

**Monroe Council Agenda
Regular Meeting of Council
January 12, 2021 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of December 15, 2020.

Visitors

- Recognition of the retirement of Gregg Myers as a Patrol Officer

Committee Reports

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

Old Business

Resolution No. 87-2020. A Resolution instructing the Director of Finance to request an advancement of taxes assessed and collected on behalf of the City of Monroe from the Auditors of Butler and Warren Counties. (Second Reading)

Ordinance No. 2020-36. An Ordinance amending and supplementing Ordinance No. 2020-03 to authorize a 3% cost of living to non-union employees. (Second Reading)

New Business

Emergency Resolution No. 01-2021. A Resolution approving a Then-and-Now Certificate and ratify the change orders in the amount of \$295,496.67 for the reconstruction of 601 South Main Street to Graybach, LLC and declaring an emergency.

Resolution No. 02-2021. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding by and between the City of Monroe and other participating political subdivisions in Warren County for the purpose of establishing and maintaining the existence of a task force to provide tactical response in specialized situations requiring a law enforcement response.

Resolution No. 03-2021. A Resolution authorizing the Mayor to enter into an Employment Agreement by and between the City of Monroe and William J. Brock, I.

Ordinance No. 2021-01. An Ordinance amending and supplementing Chapter 286 of the Codified Ordinances to increase and add certain fees for services.

Ordinance No. 2021-02. An Ordinance amending Section 860.06 of Chapter 860 of the Codified Ordinances to remove the specific license fees.

Ordinance No. 2021-03. An Ordinance amending Exhibit “1” of Ordinance No. 2020-36 to establish the position and pay range of GIS Analyst.

Ordinance No. 2021-04. An Ordinance amending Exhibit “1” of Ordinance No. 2021-03 to establish the position and pay range of Human Resources Manager.

Administrative Reports

Refuse and Recycling Contract Amendment for year 4

Adjournment

**Monroe Council Agenda
Regular Meeting of Council
January 12, 2021 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of December 15, 2020.

Visitors

- Recognition of the retirement of Gregg Myers as a Patrol Officer

Committee Reports

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

Old Business

Resolution No. 87-2020. A Resolution instructing the Director of Finance to request an advancement of taxes assessed and collected on behalf of the City of Monroe from the Auditors of Butler and Warren Counties. (Second Reading)

Ordinance No. 2020-36. An Ordinance amending and supplementing Ordinance No. 2020-03 to authorize a 3% cost of living to non-union employees. (Second Reading)

New Business

Emergency Resolution No. 01-2021. A Resolution approving a Then-and-Now Certificate and ratify the change orders in the amount of \$295,496.67 for the reconstruction of 601 South Main Street to Graybach, LLC and declaring an emergency.

Background.

Prior to construction we estimated a contingency of 10% to cover changes that occur on any such rehabilitation or construction project. With the total cost of the project at \$5,770M that contingency was \$577,000. We have change orders in the amount just under \$300,000 to finalize the construction portion of the project. We are asking that this be approved as an emergency so

The listing of change order is as follows:

Resolution No. 02-2021. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding by and between the City of Monroe and other participating political subdivisions in Warren County for the purpose of establishing and maintaining the existence of a task force to provide tactical response in specialized situations requiring a law enforcement response.

This is a first reading of the legislation to approve the MOU. If Council would like additional information, it can be provided between readings.

Resolution No. 03-2021. A Resolution authorizing the Mayor to enter into an Employment Agreement by and between the City of Monroe and William J. Brock, I.

Ordinance No. 2021-01. An Ordinance amending and supplementing Chapter 286 of the Codified Ordinances to increase and add certain fees for services.

Background. After a review of processes associated with Engineering Permits and Reviews, I am recommending the following fees be adjusted or added to cover the cost associated with review and inspection.

- Flood Plain Permit Fee; \$100
- Utility Right of Way Construction Permit Fee - \$150
- Utility Right of Way Certificate of Registration - \$1500
- Utility Right of Way Minor Maintenance Permit Fee - \$500
- SOB Fees are still in that chapter rather than in the Fee Ordinance
- Update Permits for Sidewalk, curb and gutter and drive apron to \$50 Residential and \$100 for Commercial
- All other Right of Way permit fee - \$100
- Storm Water Pollution Prevention Plan (SWP3) Review Fee - \$1000
- Abbreviated SWP3 Review Fee - \$500
- Comprehensive Storm Water Plan Review Fee - \$1500

We have included language to pass Credit Card processing fees along to user. We are paying a substantial amount for credit card processing that could be passed on to the consumer. We currently absorb all Credit Card processing fees other than those for Mayor's Court. Through November of 2020 the City absorbed \$55,938.59 in credit card convenience fees, which represented about 2.7% of charges. With much of our bills being paid in this manner, these costs will only be increasing.

Ordinance No. 2021-02. An Ordinance amending Section 860.06 of Chapter 860 of the Codified Ordinances to remove the specific license fees.

Background. We are attempting to list all fees in one Chapter of the Codified Ordinances. The Ordinance removes the licensing fees from Chapter 860.06 as it was included in with Chapter 286 in the previous legislation.

Ordinance No. 2021-03. An Ordinance amending Exhibit "1" of Ordinance No. 2020-36 to establish the position and pay range of GIS Analyst.

Background. This position is specifically related to the Management Priority within the Council Planning Retreat Report to build data and GIS capabilities under the Well Managed Services and Infrastructure Strategic Priority. All Departments and Economic Development have identified needs that can be met by filling this position. I have attached to the last supplemental report a presentation put together by the Public Works Director that was used to justify the need for the position prior to consideration at Council. Space and equipment exists within the Public Works Department to support this position immediately.

\$102,500 was included in the 2021 Budget for this positions wages and benefits. These figures were included in the five year forecast provided in the budget presentation.

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 ESTIMATE	2022 ESTIMATE	2023 ESTIMATE	2024 ESTIMATE
Beginning Cash Balance	\$ 5,277,383	\$ 5,144,466	\$ 3,805,001	\$ 5,381,003	\$ 7,880,161	\$ 7,536,502	\$ 6,252,082	\$ 5,005,862
Revenues	13,241,132	12,515,635	12,428,843	15,769,345	14,339,727	14,577,300	15,184,300	15,820,400
Expenditures	(13,396,100)	(13,891,183)	(11,095,674)	(13,270,187)	(14,683,385)	(15,861,720)	(16,430,520)	(16,997,720)
Revenues Over (Under) Expenditures	(154,967)	(1,375,549)	1,333,169	2,499,158	(343,658)	(1,284,420)	(1,246,220)	(1,177,320)
Ending Cash Balance	\$ 5,144,466	\$ 3,805,001	\$ 5,863,522	\$ 7,880,161	\$ 7,536,502	\$ 6,252,082	\$ 5,005,862	\$ 3,828,542
Encumbrances	(672,334)	(664,910)	(482,519)					
Unencumbered Cash Balance	\$ 4,472,132	\$ 3,140,091	\$ 5,381,003	\$ 7,880,161	\$ 7,536,502	\$ 6,252,082	\$ 5,005,862	\$ 3,828,542

Ordinance No. 2021-04. An Ordinance amending Exhibit “1” of Ordinance No. 2021-03 to establish the position and pay range of Human Resources Manager.

Background. This position is directly related to the Management Priority of Restructured organization with well-established roles within the Council Planning Retreat Report. During the Staff retreat it was determined that more work needed to be done to identify areas currently performed within the Departments to be performed with centralized staff to help identify clear roles and responsibilities of the new position. This will allow for better identification of the individual we are seeking to fill the position and allow that individual to get up to speed as quickly as possible when on board. We do not currently have the space or equipment needed to support the position. This will come after the rehabilitation of the space being vacated by the Police Department, this is estimated to be ready in the 3rd quarter of 2021.

We budgeted \$90,750 within the 2021 Budget for this positions wage and benefits. That figure will be cut into half if the position is not filled until Q3.

Thus, we would like Council to consider creation of both positions, with the understanding that the HR Manager position would be filled only when additional work is done on the position description and the physical space need to house the employee is completed.

Administrative Reports

Refuse and Recycling Contract Amendment for year 4

Adjournment

**Monroe Council Minutes
Regular Meeting of Council
December 15, 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, Keith Funk, Anna Hale, Todd Hickman, and Christina McElfresh.

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

Approval of the Minutes

Mr. Funk moved to approve the Finance Committee Minutes and Council Minutes of November 24, 2020; seconded by Mrs. Hale. Voice vote. Motion carried.

Visitors

Hearing no objection from members of Council, the Clerk of Council read the following email into the record.

“Council members,

As much as I would have liked to been able to read this letter in person at the meeting, I think it unwise at this time due to the surge in Covid cases, and I sincerely appreciate you taking the time to read my words.

As we all know, the days are short and becoming colder, and will continue to do so for the coming months. This can be a time of mental distress during the most “normal” of times, but with the additional stress of a global pandemic, I fear for the health and well-being of our community members. If you’ve been paying attention, you will have noticed that mental health and the general spirit of our community is declining. This is evident in our homes, work environments, and across social media platforms as people are struggling. As leaders of our city, I would like to know from you what is possible to promote the mental well-being of your residents.

It has also been evident for several months now that there has been a divide amongst residents for a plethora of reasons. While I believe those reasons are important and worth reflecting upon, for the time being I’d like to steer the focus toward unity and taking steps to move forward in an attempt to heal the divide. So I would also like to know from our leadership what you plan to do to help foster a sense of unity in

Monroe. I know these times are challenging, but you hold these seats with the intention to make our community a better place for all its people. I believe now more than ever we need you to create that “small town feel” that was so highly spoken of during your 2020 retreat.

I have two suggestions regarding these points.

I believe it would be incredibly valuable to consult a mental health professional and work with them to create virtual content available to the public with no additional expense to the residents. This could easily be presented via social media, including the city’s Facebook page and YouTube.

I would also like to see Monroe engage in and promote events that can be done safely and accessibly in an effort to bring residents together. Perhaps we can start with the city’s help in promoting the Christmas Eve Jingle, planned by the residents themselves. I would be happy to share the details of this event with you if you are interested in helping bring a little cheer to a community that really needs it.

Thank you for your time & consideration. I greatly look forward to learning what our council is capable of doing for the well being of its citizens.

Sincerely,

Katie Wagner”

Mrs. McElfresh reiterated suggestions she made in an email to Council that it would be good to have a professional speak about depression. Perhaps a video or some words of encouragement from members of Council. We all support the community while we may not vocalize it at every meeting of Council. Perhaps a community message of encouragement from Council, the Mayor, or City Manager; provided, it is all inclusive as all of Council feels this way. It could be followed up by a video from a health care professional to speak about this subject.

Mrs. McElfresh explained the two events referenced in Mrs. Wagner’s email. The first is at 6 p.m. on Christmas Eve where you go outside and ring a bell and everyone in Monroe could do this. In a small way it could bring the community together. The bells can be picked up at Spiritwear. The other event is the Christmas Light Display listing and encourages people to drive around to see the displays.

Mr. Hickman, Mayor Frentzel, and Mr. Funk all agreed on advertising the events. Mr. Funk encouraged that the City focus on getting more positive messages out.

Mr. Brock added that policies will need to be in place to determine what messages go out and how often in addition to reaching out to the community and the organizations.

Mr. Hickman suggested that Chief Centers reach out to his Medical Director and see what she could supply to the City for posting.

Mrs. McElfresh suggested that the Public Involvement Committee could be the conduit for these events.

Mrs. McElfresh asked if it is possible to do a virtual tree lighting and Mr. Brock advised that it is possible.

Committee Reports

None.

Old Business

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. (Second Reading)

Mr. Funk moved to consider this the second reading of Resolution No. 82-2020 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 82-2020 by title only.

Mr. Funk moved to adopt Resolution No. 82-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Resolution No. 83-2020. A Resolution adoption the October 16, 2020, Strategic Planning Report Vision Statement, and Strategic Priorities. (Second Reading)

Mr. Funk moved to consider this the second reading of Resolution No. 83-2020 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 83-2020 by title only.

Mr. Funk moved to adopt Resolution No. 83-2020; seconded by Mrs. McElfresh. Roll call vote: six ayes. Motion carried.

New Business

Emergency Resolution No. 84-2020. A Resolution accepting donations from various donors as further described herein and declaring an emergency.

Mr. Brock explained this accepts donations received throughout the year and include donations from the Barnets through the Middletown Community Foundation, park donation from the Housh

estate, donation of trees from the Lions Club, Community Outreach donations from Enterprise Products, Dr. Frank James, and Treasure Aisles.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 84-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 84-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 84-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 85-2020. A Resolution approving blanket purchase orders as recommended by the Director of Finance and the City Manager and declaring an emergency.

Mr. Brock advised that this allows us to put the blanket purchase orders in place for 2021.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 85-2020 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. 85-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 85-2020; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 86-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$3,785.00 to DryPatrol LLC and declaring an emergency.

Mr. Brock noted that the resolution is related to special cleaning of the City Building.

Mrs. McElfresh asked if the expense will have to be made following every occurrence of those that test positive. Mr. Brock replied that it will be.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 86-2020 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. 86-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 86-2020; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Resolution No. 87-2020. A Resolution instructing the Director of Finance to request an advancement of taxes assessed and collected on behalf of the City of Monroe from the Auditors of Butler and Warren Counties.

Mr. Brock stated this will request an advancement of property taxes collected by the Butler and Warren County Auditors.

Mr. Funk moved to consider this the first reading of Resolution No. 87-2020 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 87-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 87-2020; seconded by Mrs. McElfresh. Roll call vote: six ayes. Motion carried.

Ordinance No. 2020-34. An Ordinance, amending and supplementing Ordinance No. 2020-28, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, during fiscal year ending December 31, 2020.

Mr. Brock stated that this is the cleanup for the end of the year appropriations.

Mr. Funk moved to suspend the rule requiring the reading of Ordinance No. 2020-34 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2020-34 by title only.

Mr. Funk moved to adopt Ordinance No. 2020-34; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Ordinance No. 2020-35. An Ordinance, otherwise known as the temporary appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, during fiscal year ending December 31, 2021.

Mr. Brock commented that it is the temporary appropriations for 2021.

Mr. Funk moved to suspend the rule requiring the reading of Ordinance No. 2020-35 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2020-35 by title only.

Mr. Funk moved to adopt Ordinance No. 2020-35; seconded by Mr. Callahan. Roll call vote please: six ayes. Motion carried.

Ordinance No. 2020-36. An Ordinance amending and supplementing Ordinance No. 2020-03 to authorize a 3% cost of living to nonunion employees.

Mr. Brock advised that this is the cost of living adjust for all non union employees.

Mr. Hickman asked if the City Manager was part of this legislation to receive the 3% cost of living. Mr. Brock replied that he would as it is written.

Mayor Frentzel pointed out that should something be negotiated in the City Manager's agreement that language could be removed before the second reading.

Mr. Hickman asked if the 3% increase would be added to all of the amounts listed in the exhibit and Mr. Brock replied that the exhibit reflects the 3% already added.

Mr. Hickman noted the language contained in the legislation that, Mr. Brock did not want included, concerns two people that did not receive a raise this year because they were already at their maximum. Going forward, it could be 20 people next year or the year after that. Mr. Hickman stated that there was an employee that received over an \$11,000 raise this year and now they will get an additional 3%. He sees a problem with that.

Mayor Frentzel referenced Mr. Hickman's comment that while there are only two employees at this time that are at their maximum, the range would continue to increase as they would still be entitled the cost of living authorized by Council. Therefore, you will be probably only be concerned with the two employees that exceed their maximum range.

Mr. Hickman felt that an \$11,000 increase in one year and to add the 3% is extreme.

Mr. Funk commented, while I do think the \$11,000 is a bit much, it is a one-time thing until perhaps the next wage study. If we want to make adjustments in the future we can.

Mr. Hickman objected to the wage study initially and there is more in that study and it is just around the corner. In addition, we are setting the cost of living to 3% when it is actually only 1.3%. We have employees receiving this, an increase, and a merit increase. He is not opposed to raises; however, felt it should be fair.

Mr. Funk agreed that it seems extreme in some areas, but at the end of the day it was all about calibration. That is what the wage study was for.

Mrs. McElfresh respects Mr. Hickman's opinion and Mr. Funk's. She asked if it will be voted on now or wait and discuss during executive session.

Mayor Frentzel again noted this is only the first reading and we can make changes at the second reading. When we discuss the City Manager's contract in executive session we can make any changes, if necessary.

Mrs. McElfresh was of the opinion that any cost of living adjustment for the City Manager should be included in his agreement.

Mrs. McElfresh moved to remove "and non union employees not included in Exhibit "1" from Section 3; seconded by Mr. Hickman. Voice vote. Motion carried.

Mr. Funk moved to consider this the first reading of Ordinance No. 2020-36 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2020-36 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2020-36; seconded by Mrs. Hale. Roll call vote: five ayes; one nay (Hickman). Motion carried.

Ordinance No. 2020-37. An Ordinance amending Exhibit “1” of Ordinance No. to establish the positions of GIS Analyst and Human Resources Manager and the pay ranges for said position.

Mr. Brock reported that this would add the positions of GIS Analyst and Human Resources Manager to the list of employees. He referred to the job descriptions sent to Council.

Mr. Hickman asked how many other positions are on the study that remain to be hired. Mr. Brock could not recall, but during the retreat we talked about a Public Information Officer and someone over parks.

Mayor Frentzel asked what the pay ranges are requested for these positions. Mr. Brock advised that the Human Resources Manager is pay grade 7 (\$68,500.00 to \$96,025.00) and the GIS Analyst is pay grade 6 (\$61,893.94 to \$86,651.51).

Referring to the Human Resources Manager, Mayor Frentzel understood there are employees that perform the hiring, workers compensation, and FMLA. He asked if they would be incorporated to that Human Resources Manager and what happens with those employees that are currently performing those duties. Mr. Brock replied that some of those duties would be consolidated under the Human Resources Manager and the HR Specialist would report to the Human Resources Manager and perform those duties.

Mayor Frentzel asked if, for example, hiring is taken away from an employee that has been doing that, what happens to that employee’s position. Mr. Brock explained that we could reanalyze that position within the framework within the compensation study and make sure their duties still align with that and give the employee other duties to take place with what would be consolidated under the Human Resources Manager.

In response to Mr. Hickman’s question, Mr. Brock advised that the HR Specialist is Deana England.

Mrs. McElfresh asked if the HR Specialist now is not handling the HR components. Mr. Brock explained that the HR components are handled by himself, Mrs. Waggaman, Mrs. Wasson, and Ms. England. Mr. Brock further explained that the intent is to solidify this position because even parts of HR are handled within the departments. In order to meet the strategic goal of being consistent and having well managed services we need to consolidate these things under one individual.

Mrs. McElfresh understood that as City Manager, Mr. Brock assigns duties to staff within reason and happens frequently. Mr. Brock noted it can. Mrs. McElfresh saw this as nothing different as far as the realigning of the job descriptions and job duties.

Mr. Funk felt we are in a growing pain and cities bigger than Monroe have HR Directors and cities smaller than us have always performed this under the City Manager's office.

Mrs. McElfresh was of the opinion that Monroe needs to have a designated HR person. She is also looking at the salary that goes along with this, not including benefits, and what that cost is. We do not know what is coming in the future, but we need to be conservative. To be responsible in how we grow we can't have it all at once. We do need to have a dedicated HR person. HR, in her opinion, trumps a GIS Analyst position. Mrs. Hale agreed.

Mr. Brock noted that both positions are included in the temporary appropriations and felt that both positions are vital for the organization.

Mayor Frentzel agreed with what Mrs. McElfresh is saying to have those components all under one person and understands the need for the GIS Analyst. Mayor Frentzel asked if the GIS Analyst is something we need immediately or can we wait another six months to see where we are at financially. Mr. Brock stated that all of the departments felt the GIS Analyst is something that would benefit all of them.

Mrs. McElfresh asked if the HR Specialist is able to take the Human Resources Manager responsibilities. Mr. Brock replied that she could not as it requires a higher level position.

Mr. Hickman asked if the Human Resources Manager would only be managing the HR Specialist. Mr. Brock explained that would be the only position they would manage, but they would also be managing the HR process.

Mrs. McElfresh is in support for a Human Resources Manager, but agrees with the Mayor and wait until spring and reassess the need for a GIS Analyst.

Mr. Funk is not looking at it as one or other, they are both listed in the budget and if the City Manager feels it is necessary we need to trust his position until that trust isn't there.

Mr. Brock informed Council that budgetarily what we were spending on consultant services and what we were getting, it is an increase for the GIS Specialist, but not significant. Mayor Frentzel requested the difference in expenditures for a consultant and the position at the next meeting.

Mr. Funk moved to consider this the first reading of Ordinance No. 2020-37 and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2020-37 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2020-37; seconded by Mrs. Hale. Roll call vote: three ayes; three nays (Callahan, Hickman, and McElfresh). Motion failed.

Consideration of Motion accepting the August and September 2020 Finance Reports as submitted.

Mr. Funk moved to accept the August and September 2020 Finance Reports as submitted; seconded by Mrs. Hale. Voice vote. Motion carried.

Consideration of Motion appointing a member of Council to the Ohio-Kentucky-Indiana Regional Council of Governments.

Mr. Funk moved to appoint Mr. Hickman to the Ohio-Kentucky-Indiana Regional Council of Governments; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Administrative Reports

Mr. Brock inquired about Council's desire to adopt a policy to extend some of the COVID leave coverages into 2021. We can do this locally up until December 31, 2020. The Federal law expires at the end of this year and he hasn't seen any indication of an extension of this. We still have the pandemic, employees with childcare issues, and quarantine issues. If there is something that Council wants to do to provide short term leave for these purposes into 2021 we can begin to prepare that policy in legislation for your next meeting.

In addition, Mr. Brock requested that Council begin thinking about vaccines for employees as to whether it should be mandatory or an incentive for employees to receive the vaccine.

Mrs. McElfresh asked if it is possible to offer a location in Monroe to provide community vaccinations and Mr. Brock advised that they are working on that.

Mayor Frentzel thanked Darren Murphy for getting the Council Chambers set up to make live meetings more accommodating. When we do have everyone in Chambers again everyone will have their own individual cameras. He appreciates all of his hard work. Mrs. McElfresh stated the view from being remote is so much better and thanked Mr. Murphy for all of his hard work.

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

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

Council adjourned into executive session at 8:06 p.m.

Mr. Hickman moved to reconvene into regular session; seconded Mrs. McElfresh.

Council reconvened into regular session at 9:35 p.m.

Consideration of Motion appointing certain members to the various boards and commissions.

Mr. Funk moved to appoint Chad Jackson to the partial term and David Kirkpatrick to the Planning Commission; Michael Morris to the Board of Zoning Appeals; Paul Koloszar to the Park and Recreation Board; Kelly Clark to the Personnel Board; Shawn Jenkins to the partial term and Steven Newsome to the full term to the Local Board of Tax Review; Mary Maurer to the Audit Committee; and Linda Tucker, Casey Walters, Michael Morris, Vicki Hickman, Kelly Clark, Colleen Taylor, Kara Brown, and Katie Wagner to the Charter Review Commission; seconded by Mr. Callahan. Voice vote. Motion carried.

Adjournment

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

The regular meeting of Council adjourned at 9:39 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

ORDINANCE NO. 2020-36

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO. 2020-03 TO AUTHORIZE A 3% COST OF LIVING TO NON UNION EMPLOYEES.

WHEREAS, Council desires to authorize a 3% cost of living adjustment for all non-union employees; and

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

SECTION 1: Ordinance No. 2020-03 is hereby amended and supplemented to read as follows:

“SECTION 1: Exhibit “1” of Ordinance No. 2020-03 is hereby amended as set forth on Exhibit “1” attached hereto and made a part hereof.”

SECTION 2: Section 3 of Ordinance No. 2020-03 is hereby supplemented to read as follows:

“SECTION 3: Employees with a current rate of pay below the minimum rate of the pay grade established for the employee’s position, shall be increased to the minimum rate of the assigned pay grade as of the effective date of this Ordinance. There shall be no reduction in pay for those employees with a current rate of pay above the maximum rate of pay grade established for their position. Employees with a rate of pay above the maximum rate of pay grade established for their position shall receive the same cost of living increase on their base pay as all non union employees.”

SECTION 3: This measure shall be retroactive to January 1, 2021.

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:_____

TITLE	POSITIONS	PAY GRADE
COUNCIL		
CLERK OF COURTS	1	3
CLERK OF COUNCIL	1	1
CITY MANAGER'S OFFICE		
ASSISTANT CITY MANGER	1	10
ASSISTANT TO CITY MANAGER (Econ Dev)	1	6
ASSISTANT TO CITY MANAGER (Clerk of Council)	1	5
HUMAN RESOURCES SPECIALIST	1	5
EXECUTIVE ASSISTANT	1	2
ADMINISTRATIVE SUPPORT CLERK	2	1
DEVELOPMENT		
DEVELOPMENT DIRECTOR	1	9
ASSISTANT DEVELOPMENT DIRECTOR	1	6
PLANNER	1	5
CODE ENFORCEMENT INSPECTOR	1	4
PLANNING & ZONING SPECIALIST	1	3
FINANCE		
FINANCE DIRECTOR	1	9
ASSISTANT FINANCE DIRECTOR	1	7
FINANCIAL OPERATIONS MANAGER	1	7
INCOME TAX ADMINISTRATOR	1	6
FINANCE SPECIALIST	2	3
INCOME TAX AUDITOR	2	3
COMMUNITY SERVICES SPECIALIST	3	2
UTILITY BILLING AND COLLECTIONS SPECIALIST	1	2
FIRE		
FIRE CHIEF	1	9
ASSISTANT FIRE CHIEF	1	8
FIRE CAPTAIN	1	7
FIRE ADMINISTRATIVE ASSISTANT	1	2
FIRE LIEUTENANT	6	UNION SCALE
FIREFIGHTER/PARAMEDIC/EMT	34	UNION SCALE
POLICE		
POLICE CHIEF	1	9

POLICE CAPTAIN	2	8
POLICE LIEUTENANT	3	7
COMMUNICATIONS SUPERVISOR	1	5
DISPATCHER	8	3
POLICE ADMINISTRATIVE ASSISTANT	1	2
POLICE SERGEANT	4	UNION SCALE
PATROL OFFICER	26	UNION SCALE
PUBLIC WORKS		
PUBLIC WORKS DIRECTOR	1	9
CITY ENGINEER	1	8
ASSISTANT PUBLIC WORKS DIRECTOR	1	7
PUBLIC WORKS SUPERINTENDENT	2	6
ENGINEERING TECHNICIAN	1	4
PUBLIC WORKS ADMINISTRATIVE ASSISTANT	1	2
LABORER	8	PT
PUBLIC WORKS CREW LEADER	5	UNION SCALE
OPERATOR/LABORER	15	UNION SCALE

Pay Grade	Pay Ranges			
	Minimum Annual	Maximum Annual	Minimum Hourly	Maximum Hourly
10	\$ 96,729.36	\$ 135,421.10	\$46.50	\$62.93
9	\$ 90,280.74	\$ 126,401.60	\$43.40	\$60.77
8	\$ 84,260.59	\$ 110,333.60	\$40.51	\$48.45
7	\$ 68,556.80	\$ 96,300.88	\$32.96	\$46.30
6	\$ 61,893.94	\$ 86,651.51	\$29.76	\$41.66
5	\$ 53,560.00	\$ 74,984.00	\$25.75	\$36.05
4	\$ 49,275.20	\$ 68,985.28	\$23.69	\$33.17
3	\$ 44,990.40	\$ 62,986.56	\$21.63	\$30.28
2	\$ 42,933.70	\$ 60,107.17	\$20.64	\$28.90
1	\$ 30,529.20	\$ 42,848.00	\$14.68	\$20.60
PT	\$ 10,712.00	\$ 17,139.20	\$10.30	\$16.48

EMERGENCY RESOLUTION NO. 01-2021

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE AND RATIFY THE CHANGE ORDERS IN THE AMOUNT OF \$295,496.67 FOR THE RECONSTRUCTION OF 601 SOUTH MAIN STREET TO GRAYBACH, LLC AND DECLARING AN EMERGENCY.

WHEREAS, Council approved the contract for the reconstruction of 601 South Main Street for the new police facility through the adoption of Emergency Resolution No. 52-2019; and

WHEREAS, additional work was necessary and completed prior to requesting an increase in the purchase order.

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

SECTION 1: A Then-and-Now Certificate in the amount of \$295,496.67 to Graybach, LLC is hereby approved.

SECTION 2: Change orders for additional work in the amount of \$295,496.67 to the reconstruction of 601 South Main Street is hereby ratified.

SECTION 3: 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 authorize the Certificate and change orders at the earliest possible date to avoid any delay in paying for services rendered. 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. 02-2021

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF MONROE AND OTHER PARTICIPATING POLITICAL SUBDIVISIONS IN WARREN COUNTY FOR THE PURPOSE OF ESTABLISHING AND MAINTAINING THE EXISTENCE OF A TASK FORCE TO PROVIDE TACTICAL RESPONSE IN SPECIALIZED SITUATIONS REQUIRING A LAW ENFORCEMENT RESPONSE.

WHEREAS, the Memorandum of Understanding establishes a Warren County Tactical Response Unit as a task force under Ohio law.

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 Memorandum of Understanding by and between the City of Monroe and other participating political subdivisions in Warren County for the purpose of establishing and maintaining the existence of a task force to provide tactical response in specialized situations require a law enforcement response. The terms and conditions of said Memorandum of Understanding are set forth on Exhibit "A" attached hereto and made a part hereof.

SECTION 2: 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:_____

**TASK FORCE
MEMORANDUM OF UNDERSTANDING
WARREN COUNTY TACTICAL RESPONSE UNIT**

Pursuant to Ohio Revised Code sections 311.07, 505.43, and 737.04 Ohio counties, municipal corporations, townships and villages (“political subdivisions”) are authorized to enter into an agreement with other such political subdivisions to form a task force upon any terms that are agreed to by them if the contract is first authorized by the respective legislative bodies for the participating political subdivisions. In accordance with said Ohio laws, the undersigned political subdivision agrees as follows:

I. Purpose

The purpose of this agreement is to establish and maintain the existence of a task force (See, “Task Force” below) to provide tactical response in specialized situations requiring a law enforcement response. Said Task Force shall be created in order to obtain additional law enforcement assistance and protection and for the purpose of protection of life, limb, and property and the reduction of crime and subversive activities.

II. Definitions

For the purpose of this agreement, the following terms are defined as follows:

Participating political subdivisions: A political subdivision that commits itself to this task force agreement by adopting an ordinance or resolution authorizing participation in the task force with other participating political subdivisions for rendering and receiving assistance in the event of a request for Task Force services in accordance with Task Force assignments as developed by the leadership law enforcement agencies of the participating political subdivisions and adopted by the Policy Board.

Political subdivision: A county, municipal corporation, township, or village having a recognized full-time law enforcement agency.

Majority: Signifies the greater number of votes.

Task Force: Personnel and equipment assembled for the purpose of assisting member political subdivisions and neighboring political subdivisions in obtaining further law enforcement response to better protect the lives, persons, and property of Ohio citizens. The Task Force established hereby shall also be known as the Warren County Tactical Response Unit.

Task Force Commander: The Task Force Commander shall be selected by the Policy Board for a specific period of time and receive a performance review at least annually. The Policy Board may, with a majority vote of board members present remove, suspend, or renew the Task Force Commander for a specific period of time. The Task Force

Commander shall be responsible for team training, equipment maintenance, mobilization, and tactical direction of the task force.

Quorum: The minimum number of voting members that must be in attendance at a meeting of an organization for that meeting to be regularly constituted. For these purposes a quorum is defined as the majority of law enforcement leadership of the participating political subdivision i.e. the Policy Board.

III. Agreement to Effectuate Task Force Services

The county sheriff or governing body of each participating municipal corporation, township, or village are authorized on behalf of that political subdivision to enter into and from time to time to alter and amend on the advice of the political subdivision's law enforcement leadership an agreement with other political subdivisions for Task Force services.

IV. Authority and Command

In the provision of Task Force services, the Task Force Commander shall assume full responsibility and command for operations. Task Force members shall be responsible to the Task Force Commander and shall operate under his/her direction and control. Supervision of Task Force members shall be by the Task Force Commander. While performing any and all duties, investigations, and enforcement under the authority of the Task Force, the Task Force members are directly accountable to the Task Force Commander, as if the Task Force Commander was that member's supervisor from his/her participating agency.

V. Governance of Task Force

The operation of the Task Force shall be governed by a Policy Board ("the Board") consisting of law enforcement leadership of the participating political subdivisions. All Board members shall serve without compensation. The Board shall meet at such times and places as agreed upon by Board members. All Board decisions must be made in a quorum and approved by majority vote. The policy and procedures for the Board shall be addressed in the Warren County Tactical Response Unit Policy and Procedure Manual.

The Board shall designate a Lead Agency of the Task Force which is responsible for conducting business meetings, calling for and tracking votes, and calling for emergency votes if required. This Lead Agency shall be the agency of the current Chairperson of the Warren County Chief's Association.

The Board shall be responsible for the creation and maintenance of a policy and procedure manual for the Task Force. The Board shall review and update said policies and procedures as needed or at least every three years.

The Board, all participating political subdivisions, and legal counsel from the Lead Agency of the Task Force shall be required to review all policies and procedures for consistency. Any conflicts which may arise between the participating political subdivisions' policies and procedures and the policies and procedures of the Task Force shall be reviewed and resolved by the Board, the participating political subdivision, and legal counsel for the lead agency.

The Board shall meet no less than ten (10) times each calendar year. Board members are expected to attend a minimum of 50% of the meetings. Each member of the Board shall have one (1) vote and a majority vote of a quorum of the members is needed to be present to conduct business. Should an emergency vote be needed as determined by the Lead Agency, this may take place through email.

VI. Membership

Before any law enforcement agency may become a member of the Task Force, its membership shall be approved by the Policy Board. Membership shall be limited to the Ohio law enforcement agencies as defined by Ohio statutes. Applicants shall become members upon approval of the Board and execution of this agreement.

When considering membership, the Board shall consider all factors including:

1. Agency capabilities of providing or being resources to the task force communities.
2. Geographic proximity to other task force agencies.

VII. Responsibility for Conduct

It is the intention of the Policy Board to ensure there is no contradiction or conflict in policies and procedures, rules, regulations, directives or general orders between member agencies and the Task Force; however, should a conflict arise, it is agreed the assigned Task Force officer will bring this to the attention of their home agency supervisor, Chief, Sheriff or designee and a Task Force supervisor as soon as practically possible. In any event, and when in doubt, the officer will follow their employing agency's policy, procedure, rule, regulation, directive or general order.

Any officer of a participating political subdivision, whether said officer is responding to a request for Task Force services from a requesting political subdivision, or the officer is part of the Task Force, shall be deemed to be acting within the scope of the officer's employment with the participating political subdivision with whom the officer is employed, while traveling to, traveling from, and while acting in the territory of another participating political subdivision, as well as during all training conducted pursuant to this agreement or referenced herein.

In addition to the requirements set forth in this agreement and the accompanying policy and procedures manual for the task force, each officer or employee participating in the Task Force shall remain subject to and adhere to the standards of conduct, personnel rules, regulations, laws, and policies of their respective employing unit, in addition to complying with the policies and procedures of the Task Force.

VIII. Privileges and Immunities

The participating political subdivisions intend for all responding law enforcement agencies and their officers to enjoy the fullest privileges and immunities available to the officers of the requesting law enforcement agency pursuant to Chapter 2744 of the Ohio Revised Code.

IX. Confidentiality

Any information gathered and/or report(s) generated by the Task Force during the course of its investigation that is maintained by the Task Force, a prosecutor, the attorney general, or a special prosecutor is deemed a confidential law enforcement investigatory record for purposes of Ohio Revised Code 149.43. This determination does not, however, affect or limit the right of discovery granted under the Ohio Revised Code, the Rules of Criminal Procedure, and/or the Rules of Juvenile Procedure. The Task Force Commander shall periodically inform the agency heads of participating agencies on the status of the investigation. Information relating to the status of the Task Force investigation shall only be provided to the agency head or his designee.

X. Compensation

Each participating law enforcement agency shall continue to provide the same salaries, insurance, workers' compensation, retirement, and other fringe benefits to its personnel while responding to a request for assistance and/or deployment under this agreement as those employees would receive while on duty in their employing political subdivision or governmental unit.

Further, law enforcement personnel shall be entitled to all the workers' compensation rights and benefits of Chapter 4123 of the Revised Code to the same extent as while performing service within their employing political subdivision or governmental unit.

XI. Funding

The Warren County Sheriff's Office shall act as the fiscal agent for the Task Force. Expenditures by each participating political subdivision shall be subject to each subdivision's budgetary process and to the availability of funds and resources pursuant to applicable laws, regulations, and policies.

Each participating law enforcement agency who supplies a member shall, by July 1 of every calendar year, pay to the fiscal agent the sum of \$250.00 per active member to be used for approved team expenses.

XII. Liability

No participating political subdivision or any of its employees, officers, or agents shall be liable in damages to another participating political subdivision, or its employees, officers, or agents, or its inhabitants, or its contractual obligees, or any person to whom service is being provided, for failure to answer any request for service, or for response time for answering a request of service, or for failure or inadequacy of equipment, or for the negligence, misfeasance or nonfeasance of its employees, or for any other cause related to the rendering of Task Force services.

XIII. Express Reservations

The Task Force does not directly or indirectly employ any personnel assigned to it. The Task Force does not establish employer-employee relationships with personnel assigned to the Task Force from participating political subdivisions. Participating political subdivisions do not waive any available defenses and/or limitations on liability. No participating political subdivision shall be considered to be an agent of any other participating political subdivision.

XIV. Termination

Any participating political subdivision may withdraw from the Task Force agreement by notifying the Board in writing, whereupon the withdrawing political subdivision will terminate participation ninety (90) days from the date of the written notice.

Further, any participating political subdivision who fails to meet their obligations in accordance with this agreement and/or the policies and procedures of the Task Force may have their membership terminated by a majority vote of the Board.

XV. Adoption

This agreement shall be in full force and in effect with the signing of this agreement by the sheriff or legislative body of each participating political subdivision.

[Remainder of Page Intentionally Left Blank]

Name of Political Subdivision

Representative from Legislative Body of
Political Subdivision

Sheriff / Chief of Police

RESOLUTION NO. 03-2021

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN EMPLOYMENT AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND WILLIAM J. BROCK, I.

WHEREAS, the City entered into an Employment Agreement with William J. Brock, I, on March 1, 2005, and subsequently amended on May 1, 2007, and March 1, 2010; and

WHEREAS, Council desires to amend and supplement the original Employment Agreement as set forth herein.

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

SECTION 1: The Mayor is hereby authorized to enter into an Employment Agreement by and between the City of Monroe and William J. Brock, I, pursuant to the terms and conditions set forth on Exhibit "A" attached hereto and made a part hereof.

SECTION 2: This Resolution shall be retroactive to January 1, 2021.

SECTION 3: 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: _____

Exhibit “A” Res No. 03-2021

EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made and entered into this 1st day of January, 2021, by and between the City of Monroe, Ohio, (“City”) and William J. Brock, I, (“Employee”).

WITNESSETH

WHEREAS, City desires to employ the services of William J. Brock, I, as City Manager of the City of Monroe, as provided for in Article VI, Section 6.01 of the Charter of the City of Monroe; and

WHEREAS, it is the desire of the City Council of the City to provide certain benefits and to establish certain conditions of employment of said Employee as set forth in this Employment Agreement; and

WHEREAS, Employee desires to accept employment as City Manager of Monroe, Ohio, pursuant to the terms and conditions set forth in this Employment Agreement; and

WHEREAS, this Agreement is hereby considered a continuation of and an amendment and supplement to the original agreement effective March 1, 2005.

NOW, THEREFORE, in consideration to the mutual covenants herein contained, the parties agree as follows:

1. Powers and Duties of the City Manager.

- A. Employer agrees to employ William J. Brock, I, as City Manager of the City of Monroe to perform the functions and duties specified in the Charter, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign, subject to this Agreement. Employment shall commence on the 1st day of March, 2005.
- B. Pursuant to Article VI, Section 6.05 of the Charter, neither the City Council nor any of its members shall direct or demand the appointment of any person to, or removal from, office by the City Manager or any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the service of the City, except where expressly provided for by the Charter or state law.

2. Term of Agreement.

The term of this agreement shall be three years beginning January 1, 2021.

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Manager to resign at any time from his position with Employer; however, the City Manager agrees to provide City Council at least forty-five (45) days advance written notice of such resignation.
- B. The City Manager agrees to remain the exclusive employ of the City of Monroe, while employed by the City of Monroe. The term “employed”, however, shall not be construed to include occasional teaching, writing, speaking or consulting performed on his time off, even if outside compensation is provided for such services. Said activities are expressly allowed, provided that in no case is any activity allowed which would present a conflict of interest with the City of Monroe. No use of City services or resources shall be used or allowed for performance of activities provided for in this paragraph.

3. Termination and Severance Pay.

- A. The City Manager serves at the pleasure of City Council. In the event the City Manager is terminated by the City Council, the City shall pay Employee a lump sum cash payment equal to six (6) months aggregate compensation. Employee shall also be compensated for all earned sick leave, vacation, holidays, and other accrued benefits to date, calculated at the rate of pay in effect upon termination. As used herein, the term “aggregate compensation” shall include Employee’s base salary.
- B. In the event the City Manager is terminated by the City Council, all health, dental, life insurance and all other City provided benefits shall continue in full force and coverage, at City expense, for a period of six (6) months or until similar coverage is provided to Employee by a subsequent employer (and is in full force and effect), whichever comes first.
- C. In the event the City Council at any time reduces the salary, compensation or other benefits of the City Manager in a greater amount than an applicable across-the-board reduction for all employees of the City, or in the event the City Council fails to comply with any other provision of this Employment Agreement, or if the Employee resigns following a suggestion by a majority of the Council, then, in that event, Employee may, at his option, be deemed to be “terminated” at the date of such reduction, such refusal to comply, or such resignation with the meaning and context of the herein severance pay provision, then, in that event, Employee may, at his option, be deemed to be terminated, as provided herein.
- D. City Council agrees to provide the City Manager with thirty (30) days advance written notice of termination except if such termination is because of his conviction of any illegal act involving personal gain to himself, or criminal activity (excluding traffic-related offenses), then, in that event, Employer shall have no obligation to provide thirty (30) days advance written notice and no obligation to pay the aggregate severance sum designated herein.

- E. Contemporaneously with the delivery of the severance pay set forth in this Agreement, Employee shall execute and deliver to Employer a release, releasing Employer of all claims that Employee may have against Employer.

4. Salary

- A. Employer shall pay to Employee for this services rendered pursuant hereto as City Manager an annual base salary in the amount of one hundred thirty two thousand five hundred (\$132,500.00) and payable in installments at the same time as other employees of the City are paid. Employee shall be entitled to cost of living and annual merit increases at the discretion of City Council upon completion of performance evaluation as set forth in Section 10 herein.

5. Insurance coverages.

- A. Employer agrees to provide hospitalization, surgical, comprehensive medical and dental insurance for Employee. Employer agrees to pay eighty three percent (83%) of the premium paid on behalf of all other full time employees, providing that the Employee pays the remaining seventeen percent (17%) of the premium.

6. Automobile.

- A. The City Manager's duties require the exclusive and unrestricted use of an automobile at all times during employment by Employer. Employer shall furnish said automobile and shall be responsible for paying for liability, property damage, and comprehensive insurance and for the purchase, operation,, maintenance, repair and regular replacement of said automobile. Manager shall have the option of a \$500.00 per month car allowance in lieu of this provision. Said car allowance shall be intended to reimburse him for local travel only, defined as travel within the Cincinnati/Dayton Metropolitan Area. All travel outside of the Cincinnati/Dayton Metropolitan Area on official City business, shall be reimbursed at a per mile rate equal to the IRS allowable rate then in effect.

7. Other benefits.

- A. All provisions of the Charter, and rules and regulations of Employer relating to fringe benefits and working conditions as they now exist or hereafter may be amended, shall apply to the City Manager as they would to all other employees of Employer, in addition to said benefits enumerated specifically for the benefit of the City Manager in this Agreement. All benefits which vary according to tenure shall be calculated and granted in accordance with City provisions using an equivalent original employment date of March 4, 2004.
- B. Employee shall accrue five weeks of vacation per year with any unused vacation leave paid out at the end of each year.

- C. Employee shall accrue vacation leave at the rate agreed to herein, and shall accrue sick leave at the same rate as other employees of the City of Monroe.
- D. The City Manager shall receive an annual payment of \$5,000 to be paid into a City approved deferred compensation plan.

8. Professional development.

- A. Council shall adopt a budget based on Council's judgment of the amount to be provided to Employee for professional development. From the amount provided for in the budget annually adopted by Council, employee can spend for professional dues, subscriptions, travel and subsistence expenses of the City Manager for professional development participation and travel, meetings, and occasions adequate to continue his professional development. Said participation on City time may include, but not be limited to the International City/County Management Association, Ohio City/County Management Association, and such other national, regional, state and local governmental groups and committees thereof which Employee serves as a member, or which said participation is beneficial to Employer.

9. General expenses.

- A. Employer agrees to reimburse Employee for certain reasonable expenses of a non-personal, job-affiliated nature, subject to annual appropriations. The Finance Director is authorized to disburse such monies upon receipt of duly executed expense vouchers, receipts, statements, or personal affidavit, on the condition that the job-related expenses, such as meals, entertainment, and other similar expenses, are incurred by Employee on behalf of the City and in his official capacity as City Manager.
- B. Employer shall bear the full cost of any fidelity or other bonds required of the City Manager under any law or ordinance.
- C. The Finance Director (or other designated employee) is hereby authorized to disburse funds as needed to fulfill all provisions of this Agreement, upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits.

10. Performance evaluation.

- A. Employer shall review and evaluate the performance of the Employee at least once annually in advance of the adoption of the Annual Appropriation Ordinance. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Further, the Employer or a designee of said Employer shall provide the Employee with a summary written statement of the findings of the Employer and provide an adequate opportunity for the Employee to discuss his evaluation with the Employer.

- B. Annually, the Employer and Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the City of Monroe and the attainment of the Employer's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating, capital budgets and appropriations provided.
- C. In effecting the provisions of this section, the Employer and the Employee mutually agree to abide by the provisions of applicable law.

11. Indemnification.

- A. Employer shall defend, indemnify and hold Employee harmless from and against any and all torts, claims, causes of action, demands, costs, expenses or other legal action~including all attorneys' fees, whether groundless or otherwise arising out of any alleged act or omission occurring during or arising out of Employee's performance of duties as City Manager. Employer shall have the right to compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. Said indemnification shall extend beyond Employee's termination of employment, and the otherwise expiration of this Agreement, to provide full and complete protection to Employee by the City of Monroe, as described herein, for any acts undertaking or committed in his capacity as City Manager, regardless of whether the filing of a lawsuit for such tort, claim, cause of action, demand, or other legal action occurs during or following Employee's employment with Employer.

12. General provisions.

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. This agreement shall become effective upon adoption and approval by the City Council of the City of Monroe.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Monroe has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its Clerk of Council, and the City Manager has signed and executed this Agreement, the day and year first written above.

CITY OF MONROE, OHIO

CITY MANAGER

Mayor

William J. Brock, I

ATTEST:

APPROVED AS TO FORM

Clerk of Council

Law Director

ORDINANCE NO. 2021-01

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 286 OF THE CODIFIED ORDINANCES TO INCREASE AND ADD CERTAIN FEES FOR SERVICES.

WHEREAS, the cost for providing certain services has increased and/or has not been established.

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

SECTION 1: Section 286.06 of Chapter 286 is hereby amended to read as follows:

“286.06. - Sidewalks, curb and gutter and drive aprons.

Permits for sidewalks, curb and gutter and drive apron repair, replacement and/or construction shall be \$50.00 for residential property and \$100.00 for commercial property.”

SECTION 2: Chapter 286 is hereby supplemented to read as follows:

“286.14. – The fee for a flood Plain Permit shall be \$100.00.

286.15. – The fee for a Utility Right of Way Construction Permit shall be \$150.00.

286.16. – The fee for a Utility Right of Way Certificate of Registration shall be \$1,500.00.

286.17. – The fee for a Utility Right of Way Minor Maintenance Permit Fee shall be \$500.00.

286.18. – The fee for all other right of way permits not specified herein shall be \$100.00.

286.19 – The fee for a SWP3 review shall be \$1,000.00.

286-20 – The fee for an abbreviated SWP3 Review Fee shall be \$500.00.

286.21. – The fee for the initial sexually oriented business license shall be \$200.00. The annual renewal fee for a sexually oriented business license shall be \$200.00. The fee for the initial sexually oriented business employee license shall be \$100.00. The annual renewal fee for a sexually oriented business employee license shall be \$50.00. The fee for an initial sexually oriented business license or an initial sexually oriented business employee license shall be nonrefundable.

286.22. – The fee for credit card processing fees shall be borne by the user of the credit card.”

SECTION 3: 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:_____

ORDINANCE NO. 2021-02

AN ORDINANCE AMENDING SECTION 860.06 OF CHAPTER 860 OF THE CODIFIED ORDINANCE TO REMOVE THE SPECIFIC LICENSE FEES.

WHEREAS, for ease of access to various fees it is deemed appropriate to remove the specific fees in Section 860.06 and place them in Chapter 286 known as the fee ordinance.

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

SECTION 1: Section 860.06 is hereby amended to read as follows:

“860.06. – License fees.

License fees shall be as established by ordinance of City Council.”

SECTION 2: 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:_____

ORDINANCE NO. 2021-03

AN ORDINANCE AMENDING EXHIBIT "1" OF ORDINANCE NO. 2020-36 TO ESTABLISH THE POSITION AND PAY RANGE OF GIS ANALYST.

WHEREAS, the City Manager has recommended the establishment of the positions of GIS Analyst;

WHEREAS, Council concurs with the City Manager's recommendation.

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

SECTION 1: Exhibit "1" of Ordinance 2020-36 is hereby supplemented to include the position and pay range of GIS Analyst as set forth on Exhibit "1" attached hereto and made a part hereof.

SECTION 2: 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:_____

TITLE	POSITIONS	PAY GRADE
COUNCIL		
CLERK OF COURTS	1	3
CLERK OF COUNCIL	1	1
CITY MANAGER'S OFFICE		
ASSISTANT CITY MANGER	1	10
ASSISTANT TO CITY MANAGER (Econ Dev)	1	6
ASSISTANT TO CITY MANAGER (Clerk of Council)	1	5
HUMAN RESOURCES SPECIALIST	1	5
EXECUTIVE ASSISTANT	1	2
ADMINISTRATIVE SUPPORT CLERK	2	1
DEVELOPMENT		
DEVELOPMENT DIRECTOR	1	9
ASSISTANT DEVELOPMENT DIRECTOR	1	6
PLANNER	1	5
CODE ENFORCEMENT INSPECTOR	1	4
PLANNING & ZONING SPECIALIST	1	3
FINANCE		
FINANCE DIRECTOR	1	9
ASSISTANT FINANCE DIRECTOR	1	7
FINANCIAL OPERATIONS MANAGER	1	7
INCOME TAX ADMINISTRATOR	1	6
FINANCE SPECIALIST	2	3
INCOME TAX AUDITOR	2	3
COMMUNITY SERVICES SPECIALIST	3	2
UTILITY BILLING SPECIALIST	1	2
FIRE		
FIRE CHIEF	1	9
ASSISTANT FIRE CHIEF	1	8
FIRE CAPTAIN	1	7
FIRE ADMINISTRATIVE ASSISTANT	1	2
FIRE LIEUTENANT	6	UNION SCALE
FIREFIGHTER/PARAMEDIC/EMT	34	UNION SCALE
POLICE		
POLICE CHIEF	1	9

POLICE CAPTAIN	2	8
POLICE LIEUTENANT	3	7
COMMUNICATIONS SUPERVISOR	1	5
DISPATCHER	8	3
POLICE ADMINISTRATIVE ASSISTANT	1	2
POLICE SERGEANT	4	UNION SCALE
PATROL OFFICER	26	UNION SCALE
PUBLIC WORKS		
PUBLIC WORKS DIRECTOR	1	9
CITY ENGINEER	1	8
ASSISTANT PUBLIC WORKS DIRECTOR	1	7
PUBLIC WORKS SUPERINTENDENT	2	6
GIS ANALYST	1	6
ENGINEERING TECHNICIAN	1	4
PUBLIC WORKS ADMINISTRATIVE ASSISTANT	1	2
LABORER	8	PT
PUBLIC WORKS CREW LEADER	5	UNION SCALE
OPERATOR/LABORER	15	UNION SCALE

Pay Grade	Pay Ranges			
	Minimum Annual	Maximum Annual	Minimum Hourly	Maximum Hourly
10	\$ 96,729.36	\$ 135,421.10	\$46.50	\$62.93
9	\$ 90,280.74	\$ 126,401.60	\$43.40	\$60.77
8	\$ 84,260.59	\$ 110,333.60	\$40.51	\$48.45
7	\$ 68,556.80	\$ 96,300.88	\$32.96	\$46.30
6	\$ 61,893.94	\$ 86,651.51	\$29.76	\$41.66
5	\$ 53,560.00	\$ 74,984.00	\$25.75	\$36.05
4	\$ 49,275.20	\$ 68,985.28	\$23.69	\$33.17
3	\$ 44,990.40	\$ 62,986.56	\$21.63	\$30.28
2	\$ 42,933.70	\$ 60,107.17	\$20.64	\$28.90
1	\$ 30,529.20	\$ 42,848.00	\$14.68	\$20.60
PT	\$ 10,712.00	\$ 17,139.20	\$10.30	\$16.48



DATE ISSUED **December 31, 2020**

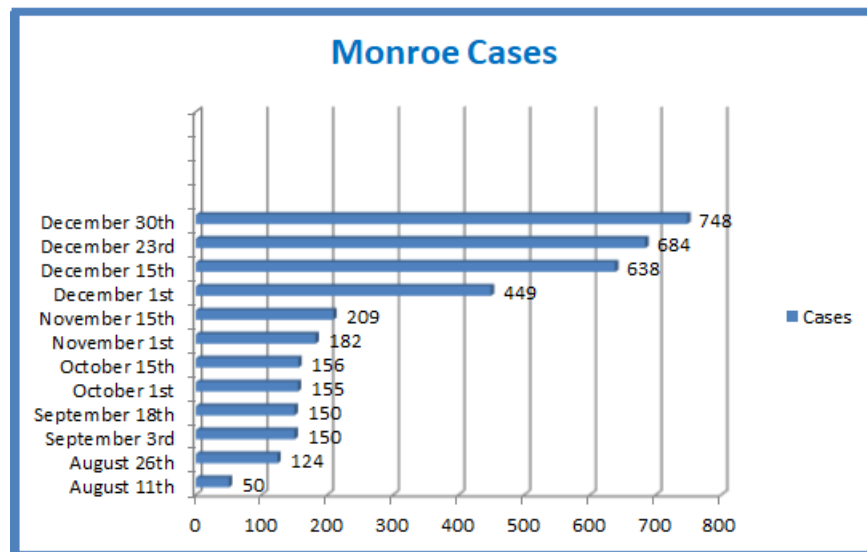
REPORT NO. **20-50**

ATTENTION: **Mayor and Council**

SUBJECT: **Supplementary Report**

COVID-19

The Governor's Office, through the zip code identifier, shows Monroe at 748 cases, up from 684 cases last week. This is an increase of 64 cases.



It is our current understanding that this pandemic will effect operations through early fall of 2021 and we plan to continue operating until that time or until those assumptions change.

CARES Funding

- FEMA: We will be awarded a 75% match of "qualifying" COVID-19 related expenses. Total reimbursement will be around \$5,589. Some items were disqualified, but those items will be

fully reimbursable from the CARES funding we received from the fourth “leftover” disbursement that the counties issued at the end of November.

- CARES:
 - 1st Disbursement – Fully accounted for & approved by Council as to what was actually spent.
 - 2nd Disbursement – Fully accounted for with the exception of the \$50,000 designated for The CIC Small Business Program.
 - The CIC has provided invoices for legal & advertising costs totaling around \$2,631, and they are working with the County to finalize the applications that she has received thus far. That update is below.
 - 3rd Disbursement – We still have several outstanding items in this disbursement. Several items on the list originally presented to Council were unavailable to purchase/receive by the December 31 deadline. Those funds have been repurposed to buy additional equipment needed to disinfect City property and to enable teleworking for all administrative staff. As of right now without accounting for the unknowns listed below, I have around \$1,868 available in this disbursement to be repurposed.
 - \$935 – December Verizon costs of extra cell phones & Council tablets (just waiting on invoice)
 - \$7,930 – Installation of 2nd window in Mayor’s Court clerk office (waiting on glass to arrive)
 - \$5,749 – HVAC upgrade at new Police facility (work completed but waiting on invoice)
 - \$5,050 – PPE & cleaning supply purchases for Police Dept (waiting for processing of p-card & review of applicable receipts by Accts Payable team)
 - \$13,020 – Digital upgrade at Community Center
 - \$6,270 – Digital upgrade to Council Chambers
 - 4th Disbursement – We received \$4,418 from the counties and unposted interest. We used the majority of that to cover the COVID-19 related expenses that FEMA “disqualified.” We have approximately \$159 remaining. This disbursement has not been approved by Council.

Once we have finalized the CARES funding, we will have a final piece of legislation to Council to get approval of the actual items purchased since so many items changed in the third disbursement and we need approval legislation for the fourth disbursement.

Small Business Grants

The Community Improvement Corporation met several times to review Monroe CARES small business applications. After the initial review, the Board of Trustees determined that there could be more opportunities to serve the business community than what the submitted applications represented, and so the CIC launched a 48 hour “lightening round” to reach out to more businesses.

Additionally, the CIC's Board evaluated the potential program applications with the amount of funding available (through the City and Butler County) and increased the City-funded grants to \$5,000 (bricks and mortar) and \$2,500 (home occupations). The County's funding continued to be limited to \$10,000 per award. The Board also adjusted the program requirements to be more inclusive of companies that have invested in Monroe and showed a reasonable business model. The Board voted to use County CARES money wherever possible in an effort to keep Monroe's CARES funding more flexible for City needs.

The following Monroe businesses received funding:

- \$223.50 to Abacus
- \$5,000 to Clubhouse Sports Grille (did not qualify for County CARES funds due to having too many employees)
- \$15,000 to EICK Global Stem Academy (\$10,000 from County CARES funds and \$5,000 from City CARES funds)
- \$572.05 to Housh – The Home Energy Experts
- \$3,990.81 to Martinez (M&M) Dental
- \$1,733.22 to Richard's Pizza
- \$6,547.68 to Fantasy Diner

It's also interesting to note that the awarded projects involved between \$400 - \$500 of items that these businesses had purchased locally (cleaners from Family Dollar, gloves from Presto Foods, supplies from Sterling Distribution, Carr Supply and Corken Steel). Several businesses reached back out with sincere appreciation for the support.

The unused Butler County CARES funds that were accepted by City Council specifically for economic development (\$64,056) will be returned to Butler County. Unused City CARES funds from the initial \$50,000 allocation to the CIC may be used towards 2021 economic development projects that support pandemic-related economic development projects if the extension provision made it through the federal stimulus package.

GIS and Human Resources Manager Positions

Reviewing the Individual Priorities set in the Council Retreat and reanalyzing the needs for each position as presented to Council we suggest the following for filing each position.

- Fill the GIS Position
 - This position was specifically identified as a Management Priority under the Well Managed Services and Infrastructure Strategic Priority.
 - All Departments have identified needs that can be met by filling this position. (Attached PDF describes needs)
 - Space and equipment exists within the Public Works Department to support this position immediately.
- Human Resources Manager Position
 - This position was indirectly identified as a Management Priority.

- During the Staff retreat it was determined that more work needed to be done to identify areas currently performed within the Departments to be performed with centralized staff to help identify clear roles and responsibilities of the new position. This will allow for better identification of the individual we are seeking to fill the position and allow that individual to get up to speed as quickly as possible when on board.
- We do not currently have the space or equipment needed to house the position. This will come after the rehabilitation of the space being vacated by the Police Department, this is estimated to be ready in the 3rd quarter of 2021.

Thus, we would like Council to consider creation of both positions, with the understanding that the HR Manager position would be filled only when additional work is done on the position description and the physical space need to house the employee is completed.

Utility Billing

Weekly aging comparison:

□

Week Ending	01-30	31-60	61-90	91-120	120+	Bankruptcy	Totals
07/31/20	\$ 51,239.34	\$ 12,702.94	\$ 2,981.29	\$ 3,166.26	\$ 17,456.15	\$ 948.95	\$ 88,494.93
08/07/20	\$ 38,960.07	\$ 10,805.76	\$ 2,725.65	\$ 2,886.45	\$ 16,757.75	\$ 948.95	\$ 73,084.63
08/14/20	\$ 29,310.93	\$ 6,662.42	\$ 2,454.70	\$ 2,602.58	\$ 16,113.64	\$ -	\$ 57,144.27
08/21/20	\$ 89,272.97	\$ 18,984.40	\$ 5,244.45	\$ 2,221.67	\$ 16,788.66	\$ -	\$ 132,512.15
08/28/20	\$ 72,353.09	\$ 16,430.87	\$ 4,532.51	\$ 2,106.56	\$ 16,303.31	\$ -	\$ 111,726.34
09/04/20	\$ 57,566.96	\$ 11,634.78	\$ 3,957.58	\$ 2,018.87	\$ 14,673.79	\$ -	\$ 89,851.98
09/11/20	\$ 46,235.69	\$ 10,065.76	\$ 3,728.32	\$ 1,897.22	\$ 13,156.60	\$ -	\$ 75,083.59
09/18/20	\$ 103,818.71	\$ 37,417.19	\$ 8,389.37	\$ 3,523.53	\$ 11,743.25	\$ -	\$ 164,892.05
09/25/20	\$ 57,404.74	\$ 20,328.73	\$ 5,640.17	\$ 3,262.77	\$ 2,151.80	\$ -	\$ 88,788.21
10/02/20	\$ 55,572.11	\$ 18,402.67	\$ 5,263.93	\$ 3,244.54	\$ 2,233.57	\$ -	\$ 84,716.82
10/09/20	\$ 40,731.99	\$ 12,695.16	\$ 4,202.35	\$ 2,985.82	\$ 2,160.65	\$ -	\$ 62,775.97
10/16/20	\$ 32,927.69	\$ 9,469.96	\$ 4,006.20	\$ 2,820.47	\$ 2,070.89	\$ -	\$ 51,295.21
10/23/20	\$ 87,652.13	\$ 20,679.07	\$ 7,518.54	\$ 3,801.03	\$ 5,433.28	\$ -	\$ 125,084.05
10/30/20	\$ 68,216.14	\$ 18,747.44	\$ 6,715.74	\$ 3,585.97	\$ 5,196.82	\$ -	\$ 102,462.11
11/06/20	\$ 46,498.18	\$ 11,774.52	\$ 5,195.87	\$ 3,301.86	\$ 5,131.98	\$ -	\$ 71,902.41
11/13/20	\$ 36,054.29	\$ 10,244.85	\$ 4,966.32	\$ 3,095.22	\$ 5,386.20	\$ -	\$ 59,746.88
11/20/20	\$ 123,171.40	\$ 26,286.09	\$ 8,070.14	\$ 4,781.81	\$ 8,189.35	\$ -	\$ 170,498.79
11/28/20	\$ 96,075.67	\$ 23,230.92	\$ 7,437.94	\$ 4,618.52	\$ 8,164.81	\$ -	\$ 139,527.86
12/04/20	\$ 53,856.52	\$ 19,303.96	\$ 6,763.94	\$ 4,490.80	\$ 8,071.81	\$ -	\$ 92,487.03
12/11/20	\$ 41,828.84	\$ 16,773.77	\$ 6,033.07	\$ 4,246.69	\$ 7,867.86	\$ -	\$ 76,750.23
12/18/20	\$ 31,123.05	\$ 88.61	\$ 15,067.87	\$ 5,717.50	\$ 11,965.26	\$ -	\$ 63,962.29
12/25/20	\$ 75,276.53	\$ 27,317.81	\$ 14,492.46	\$ 5,564.03	\$ 11,746.35	\$ -	\$ 134,397.18
AVERAGE	\$ 60,688.50	\$ 16,365.80	\$ 6,154.02	\$ 3,451.83	\$ 9,489.26	\$ 86.27	\$ 96,235.68

- This week reflected an increase of aging since the December bills were generated.
- There is an overall increase in aging relative to 2019 (\$82,451.61 total from last year at this time).
- 22 accounts have balances over \$500 accounting for 30% of the total balance due.
 - Two of these accounts are residents with balances over \$1000.
 - One of these accounts is a business with a balance close to \$10,000.
- There are 113 accounts in the 120+ aging bracket.
 - 39% are Monroe Crossing accounts that bill only trash, storm water, and streetlights. These accounts typically do not pay and are assessed to the county annually. The intention is to change this process to a bi-annual process to be completed again in March.
 - Another 7% of the accounts have balances less than \$15.00
 - 13% have balances over \$200.00.

Accounts eligible for disconnect:

2019		2020	
Date	Count	Date	Count
08/07/19	57	08/05/20	54
08/14/19	21	08/12/20	46
08/21/19	120	08/19/20	156
09/04/19	40	09/02/20	81
09/25/19	97	09/21/20	192
10/02/19	63	09/30/20	123
10/16/19	115	10/14/20	78
10/23/19	135	10/21/20	164
10/30/19	88	10/28/20	136
11/06/19	No data	11/04/20	112
11/13/19	No data	11/11/20	86
11/20/19	157	11/18/20	306
11/27/19	No data	11/25/20	234
12/04/19	66	12/02/20	205
12/11/19	No data	12/09/20	151
12/18/19	No data	12/16/20	120
12/25/19	No data	12/23/20	242
01/01/20	No data	12/30/20	223
AVERAGE	87	AVERAGE	151

This week reflected a small decrease in accounts eligible for disconnect as we move farther from utility due date. Since we are not performing disconnections of water service due to COVID, the accounts eligible for disconnect will likely continue in an upward trend resulting in the need for the bi-annual assessment process mentioned above.

Note: We did not keep a running log of accounts eligible for disconnect in 2019 so there will be times I am not able to recreate the data as noted above on 11/06/19, 11/13/19, 11/27/19, 12/11/19, 12/18/19, 12/25/19, and 01/01/2020. In past practice we have not performed disconnections if temperatures are forecasted to drop below 32 degrees overnight or if the shut off falls on a holiday week (ORC prohibits disconnection of service if the disconnection would occur on a day that is not followed by a staffed working day for reconnection of service).

Projects

Police Facility

We had a water connection fail in one of the rear break rooms of the facility during one evening last week. The leak was not noticed until the morning and had caused damage to areas in the rear of the building. The contractor called Servpro in to remediate the damages. Dryers and dehumidifiers are in place and repairs will be made along baseboard areas. The damages will be covered by the contractors insurance.

SR63/Lawton

As we continue to finalize the project design, we have identified several easement or right of way needed that will be required to complete the project. Those parcels will be negotiated and brought before Council for approval. It is our hope to be granted the parcels without cost, but it is too early to determine if that will be the case.

GIS NEEDS

Justification of a full time employee for
the GIS needs in the City of Monroe

WHAT IS GIS



A geographic information system (GIS) is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes. With this unique capability, GIS reveals deeper insights into data such as patterns, relationships, and situations—helping users make smarter decisions.

WHAT CAN GIS DO FOR THE PUBLIC



A well run GIS System can do many different things. The information which we can make available to the public through GIS will give our tech savvy residents the information and answers they want and need quickly. Below are a few things that would easily answer questions for the public:

- Garbage route collection map- A map that plots out what day your garbage is collected or when there are special garbage pick-up days
- Leaf collection map- A map that will easily show what days Public Works will be in your area to collect leaves
- Location of handicap ramps- A map to show our handicap residents where they can safely cross our streets while we work on adding more ramps throughout the City
- Welcome to Monroe map- A map that will show our new residents or visitors where all of the City's best attractions are located

These are just a few of the ideas we can provide for our resident's and this list can go on and on.

WHAT CAN GIS DO FOR THE CITY



- Provide real time information to the public
- Provide endless information to the public through the internet, lessening burden on City staff
- Provide critical data to City staff for optimal efficiency
- Provide critical data to the City for locations, age and conditions of infrastructure
- Provide critical data for Development opportunities within the City
- Provide our safety services with the ability to track hot spots on a map; drug related, COVID related or crime related, GIS can be used to detect patterns and build cases that are more easily solved



Our need for Geographical Information Systems

Our City has and is growing at a rapid rate. With that growth comes the need for accurate data at the click of the button. With the ever growing demand of accurate information at the click of a button, our need to catch-up, grow and maintain our GIS system has never been greater.

Monroe is a unique place, we are known by our residents to be a City with a small town feel; however, from a local government standpoint, Monroe is a City that has outgrown small town. Growth drives the need for knowledge, not only at the organization's fingertips, but the public as well.

A well managed GIS System will equip the City and the public with fast, real time information that will lead the City into an even brighter future.



How do we currently handle City GIS needs

For the past 8-10 years, the City has contracted our GIS work. The typical year see's the City spend on average \$40,000.00 with our GIS consultant. Typically, Public Works will spend around \$20,000.00 and Development will spend around \$20,000.00 annually. On top of these costs, there is also nearly \$10,000.00 in licensing fees for GIS software. Police, Fire and Finance all have needs and wants for GIS, but they currently do little to no work with our consultant.

Some of the data collected is gathered by City personnel, but all of the back end data entry is handled by our consultant. Currently, the City of Monroe uses the firm RA Consultants to provide what GIS services we use. The consultant is paid on an hourly basis. Depending on the level of skill required for each particular task, the hourly rate can range from \$80.00 per hour to \$91.35 per hour for services rendered by the consultant. Increases in these rates generally happen every couple of years.



CITY GIS NEEDS BY DEPARTMENT (PUBLIC WORKS)

Storm Water Department

- Annual Outfall Mapping/Storm Water Inspections add inspections to GIS
- Continue to Update Storm Water Utility Layers and attribute data
- Build maps of Storm Water Utility for the purposes of a directional cleaning program
- Label all detention basins and add attribute data
- Drone Inspection and integration into GIS system of all detention basins within the City
- Inventory of all repairs and updates to the Storm Water System
- Manage repairs made to catch basins/box culverts by adding attribute data
- Manage curb and gutter repair
- Integration with Munis/Work Orders in to GIS

Street Department

- Street Light Inventory
- Street Sign Inventory
- Monitor our paving program by adding attribute data on street paving, Pavement Condition Rating/Annual Resurfacing Updates
- Monitor our ADA compliance program by creating maps of compliance
- Create/update snow route maps for efficiency
- Create/update mowing maps for efficiency
- Vehicle tracking for snow removal
- Integration with Munis/Work Orders in to GIS

Water

- Fire hydrant inventory with attribute data
- Water valve inventory with attribute data
- GIS location of repairs made to the Water System
- GIS location of curb stop locations
- GIS location of water meter pits
- GIS location of indoor meters
- Integration with Munis/Work Orders in to GIS

CITY GIS NEEDS BY DEPARTMENT (PUBLIC WORKS cont.)



Engineering Department

- Geocoding of Record Drawings to the GIS system
- Tracking of right-of-way program
- Tracking of concrete permits
- Integration with Munis/Work Orders in to GIS
- Ability to verify elevations on construction projects that use GIS layout versus standard surveyor layout

Parks Department

- GIS locations of utilities such as water
- Mapping for Disc Golf course
- Layout of soccer fields
- Integration with Munis/Work Orders in to GIS

Cemetery Department

- Cemetery Mapping
- Grave Inventory
- Head stone repair program
- Integration with Munis/Work Orders in to GIS
- Layout of unsold lots to make locating more accurate



CITY GIS NEEDS BY DEPARTMENT (DEVELOPMENT)

General Data Needs

- General Base Data (sidewalks, streets, parcel, etc.).
- Zoning
- Street Trees
- Current Land Use
- Future Land Use
- Non-Conforming uses
- Business Locations/Home Based Business – Occupied, Type, etc.
- Lot Coverage
- Trails, Bus Stop Locations and Routes
- Institutional Locations
- Proposed Site Plans (integration)
- Current Businesses
- Census Data
- Approved Permit Locations
- All relevant property data – zoning permits, property maintenance issues, etc.

Operational Needs

- Coordinating two different formatted County Systems
- Web Services/Online Mapping/Dashboard
- Overall Mapping/Map Creation (Branding/design templates, etc.)
- General Analysis (i.e. investment hotspot maps)
- Integration with MUNIS
- Database Management
- Overall monitoring of systems and integrated into our work program and flow
- Continually updating data to avoid outdated information
- E-Government and filing of permits
- Long Term - Resource Inventory, Modeling, Supporting Public Participation
- Property Maintenance Vehicle Tracking

Service Desires

- Inquisitive about operations/needs
- Persistence (not cannot be completed, but how best)
- Technologically savvy and willing to explore other programs for integration
- Detailed-oriented
- Customer Service focused as will need to interact with various staff/personalities.



CITY GIS NEEDS BY DEPARTMENT (POLICE & FIRE)

POLICE

- Dispatch Mapping
- Vehicle / Cruiser Mapping
- Statistical Analysis
- Heat Layering / Stat Mapping
- Criminal / Tactical / Special Operations Planning

FIRE

- Water mains / Size & GPM
- Hydrants
- Flood Plains
- Single & Duplex Family Residential only
- Multi-family only
- Retail
- Commercial
- Bodies of water



CITY GIS NEEDS BY DEPARTMENT (FINANCE)

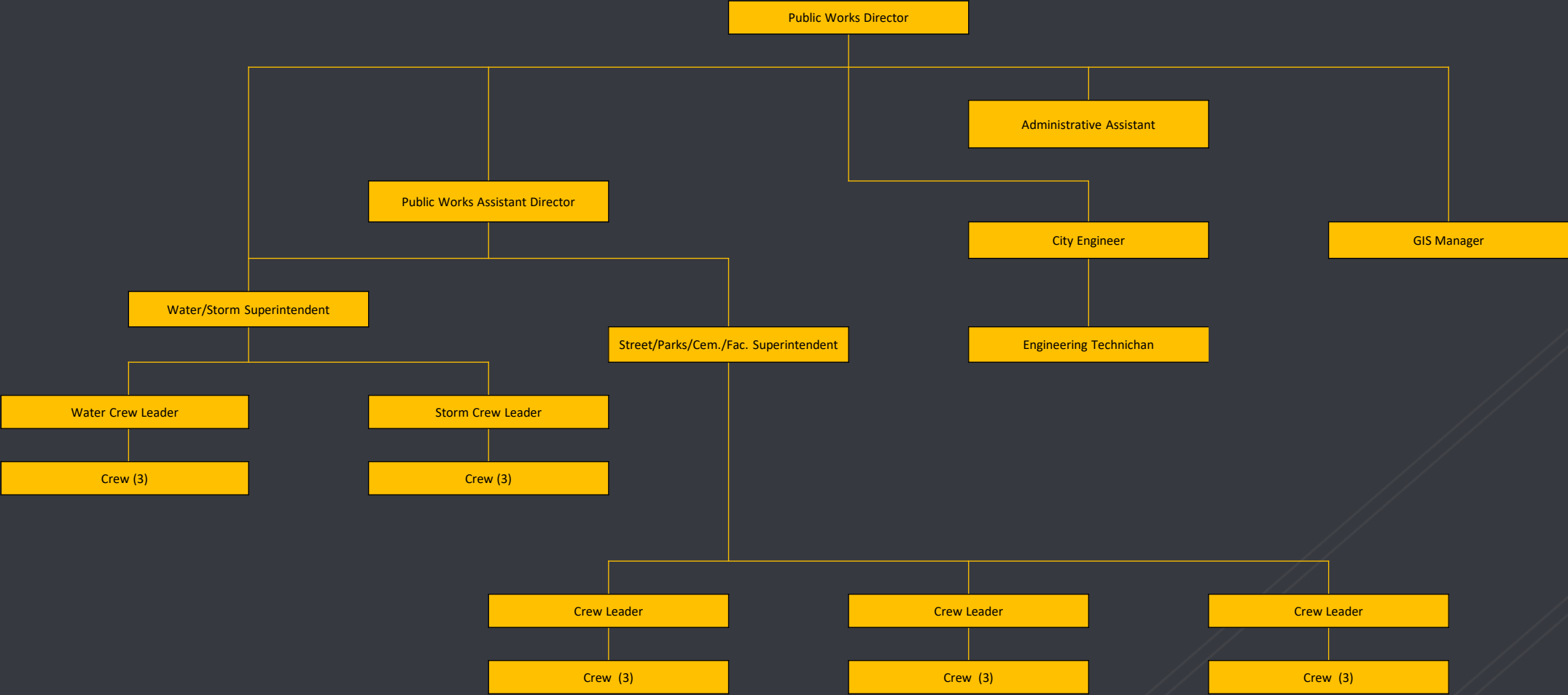
- Identify which meters are not reading each month & their locations in relation to the gateways
- Map out the shut-off locations (i.e., place the shut off valves)
- Identify the weekly hot spots of who was missed for their trash/recycling pick-up (wanting to see if it is one area or multiple areas)
- Comparing a list of residential, industrial, & commercial address to the list of current utility customers and current income tax customers
- Capital Asset Management: location of all City-owned capital assets with a list of all maintenance & replacement dates (to help plan and sustain a useful long-term capital planning tool)
- Age & maintenance of water meters
- Analyzing tax and utility payment delinquencies
- Application in a mobile app (ex: reporting leaks through a cell phone with automatic GPS tracking)
- Population & demographics (for CAFR & service-level evaluations for budgeting)
- Interactive capital improvement plan (interactive for the public)
- Trash pick-up times, billing due dates for income tax and utility, delinquency turn-off dates (if different per areas)



HOW WILL THE POSITION BE STRUCTURED

- The GIS Technician will be a full time hourly employee
- Salary Range for this position will be \$25.00-\$36.54 per hour
- The GIS Technician position will report to the Director of Public Works or their designee
- The GIS Technician will be housed at 980 Holman Ave. which is home to the Engineering Department
- All work flow and scheduling of work for GIS Technician will be approved by the Director of Public Works or his designee
- Director of Public Works will prioritize work load across all departments for larger GIS projects while allowing ample time per week for general data entry and system maintenance

PUBLIC WORKS ORGANAZATIONAL CHART





COMPARABLE HOURLY RATES

- City of Fairfield- GIS-GPS Mapping Technician/Traffic Analyst.....\$34.08 - \$35.44
- City of Middletown- GIS Administrator.....\$26.57 - \$35.00
- City of Hamilton- GIS Technician.....\$23.08 - \$29.62
- City of Hamilton- Senior GIS Specialist.....\$59,280.00 - \$75,462.00
- Cuyahoga County GIS Analyst.....\$26.14 - \$30.73



ANCILLARY COSTS OF THE POSITION

- Leased Vehicle- Small hatch back car.....\$300.00 monthly
- Fuel for vehicle.....\$1,600.00 annually
- Office furniture- Desk, chair, file cabinets, etc.....\$3000.00 one-time
- Computer, monitors, etc.....\$3500.00 one-time
- Drone for aerial inspections.....\$2500.00 one-time
- Drone licensing.....\$500.00 annually



GIS WAGE DISTRIBUTION

- Water Department..... 15%
- Storm Water Department..... 20%
- Street Department..... 15%
- Cemetery Department..... 5%
- Engineering Department..... 10%
- Parks Department..... 5%
- Police Department..... 5%
- Fire Department..... 5%
- Finance Department..... 5%
- Development Department..... 15%

CONCLUSION



In closing, please give serious consideration to this request. This is a very important position which needs to be created. Every department from within the City will benefit from this decision and even more importantly, the public will ultimately benefit from this.

Without this position, City departments will continue to struggle with providing real time information and answers to it's employees as well as the public.

ORDINANCE NO. 2021-04

AN ORDINANCE AMENDING EXHIBIT “1” OF ORDINANCE NO. 2021-04 TO ESTABLISH THE POSITION AND PAY RANGE OF HUMAN RESOURCES MANAGER.

WHEREAS, the City Manager has recommended the establishment of the position of Human Resources Manager; and

WHEREAS, Council concurs with the City Manager’s recommendation.

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

SECTION 1: Exhibit “1” of Ordinance 2021-04 is hereby supplemented to include the position and pay range of Human Resources Manager as set forth on Exhibit “1” attached hereto and made a part hereof.

SECTION 2: 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:_____

TITLE	POSITIONS	PAY GRADE
COUNCIL		
CLERK OF COURTS	1	3
CLERK OF COUNCIL	1	1
CITY MANAGER'S OFFICE		
ASSISTANT CITY MANGER	1	10
HUMAN RESOURCES MANAGER	1	7
ASSISTANT TO CITY MANAGER (Econ Dev)	1	6
ASSISTANT TO CITY MANAGER (Clerk of Council)	1	5
HUMAN RESOURCES SPECIALIST	1	5
EXECUTIVE ASSISTANT	1	2
ADMINISTRATIVE SUPPORT CLERK	2	1
DEVELOPMENT		
DEVELOPMENT DIRECTOR	1	9
ASSISTANT DEVELOPMENT DIRECTOR	1	6
PLANNER	1	5
CODE ENFORCEMENT INSPECTOR	1	4
PLANNING & ZONING SPECIALIST	1	3
FINANCE		
FINANCE DIRECTOR	1	9
ASSISTANT FINANCE DIRECTOR	1	7
FINANCIAL OPERATIONS MANAGER	1	7
INCOME TAX ADMINISTRATOR	1	6
FINANCE SPECIALIST	2	3
INCOME TAX AUDITOR	2	3
COMMUNITY SERVICES SPECIALIST	3	2
UTILITY BILLING SPECIALIST	1	2
FIRE		
FIRE CHIEF	1	9
ASSISTANT FIRE CHIEF	1	8
FIRE CAPTAIN	1	7
FIRE ADMINISTRATIVE ASSISTANT	1	2
FIRE LIEUTENANT	6	UNION SCALE
FIREFIGHTER/PARAMEDIC/EMT	34	UNION SCALE
POLICE		

POLICE CHIEF	1	9
POLICE CAPTAIN	2	8
POLICE LIEUTENANT	3	7
COMMUNICATIONS SUPERVISOR	1	5
DISPATCHER	8	3
POLICE ADMINISTRATIVE ASSISTANT	1	2
POLICE SERGEANT	4	UNION SCALE
PATROL OFFICER	26	UNION SCALE
PUBLIC WORKS		
PUBLIC WORKS DIRECTOR	1	9
CITY ENGINEER	1	8
ASSISTANT PUBLIC WORKS DIRECTOR	1	7
PUBLIC WORKS SUPERINTENDENT	2	6
GIS ANALYST	1	6
ENGINEERING TECHNICIAN	1	4
PUBLIC WORKS ADMINISTRATIVE ASSISTANT	1	2
LABORER	8	PT
PUBLIC WORKS CREW LEADER	5	UNION SCALE
OPERATOR/LABORER	15	UNION SCALE

Pay Grade	Pay Ranges			
	Minimum Annual	Maximum Annual	Minimum Hourly	Maximum Hourly
10	\$ 96,729.36	\$ 135,421.10	\$46.50	\$62.93
9	\$ 90,280.74	\$ 126,401.60	\$43.40	\$60.77
8	\$ 84,260.59	\$ 110,333.60	\$40.51	\$48.45
7	\$ 68,556.80	\$ 96,300.88	\$32.96	\$46.30
6	\$ 61,893.94	\$ 86,651.51	\$29.76	\$41.66
5	\$ 53,560.00	\$ 74,984.00	\$25.75	\$36.05
4	\$ 49,275.20	\$ 68,985.28	\$23.69	\$33.17
3	\$ 44,990.40	\$ 62,986.56	\$21.63	\$30.28
2	\$ 42,933.70	\$ 60,107.17	\$20.64	\$28.90
1	\$ 30,529.20	\$ 42,848.00	\$14.68	\$20.60
PT	\$ 10,712.00	\$ 17,139.20	\$10.30	\$16.48