 East Avenue Monroe, OH 45050		
CUSTOMER	DETAILS	
	PRICE	\$635.00 PER MONTH
	FREQUENCY	1 X WEEK/2 X WEEK
	CLEANING DAYS	TUES/THUR
City of Monroe – Public Works Buildings A&B Holman Avenue Monroe, OH 45050		
CUSTOMER	DETAILS	
	PRICE	\$829.00 PER MONTH
	FREQUENCY	5 X WEEK
	CLEANING DAYS	MON-FRI
City of Monroe – Community Parks Monroe, OH 45050		
CUSTOMER	DETAILS	
	PRICE	\$1,68100 PER MONTH
	FREQUENCY	3 X WEEK
	CLEANING DAYS	TUES/THUR/SAT
City of Monroe – Police Department 601 S Main Street Monroe, OH 45050		

VANGUARD CLEANING SYSTEMS CLEANING SERVICE AGREEMENT

The undersigned Client hereby accepts Yates Cleaning Inc.'s (d/b/a **VANGUARD CLEANING SYSTEMS OF CINCINNATI**) offer to arrange janitorial services for Client's selected Service Areas consistent with Vanguard Brand Standards, as described on the preceding pages of this proposal ("Account Requirements") at the following location:

City of Monroe
223 S Main Street
Monroe, OH 45050

With the following terms:

1. Beginning _____, **20__** Vanguard Cleaning Systems of Columbus ("Company") will arrange for delivery of the professional commercial cleaning services meeting Client's Account Requirements at a monthly cost of **\$4,580.00** (the "Contract Price") based on current occupancy.
2. Client accepts that performance of the services necessary to meet Account Requirements will be delegated by Company to an independently owned and operated Vanguard Cleaning Systems franchised business or subcontractor, which will provide the necessary equipment, crew and cleaning supplies at its expense.
3. The term of this Agreement is for one (1) year from the date of the in Part 1, then month to month afterwards. The price is subject to adjustment based upon substantial changes in occupancy or cleaning requirements. In the event of non-performance by Vanguard, Client shall first give verbal notification to Vanguard so that Vanguard may attempt to correct the problem. Any modification to this Agreement must be in writing and signed by Client and Company. In addition, Client can purchase paper products (ie. toiletries, trash liners, etc.) through Company.
4. Client will be invoiced at the beginning of each month for that month's service, with payment due NET 20 from the date of the invoice. Company can suspend services pending receipt of late payments without liability. The Contract Price excludes any use tax; tax on sales, services or supplies; or any other such tax, which are payable by Client. Client will reimburse Company for any taxes paid by Company on Client's behalf.
5. Services are not provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge. The contract price is not pro-rated or reduced for non-performance of scheduled services on the noted holidays.
6. A service charge of 5% of the monthly rate will be included for all accounts that use a credit card for payment.
7. Client will deliver to Company with a signed copy of this Agreement one set of keys for the Service Provider, which will be returned to Client if this Agreement is cancelled. Client understands that Service Provider cannot make an agreement on Company's behalf.
8. In the event either party shall prevail in any legal action brought be either Party to enforce the terms hereof, the prevailing party shall be entitled to all costs incurred, including all Attorney fees.

ACCEPTED:

City of Monroe

Title

Date Signed

Vanguard Cleaning Systems of Cincinnati

Title

Date Signed

VANGUARD SPECIAL SERVICES OVERVIEW

The following services are available to our customers upon request at an additional charge.

HARD SURFACE FLOORS

Hard surface finished floors are maintained through a scheduled maintenance program incorporating the following elements:

Strip and Refinishing: removal of all old floor finish (stripping), thorough cleaning and rinsing of the bare floor surface, and reapplication of several coats of new floor finish to protect the floor from damage and optimize appearance.

Scrub and Recoat: Periodic interim maintenance involving removal of top layer of floor finish, thorough cleaning of the floor, and reapplication of finish. Performance of Scrub and Recoat jobs extends the useful life of the floor finish, saving money by reducing the frequency of more costly Strip and Refinish jobs. Also, Scrubbing and Recoating is the environmentally responsible alternative to Stripping and Refinishing, as it minimizes the need for harmful stripping chemicals.

Spray Buffing or High Speed Burnishing: Restores shine to finished floors to keep them looking their best. Depending on the traffic and requirements of the facility, Buffing or Burnishing may be performed anywhere from quarterly (low traffic areas) to monthly (typical office building lobbies and hallways) or more frequently (hospitals, supermarkets and other retail environments).

CARPET CLEANING

Periodically carpet cleaning is advisable to extend the carpet life and keep it looking great. Vanguard franchisees can provide your facility with several carpet cleaning options.

Extraction: Hot water with cleaning solution is sprayed onto the carpets, agitated into the carpet fibers, and vacuumed out.

Shampoo: In buildings where it is not possible to avoid walking on the carpets for 5-6 hours, shampooing allows for quicker drying of the carpet than extraction.

Bonnet cleaning: This is an interim maintenance method that is often utilized for high traffic areas to keep the appearance clean in between more intensive cleanings.

Dry methods: May be best for carpets that are more prone to moisture damage or that have round-the-clock foot traffic.



OTHER SERVICES...

- WINDOW WASHING
- POWER WASHING
- DETAIL CLEANING
- TURN OVER CLEANING





VANGCLE-01

KMALDONADO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: License # 0757775 HUB International Insurance Services Inc. 580 California Street Suite 1350 San Francisco, CA 94104	CONTACT: Allison Scher PHONE: (877) 825-2681 FAX: (951) 231-2572 EMAIL: cal.cpu@hubinternational.com
INSURED: Yates Cleaning, Inc. DBA: Vanguard Cleaning Systems of Cincinnati & its Unit Franchises 7370 Kingsgate Way, Suite #H West Chester, OH 45389	INSURER(S) AFFORDING COVERAGE: INSURER A: West American Insurance Co 44393 INSURER B: James River Insurance Company 12203 INSURER C: Federal Insurance Company 20281 INSURER D: National Union Fire Insurance Company of Pittsburgh, PA 19445 INSURER E: INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS	
A ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ PD Ded: \$2,000 ☒ Per Occurrence GENERAL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PER-ACCIDENT ☐ LOC ☐ OTHER	BRWS7253952	5/1/2020	5/1/2021	EACH OCCURRENCE FUNDING TO RENTED EQUIPMENT (See schedule)	\$ 1,000,000 \$ 500,000 \$ 15,000 MEDICAL - ANY ONE PERSON PERSONAL & ADJ INJURY GENERAL AGGREGATE PRODUCTS - COMBINE AGG
B ☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-SCHEDULED AUTOS ONLY	CA4360360-05	5/1/2020	5/1/2021	COMBINED SINGLE LIMIT (See schedule) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
C ☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ TRO ☐ RETENTION ☒ CLAIMS-MADE	93639609	5/1/2020	5/1/2021	EACH OCCURRENCE AGGREGATE	\$ 10,000,000 \$ 10,000,000 \$ \$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Indicate "Y" or "N") If yes, describe under DESCRIPTION OF OPERATIONS below	N/A			PER STATUTE E.I. EACH ACCIDENT E.I. DISEASE - EA EMPLOYER E.I. DISEASE - POLICY LIMIT	\$ \$ \$ \$
D Crime	913020648	5/1/2020	5/1/2021	EmplThft/Forgery/Alt	\$ 1,000,000
D Crime	913020648	5/1/2020	5/1/2021	Clients Prop	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, must be attached if more space is required)
*Please Note: Workers Compensation and Owned Auto is handled by the individual Vanguard office, not HUB International. Please contact your service representative for certificate requirements on these policies.

For Information Purpose Only.

CERTIFICATE HOLDER "For Information Purpose Only"	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:
---	---

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

RESOLUTION NO. 81-2020

A RESOLUTION AUTHORIZING THE CITY MANAGER TO IMPLEMENT A HEALTH SAVINGS ACCOUNT FOR CALENDAR YEAR 2021.

WHEREAS, the City's selected health insurance carrier has offered a Health Savings Account for employees; and

WHEREAS, Council deems it in the best interest of its employees to implement a Health Savings Account offered through the selected health care provider.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to implement a Health Savings Account through its health insurance provider pursuant to the terms and conditions of the annually negotiated provider on file in the office of the City Manager.

SECTION 2: The City shall contribute an amount not to exceed 50% of the base IRS contribution limit into the employee's Health Savings Account of those employees participating in the health insurance plan offered by the City:

Employee plus spouse, employee plus children, and family plan	\$3,600
Single plan	\$1,800

SECTION 3: For full-time non union employees that waive the health insurance plan offered by the City, the City shall pay to these employees the following amounts on the first payroll in January of 2021:

Employee plus spouse, employee plus children, and family plan	\$3,500
Single plan	\$2,500

SECTION 4: The Health Savings Account referred to herein shall be the only health insurance plan offered by the City of Monroe.

SECTION 5: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to establish the within amounts at the earliest possible date so that actual numbers can be presented to employees during open enrolment. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

RESOLUTION NO. 82-2020

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT BY AND BETWEEN THE CITY OF MONROE AND HURST KELLY AND CO. LLC FOR SERVICES RELATED TO THE COMPLETION OF THE CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING DECEMBER 31, 2020.

WHEREAS, the City is required to complete an annual Comprehensive Annual Financial Report and desires to enter into an agreement with Hurst Kelly and Co. LLC for these services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to enter into a contract by and between the City of Monroe and Hurst Kelly and Co. LLC for services related to the completion of the City's Comprehensive Annual Financial Report for fiscal year ending December 31, 2020. The terms and conditions of said contract are set forth on Exhibit "A" attached hereto and made a part hereof.

SECTION 2: This measure shall take effect from and after the earliest period allowed by law.

PASSED:_____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading:_____



November 11, 2020

Karen Ervin
City of Monroe
233 South Main Street
Monroe, Ohio 45050

Dear Karen:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist The City of Monroe (the City) with assembling, from information provided by the City, the City's Schedule of Expenditures of Federal Awards for the year ended December 31, 2020, for use by the City's external auditing firm. We will not *audit, review, compile or prepare* the Schedule of Expenditures of Federal Awards and therefore we will not express an opinion or any other form of assurance on the Schedule of Expenditures of Federal Awards. We also will not issue any kind of report on the Schedule of Expenditures of Federal Awards.

By your signature below, you grant us permission to communicate directly with your external auditing firm and to provide them with access to our work papers. You have confirmed to us that the Schedule of Expenditures of Federal Awards we are assisting the City with assembling is solely for use by your external auditing firm and management and is not intended for use by any other party for any other purpose. By your signature below you agree that the use of the Schedule of Expenditures of Federal Awards we are assisting with assembling is limited to your external auditing firm and those members of management with such knowledge and understanding and that the Schedule of Expenditures of Federal Awards is intended solely for the information and use of such management and is not intended to be and should not be used by any other party.

Mark Hurst is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Hurst, Kelly & Company LLC's services performed as part of this engagement.

Our engagement cannot be relied upon to disclose errors, fraudulent financial reporting, misappropriation of assets, or illegal acts that may exist. Management is solely responsible for the design and operation of the effective internal controls and for complying with all applicable laws and regulations. By your signature below, you understand that we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You also acknowledge that the services provided do not constitute an arrangement to provide *audit, review, compilation, preparation, or attest* services.

Our fee for these services will be \$2,500. Payment for service is due when rendered and interim billings will be submitted as work progresses and expenses are incurred.

You understand and agree that our billings to you become delinquent if not paid within 30 days of the invoice date. You further understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work by us could seriously harm your interests but nevertheless specifically give your consent to us to do so regardless of any filing or other deadlines you face. Additionally, the City may cancel the engagement at any time for any reason in its sole discretion. Hurst, Kelly & Company LLC will be paid for all services rendered to date of cancellation.

It is our policy to keep records related to this engagement for 3 years. However, Hurst, Kelly & Company LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 3 year period Hurst, Kelly & Company LLC shall be free to destroy our records related to this engagement.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us.

Sincerely,



Mark Hurst

Acknowledged and agreed:

Client Representative, Title

Date



November 11, 2020

Karen Ervin
City of Monroe
233 South Main Street
Monroe, Ohio 45050

Dear Karen:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist the City of Monroe (the City) with assembling, from information provided by the City, the City's Comprehensive Annual Financial Report for the year ended December 31, 2020.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. We will not *audit*, *review*, *compile*, or *prepare* the Comprehensive Annual Financial Report and therefore we will not express an opinion or any other form of assurance on the Comprehensive Annual Financial Report. Further, we will not issue any kind of report on the Comprehensive Annual Financial Report.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

The engagement to be performed is conducted on the basis that the City acknowledges and understands that management of the City has the following overall responsibilities that are fundamental to our undertaking the engagement:

- a. The selection of the financial reporting framework to be applied in the engagement.
- b. The prevention and detection of fraud.
- c. To ensure that the entity complies with the laws and regulations applicable to its activities.
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- e. To provide us with additional information that may be requested for the purpose of the engagement.

Additionally, the City is responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee these engagement services (and all other services that we provide). The City is also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

By your signature below, you grant us permission to communicate directly with your external auditing firm and to provide them with access to our work papers.

Mark Hurst is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Hurst, Kelly & Company LLC's services performed as part of this engagement.

Our fees for these services will be \$24,000.00. Payment for service is due when rendered and interim billings will be submitted as work progresses and expenses are incurred.

You understand and agree that our billings to you become delinquent if not paid within 30 days of the invoice date. You further understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work by us could seriously harm your interests but nevertheless specifically give your consent to us to do so regardless of any filing or other deadlines you face. Additionally, the City may cancel the engagement at any time for any reason in its sole discretion. Hurst, Kelly & Company LLC will be paid for all services rendered to date of cancellation.

It is our policy to keep records related to this engagement for 3 years. However, Hurst, Kelly & Company LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 3 year period Hurst, Kelly & Company LLC shall be free to destroy our records related to this engagement.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us.

Sincerely,



Mark Hurst

Acknowledged and agreed:

Client Representative, Title

Date

RESOLUTION NO. 83-2020

A RESOLUTION ADOPTING THE OCTOBER 16, 2020, STRATEGIC PLANNING RETREAT REPORT, VISION STATEMENT, AND STRATEGIC PRIORITIES.

WHEREAS, Council discussed a vision statement and strategic priorities during a special meeting of Council on October 10, 2020; and

WHEREAS, in a report dated October 16, 2020, prepared by the facilitator present at said special meeting contains details of how the vision statement and strategic priorities were developed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Council hereby adopts the following Vision Statement: “Monroe is a family-friendly small town with quality amenities, well-managed public services, and a connected and engaged community.”

SECTION 2: Council hereby adopts the following Strategic Priorities:

Well Managed Services and Infrastructure
Strategic Growth and Development
Communication and Interpersonal Connections
Parks and Connectivity

SECTION 3: Council hereby adopts the Strategic Planning Retreat Report dated October 16, 2020, marked Exhibit “1” attached hereto and made a part hereof.

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

PASSED:_____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading:_____

City of Monroe, Ohio

Strategic Planning Retreat Report

October 16, 2020



A PART OF



This page intentionally left blank

Table of Contents

Strategic Planning Framework	5
Background	7
Introductions and Expectations	7
Operational Update	8
True Today – True in Ten Years	8
Vision Statement	12
Strategic Priorities	12
Individual Priorities	14
Council Member Priorities	14
Management Priorities	14
Parting Thoughts	15

This page intentionally left blank

City of Monroe Strategic Planning Framework

Vision Statement

Monroe is a family-friendly small town with quality amenities, well-managed public services, and a connected and engaged community.

Strategic Priorities

- Well Managed Services and Infrastructure
- Strategic Growth and Development
- Communication and Interpersonal Connections
- Parks and Connectivity

This page intentionally left blank

Background

The City of Monroe, Ohio engaged The Novak Consulting Group, now a part of Raftelis, to facilitate a City Council planning retreat on October 10, 2020. The purpose of this retreat was to establish a foundation for effective governance and develop a shared vision and priorities for the City. This vision and the strategic priorities developed by City Council will serve as the basis of a strategic planning framework for the City and guide the City's Priority Based Budgeting (PBB) process.

This report serves to summarize the outcome of the planning retreat, which was attended by Mayor Jason Frentzel, Vice Mayor Keith Funk, Council Members Tom Callahan, Todd Hickman, and Christina McElfresh. City Manager William Brock, Assistant City Manager Kacey Waggaman, and Clerk of Council Angela Wasson were also in attendance.

Introductions and Expectations

The retreat began with the Facilitator, Jennifer Teal, discussing the agenda for the day and retreat norms.

These norms include:

- Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably
- Be:
 - **BOLD**
 - Positive and realistic
 - Candid and honest
 - Patient and self-aware
 - Engaged and fully present
- Strive for consensus
 - Look for opportunities to agree
 - Remember the power of “if” and “and”
- Have fun!

The participants were then asked to share their expectations for the retreat. These included:

- Get the ball rolling
- Setting Council direction
- Understand how we are going to fund all these changes and how the City Manager thinks Council is holding the City back
- All of us to be on the same page and have some defined focus, priorities, and direction
- To take it all in and develop a vision for the future of Monroe
- For the City Manager to leave with questions answered and direction
- For Council to be aware of the big picture of the future, how it is all tied together, and that this retreat is the start of us working together
- To develop a sense of partnership, define how we'll work together, and create some structure
- For more communication with Council to get their opinions

Operational Update

The City Manager then provided a brief operational update to set the stage for the planning session. The City's last strategic plan was developed over 15 years ago, and many of the assumptions from that plan are no longer true today. The operational update included a discussion about current staffing conditions, anticipated retirements and organizational challenges, and the upcoming Charter Review process. The Assistant City Manager followed with a brief explanation of the City's PBB initiative, and the need for a clear vision and priorities from City Council to facilitate alignment and prioritization of program budgets.

True Today – True in Ten Years

Retreat participants were asked to share their responses to two questions:

- What is **true** about Monroe today that you hope will **still** be true in ten years?
- What is **not true** about Monroe today that you hope **will** be true in ten years?

These responses are listed in the table on the following page.

True Today – Still True in 10 Years	Not True Today – Hope will be True in 10 Years
• Attracting families • Small-town feel • Our City and school district are aligned and have a good relationship • Small-town feel • Population size is just right • Small-town feel with city amenities • People of Monroe take pride in the community • Neighborly and family-oriented • Smooth traffic flow on 63 to 75 – not much traffic • Fire and police services are the best • Public services are really great • Continues to be a great place to live and raise a family • Small-town feel while offering the amenities of a city • Safe place to live, work, and play • Fiscally stable • Very supportive community – good relationship there • Really innovative executive leadership team – forward-thinking • Great and dedicated staff in all areas, which has created a stable foundation • Very diverse, responsible, and proud population	• Have an established park system in place • Properly aligned City functions that play off each other well • Engaged and digitally connected to citizens • Clear identity • Considered a premier employer – people want to stay • Overall culture of excellence where everyone does their best work every day and the service level is top notch • Increased quality of life – robust parks and youth facilities, walking trails, etc. • Create a Parks Department • Expanding the health and wellness idea • Connectivity throughout the whole City • More amenities available to residents • Thought of as more than a bedroom community • Residents feel that they don't have to leave Monroe to enjoy entertainment or enjoy a good meal • Acquire the old high school property, put in some restaurants, streets with sidewalks, and a fountain overseeing the valley • The old elementary school torn down and condos built • No more warehouses built • Connectivity – physically through sidewalks, trails, parks, etc. • Connectivity – via communication • Connected with residents in a better way to make sure everyone feels included • Growth without losing the small-town feel – growing businesses appropriately and growing residentially • Community diversity and acceptance • Bike path will be completed connecting to Hamilton and Middletown • Bike path through Monroe and connecting to Lebanon • Sidewalks • The village mentality that people have currently is gone

Expectations

City Council and City Management reflected on expectations that they have for one another as they govern together. Participants were asked the following questions:

- What expectations do I have for my colleagues on City Council?
- What am I willing to give to my colleagues?

The responses are transcribed in the following table:

What do I expect from my colleagues?	What a I willing to give to my Colleagues?
Objectivity	All of the things I expect of my colleagues
Doing what's best for the community and not what's best for the individual	Hear all opinions even if I don't agree
Open-mindedness	Dedication
Respect	Participation
More communication	Attention and effort
Think about how decisions affect the future	My opinion
Support for city staff without micromanaging	Willing to give more than what the job description entails; more than just showing up to Council meetings
Ability to agree to disagree amicably	Show up to meetings
More constructive communication	Respect
	Open-minded to new and different ideas

Participants were then asked these questions:

- What does City Management need from Council?
- What does Council need from City Management?

The responses are transcribed within the following table:

What does City Management need from Council?	What does the Council need from City Management?
Be prepared	Honesty
Be present	Projections and transparency of potential issues for the City. Full disclosure
Be focused on progress	Transparency
Able to work toward consensus when there is disagreement	Explaining how or why—when a question is asked the reasoning is explained
More direct communication	Following up with unanswered questions from Council meetings and communicated questions
Time to research questions and alternatives before meetings	Prompt information
Understand the “why” when they don't agree or vote no	Timely reporting
	Be open to change in policy direction

Next, participants were asked these questions:

- What is Council willing to give to City Management?
- What is City Management willing to give to Council?

These responses are transcribed in the following table:

What is Council willing to give to City Management?	What is the City Manager willing to give to Council?
Respect	Honest and transparent information
Dedication	Be dedicated to the vision Council sets
My full attention	Seek more feedback on the decisions that staff make/the direction that staff take
Timely communication	Be available
Availability	More opportunities for one-on-one conversations and explanations
Talk more	
Be open-minded to new ideas/change	
Direction	
Provide the vision	
Give autonomy	
My honest opinions	
Clear direction	
Heads up/no ambush	
Context	

Communication

A common theme in the conversations about mutual expectations was communication. The Facilitator led a discussion on what an effective communication system between City Council and City Management looks like. An effective communication system would include:

- **Timeliness:** Council questions and requests for additional information should be provided to Management in advance of Council meetings so that staff can be prepared to address them in a timely manner.
- **Appropriate Points of Contact:** Council questions and requests for information should be funneled through the Mayor, Clerk of Council, or City Manager. When City staff communicate directly with Council Members, they are expected to immediately inform the City Manager of the nature and content of the conversation.
- **Detail:** Questions and requests for information should include sufficient detail and context for staff to respond appropriately. The group expressed the need for transparency and sharing the “why” behind their decisions.

This conversation concluded with members of Council sharing their appreciation of the City Manager and Assistant City Manager for always being available to respond to their requests.

Vision Statement

The Facilitator reviewed the group's responses to "True Today – True Tomorrow" and identified common themes of Council members' collective vision for the City of Monroe. The common themes identified include:

- Small Town Feel with City Amenities
- Family Focus
- Well-Managed
- Parks and Connectivity
- Managed Growth
- Communication

The Facilitator shared rationale behind developing a Vision Statement for the City. Vision Statements are generally aspirational, intended to reflect what Council hopes will be true for Monroe in the future. After reviewing examples of several Vision Statements from other communities, one of the members of Council provided the following draft Vision Statement:

Monroe is a small-town community, engaging and supporting residents through superior quality of life and public services

The group was asked to reflect on this draft Vision Statement and identify any missing elements that they feel are important to include within the vision. The group agreed that it was important to highlight Monroe's biggest asset—being able to provide residents with "city" amenities without losing its small-town feel. The members of Council also felt it was important to emphasize that Monroe is a caring and connected community that provides superior services and amenities such as parks and trails.

Taking this feedback into account, the Facilitator drafted an updated Vision Statement for Council's consideration. While Council reserves the right to review and provide further edits to the Vision Statement after receipt of this report, there was consensus among the elected body that the following Vision Statement captures the intent of City Council.

Monroe is a family-friendly small town with quality amenities, well-managed public services, and a connected and engaged community.

Strategic Priorities

The group was asked to identify what must go well in order to achieve the City's newly developed Vision Statement.

These responses are summarized on the following page.

- Infrastructure to make it happen
- Staff
- Working relationship with our schools
- Park system/district
- Continue to engage the public
- Connected digitally—city-wide fiber optic
- Sidewalks
- Maintain/grow staffing levels
- Dedicated Communications Director (PIO)
- Growing amenities in our parks
- Parks and Recreation programming
- Manageable growth
- Connected—all sides of town
- Connected community through programs
- Smart business development
- Partnering with youth organizations
- Maintain pride
- Need a community hub
- Careful planning about growth
- Funding to make it happen
- Community buy-in
- Prioritize the budget
- Clarity on service levels
- Leveraged entertainment area
- Business attraction/partnerships
- Destination/development opportunities
- Happy staff
- Clear vision
- Proactive management
- Consistent communication and clear expectations
- Meet federal mandates (Stormwater/Public Works)
- Address/maintain infrastructure
- Staff training/time
- Asset inventory/maintenance schedule
- Routine maintenance
- Understand infrastructure connectivity
- Asset replacement schedules
- Resident education
- Prioritize communication
- Multi-channel/focused communication
- Creative in information gathering
- Ask the community for input
- Happy people
- Continuous effort to get feedback
- Opportunities to engage in activities and amenities
- Soliciting feedback from corporate partners
- Partnering with community organizations
- Greater civic involvement

These results were categorized into common themes within four Strategic Priorities, which include:

Strategic Priority	What Must Go Well to Achieve Our Vision
Well Managed Services and Infrastructure	• Proactive management approach • Asset and infrastructure management • Staff resources • Fiscal resources
Strategic Growth and Development	• Strategic approach to maintaining a small-town feel • Development of a community hub
Communication and Interpersonal Connections	• Dedicated communications resources • Soliciting community input • Community engagement
Parks and Connectivity	• Creating a formal organizational structure and staffing for Parks and Recreation • Growing Parks and Recreation service offerings • Trails and connectivity

Individual Priorities

Council Member Priorities

Each member of Council was then asked to share the three most important policies or initiatives that they wish to accomplish during their time on City Council. These priorities were then categorized into the strategic priority areas:

Strategic Priority	Individual Council Priorities
Well Managed Services and Infrastructure	• Maintain an adequate budget for street repairs and infrastructure
Strategic Growth and Development	• Being inviting for all businesses, but not at the cost of residents • Work with businesses to see how we can help them grow • Intentional approach to growth • Develop an economic development strategy with a vision for the interchange and support for local business • Citywide fiber-optic
Communication and Interpersonal Connections	• Improve communication • Listen to residents' needs
Parks and Connectivity	• Continue investment to make parks better • Continue to develop and grow parks – open Bicentennial Park for recreation • See Bicentennial Commons by September • Bike path through the middle of Monroe • Expand walkability and connectivity • Improve quality of life through the parks system, including Bicentennial Park and youth sports • Develop a physical connectivity plan • Physical connectivity of City and neighborhoods • Sidewalk on Britton from Todhunter Rd to 63 • Bicentennial Commons phase one open in September • Get park open by end of year • Completed bike path by Labor Day Weekend

Management Priorities

The Mayor invited the City Manager and Assistant City Manager to share their individual priorities as well, which were then categorized into the appropriate strategic priority areas:

Strategic Priority	Management Priorities
Well Managed Services and Infrastructure	• Board and commission outreach • Walk the walk – back up our standards • Build data and GIS capabilities • Pursue new Public Works organization structure and facilities • Restructured organization with well-established roles
Communication and Interpersonal Connections	• Collaborative communication that is structured, frequent, professional, and progressive

Parting Thoughts

When the retreat came to a close, each participant was invited to share a parting thought on how they feel about the work done during the retreat.

- The report that you're generating should go to the entity doing our comprehensive plan; most of the stuff we discussed today, we've been talking about for years; hopefully, we actually start seeing things happen with this.
- We accomplished great things today; we had a lot of dialogue; I don't want all of our thoughts to be for naught; I want to know that what we discussed today is meaningful and will be carried through; Council is a team that works for the people of Monroe; moving forward we need to continue to be a nonpartisan team that has the best interests of the people in mind.
- Very educational, very good; it was a lot to take in being a new person; have a nice day!
- Thanks to everyone who came.
- Thanks everyone for coming; I'm excited to get the report and start working on this.
- Today helped us define clarity of purpose; there were some uncertain things and today brought us together around those topics and got us on the right path for Priority-Based Budgeting. This reinvigorated me a little more to get this done; to have Council be so consistent in these things is refreshing; there's more work to be done internally and by the Board.
- Thank you everyone for coming to this; I appreciate everyone's commitment to the City; I'm excited to see the final report but also not stopping here; it would be a disservice to what we did here today to not act further on this; this is great groundwork; this is a great framework and a great way to give us an idea of where we should head in the future.

This page intentionally left blank



Equipment Proposal

Prepared By: Chris Hanes

Address: 350 Worthington Rd, Columbus OH 43082

Phone: 937-459-3202

email: chris.hanes@motorolasolutions.com

DATE: November 6, 2020

QUOTE #: 20-1106v_3

CUSTOMER #: 1035670117

PREPARED FOR : John Centers

COMPANY : Monroe Fire

PHONE: 513-539-8380

EMAIL: centersj@monroeoio.org

BILL TO: City on Monroe

ADDRESS: PO Box 330
Monroe, OH 45050

SHIP TO: City on Monroe Fire

ADDRESS: 233 S Main St
Monroe, OH 45050

Qty.	Item	Category	Description	List Price	BC Promo Price	Total Price
APX 6000XE Model 2.5						
41	H98UCF9PW6BN	Radio	APX 6000XE, MOD 2.5	\$ 3,026.00	\$ 1,513.00	\$ 62,033.00
41	QA02006	Radio	APX 6000XE RUGGED	\$ 800.00	\$ 400.00	\$ 16,400.00
41	Q806	Radio	ASTRO DIGITAL OPERATION	\$ 515.00	\$ 257.50	\$ 10,557.50
41	H38	Radio	SMARTZONE	\$ 1,200.00	\$ 600.00	\$ 24,600.00
41	Q361	Radio	P25 9600 BAUD TRUNKING	\$ 300.00	\$ 150.00	\$ 6,150.00
41	QA01648	Radio	HARDWARE KEY	\$ 5.00	\$ 2.50	\$ 102.50
41	H869	Radio	MULTIKEY	\$ 330.00	\$ 165.00	\$ 6,765.00
41	Q667	Radio	ADD: ADP ONLY	\$ -	\$ -	\$ -
41	G996	Radio	OTAP	\$ 100.00	\$ 50.00	\$ 2,050.00
41	QA03399	Radio	ENHANCED DATA	\$ 150.00	\$ 75.00	\$ 3,075.00
41	QA09001	Radio	WIFI	\$ 300.00	\$ 150.00	\$ 6,150.00
41	QA09007	Radio	OUT OF BOX WIFI PROVISIONING	\$ -	\$ -	\$ -
41	QA09006	Radio	ADAPTIVE NOISE SUPPRESSION	\$ 150.00	\$ 75.00	\$ 3,075.00
41	QA09000	Radio	DIGITAL TONE SIGNALING	\$ 150.00	\$ 75.00	\$ 3,075.00
41	QA09008	Radio	GROUP SERVICES	\$ 150.00	\$ 75.00	\$ 3,075.00
41	QA01767	Radio	P25 LINK LAYER AUTHENTICATION	\$ 100.00	\$ 50.00	\$ 2,050.00
41	Q58AL	Service	3 YEAR WARRANTY	\$ 115.00	\$ 57.50	\$ 2,357.50
41	T7914	Radio	RADIO MANAGEMENT LICENSE	\$ -	\$ -	\$ -
41	QA00049AA	Radio	RADIO MANAGEMENT ENTITLEMENT	\$ 100.00	\$ 63.00	\$ 2,583.00
				\$ 7,491.00	\$ 3,758.50	\$ 154,098.50
APX 6000 Accessories						
33	PMLN7732A	HOLSTER	Universal Carry Holster	\$ 30.00	\$ 15.00	\$ 495.00
0	HN008000G14	Parts	SIDE HOUSING, RED	\$ 33.00	\$ 24.75	\$ -
12	PMNN4547A	BATTERY	LI-ION 3100 MAH BATTERY	\$ 169.00	\$ 84.50	\$ 1,014.00
3	NAR6595A	ANTENNA	7/800 1/4 WAVE GPS ANTENNA (STUBBY)	\$ 29.00	\$ 14.50	\$ 43.50
2	NNTN8844A	CHARGER	MULTI-UNIT CHARGER	\$ 1,375.00	\$ 687.50	\$ 1,375.00
8	NNTN8863A	CHARGER	SINGLE UNIT CHARGER	\$ 187.00	\$ 93.50	\$ 748.00
29	NNTN7624C	CHARGER	VEHICULAR CHARGER	\$ 472.00	\$ 236.00	\$ 6,844.00
6	NNTN8527A	Charger	APX VA	\$ 1,540.00	\$ 770.00	\$ 4,620.00

6	NTN8940A	Charger Acce: TRUNNION MOUNT		\$	55.00	\$	27.50	\$	165.00
6	HAF4017A	Charger Acce: EXTERNAL ANTENNA		\$	40.75	\$	20.38	\$	122.25
6	HMN4079G	Charger Acce: KEYPAD MIC		\$	320.00	\$	160.00	\$	960.00
6	HSN4038A	Charger Acce: EXTERNAL SPEAKER		\$	60.50	\$	30.25	\$	181.50
6	HLN5391	Charger Acce: MIC HANG UP CLIP		\$	18.00	\$	9.00	\$	54.00
6	HLN6961A	Charger Acce: AUDIO INTERFACE		\$	39.93	\$	19.97	\$	119.79
41	PMMN4107A_BLK	SPEAKER MI: XE 500 W/O CHL KNOB - BLACK		\$	550.00	\$	275.00	\$	11,275.00
SERVICES								\$	28,017.04

41	SVC03SVC0116D	SERVICES	ENGRAVING	\$	31.25	\$	31.25	\$	1,281.25
----	---------------	----------	-----------	----	-------	----	-------	-----------	-----------------

APX 4500 / Dash Mount / 02 Control Head

11	M22URS9PW1BN	Radio	APX 4500	\$	1,714.00	\$	857.00	\$	9,427.00
11	QA02756	Radio	3600 OR 9600	\$	1,570.00	\$	785.00	\$	8,635.00
11	QA01648	Radio	H/W KEY	\$	5.00	\$	2.50	\$	27.50
11	W969	Radio	MULTIKEY	\$	330.00	\$	165.00	\$	1,815.00
11	G193	Radio	ADD: ADP Only	\$	-	\$	-	\$	-
11	GA09008	Radio	GROUP SERVICES	\$	150.00	\$	75.00	\$	825.00
11	GA00804	Radio	02 CONTROL HEAD	\$	492.00	\$	246.00	\$	2,706.00
11	G444	Radio	CTL HEAD S/W	\$	-	\$	-	\$	-
11	G66	Radio	DASH MOUNT	\$	125.00	\$	62.50	\$	687.50
11	W22	Radio	PALM MIC	\$	72.00	\$	36.00	\$	396.00
11	B18	Radio	7.5W AUX SPEAKER	\$	60.00	\$	30.00	\$	330.00
11	G24	Radio	3 YEAR WARRANTY	\$	138.00	\$	69.00	\$	759.00
11	G996	Radio	OTAP	\$	100.00	\$	50.00	\$	550.00
11	GA09000	Radio	DIGITAL TONE SIGNALING	\$	150.00	\$	75.00	\$	825.00
11	QA03399	Radio	ENHANCED DATA	\$	150.00	\$	75.00	\$	825.00
11	GA01767	Radio	APX MOBILE RADIO AUTHENTICATION	\$	100.00	\$	50.00	\$	550.00
11	W484	Radio	3DB GAIN ANTENNA	\$	38.00	\$	19.00	\$	209.00
11	GA00226	Radio	GPS ANTENNA	\$	75.00	\$	37.50	\$	412.50
11	T7914	Radio	RADIO MANAGEMENT LICENSE	\$	-	\$	-	\$	-
11	QA00049AA	Radio	RADIO MANAGEMENT ENTITLEMENT	\$	100.00	\$	63.00	\$	693.00
								\$	5,369.00
								\$	2,697.50
								\$	29,672.50

SERVICES

14	SVC03SVC0039	Installation	Mobile & APX VA remove/install - dash mount	\$	325.00	\$	325.00	\$	4,550.00
----	--------------	--------------	---	----	--------	----	--------	-----------	-----------------

APX 4500 CONTROL STATION

2	M22URS9PW1BN	Radio	APX 4500	\$	1,714.00	\$	857.00	\$	1,714.00
2	QA02756	Radio	3600 OR 9600	\$	1,570.00	\$	785.00	\$	1,570.00
2	QA01648	Radio	H/W KEY	\$	5.00	\$	2.50	\$	5.00
2	W969	Radio	MULTIKEY	\$	330.00	\$	165.00	\$	330.00
2	G193	Radio	ADD: ADP Only	\$	-	\$	-	\$	-

2	GA09008	Radio	GROUP SERVICES	\$	150.00	\$	75.00	\$	150.00
2	GA00804	Radio	02 CONTROL HEAD	\$	492.00	\$	246.00	\$	492.00
2	G444	Radio	CTL HEAD S/W	\$	-	\$	-	\$	-
2	G66	Radio	DASH MOUNT	\$	125.00	\$	62.50	\$	125.00
2	W382	Radio	CONTROL STATION GCAI MIC	\$	169.00	\$	84.50	\$	169.00
2	G24	SERVICE	3 YEAR WARRANTY	\$	138.00	\$	69.00	\$	138.00
2	G91	Radio	CTL STATION POWER SUPPLY	\$	269.00	\$	134.50	\$	269.00
2	W665	Radio	CTL STATION OPERATION	\$	70.00	\$	35.00	\$	70.00
2	G996	Radio	OTAP	\$	100.00	\$	50.00	\$	100.00
2	GA09000	Radio	DIGITAL TONE SIGNALING	\$	150.00	\$	75.00	\$	150.00
2	QA03399	Radio	ENHANCED DATA	\$	150.00	\$	75.00	\$	150.00
2	GA01767	Radio	APX MOBILE RADIO AUTHENTICATION	\$	100.00	\$	50.00	\$	100.00
2	G89	Radio	NO RF ANTENNA NEEDED	\$	-	\$	-	\$	-
2	G142	Radio	NO SPK NEEDED	\$	-	\$	-	\$	-
2	T7914	Radio	RADIO MANAGEMENT LICENSE	\$	-	\$	-	\$	-
2	QA00049AA	Radio	RADIO MANAGEMENT ENTITLEMENT	\$	100.00	\$	63.00	\$	126.00
				\$	5,632.00	\$	2,829.00	\$	5,658.00

RADIO TOTAL	\$	189,429.00
ACCESSORIES TOTAL	\$	28,017.04
SERVICE TOTAL	\$	5,831.25
Final Proposal Total	\$	223,277.29

Terms and Conditions:

All Prices Quoted Per State Term Schedule #573077-0. Please reference STS# on PO.

Payment terms: Net 30. PRICE VALID UNTIL 12-1-20