



**Monroe Council Agenda
Regular Meeting of Council
January 23, 2024 – 6:30 AM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of January 9, 2024

Visitors

Recognition of Mike Rosenbalm and Eddie Myers. Ceremonial swearing in of Chad Caudill, Austin Whitt, and Jenn Patterson

Committee Reports

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

Old Business

Ordinance No. 2024-03. An Ordinance amending and supplementing Section 1048.02 of Chapter 1048 of the Codified Ordinances to increase the rate charged for the stormwater utility. (Second Reading)

New Business

Resolution No. 05-2024. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Ohio Department of Natural Resources associated with the approved grant for the exercise stations and playground equipment at Monroe Community Park.

Strategic Priority: Parks and Connectivity

Background: In February 2022, City Council was informed that the City had been awarded a \$40,000 grant from the Ohio Department of Natural Resources (ODNR) through the State's biennial capital budget program. This grant was intended to offset costs associated with installing exercise stations and replacing playground equipment at Community Park.

The project was approved, and the equipment has been installed. This legislation authorizes the City Manager to enter into a grant agreement with ODNR to seek project cost reimbursement up to



\$40,000.

Moving forward, staff is continuing to look for ways to streamline the capital budget and other grant reimbursements, as we are hopeful that we'll be successful with a 2024 capital budget/one-time strategic fund request.

Resolution No. 06-2024. A Resolution amending Resolution No. 67-2023 to increase the blanket purchase order amount authorized for Public Entities Pool to \$156,634.

Strategic Priority: Good Governance

Background: Council passed Resolution No. 67-2023 on December 12, 2023 authorizing the blanket purchase order amounts for fiscal year 2024. The actual amount for the City's annual property and liability insurance premium was received from Public Entities Pool on January 2, 2024 and totals \$156,634 which exceeds the amount of \$153,000 that was authorized on the original legislation. In order to open a Purchase Order and pay the invoices related to the City's annual insurance premiums, the blanket purchase order amount must be increased and approved by City Council.

Resolution No. 07-2024. A Resolution authorizing the City Manager to enter into a professional services agreement by and between the City of Monroe and Burgess & Niple/KZF Design Joint Venture for a criteria architect for the new public works facility and fire department station 62 upgrades.

Strategic Priority: Well Managed Services and Infrastructure

Background: This is for Criteria Architectural services for the new public works facility as well as the addition and renovation of Fire Station 62. The Public Works Director and Fire Chief determined that it was important to use one criteria architect for both projects. It is possible that two Design/Build Contractors could be chosen for the construction phase, but having one criteria Architect for both projects would be more advantageous to the City.

The decision was made to use the design/build method of construction which calls for the use of a criteria architect for these two projects for the following reasons:

- Design/build will allow the City to hire a criteria architect. This firm will work cooperatively with the City to design these two projects for approximately 30% of the overall design.
- The criteria architect will aid the City in choosing a design/build firm to continue the design of the two projects to complete 100% construction plans.
- The criteria architect will aid the City in the review of these documents and look for errors and/or omissions which are beyond the limits of city staff. Items such as structural steel loads, HVAC load calculations, as well as other technical items will be reviewed by the criteria architect for assurance of correct plans.
- The criteria architect will aid the City with weekly inspections and meetings throughout construction to maintain compliance with the accepted plans.



- The criteria architect will aid the City in assuring pay applications by the design/build contractor are accurate, and the work meets all standards before the City issues payments to the design/build contractor.

To date, the Public Works Facility and Fire Station 62 projects will be the largest financial commitment which the City of Monroe has made in regard to capital investment. It is imperative that the City protects taxpayer dollars to ensure that a successful and sustainable project is delivered. To that end, a successful and sustainable project is one that delivers high functioning facilities which will serve the community for many years to come. By adding this scope and fee to these two projects, city staff will work in-step with the Criteria Architect to deliver these goals. The Public Works Director will manage this contract on behalf of the City and work with the Criteria Architect and other City staff to successfully deliver this project. Without the criteria architect's participation throughout the duration of the project, the City would open itself to liability in critical areas of construction. The Public Works Director as well as the Fire Chief will still continue running day-to-day operations of their respective departments. Adding these sizable tasks without outside management, would create an inherent risk which could lead to cost overruns, missed needs and quality control issues.

The architectural firm Burgess & Niple / KZF Design Joint Venture has been chosen by a committee of City staff. Members of the Fire Department, Public Works Department as well as Architect Alan Scherr interviewed three of the seven architectural/engineering firms who submitted applications. The other two firms interviewed were MSA and CT Consultants. The committee unanimously chose the firm Burgess & Niple / KZF Design Joint Venture. Burgess & Niple / KZF Design Joint Venture is a combination of two firms which is familiar. The City has used both of these firms independently in the past to deliver successful projects. The City staff were impressed with the collaborative approach shown by this joint venture and felt like their unique approach to each of these projects best suited the needs of the City.

The Fire Chief and Public Works Director worked with Burgess & Niple / KZF Design Joint Venture to build the scope of these two projects, which has allowed Burgess & Niple / KZF Design Joint Venture to prepare the scope and fee proposal attached herein. The table below will outline the schedule and fee for criteria architectural services for the duration of the project:

Project Stage/ Task	Start Date	Completion Date	Fee
Project Kickoff	2/1/2024		
Programming Phase	2/1/2024	3/30/2024	\$100,000.00
Schematic Design Phase	4/1/2024	6/15/2024	\$250,000.00
Design Development Phase	6/16/2024	9/30/2024	\$295,000.00
Design-Builder Procurement Phase	10/1/2024	1/30/2025	\$34,000.00
Bridging Phase	2/1/2025	2/28/2025	\$50,000.00
Design Build Construction Documents Phase	3/1/2025	8/30/2025	\$84,000.00
Design Build Bidding Phase	9/1/2025	10/30/2025	\$34,000.00
Construction Phase	10/1/2025	11/1/2026	\$252,000.00
Total Cost:			\$1,099,000.00



As shown in the above table, this is nearly a three-year commitment between the City of Monroe and Criteria Architect. The financial commitment for 2024 for this contract is \$679,000.00. Currently, \$250,000.00 resides in the 2024 budget for this purpose. This would require the allocation of an additional \$429,000.00 to Burgess & Niple / KZF Design Joint Venture. This would allow the remaining \$420,000.00 of this contract to be spread out over the budgets of 2025 and 2026.

The cost estimate before you was created based on a budget provided to Burgess & Niple / KZF Design Joint Venture by the City. A budget of \$16M to \$18M was used for the Public Works Facility and a budget of \$2M-\$3M was used for the Fire Station 61 project. Traditional Design/Bid/Build architectural services are typically 8%-10% of the total cost of construction. If a total budget of \$21M was realized for these two projects, we would expect to see architectural fees in the range of \$2.1M under traditional methods. By using the design/build method, we see that the scope of Burgess & Niple / KZF Design Joint Venture is roughly 50% of the traditional methodology's cost. Keeping in mind that the services rendered by the criteria architect bridge the entire span of both projects, staff has determined that this contract brings value and protection to projects and recommends the Council's approval.

Ordinance No. 2024-04. An Ordinance amending and supplementing Ordinance No. 2024-01, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, fiscal year ending December 31, 2024.

Strategic Priority: Good Governance

Background: Council passed Resolution No. 67-2023 on December 12, 2023 authorizing \$153,000 for Public Entities Pool for payment of the city's annual property and liability insurance. Upon receipt of the actual 2024 premium on January 2, 2024, the amount is \$156,634, exceeding the original \$153,000 approval and therefore requiring an adjustment to the 2024 Blanket Purchase Order Resolution. Additionally, the amount historically budgeted for property/liability insurance has been conservative, and a supplemental appropriation request has been made if the actual premium amount exceeds the budgeted amount. Since the premium in 2024 is \$156,634 as compared to the original budget of \$130,000, a \$26,634 supplemental appropriation request is necessary.

Consideration of Motion authorizing the expenditure in the amount of \$27,675.11 for services provided by Neogov from 4/20/2024 to 4/19/2025.

Strategic Priority: Good Governance

Background: The city currently utilizes Neogov for online applications, performance evaluations, onboarding and training. In previous years, each item was on a separate billing cycle and invoice. Beginning on 4/20/2024, all products will now be on the same billing cycle and charged on one invoice.

Consideration of Motion appointing City Manager Larry Lester to the Turtlecreek-Monroe 2022 Joint Economic Development District Board.

Strategic Priority: Strategic Growth and Development

Background: The Turtlecreek-Monroe 2022 JEDD encompasses the industrial park surrounding the



racino and is a separate JEDD from the racino JEDD. The City has an appointee on this board, and the position is vacant due to Mr. Brock's retirement.

An appointee can serve on the Board for two 4-year terms before they must step off the Board and allow for a new City appointee.

Administrative Reports

Adjournment



**Monroe Council Minutes
Regular Meeting of Council
January 9, 2024 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Law Director Callahan administered the Oath of Office to the new elected members of Council – Keith Funk, Michael Graves, Tom Hagedorn, and Christina McElfresh.

Pledge of Allegiance

Mayor Funk opened the regular meeting of Council at 6:35 p.m. with the Pledge of Allegiance.

Roll Call

Council members present – John Centers, Kelly Clark, Keith Funk, Michael Graves, Tom Hagedorn, Christina McElfresh, and Ben Wagner.

Law Director Callahan administered the Oath of Office to Larry Lester as City Manager.

Appointment of Mayor

Mr. Funk and Mrs. McElfresh announced they would like to be considered for Mayor. There were no nominations.

The ballot vote for Mr. Funk and Mrs. McElfresh was read by the Clerk of Council as follows:

Voting for Mr. Funk as Mayor were: John Centers, Keith Funk, Michael Graves, and Tom Hagedorn.

Voting for Mrs. McElfresh as Mayor were: Kelly Clark, Christina McElfresh, and Ben Wagner.

Mr. Graves moved to appoint Keith Funk as Mayor; seconded by Mr. Hagedorn. Roll call vote: seven ayes. Motion carried.

Appointment of Vice Mayor

Mrs. McElfresh announced that she would like to be considered for Vice Mayor. There were no nominations.

Mr. Funk moved to appoint Christina McElfresh as Vice Mayor; seconded by Dr. Clark. Roll call vote: seven ayes. Motion carried.

Law Director Callahan administered the Oath of Office to Keith Funk as Mayor and Christina McElfresh as Vice Mayor.



Approval of the Minutes

Mrs. McElfresh moved to approve the Council Minutes of December 12 and 14, 2023; seconded by Mr. Wagner . Voice vote. Motion Carried.

Visitors

None.

Committee Reports

None.

Old Business

Ordinance No. 2023-37. An Ordinance amending existing tax increment financing ordinances to define public infrastructure improvements and declaring the intention of the City of Monroe to maintain certain public roads and highways and water and sewer lines to benefit improvements declared a public purpose. (Second Reading)

The Clerk of Council read Ordinance No. 2023-37 by title only.

Mrs. McElfresh moved to adopt Ordinance No. 2023-37; seconded by Mr. Centers. Roll call vote: seven ayes. Motion carried.

New Business

Resolution No. 01-2024. 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.

Mrs. Waggaman advised this resolution is passed annually to request the counties to pay the City for any taxes they have collected and the City will receive a portion of the tax early prior to the final settlement.

The Clerk of Council read Resolution No. 01-2024 by title only.

Mrs. McElfresh moved to adopt Resolution No. 01-2024; seconded by Mr. Hagedorn. Roll call vote: seven ayes. Motion carried.

Resolution No. 02-2024. A Resolution expressing Council's intent for the sale of personal property not needed for public use or is obsolete or unfit for the use for which it was acquired by internet auction.



Mrs. Waggaman reported this is adopted annually to allow the sale of personal property on the internet auction site, GovDeals.com, and establishes the listing to be for 10 days.

The Clerk of Council read Resolution No. 02-2024 by title only.

Mrs. McElfresh moved to adopt Resolution No. 02-2024; seconded by Mr. Wagner. Roll call vote: seven ayes. Motion carried.

Resolution No. 03-2024. A Resolution authorizing the City Manager or designee to apply for any and all grant funds; provided that acceptance of any grant funds, including matching funds, must be specifically approved by Council.

Mrs. Waggaman stated this authorizes staff to apply for grant funds as often times the grant application window is short and, waiting for Council approval before applying, does not allow sufficient time to meet the deadlines. Council will still need to accept any grants awarded.

The Clerk of Council read Resolution No. 03-2024 by title only.

Mrs. McElfresh moved to adopt Resolution No. 03-2024 by title only; seconded by Dr. Clark. Roll call vote: seven ayes. Motion carried.

Resolution No. 04-2024. A Resolution authorizing the Acting City Manager to enter into an agreement by and between the City of Monroe and the Butler County Board of County Commissioners for payment of a sewer line replacement in connection with the Timrick Place Improvement Project.

Mrs. Waggaman explained the project for Timrick Place was discussed with the capital budget items and is a joint project with Butler County. This legislation allows Butler County to reimbursement the City for the cost of the sanitary sewer line replacement.

The Clerk of Council read Resolution No. 04-2024 by title only.

Mrs. McElfresh moved to adopt Resolution No. 04-2024; seconded by Mr. Wagner. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2024-01. An Ordinance amending and supplementing Ordinance No. 2023-35, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, fiscal year ending December 31, 2024.

Mrs. Waggaman reported this Ordinance modifies the appropriation ordinance for 2024 to allow for \$750,000 for the fiber project to come out of the General Fund and the ARPA funds to be divided between police and fire.



The Clerk of Council read Ordinance No. 2024-01 by title only.

Mrs. McElfresh moved to adopt Ordinance No. 2024-01; seconded by Mr. Centers. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2024-02. An Ordinance imposing a moratorium of nine months on adult use cannabis operators within the City of Monroe, Ohio with the exception of the existing licensed medical marijuana businesses, and declaring an emergency.

Mrs. Waggaman advised this establishes a nine month moratorium on adult use cannabis with the exception of existing licensed business.

The Clerk of Council read Emergency Ordinance No. 2024-02 by title only.

Law Director Callahan assured Mr. Wagner that the moratorium would not impact any type of medical marijuana business currently licensed in the City of Monroe.

Mrs. McElfresh moved to suspend the rule requiring the reading of Emergency Ordinance No. 2024-02 on two separate days and authorize its adoption on the first reading; seconded by Mr. Graves. Voice vote. Motion carried.

Mrs. McElfresh moved to adopt Emergency Ordinance No. 2024-02; seconded by Mr. Hagedorn. Roll call vote: six ayes; one nay (Clark). Motion carried.

Ordinance No. 2024-03. An Ordinance amending and supplementing Section 1048.02 of Chapter 1048 of the Codified Ordinances to increase the rate charged for the stormwater utility.

Mr. Burton advised that Monroe has had a stormwater utility since 2006 and the rates have remained unchanged since that time. The Stormwater Fund has operated in a deficit for the last eight years requiring a General Fund transfer to supplement the Stormwater Fund. The Stormwater Fund is an enterprise fund and the charges should cover the cost for the utility. Now, there are escalating operating and capital costs.

Mayor Funk asked if thought was given to increase the rate based on the cost of living. Mr. Wagner replied the Finance Committee recommended increasing the rates for one year and revisit the rates after one year.

The Clerk of Council read Ordinance No. 2024-03 by title only.

Mayor Funk advised Ordinance No. 2024-03 will be on the next agenda for a second reading.

Consideration of Motion appointing a member of Council to serve on Planning Commission.

Dr. Clark moved to appoint Christina McElfresh to serve as Council's representative to Planning Commission; seconded by Mr. Wagner. Voice vote. Motion carried.



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

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

Mrs. McElfresh moved to appoint Mr. Centers to serve as an alternate to the Ohio-Kentucky-Indiana Regional Council of Governments; seconded by Mr. Wagner. Voice vote. Motion carried.

Consideration of Motion requesting a hearing on the transfer of a D5 and D6 liquor permit at 10 South American Way.

No action was taken.

Administrative Reports

Mr. Smith reported that the variance request submitted by the Marathon Station at the corner of Roden Park Drive and Cold Water Drive has been withdrawn by the applicant as of today.

Mr. Centers asked about the status of the noise study for Kroger next to the Colonial Manor Subdivision. Mr. Morton advised we had multiple proposals on that study and the one chosen has not responded as to when they can complete the study. Mr. Morton further advised he could contact the other companies that have submitted a proposal. Mr. Centers supported contacting the other companies if the company chosen is going to be unresponsive as he would like to have someone in here quickly. Mr. Morton noted he will contact the chosen company one more time and give them five days to respond.

Mr. Graves would like the study to be performed at various times as the noise seems to vary now and is not just happening during the day.

In response to Mr. Hagedorn's question, Mr. Morton advised the equipment will be placed in various areas.

Mrs. McElfresh thanked Mrs. Waggaman for her outstanding service as Acting City Manager.

Mr. Graves, on behalf of Council, expressed thanks to the police in recognition of National Law Enforcement Day.



Adjournment

Mrs. McElfresh moved to adjourn; seconded by Mr. Wagner. Voice vote. Motion carried.

The regular meeting of Council adjourned at 7:17 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

ORDINANCE NO. 2024-03

AN ORDINANCE AMENDING AND SUPPLEMENTING SECTION 1048.02 OF CHAPTER 1048 OF THE CODIFIED ORDINANCES TO INCREASE THE RATE CHARGED FOR THE STORMWATER UTILITY.

WHEREAS, stormwater operating expenses have exceed stormwater revenues by an average of \$205,000 per year; and

WHEREAS, it is necessary to increase the stormwater utility rates to avoid the transfer of funds from the General Fund to supplement stormwater utility operations.

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

SECTION 1: Section 1048.02 of Chapter 1048 of the Codified Ordinances is hereby amended and supplemented to read as follows:

“1048.02. – Rates; collection of charges.

(a) The rate schedule for the stormwater management utility shall be as follow:

Resident: \$5.00 per residential parcel per month.

Commercial/industrial:

Impervious area range (ft. ²)	Annual Cost per commercial range 0 - \$10,000 (ft. ²)
0-4,999	\$120.00
5,000 – 9,999	\$120.00

Impervious area range (ft. ²)	Annual cost by area
10,000 – 24,999	\$ 292.08
25,000 – 49,999	\$ 624.00
50,000 – 99,999	\$1,248.00
100,000 – 249,999	\$2,910.00
250,000 – 499,999	\$4,158.00
500,00 – 1,000,000	\$5,946.00
1,000,000	\$8,502.72

ERU = Equivalent Revenue Unit

ft. ² = square feet

IA = Impervious Area. Impervious areas are hard surfaced and do not allow water to percolate into the soil. Examples include rooftops and asphalt and concrete surfaces such as driveways, walkways, patios and parking lots. Streets, gutters, and associated sidewalks act as part of the stormwater conveyance system in the same manner as storm sewers and streams; therefore, these stormwater conveyance areas will not have a fee assessed against them.

- (b) Charges by the City for a stormwater management utility shall be rendered and collected monthly. The collection agent or department for such monthly charges shall be designed by the Manager. These charges may be billed on a common statement and collected along with other city utility services.”

SECTION 2: This measure shall take effect and be in full force at the earliest period allows by law.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading: _____



Finance Committee of Council Agenda
October 24, 2023 - 5:30 PM
233 South Main Street, Monroe, Ohio

1. September 2023 Finance Reports
2. Storm Water Rates Discussion
3. Discussion, questions, and requests for future meetings.
4. Adjournment



STORMWATER UTILITY

Chapter 1028 of Codified Ordinances – Comprehensive Storm Water Management (Updated with Ord. No. 2022-04 on June 14, 2022)

- The purpose of this Chapter is to establish technically feasible and economically reasonable stormwater management standards to achieve a level of stormwater quality and quantity control that will minimize damage to property and degradation of water resources, and will promote and maintain the health, safety, and welfare of the citizens of Monroe.
- This update was required by the EPA.

Chapter 1048 of Codified Ordinances – Stormwater Utility

- Rates have been in place since 2006 (Ord. No. 2006-17)
- Monthly Rate Table is below:

This is a mandated charge by the EPA for storm drains, ditches, and impervious surfaces. CHARGED FOR EACH PARCEL, MONTHLY.

Type	Impervious Surface SF	Monthly Fee
Residential	ALL	\$3.00
Commercial / Industrial	< 9,999	\$5.00
Commercial / Industrial	10,000 - 24,999	\$12.17
Commercial / Industrial	25,000 - 49,999	\$26.00
Commercial / Industrial	50,000 - 99,999	\$52.00
Commercial / Industrial	100,000 - 249,999	\$121.25
Commercial / Industrial	> 250,000	\$173.25

STORM WATER FUND (6310) HISTORY

Year	Revenues	Operating Exp	Capital Exp	Surplus (Deficit)	GF Trf
2023 (Est.)	325,000	582,732	755,000	(1,012,732)	755,000
2022	323,437	454,863	102,544	(233,970)	689,000
2021	324,425	398,244	180,651	(254,470)	200,000
2020	317,415	255,793	185,765	(124,143)	160,000
2019	316,334	241,721	42,705	31,908	0
2018	308,642	269,475	41,860	(2,693)	0
2017	318,388	280,073	16,155	22,160	75,000
2016	291,182	290,681	57,578	(57,077)	0
2015	289,481	332,204	103,921	(146,644)	80,000
2014	297,253	315,345	753	(18,845)	0
TOTAL	3,111,557	3,421,131	1,486,932	(1,796,506)	1,959,000

Storm Water Fund is an Enterprise Fund – “charges to customers for sales & services are the **primary source of revenue for these funds and designed to generate sufficient revenues to pay for its cost**”

2024 budget assumes Storm Water Rate increase to cover operating expense deficit at minimum so General Fund transfer not required.

The General Fund has transferred \$1,959,000 to the Storm Water Fund over the last 10 years. There have also been Storm Water expenses paid directly from the General Fund & Capital Fund during this period that are not included in this number.

Revenues have increased slightly over the last 10 years due to new commercial and residential development (these developments also add strain to maintaining stormwater system).

Capital projects need and expense continue to escalate – **2024 Capital Budget includes one project (Todhunter Culvert Replacement) that is \$950,000.**

COMPS TO OTHER MUNICIPALITIES

City	Monthly (Residential)	Annual Income Collected	Population	Total Sq. Miles
Monroe	3.00	323,651	16,120	15.9
Forest Park	3.00	550,116	19,971	6.5
Franklin	5.25	833,928	11,636	9.3
Hamilton	5.00	2,971,517	62,947	21.6
Lebanon	3.90	998,979	20,841	13.0
Mason	4.70	1,640,468	34,337	18.7
Middletown	4.75	2,451,870	50,987	26.4
Milford	5.50	882,171	6,582	3.7
Springboro	3.00	500,059	19,263	9.4
Trenton	3.40	262,000	13,305	4.6
Vandalia	2.88	289,406	15,090	12.3
Average (Excluding Monroe)	4.14	1,138,051	25,496	12.5

COMMERCIAL CHARGE COMPARISONS

- We charged based upon Impervious Surface SF (shown on prior page) in 6 different tiers.
- Other examples include:

Franklin - \$5.25/2,611 Sq. Ft. of impervious surface

Hamilton - \$5 per ERU

Lebanon - Charge based on the amount of impervious surface

Mason - Total impervious surface divided by 1 ERU x \$4.70

Middletown - Total impervious surface divided by 2,814 (1 ERU) x \$4.75

Trenton - \$17 minimum or 5 ERUs per 3,000 Sq. Ft. lot size

CURRENT RATES

Generates approximately \$325,000 annually

# of Accts	CURRENT	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	3.00	36.00
201	Commercial/Industrial	< 9,999	5.00	60.00
49	Commercial/Industrial	10,000 - 24,999	12.17	146.04
59	Commercial/Industrial	25,000 - 49,999	26.00	312.00
44	Commercial/Industrial	50,000 - 99,999	52.00	624.00
21	Commercial/Industrial	100,000 - 249,999	121.25	1,455.00
34	Commercial/Industrial	> 250,000	173.25	2,079.00
5,201				

Current rate amounts and rate structure have been in place since 2006.

There are many options to consider as we look to ensure revenues are adequate to cover operating and capital expenses related to the Stormwater system. The next several pages show options with estimated tiers and revenues to allow for discussion & consideration of how to move forward in 2024 and in the future.

Estimated annual revenues needed for all operating & capital expenditures totals \$2.6 Million.

Option 1 – keep current tiered system

Option 2 – keep current tiered system with additional tiers at top-end

Option 3 – add multiple tiers for residential & additional tiers at top-end

Option 4 – keep flat rate for residential or multiple tiers for residential & square footage for commercial/industrial

Option 5 – square footage for all accounts

RATE INCREASE SCENARIO # 1

FISHBECK PROPOSAL – keeps current tiered structure generating \$1.1 Million per year in revenues (approximately \$830,000 annual increase)

NEW MONTHLY & ANNUAL CHARGES				
# of Accts	FISHBECK PROPOSAL	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	5.00	60.00
201	Commercial/Industrial	< 9,999	26.53	318.36
49	Commercial/Industrial	10,000 - 24,999	64.57	774.84
59	Commercial/Industrial	25,000 - 49,999	137.94	1,655.28
44	Commercial/Industrial	50,000 - 99,999	275.89	3,310.68
21	Commercial/Industrial	100,000 - 249,999	643.30	7,719.60
34	Commercial/Industrial	250,000 - 499,999	919.19	11,030.28

MONTHLY & ANNUAL INCREASE FOR EACH TIER				
# of Accts	FISHBECK PROPOSAL	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	2.00	24.00
201	Commercial/Industrial	< 9,999	21.53	258.36
49	Commercial/Industrial	10,000 - 24,999	52.40	628.80
59	Commercial/Industrial	25,000 - 49,999	111.94	1,343.28
44	Commercial/Industrial	50,000 - 99,999	223.89	2,686.68
21	Commercial/Industrial	100,000 - 249,999	522.05	6,264.60
34	Commercial/Industrial	250,000 - 499,999	745.94	8,951.28

RATE INCREASE SCENARIO # 2

TWO ADDITIONAL TIERS AT TOP-END – generating \$1.2 Million per year in revenues (approximately \$890,000 annual increase) – additional tiers could be added after further review of square footage

NEW MONTHLY & ANNUAL CHARGES

# of Accts	PROPOSED	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	5.00	60.00
201	Commercial/Industrial	< 9,999	11.65	139.80
49	Commercial/Industrial	10,000 - 24,999	27.14	325.73
59	Commercial/Industrial	25,000 - 49,999	63.25	758.96
44	Commercial/Industrial	50,000 - 99,999	147.36	1,768.38
21	Commercial/Industrial	100,000 - 249,999	343.36	4,120.32
8	Commercial/Industrial	250,000 - 499,999	800.03	9,600.34
25	Commercial/Industrial	500,000 - 1,000,000	1,864.07	22,368.80
1	Commercial/Industrial	> 1,000,000	4,343.28	52,119.31

MONTHLY & ANNUAL INCREASE FOR EACH TIER

# of Accts	INCREASE	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	2.00	24.00
201	Commercial/Industrial	< 9,999	6.65	79.80
49	Commercial/Industrial	10,000 - 24,999	14.97	179.69
59	Commercial/Industrial	25,000 - 49,999	37.25	446.96
44	Commercial/Industrial	50,000 - 99,999	95.36	1,144.38
21	Commercial/Industrial	100,000 - 249,999	222.11	2,665.32
8	Commercial/Industrial	250,000 - 499,999	626.78	7,521.34
25	Commercial/Industrial	500,000 - 1,000,000	1,690.82	20,289.80
1	Commercial/Industrial	> 1,000,000	4,170.03	50,040.31

RATE INCREASE SCENARIO # 3

**TWO ADDITIONAL TIERS AT TOP-END – generating
\$2.6 Million per year in revenues (approximately
\$2,200,000 annual increase) to meet annual
operating & capital needs moving forward**

NEW MONTHLY & ANNUAL CHARGES

# of Accts	PROPOSED	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	5.00	60.00
201	Commercial/Industrial	< 9,999	27.96	335.52
49	Commercial/Industrial	10,000 - 24,999	65.14	781.68
59	Commercial/Industrial	25,000 - 49,999	151.80	1,821.60
44	Commercial/Industrial	50,000 - 99,999	353.66	4,243.92
21	Commercial/Industrial	100,000 - 249,999	824.06	9,888.72
34	Commercial/Industrial	250,000 - 499,999	1,920.07	23,040.84
25	Commercial/Industrial	500,000 - 1,000,000	4,473.77	53,685.24
1	Commercial/Industrial	> 1,000,000	10,423.87	125,086.44

MONTHLY & ANNUAL INCREASE FOR EACH TIER

# of Accts	INCREASE	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	2.00	24.00
201	Commercial/Industrial	< 9,999	22.96	275.52
49	Commercial/Industrial	10,000 - 24,999	52.97	635.64
59	Commercial/Industrial	25,000 - 49,999	125.80	1,509.60
44	Commercial/Industrial	50,000 - 99,999	301.66	3,619.92
21	Commercial/Industrial	100,000 - 249,999	702.81	8,433.72
34	Commercial/Industrial	250,000 - 499,999	1,746.82	20,961.84
25	Commercial/Industrial	500,000 - 1,000,000	4,300.52	51,606.24
1	Commercial/Industrial	> 1,000,000	10,250.62	123,007.44

RATE INCREASE SCENARIO # 4

**TWO ADDITIONAL TIERS AT TOP-END – generating
\$660,000 per year in revenues (approximately
\$330,000 annual increase) to prevent 2024
General Fund Transfer for operations only**

NEW MONTHLY & ANNUAL CHARGES

# of Accts	PROPOSED	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	5.00	60.00
201	Commercial/Industrial	< 9,999	10.00	120.00
49	Commercial/Industrial	10,000 - 24,999	24.34	292.08
59	Commercial/Industrial	25,000 - 49,999	52.00	624.00
44	Commercial/Industrial	50,000 - 99,999	104.00	1,248.00
21	Commercial/Industrial	100,000 - 249,999	242.50	2,910.00
8	Commercial/Industrial	250,000 - 499,999	346.50	4,158.00
25	Commercial/Industrial	500,000 - 1,000,000	495.50	5,945.94
1	Commercial/Industrial	> 1,000,000	708.56	8,502.69

MONTHLY & ANNUAL INCREASE FOR EACH TIER

# of Accts	INCREASE	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	2.00	24.00
201	Commercial/Industrial	< 9,999	5.00	60.00
49	Commercial/Industrial	10,000 - 24,999	12.17	146.04
59	Commercial/Industrial	25,000 - 49,999	26.00	312.00
44	Commercial/Industrial	50,000 - 99,999	52.00	624.00
21	Commercial/Industrial	100,000 - 249,999	121.25	1,455.00
8	Commercial/Industrial	250,000 - 499,999	173.25	2,079.00
25	Commercial/Industrial	500,000 - 1,000,000	322.25	3,866.94
1	Commercial/Industrial	> 1,000,000	535.31	6,423.69

1048.02. Rates; collection of charges.

- (a) The rate schedule for the stormwater management utility shall be as follows:

Residential: ~~\$3.00~~ \$5.00 per residential parcel per month.

Commercial/industrial:

Impervious area range (ft. ²)	Annual cost per commercial range 0—10,000 (ft. ²)
0—4,999	\$60.00 \$120.00
5,000—9,999	\$60.00 \$120.00

Impervious area range (ft. ²)	Average ERU by category	Annual cost per ERU	Annual cost by area
10,000—24,999	0.646823053	\$225.00	—\$146.00 \$292.08
25,000—49,999	1.38607052	\$225.00	—\$312.00 \$624.00
50,000—99,999	2.772159522	\$225.00	—\$624.00 \$1,248.00
100,000—250,000 249,999	6.468396859	\$225.00	\$1,455.00 \$2,910.00
>250,000 — 499,999	9.240593343	\$225.00	\$2,079.00 \$4,158.00
500,000 — 1,000,000			\$5,946.00
> 1,000,000			\$8,502.72

ERU = Equivalent Revenue Unit

ft.² = square feet

IA = Impervious Area. Impervious areas are hard surfaced and do not allow water to percolate into the soil. Examples include rooftops and asphalt and concrete surfaces such as driveways, walkways, patios and parking lots. Streets, gutters, and associated sidewalks act as part of the stormwater conveyance system in the same manner as storm sewers and streams; therefore, these stormwater conveyance areas will not have a fee assessed against them.

- (b) Charges by the city for a stormwater management utility shall be rendered and collected monthly. The collection agent or department for such monthly charges shall be designed by the Manager. These charges may be billed on a common statement and collected along with other city utility services.

(Ord. 2003-25. Passed 8-26-03; Ord. 2006-17. Passed 3-28-06.)



**Finance Committee of Council Agenda
November 28, 2023 - 5:30 PM
233 South Main Street, Monroe, Ohio**

1. October 2023 Finance Report
2. Storm Water Rates Discussion (Continued)
3. Year-End Supplemental Appropriations
4. Discussion, questions, and requests for future meetings.
5. Adjournment

COMMERCIAL STORMWATER MONTHLY CHARGE COMPARISONS

City					TIER: 100,000 - 249,999			TIER: 250,000 - 500,000			TIER: 500,000 - 1,000,000				Est. Annual Revenue
	5,000	17,500	37,500	75,000	100,000	175,000	225,000	275,000	375,000	475,000	500,000	750,000	1,000,000	1,200,000	
Monroe (Current)	5.00	12.17	26.00	52.00	121.25	121.25	121.25	173.25	173.25	173.25	173.25	173.25	173.25	173.25	325,000
Monroe (Scenario 1)	26.53	64.57	137.94	275.89	643.30	643.30	643.30	919.19	919.19	919.19	919.19	919.19	919.19	919.19	1,100,000
Monroe (Scenario 2)	11.65	27.14	63.25	147.36	343.36	343.36	343.36	800.03	800.03	800.03	1,864.07	1,864.07	1,864.07	4,343.28	1,200,000
Monroe (Scenario 3)	27.96	65.14	151.80	353.66	824.06	824.06	824.06	1,920.07	1,920.07	1,920.07	4,473.77	4,473.77	4,473.77	10,423.87	2,600,000
Monroe (Scenario 4)	10.00	24.34	52.00	104.00	242.50	242.50	242.50	346.50	346.50	346.50	495.50	495.50	495.50	708.56	660,000
Based on Current After RES Inc.	8.33	20.28	43.33	86.67	202.08	202.08	202.08	288.75	288.75	288.75	288.75	288.75	288.75	288.75	565,000
Franklin	11.01	38.54	82.58	165.17	220.22	385.39	495.50	605.61	825.83	1,046.06	1,101.11	1,651.67	2,202.22	2,642.67	833,928
Hamilton	9.86	34.50	73.94	147.87	197.16	345.03	443.61	542.19	739.35	936.51	985.80	1,478.71	1,971.61	2,365.93	2,971,517
Lebanon	7.46	26.10	55.93	111.85	149.14	260.99	335.56	410.13	559.27	708.41	745.70	1,118.55	1,491.40	1,789.67	998,979
Middletown	8.44	29.54	63.30	126.60	168.80	295.40	379.80	464.20	633.00	801.79	843.99	1,265.99	1,687.99	2,025.59	2,451,870
Milford	11.46	40.10	85.94	171.88	229.17	401.04	515.63	630.21	859.38	1,088.54	1,145.83	1,718.75	2,291.67	2,750.00	882,171
Trenton	5.67	19.83	42.50	85.00	113.33	198.33	255.00	311.67	425.00	538.33	566.67	850.00	1,133.33	1,360.00	262,000
Vandalia	3.25	11.37	24.37	48.75	65.00	113.74	146.24	178.74	243.74	308.73	324.98	487.47	649.97	779.96	289,406
Average (Excluding Monroe)	8.16	28.57	61.22	122.44	163.26	285.70	367.33	448.96	612.22	775.48	816.30	1,224.45	1,632.60	1,959.12	1,241,410
Current Less Than AVG.	3.16	16.40	35.22	70.44	42.01	164.45	246.08	275.71	438.97	602.23	643.05	1,051.20	1,459.35	1,785.87	916,410

RATE INCREASE SCENARIO

**BASED ON CURRENT STRUCTURE AFTER
RESIDENTIAL INCREASE FROM \$3.00 TO \$5.00 –
generating \$565,000 per year in revenues
(approximately \$240,000 annual increase)**

NEW MONTHLY & ANNUAL CHARGES

# of Accts	PROPOSED	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	5.00	60.00
201	Commercial/Industrial	< 9,999	8.33	99.96
49	Commercial/Industrial	10,000 - 24,999	20.28	243.36
59	Commercial/Industrial	25,000 - 49,999	43.33	519.96
44	Commercial/Industrial	50,000 - 99,999	86.67	1,040.04
21	Commercial/Industrial	100,000 - 249,999	202.08	2,424.96
34	Commercial/Industrial	> 250,000	288.75	3,465.00

MONTHLY & ANNUAL INCREASE FOR EACH TIER

# of Accts	INCREASE	Impervious Surf. SF	Monthly	Annual
4,793	Residential	ALL	2.00	24.00
201	Commercial/Industrial	< 9,999	3.33	39.96
49	Commercial/Industrial	10,000 - 24,999	8.11	97.32
59	Commercial/Industrial	25,000 - 49,999	17.33	207.96
44	Commercial/Industrial	50,000 - 99,999	34.67	416.04
21	Commercial/Industrial	100,000 - 249,999	80.83	969.96
34	Commercial/Industrial	250,000 - 499,999	115.50	1,386.00

RESOLUTION NO. 05-2024

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND THE OHIO DEPARTMENT OF NATURAL RESOURCES ASSOCIATED WITH THE APPROVED GRANT FOR THE EXERCISE STATIONS AND PLAYGROUND EQUIPMENT AT MONROE COMMUNITY PARK.

WHEREAS, the City was approved for grant funds in the amount of \$40,000 to pay for a portion of exercise stations and playground equipment at Monroe Community Park; and

WHEREAS, in order to receive the grant funds it is necessary that the City enter into an agreement with the Ohio Department of Natural Resources.

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

SECTION 1: The City Manager is hereby authorized to enter into an agreement by and between the City of Monroe and the Ohio Department of Natural Resources for acceptance of the approved grant and to receive the grant funds approved in the amount of \$40,000 for the exercise stations and playground equipment at Monroe Community Park.

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

RESOLUTION NO. 06-2024

A RESOLUTION AMENDING RESOLUTION NO. 67-2023 TO INCREASE THE BLANKET PURCHASE ORDER FOR PUBLIC ENTITIES POOL TO \$156,634.

WHEREAS, pursuant to the City’s Purchasing Policies and Procedures, Council is required to approve blanket purchase orders.

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

SECTION 1: Section 1 of Resolution No. 67-2023 is hereby amended to read as follows:

“SECTION 1: Council hereby approves the following blanket purchase orders for 2024:

Vendor	Amount Not to Exceed	Departments Affected
Public Entities Pool	\$156,634.00	All Departments
Tyler Technologies	\$ 85,000.00	Finance
Enterprise FM Trust	\$335,000.00	All Departments
Hurst Kelly	\$ 36,500.00	Finance
Clark Schaefer Hackett	\$ 28,000.00	Finance
Bricker Graydon LLP	\$ 50,000.00	CMO/Economic Development
DSD Advisors LLC	\$ 30,000.00	CMO/Economic Development
Velecor	\$140,000.00	All Departments
National Inspection Corporation	\$400,000.00	Development”

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor



PEP Invoice Summary

For City of Monroe

Effective Date: 01/01/2024

Invoice Number: R5009PC2024-1

Coverage	Invoiced
General Liability	\$19,662
Auto Liability	\$8,345
Law Enforcement Liability	\$4,759
Public Officials Liability	\$2,439
Excess Liability	\$13,100
Auto Physical Damage	\$37,334
Property/Boiler & Equipment	\$70,705
Crime	\$291
Total	\$156,634

Please make check payable to Public Entities Pool and mail to the following address:

Public Entities Pool
10100 Innovation Drive
Suite 220
Dayton, OH 45342

RESOLUTION NO. 07-2024

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND BURGESS & NIPLE/KZF DESIGN JOINT VENTURE FOR A CRITERIA ARCHITECT FOR THE NEW PUBLIC WORKS FACILITY AND FIRE DEPARTMENT STATION 62 UPGRADES.

WHEREAS, the use of a criteria architect for the new public works facility and the addition and renovation of Fire Station 62 is determined to be in the best interest of City to move forward with these projects.

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 professional services agreement by and between the City of Monroe and Burgess & Niple/KZF Design Joint Venture for a criteria architect for the new public works facility and fire department station 62 upgrades. The terms and conditions of this agreement 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 its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

Exhibit "A" Res No. 07-2024

Date: 15 January, 2024

Name ▪ Gary Morton, Public Works Director

Address ▪

City of Monroe
233 South Main Street
Monroe, Ohio 45050

Subject: Proposal for Criteria Architect / Engineer Services
New Public Works Facility
Fire Station #62 Expansion / Renovation
City of Monroe, OH

Gary,

The Burgess & Niple / KZF Design Joint Venture (BN-KZF JV) is pleased to provide this proposal for professional design services for the above referenced project. This proposal is based on the Request for Qualifications (RFQ), dated August 10, 2024 provided by the City of Monroe (the Client), as well as subsequent discussions with City of Monroe staff clarifying the required project scope of services.

The project scope is presumed to be substantially compliant, as defined in the RFQ as well as supplemental information as noted in Attachment A "Criteria AE Project Scope Definition, Scope of Services and Deliverable Summary" included in this proposal.

Anticipated Project Schedule:

<u>Task</u>	<u>Start Date</u>	<u>Completion Date</u>
Project Kickoff:	February 1, 2024	
Programming Phase:	February 1, 2024	March 30, 2024
Schematic Design Phase:	April 1, 2024	June 15, 2024
Design Development Phase:	June 16, 2024	Sept. 30, 2024
Design-Builder Procurement Phase:	October 1, 2024	January 30, 2025
Bidding Phase:	February 1, 2025	February 28, 2025
DB Construction Documents Phase:	March 1, 2025	August 30, 2025
DB Bidding Phase:	September 1, 2025	October 30, 2025
Construction Phase:	November 1, 2025	November 1, 2026

Basic Service Fee:

For Basic Services provided by BN-KZF JV and all Consultants, the Client shall pay BN-KZF JV the Basic Service Fee of \$1,099,000 which shall not be exceeded without the prior written approval of the Client, and an amendment to this Agreement. The Basic Service Fee is based on the scope of services defined herein.

Project Stage/Task	Fee
Programming Phase	\$100,000
Schematic Design Phase	\$250,000
Design Development Phase	\$295,000
Design-Builder Procurement Phase	\$34,000
Bridging Phase	\$50,000
DB Construction Documents Phase	\$84,000
DB Bidding Phase	\$34,000
Construction Phase	\$252,000
Total Basic Service Fee	\$1,099,000

Reimbursable Expenses

Expenses (plotting, printing, shipping / delivery, mileage) will be billed per the terms and conditions noted herein. Based on BN-KZF JV's experience with projects of this type, scale and scope, we estimate that the total for reimbursable expenses will be approximately \$5,000.00, which is NOT included in the Basic Service Fee. Reimbursable expenses will be billed at cost plus a 10% administrative fee.

Additional Services

The scope of services as defined herein is expected to be sufficient to complete the identified phase(s) of the project. If in the course of developing the project other services are required or a modification to the scope of services is necessary, BN-KZF JV will submit a proposal for additional services. Whenever possible, the change in service will be identified prior to the performance of the service, and we will obtain Clients written approval prior to proceeding. However, if it is necessary to keep the project on schedule, we may proceed with additional services based on Client's email authorization of the change in scope only.

If additional services are requested, BN-KZF JV will offer these on an hourly rate basis, using the BN-KZF JV 's standard hourly rates or on an agreed-upon stipulated fee. BN-KZF JV 2024 Hourly Rate Schedule as included in this proposal.

Exclusions / Clarifications

1. Attendance at additional meetings, presentations, and / or open houses not specifically defined herein, or in excess of those noted herein.
2. Additional site observation visits in excess of those noted as included in the Basic Services
3. Site survey and final re-plat documents for proposed project sites is not included.
4. Individual surveying, interviews or collection of data related to programming from staff members beyond key department staff or as noted herein.
5. Traffic studies or reports which may be required by the local authorities having jurisdiction is not included.
6. Invasive or destructive investigations of existing facilities is not included.
7. Hazardous materials investigation, testing or reports is not included.
8. Any identified environmental investigation and / or remediation services which may be required by any AHJ (i.e. "blue line" stream, wetlands, protected species, etc.) are not included.
9. Detailed review of existing building systems/components is not included.
10. Topographic surveying is not included.

11. Detailed energy modeling is not included.
12. Deep foundations or non-standard / unconventional foundation design services are not included.
13. Radon mitigation systems design services are not included.
14. Building or zoning code variance approval procedures are not included.
15. Value engineering services for major systems (structural and / or MEP) after the completion of the Schematic Design Phase services are not included.
16. Renderings, models or similar presentation documents unless specifically noted otherwise herein. As part of our Basic Services, BN-KZF JV proposes to prepare our designs and documents in Revit software, which facilitates the production of basic 3D images of the building's exterior elevations for diagrammatic use during design activities. Detailed renderings, animations or other or similar detailed 3D deliverables are not included, however can be provided as requested for an additional fee.
17. Geotechnical investigation, testing or reports are not included.
18. LEED administrative, studies, models, submittals, calculations or approvals is not included.
19. Investigation, surveying, analysis, studies or reporting for any public utilities, roadways or similar infrastructure is not included.
20. Quality control testing or special inspections and related reports or documentation which may be required by the AHJ and / or local codes are not included.
21. Project start-up or commissioning procedures, services or reports or preparation of operations manuals, vendor data, warranty information or similar are not included.
22. Any significant modification to the project budget (increase or decrease) greater than 5% will require additional service (for increased budget / cost) of a fee reduction (for reduced budget / cost). Increase or decrease shall be proportional to the Basic Service Fee as related to the budget stated in this proposal.
23. Additional administrative time / costs due to the extension of project delivery schedule (design or construction) beyond that noted herein are not included.
24. Consultation or recommendations related to repair / replacement of work (existing or new) damaged or incorrectly installed during construction is not included.
25. Revisions to the deliverables inconsistent with previous instructions or approvals by the Client, and/or resultant to Client's (or client's Consultants, Owners) failure to render decisions in a timely manner.

Client Provided Items:

1. Site survey and final re-plat documents for proposed site.
2. Geotechnical report including recommendations for foundation improvements, foundation type recommendations, soil capacities and seismic conditions at each site.
3. "Front end" general conditions / requirements, and / or procurement specifications for inclusion in Project Manuals as part of the Design-Build RFQ / P document.
4. Budget resolution at the end of each Basic Service Phase (approve, raise budget, or reduce scope) prior to authorizing commencement of subsequent phase.
5. General program information as required by BN-KZF JV for the proposed functions to be housed in the proposed projects.
6. Detailed information including specifications, design requirements / criteria and coordination for Client furnished specialized equipment to be housed in the proposed projects.
7. Access to the project site for review and observation of conditions

8. Computer / Data / Telephone / Telecom / Audio-Video / CCTV / Security / Specialty and / or Emergency Communications systems design, and documents as required by project.
9. Required special inspections and / or construction materials testing services.

Proposed Terms and Conditions:

BN-KZF JV shall invoice every four weeks for the amounts due for professional services rendered and expenses incurred. In addition to the compensation for professional services, BN-KZF JV shall be reimbursed for out-of-pocket expenses (printing / plotting, mailing / overnight shipping, permit fees, mileage). Client shall pay BN-KZF JV the full amount due upon receipt of invoice. All past due amounts shall bear interest at the rate of one and one-half percent (1-1/2%) per month compounded monthly after thirty days. BN-KZF JV reserves the right to suspend services and / or not issue documents if the Clients account is past due.

The Client agrees that to the fullest extent permitted by law, BN-KZF JV 's total liability to the Client for any and all injuries, claims, losses, expenses, damages, arising out of this Agreement from any cause or causes shall not exceed \$2,000,000 aggregate / \$1,000,000 per occurrence from BN-KZF JV 's standard professional liability and commercial general insurance coverages for this project. Upon request, BN-KZF JV will provide a standard ACORD statement of BN-KZF JV's policy limits for this project, including the Client as an additional insured on the policy, which will be maintained for the duration of the project design and construction.

It is recognized that BN-KZF JV does not have control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, BN-KZF JV cannot and does not warrant or represent that bids or negotiated prices will not vary from any Opinion of Probable Construction Cost or evaluation prepared or agreed to by BN-KZF JV.

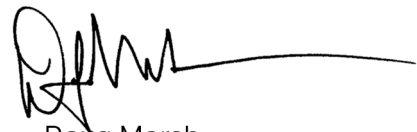
If the terms and conditions stated herein are acceptable to you, BN-KZF JV expects that a final professional services agreement, based on AIA Standard Contracts, will be executed with the Client, with this proposal and its attachments included for reference.

Thank you for selecting the BN-KZF JV team as your professional design consultant for this project. Please do not hesitate to reach out to me directly if you have questions or wish to discuss this proposal further.

Sincerely,
KZF Design Inc.



Scott F. Csendes, A.I.A., P.M.P.
Vice President – Director, Civic and Public Safety Division



Doug Marsh
President/CEO

B&N / KZF JV - 2024 Hourly Rate Schedule

Category	Rate
Architect Level 1	\$137
Architect Level 2	\$190
Architect Level 3	\$210
Construction Administrator	\$220
Civil Designer Level 1	\$126
Civil Designer Level 3	\$168
Civil Engineer Level 1	\$147
Civil Engineer Level 3	\$200
Clerical	\$115
Designer Level 1	\$95
Designer Level 2	\$137
Designer Level 3	\$179
Electrical Designer 1	\$126
Electrical Designer 2	\$158
Electrical Designer 3	\$168
Electrical Engineer Level 1	\$179
Electrical Engineer Level 3	\$305
Interior Designer Level 1	\$105
Interior Designer Level 3	\$230
Mechanical Designer Level 2	\$179
Mechanical Engineer Level 2	\$179
Mechanical Engineer Level 3	\$252
Planner Level 1	\$115
Planner Level 3	\$220
Principal	\$400
Project Manager Level 1	\$147
Project Manager Level 2	\$200
Project Manager Level 3	\$230
Structural Designer Level 2	\$126
Structural Designer Level 3	\$147
Structural Engineer Level 2	\$179
Structural Engineer Level 3	\$220

Rates Effective through 12/31/2024

Project Information	Public Works
	>\$16M to \$18M construction budget, includes ALL facility equipment, excludes AE fees & similar soft costs (geotechnical services, special inspection services, DB fees, permit fees, bonding / insurance, commissioning & similar). >Design in capability for future growth in Office / Admin Area. >Include a mechanic shop area to perform service on PW equipment / vehicles including 4 service bays. >Include a 5,000 ton salt storage capacity & brine mixing area >Equipment storage can be provided in a variety of environments appropriate for the equipment being stored (covered & warm, covered & cold, open & cold, etc.) >Key spaces / areas to be included: 1. Sign Shop 2. Space for Water Department including EPA testing lab. 3. Space for Future Parks & Rec Department 4. Consider Space for possible inclusion of Development Department >Scope shall include the study of both east & west sites on Clark >Road Design to extend Clark as needed including utilities shall be included in the Scope (which is expected to be generally limited) >Site layout included in final Criteria Package shall allow flexibility for reconfiguration by the DB Teams as a betterment. >Total program expected to be approximately 100,000sf. >Developed project site expected to be approximately 15 acres. >Project expected to be delivered in a Design-Build model, with a 2-step procurement process

Scope of Services		Deliverables Notes
Programming	>Assist the Client in procurement of geotechnical services >Perform site due diligence / analysis services including contacting gas, electric, water & sanitary providers to confirm availability & requirements for services to both sites. >Attend kick-off meeting with key PW stakeholders to review project goals, budget, schedule, requirements & program. >Distribute PW facility questionnaire to key stakeholders. >Collect, analyze questionnaires & develop preliminary project program (building & site). >Meet with Client to review program questions, review room diagrams, review site elements / diagrams for program spaces & areas. >Meet with PW staff (in multiple groups) to review project scope, program, schedules including engaging with groups to gain feedback & input on proposed project program & design. Includes up to 3 group meetings. >Revise preliminary program & issue final project program including room diagrams. >Develop a preliminary project budget including hard and soft costs to be used for comparative analysis during deisgn phases. >Develop a preliminary project schedule including key milestones & critical path items including antiapiated construction phase activities. >Identify critical project criteria items (materials, systems, equipment) required to be detailed in the final criteria documents.	Criteria AE Team Leading General - >PW facilty questionnaire >Meeting minutes from scheduled project meetings. >Project Budget Format Report & initial budget breakdown >Initial General Project Schedule including primary project phases. Site / Civil - >Report confirming available utilies to site & utility provider required service configurations. >Zoning Summary Report. >Narrative summary of zoning required landscaping improvements. Architectural - >Final Project Program >Room Diagrams for Program Spaces >Preliminary Room Data Sheets (Primary Spaces only this Phase) FF&E - >Preliminary Equipment List of anticipated Owner Furnished Items. Structural - >Draft RFP for geotechnical services. Mechanical - None Electrical - None Plumbing - None Fire Protection - None
Schematic Design	>Propose schematic design solutions and identify design strategy / options for the site layout (includes both east & west Clark sites). >Propose schematic design solutions and identify design strategy / options for the building shell / envelope >Propose schematic design solutions and identify design strategy / options for the building layout. >Propose schematic design solutions and identify design strategy / options for the building structural systems >Propose schematic design solutions and identify design strategy / options for the building MEP systems. Includes presentation / review of optional mechanical system types with Client. >Develop project equipment list including (OFOI, OFCI & CFCI items). >Prepare and issue a Preliminary Schematic Design Package including architectural, structural, civil, and MEP documents at 75% complete of the Schematic Design Phase to allow review and approval by the Client. Subsequently make revisions based on review comments received. Includes meeting to review Client comments. >Preparation of project specification list of contents for anticipated project materials, components, systems. >Issue a Final Schematic Design Package including architectural, structural, civil, and MEP documents for submittal to, and approval by the Client. >Based on Final Schematic Design Package prepare an Opinion of Anticipated Construction Cost. >Update preliminary project schedule. >Participate in regular design meetings (anticipated to be six (6) this phase to review regular design progress, identified issues, and general coordination with the Client	General - >75% Schematic Design Review Submittal (containing info noted below) >100% Schematic Design Review Submittal (containing info noted below) >Meeting minutes from scheduled project meetings. >Updated Project Budget >Updated Project Schedule . Site / Civil - >Preliminary site design options / studies (layout plan). >Narrative report of preliminary civil design requirements >Identification of required civil specification sections (table of contents & confirmation of performance spec vs. product specification required). Architectural - >Preliminary building floor plan options / studies. >Preliminary exterior elevation options / studies. >Preliminary building shell wall sections / studies. >Narrative report of selected building shell system >Further Developed Room Data Sheets (All Spaces) defining anticipated physical charateristics / finishes & specialized environmental requirements. >Identification of required architectural specification sections (table of contents & confirmation of performance spec vs. product specification required). FF&E - >Preliminary Equipment List including all OFOI, OFCI & CFCI items. Structural - >Preliminary building structural foundation & framing plans, details. >Narrative report of selected structural system >Identification of required structural specification sections (table of contents & confirmation of performance spec vs. product specification required). Mechanical - >Presentation of good / better / best optional mechanical systems. >Narrative report of selected mechanical system. >Identification of required mechanical specification sections (table of contents & confirmation of performance spec vs. product specification required). Electrical - >Narrative report of anticipated electrical service & system strategy, including description of primary system components. >Identification of required electrical specification sections (table of contents & confirmation of performance spec vs. product specification required). Plumbing - >Narrative report of anticipated plumbing service & system strategy, including description of primary system components. >Identification of required plumbing specification sections (table of contents & confirmation of performance spec vs. product specification required). Fire Protection - >Narrative report of anticipated fire protection service & system strategy, including description of primary system components. >Identification of required fire protection specification sections (table of contents & confirmation of performance spec vs. product specification required).

Design Development (Start) >Building and zoning code due diligence review and analysis, including meeting with governing department(s) to review any identified potential code concerns / limitations.

>Continue design development of approved schematic design solution for the selected site layout (includes one selected site - east or west).

>Continue design development of approved schematic design solution for the selected building shell / envelope systems.

>Continue design development of approved schematic design solutions for the selected building plan layout.

>Continue design development of approved schematic design solutions for the selected building structural systems.

>Continue design development of approved schematic design solutions for the selected building MEP systems.

>Finalize a project equipment list including (OFOI, OFCI & CFCI items).

>Prepare and issue a Preliminary Design Development Package including architectural, structural, civil, and MEP documents at 75% complete of the Design Development Phase to allow review and approval by the Client. Subsequently make revisions based on review comments received. Includes meeting to review Client comments.

>Preparation of project criteria specifications for anticipated project materials, components, systems.

>Issue a Final Design Development Package including architectural, structural, civil, and MEP documents for submittal to, and approval by the Client. (To be used as the Criteria Documents).

>Based on Final Design Development Package update the Schematic Design Opinion of Anticipated Construction Cost.

>Participate in regular design meetings (anticipated to be six (6) this phase to review regular design progress, identified issues, and general coordination with the Client

General -

>75% Design Development Review Submittal (containing info noted below)

>100% Design Development Review Submittal (containing info noted below)

>Meeting minutes from scheduled project meetings.

>Updated Project Budget

>Updated Project Schedule

>Final RFP for geotechnical services.

Site / Civil -

>Final site design including layout plan, utility plan, conceptual topo plan.

>Narrative report of final civil design requirements supporting drawings.

>Required civil specification sections (presumed to be 90% performance spec & 10% product specification type).

Architectural -

>Building floor plan, equipment layout plan, reflected ceiling plan

>Exterior elevations.

>Building shell wall sections and specialized details identified.

>Final narrative report of selected building shell system & requirements supporting drawings.

>Final Room Data Sheets (All Spaces) defining physical characteristics / finishes & specialized environmental requirements.

>Required architectural specification sections (presumed to be 75% performance spec & 25% product specification type).

FF&E -

>Final Equipment List including all OFOI, OFCI & CFCI items, basis of design specifications (for CFCI items, OFOI & OFCI data to be provided by Client).

Structural -

>Building structural foundation plan, framing plan.

>Final narrative report of selected structural system supporting drawings.

>Required structural specification sections (presumed to be 95% performance spec & 5% product specification type).

Mechanical -

>Building mechanical plan indicating primary mechanical system components & equipment (excludes duct layouts), engineered primary mechanical equip. schedule.

>Final narrative report of selected mechanical system supporting drawings.

>Required mechanical specification sections (presumed to be 50% performance spec & 50% product specification type).

Electrical -

>Building electrical power plan indicating electrical service, load center & service panel locations, electrical system single line diagram, lighting plan, engineered primary electrical equipment schedule including switchgear, anticipated panels, generator, transfer switches.

>Building combined IT / AV / access control / security plan (based on Client provided information)

>Final narrative report of anticipated electrical service & system strategy, including description of primary system components.

>Final narrative report of anticipated IT / AV / access control / security systems (based on Client provided information)

>Required electrical specification sections (presumed to be 75% performance spec & 25% product specification type).

Plumbing -

>Building plumbing plan indicating primary plumbing system components & equipment.

> Final narrative report of anticipated plumbing service & system strategy, including description of primary system components.

>Required plumbing specification sections (presumed to be 90% performance spec & 10% product specification type).

Fire Protection -

>Final narrative report of anticipated fire protection service & system strategy, including description of primary system components.

>Required fire protection specification sections (presumed to be 100% performance spec & 0% product specification type).

DB Procurement

Qualificatons Phase:

>Assist the Client in preparing Request for Qualifications package for Design-Build Services

>Coordinate with the Clients legal representatives related to regulatory requirements and their inclusion / integration into the Final Design-Build RFP and RFQ packages.

>Attend one pre-RFQ submittal meeting for interested DB teams

>Respond to RFI's during RFQ phase

>Assist the Client in reviewing submitted RFQ's, tabulating scoring, and confirming qualificatons of submitted SOQ's for compliance with RFQ.

Proposal Phase:

>Assist the Client in preparing Request for Proposal packages for shortlisted Design-Build teams.

>Coordinate with the Clients legal representatives related to regulatory requirements and their inclusion / integration into the Final Design-Build RFP and RFQ packages.

>Attend one pre-RFP submittal meeting for shortlisted DB teams

>Respond to RFI's during RFP phase

>Participate in interviews / presentations by short-listed DB teams for presentation of final proposals.

>Assist the Client in reviewing submitted Proposals, tabulating scoring, review of offered "value add" / alternate / betterment proposal items, supporting RFP scoring committee as required related to clarifying submittals, and assistance with scoring tabulation of RFP submittals rankings, and issue recommendations based on conformance with criteria.

General -

>Final RFQ for Design-Builders package

>Addenda related to RFI's reqceived during RFQ process.

>Final RFP for Shortlisted Design-Builders package

>Addenda realted to RFI's received during the RFP process.

>Report of Criteria Complainece for submitted Design-Builder Proposals.

		Handoff to DB Team
Bridging Phase	>Attend Bridging Kickoff Meeting with DB Team, Client to generally review Project Program and Criteria Documents, project goals, project schedule and milestones, administrative requirements, etc.	None
	>Review updated project schedules and budgets as submitted & provide recommendations to Client	
	>Review proposed material / equipment substitutions	
	>Assist the Client with contract negotiations & contract review with DB (presumed to be lead by Clients legal representative).	
Construction Documents	>Participate in up to 6 meetings with DB team during final document development to review criteria, review proposed modificaitons, review DB documents & observe coordination activities of the DB team AOR/EOR.	>50% CD Review Report of Design-Builders submittal
	>Respond to DB Team RFI's during development of final documents by DB team.	>95% CD Review Report of Design-Builders submittal
	>Review DB Team 50% CD Submittal for compliance with Criteria Documents, including issuing report	
	>Review DB Team 95% CD Submittal for compliance with Criteria Documents, including issuing report	
Bidding	>Assist the Client in procurement of special inspections services	>Final RFP for special inspection services
Construction	>Provide Owner Rep Services	>Weekly observation reports with photos.
	>Attend weekly OAC meetings on site to review construction progress & general complainece with DB drawings & criteria - includes up to 50 meetings.	>Monthly report on project budget status.
	>Issue weekly field reports	>Monthly report on project schedule / construction progress status
	>Review limited / select shop drawings for key building components and equipment (TBD).	>Project punch list report.
	>Review & provide feedback to Client on construction materials testing reports & special inspection reports.	>Certificate of Substantial Completion
	>Monitor DB provided schedule for performance & report issues.	
	>Monitor contingency budgets and provide regular feedback & recommendatons.	
	>Review monthly DB pay applications.	
	>Report any identified potential change order items or schedule delays.	
	>Review & advise Client on potential scope changes which may be required / requested.	
	>Review & verify change order scope, costs.	
	>Complete punch list on site observation (all disciplines) & provide final punch list. Includes back-punch visit to confirm completion of corrections.	
	>Issue certificate of substantial completion.	
	>Assist in confirming DB required closeout documents & items have been provided.	

- Notes:
1. Geotechnical services are presumed to be based on the final approved site & sitelayout plan.
 2. Equipment acronym key - OFOI = Owner Furnished Owner Installed, OFCI = Owner Furnished Contractor Installed, CFCI = Contractor Furnished Contractor Installed.
 3. Scope presumes that previosuly completed site survey remains accurate, if site topo, utilties, etc. have been modified since completion of previous survey, updated survey services can be provided as an additional service.
 - 4.

January 15, 2024

	Fire Station
	>\$2M to \$3M construction budget, includes facility equipment, excludes AE fees & similar soft costs.
	>Include Training Room to fit 50-60 people at tables/chairs (similar to MPD Training Room, size & durability) which may also be used by the public.
	>Update living quarters for 6 firefighters, with existing Bat. Chief quarters to remain, & possible expansion for 2 additional bunk rooms.
	>Update and enlarge the current Fitness Room.
	>Update the current Rest Rooms to be gender neutral configurations.
	>Expand for one new Apparatus Bay, with consideration to include a saddlebag area for support spaces.
	>Consider upgrades to the existing Turn-out Gear Room
	>Facility no longer uses septic field, has sanitary tie into adjacent residential development.
	>A new generator is on order to replace existing, will be located at SE side of building.
	>Wood "Barn" can be demolished for expansion.
Project Information	>Equipment to be stored in Apparatus Bays includes 1 Engine, 2 Squads, 1 Reserve Ladder, Battalion Vehicle, Pick-up w/ Boat/Trailer, Gator
	>

	Scope of Services	Deliverables Notes
	Criteria AE Team Leading	
Programming	>Perform site due diligence / analysis services including contacting gas, electric, water & sanitary providers to confirm availability & requirements for anticipated service modifications to the facility. >Attend kick-off meeting with key FD stakeholders to review project goals, budget, schedule, requirements & program. >Distribute FD facility questionnaire to key stakeholders. >Collect, analyze questionnaires & develop preliminary project program. >Meet with Client to review program questions, review room diagrams, review site elements / diagrams for program spaces & areas. >Revise preliminary program & issue final project program including room diagrams. >Building and zoning code due diligence review and analysis, including meeting with governing department(s) to review any identified potential code concerns / limitations. >Complete general facility system review (A/S/C/MEP) to identify any existing systems / components which may require replacement / repairs due to age / condition. >Develop a preliminary project budget including hard and soft costs to be used for comparative analysis during deisgn phases. >Develop a preliminary project schedule including key milestones & critical path items including antiapted construction phase activities. >Identify critical project criteria items (materials, systems, equipment) required to be detailed in the final criteria documents.	General - >Fire Station facilty questionnaire >Meeting minutes from scheduled project meetings. >Project Budget Format Report & initial budget breakdown >Initial General Project Schedule including primary project phases. Site / Civil - >Report confirming capacity of utilities to building confirming ability of existng services to meet increased demands. >Zoning Summary Report. >Narrative summary of zoning required landscaping improvements. Architectural - >Final Project Program >Room Diagrams for Program Spaces >Preliminary Room Data Sheets (Primary Spaces only this Phase) FF&E - >Preliminary Equipment List of anticipated Owner Furnished Items. Structural - >Draft RFP for geotechnical services. Mechanical - None Electrical - None Plumbing - None Fire Protection - None
Schematic Design	>Propose schematic design solutions and identify design strategy / options for the site layout. >Propose schematic design solutions and identify design strategy for the building shell / envelope (to match existing facility construction). >Propose schematic design solutions and identify design strategy / options for the building layout. >Propose schematic design solutions and identify design strategy / options for the building structural systems (to match existing facility construction). >Propose schematic design solutions and identify design strategy / options for the building MEP systems (to match existing facility systems). >Develop project equipment list including (OFOI, OFCI & CFCI items) for new equipment. >Prepare and issue a Preliminary Schematic Design Package including architectural, structural, civil, and MEP documents at 75% complete of the Schematic Design Phase to allow review and approval by the Client. Subsequently make revisions based on review comments received. Includes meeting to review Client comments. >Preparation of project specification list of contents for anticipated project materials, components, systems. >Issue a Final Schematic Design Package including architectural, structural, civil, and MEP documents for submittal to, and approval by the Client. >Based on Final Schematic Design Package prepare an Opinion of Anticipated Construction Cost. >Participate in regular design meetings (anticipated to be three (3) this phase to review regular design progress, identified issues, and general coordination with the Client	General - >75% Schematic Design Review Submittal (containing info noted below) >100% Schematic Design Review Submittal (containing info noted below) >Meeting minutes from scheduled project meetings. >Updated Project Budget >Updated Project Schedule . Site / Civil - >Preliminary site design options / studies (layout plan). >Narrative report of preliminary civil design requirements >Identification of required civil specification sections (table of contents & confirmation of performance spec vs. product specification required). Architectural - >Preliminary building floor plan options / studies. >Preliminary exterior elevation options / studies. >Preliminary building shell wall sections / studies. >Narrative report of selected building shell system (presumed to match existing facility) >Further Developed Room Data Sheets (All Spaces) defining anticipated physical charateristics / finishes & specialized environmental requirements. >Identification of required architectural specification sections (table of contents & confirmation of performance spec vs. product specification required). FF&E - >Preliminary Equipment List including all OFOI, OFCI & CFCI items. Structural - >Preliminary building structural foundation & framing plans, details. (Presumed to match existing facility) >Narrative report of selected structural system >Identification of required structural specification sections (table of contents & confirmation of performance spec vs. product specification required). Mechanical - >Presentation of optional mechanical systems. >Narrative report of selected mechanical system. >Identification of required mechanical specification sections (table of contents & confirmation of performance spec vs. product specification required). Electrical - >Narrative report of anticipated electrical service & system upgrades. >Identification of required electrical specification sections (table of contents & confirmation of performance spec vs. product specification required). Plumbing - >Narrative report of anticipated plumbing service & system upgrades. >Identification of required plumbing specification sections (table of contents & confirmation of performance spec vs. product specification required). Fire Protection - >Narrative report of anticipated fire protection service & system upgrades. >Identification of required fire protection specification sections (table of contents & confirmation of performance spec vs. product specification required).

Design Development (Start)

>Continue design development of approved schematic design solution for the site layout.

>Continue design development of approved schematic design solution for the building shell / envelope systems.

>Continue design development of approved schematic design solutions for the selected building plan layout.

>Continue design development of approved schematic design solutions for the selected building structural systems.

>Continue design development of approved schematic design solutions for the selected building MEP systems.

>Finalize a project equipment list including (OFOI, OFCI & CFCI items) for new equipment.

>Prepare and issue a Preliminary Design Development Package including architectural, structural, civil, and MEP documents at 75% complete of the Design Development Phase to allow review and approval by the Client. Subsequently make revisions based on review comments received. Includes meeting to review Client comments.

>Preparation of project criteria specifications for anticipated project materials, components, systems.

>Issue a Final Design Development Package including architectural, structural, civil, and MEP documents for submittal to, and approval by the Client. (To be used as the Criteria Documents)

>Based on Final Design Development Package update the Schematic Design Opinion of Anticipated Construction Cost.

>Participate in regular design meetings (anticipated to be three (3) this phase to review regular design progress, identified issues, and general coordination with the Client

General -

>75% Design Development Review Submittal (containing info noted below)

>100% Design Development Review Submittal (containing info noted below)

>Meeting minutes from scheduled project meetings.

>Updated Project Budget

>Updated Project Schedule.

>Final RFP for geotechnical services.

Site / Civil -

>Final site design including layout plan, utility plan (if required), conceptual topo plan.

>Narrative report of final civil design requirements supporting drawings.

>Required civil specification sections (presumed to be 95% performance spec & 5% product specification type).

Architectural -

>Expansion area floor plan, equipment layout plan, reflected ceiling plan

>Exterior elevations.

>Building shell wall sections and specialized details identified.

>Final narrative report of selected building shell system & requirements supporting drawings.

>Final Room Data Sheets (All Spaces) defining physical characteristics / finishes & specialized environmental requirements.

>Required architectural specification sections (presumed to be 75% performance spec & 25% product specification type).

FF&E -

>Final Equipment List including all OFOI, OFCI & CFCI items, basis of design specifications (for CFCI items, OFOI & OFCI data to be provided by Client).

Structural -

>Expansion area structural foundation plan, framing plan.

>Final narrative report of selected structural system supporting drawings.

>Required structural specification sections (presumed to be 95% performance spec & 5% product specification type).

Mechanical -

>Expansion area mechanical plan indicating new primary mechanical system components & equip (excludes duct layouts), engineered primary mech equip schedule.

>Final narrative report of selected mechanical system supporting drawings.

>Required mechanical specification sections (presumed to be 50% performance spec & 50% product specification type).

Electrical -

>Expansion area electrical power plan indicating modifications to electrical service, electrical system single line diagram, lighting plan, engineered primary electrical equipment schedule for primary system compnents requiring modification.

>Expansion area combined IT / AV / access control / security plan (based on Client provided information)

>Final narrative report of anticipated electrical service & system strategy, including description of new primary system components.

>Final narrative report of anticipated IT / AV / access control / security systems (based on Client provided information)

>Required electrical specification sections (presumed to be 75% performance spec & 25% product specification type).

Plumbing -

>Expansion area plumbing plan indicating new primary plumbing system components & equipment.

>Final narrative report of anticipated plumbing service & system strategy, including description of primary system components.

>Required plumbing specification sections (presumed to be 90% performance spec & 10% product specification type).

Fire Protection -

>Final narrative report of anticipated fire protection service & system strategy.

>Required fire protection specification sections (presumed to be 100% performance spec & 0% product specification type).

DB Procurement

Qualifications Phase:

>Assist the Client in preparing Request for Qualifications package for Design-Build Services

>Attend one pre-RFQ submittal meeting for interested DB teams

>Respond to RFI's during RFQ phase

>Assist the Client in reviewing submitted RFQ's, tabulating scoring, and confirming qualifcatons of submitted SOQ's for compliance with RFQ.

Proposal Phase:

>Assist the Client in preparing Request for Proposal packages for shortlisted Design-Build teams.

>Respond to RFI's during RFP phase

>Participate in interviews / presentations by short-listed DB teams for presentation of final proposals.

>Assist the Client in reviewing submitted Proposals, tabulating scoring, review of offered “value add” / alternate / betterment proposal items, supporting RFP scoring committee as required related to clarifying submittals, and assistance with scoring tabulation of RFP submittals rankings, and issue recommendations based on conformance with criteria.

General -

>Final RFQ for Design-Builders package

>Addenda related to RFI's reqeived during RFQ process.

>Final RFP for Shortlisted Design-Builders package

>Addenda realted to RFI's received during the RFP process.

>Report of Criteria Complainece for submitted Design-Builder Proposals.

		Handoff to DB Team
Bridging Phase	>Attend Bridging Kickoff Meeting with DB Team, Client to generally review Project Program and Criteria Documents, project goals, project schedule and milestones, administrative requirements, etc. >Review updated project schedules and budgets as submitted & provide recommendations to Client >Review proposed material / equipment substitutions >Assist the Client with contract negotiations & contract review with DB (presumed to be lead by Clients legal representative).	None
Construction Documents	>Participate in up to 2 meetings with DB team during final document development to review criteria, review proposed modificaitons, review DB documents & observe coordination activities of the DB team AOR/EOR. >Respond to DB Team RFI's during development of final documents by DB team. >Review DB Team 50% CD Submittal for compliance with Criteria Documents, including issuing report >Review DB Team 95% CD Submittal for compliance with Criteria Documents, including issuing report	>50% CD Review Report of Design-Builders submittal >95% CD Review Report of Design-Builders submittal
Bidding	>Assist the Client in procurement of special inspections services	>Final RFP for special inspection services
Construction	>Provide Owner Rep Services >Attend weekly OAC meetings on site to review construction progress & general complainece with DB drawings & criteria - includes up to 36 meetings. >Issue weekly field reports >Review limited / select shop drawings for key building components and equipment (TBD). >Review & provide feedback to Client on construction materials testing reports & special inspection reports. >Monitor DB provided schedule for performance & report issues. >Monitor contingency budgets and provide regular feedback & recommendatons. >Review monthly DB pay applications. >Report any identified potential change order items or schedule delays. >Review & advise Client on potential scope changes which may be required / requested. >Review & verify change order scope, costs. >Complete punch list on site observation (all disciplines) & provide final punch list. Includes back-punch visit to comfirm completion of corrections. >Issue certificate of substantial completion. >Assist in confirming DB required closeout documents & items have been provided.	>Weekly observation reports with photos. >Monthly report on project budget status. >Monthly report on project schedule / construction progress status >Project punch list report. >Certificate of Substantial Completion

- Notes:
- Geotechnical services are presumed to be based on the final approved site & sitelayout plan.
 - Equipment acronym key - OFOI = Owner Furnished Owner Installed, OFCI = Owner Furnished Contractor Installed, CFCI = Contractor Furnished Contractor Installed.
 - Scope presumes that previosuly completed site survey remains accurate, if site topo, utilities, etc. have been modified since completion of previous survey, updated survey services can be provided as an additional service.
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ORDINANCE NO. 2024-04

AN ORDINANCE, 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, 2024.

SECTION 1: To provide for current expenses of the City of Monroe, this Appropriations Ordinance is hereby repealed, amended, and supplemented so it sets aside and appropriates from the various funds of the City the amounts set forth in the following sections.

SECTION 2: There be appropriated from the GENERAL FUND:

1110	GENERAL GOVERNMENT		
000	<i>FUND EXPENSES</i>		
	OPERATING EXPENSES	51,500	
	OTHER	-	
	<i>TOTAL</i>	<u>51,500</u>	
110	<i>CITY COUNCIL</i>		
	PERSONAL SERVICES	127,841	
	OPERATING EXPENSES	99,700	
	<i>TOTAL</i>	<u>227,541</u>	
120	<i>CITY MANAGER'S OFFICE</i>		
	PERSONAL SERVICES	638,395	
	OPERATING EXPENSES	584,334	
	<i>TOTAL</i>	<u>1,222,729</u>	
125	<i>INFORMATION TECHNOLOGY</i>		
	PERSONAL SERVICES	354,742	
	OPERATING EXPENSES	80,500	
	<i>TOTAL</i>	<u>435,242</u>	
130	<i>HUMAN RESOURCES</i>		
	PERSONAL SERVICES	485,218	
	OPERATING EXPENSES	341,250	
	<i>TOTAL</i>	<u>826,468</u>	
135	<i>ECONOMIC DEVELOPMENT</i>		
	PERSONAL SERVICES	222,867	
	OPERATING EXPENSES	1,058,300	
	<i>TOTAL</i>	<u>1,281,167</u>	
140	<i>DEVELOPMENT</i>		
	PERSONAL SERVICES	540,152	
	OPERATING EXPENSES	548,000	
	OTHER EXPENSES	4,000	
	<i>TOTAL</i>	<u>1,092,152</u>	

145	ENGINEERING		
	PERSONAL SERVICES	465,090	
	OPERATING EXPENSES	527,750	
	<i>TOTAL</i>	<u>992,840</u>	
150	FINANCE		
	PERSONAL SERVICES	1,042,584	
	OPERATING EXPENSES	442,440	
	OTHER EXPENSES	890,000	
	<i>TOTAL</i>	<u>2,375,024</u>	
160	MAYOR'S COURT		
	PERSONAL SERVICES	122,125	
	OPERATING EXPENSES	23,300	
	<i>TOTAL</i>	<u>145,425</u>	
TOTAL GENERAL GOVERNMENT			8,650,088
PUBLIC SAFETY			
220	PUBLIC SAFETY COMMUNICATIONS		
	PERSONAL SERVICES	737,497	
	OPERATING EXPENSES	148,550	
	<i>TOTAL</i>	<u>886,047</u>	
250	POLICE		
	OTHER EXPENSES	2,975,000	
	<i>TOTAL</i>	<u>2,975,000</u>	
270	FIRE		
	OTHER EXPENSES	3,475,000	
	<i>TOTAL</i>	<u>3,475,000</u>	
TOTAL PUBLIC SAFETY			7,336,047
PUBLIC WORKS			
310	STREET		
	OTHER EXPENSES	1,100,000	
	<i>TOTAL</i>	<u>1,100,000</u>	
330	BUILDINGS AND GROUNDS		
	OPERATING EXPENSES	674,000	
	<i>TOTAL</i>	<u>674,000</u>	
390	STORMWATER		
	OTHER EXPENSES	-	
	<i>TOTAL</i>	<u>-</u>	

TOTAL PUBLIC WORKS	1,774,000
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PARKS AND RECREATION

410 PARK OPERATION AND MAINTENANCE

PERSONAL SERVICES	388,359
OPERATING EXPENSES	359,500
<i>TOTAL</i>	<u>747,859</u>

TOTAL PARKS AND RECREATION	747,859
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OTHER FINANCING USES

710 CAPITAL IMPROVEMENTS

OTHER EXPENSES	1,385,000
<i>TOTAL</i>	<u>1,385,000</u>

810 DEBT SERVICE

OTHER EXPENSES	650,000
<i>TOTAL</i>	<u>650,000</u>

TOTAL OTHER FINANCING USES	2,035,000
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TOTAL GENERAL FUND	20,542,994
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GRAND TOTAL GENERAL FUND	<u>20,542,994</u>
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SECTION 3: There be appropriated from the following SPECIAL REVENUE FUNDS:

2101 PUBLIC SAFETY INCOME TAX FUND

PUBLIC SAFETY

PERSONAL SERVICES	3,450,000
OTHER EXPENSES	-
<i>TOTAL</i>	3,450,000

2210 STREET FUND

PUBLIC WORKS

PERSONAL SERVICES	2,073,785
OPERATING EXPENSES	1,150,998
<i>TOTAL</i>	3,224,783

2220 STATE HIGHWAY FUND

PUBLIC WORKS

OPERATING EXPENSES	86,750
<i>TOTAL</i>	86,750

2230 MOTOR VEHICLE LICENSE

PUBLIC WORKS

OPERATING EXPENSES	-
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		<i>TOTAL</i>	-
2310	FIRE - 1989 LEVY FUND		
	<i>PUBLIC SAFETY</i>		
	PERSONAL SERVICES	5,105,136	
	OPERATING EXPENSES	967,700	
	OTHER EXPENSES	3,800	
	<i>TOTAL</i>		6,076,636
2330	PUBLIC SAFETY FEMA GRANT FUND		
	<i>PUBLIC SAFETY</i>		
	OPERATING EXPENSES	3,600	
	<i>TOTAL</i>		3,600
2360	AMERICAN RESCUE PLAN ACT FUND		
	<i>GENERAL GOVERNMENT</i>		
	OTHER EXPENSES	1,368,948.00	
	<i>TOTAL</i>		1,368,948
2410	POLICE LAW ENFORCEMENT		
	250 PUBLIC SAFETY		
	PERSONAL SERVICES	2,991,036	
	OPERATING EXPENSES	1,028,250	
	<i>TOTAL</i>		4,019,286
2420	DARE GRANT FUND		
	250 PUBLIC SAFETY		
	PERSONAL SERVICES	-	
	OPERATING EXPENSES	6,500	
	<i>TOTAL</i>		6,500
2430	ENFORCEMENT & EDUCATION FUND		
	250 PUBLIC SAFETY		
	OPERATING EXPENSES	3,000	
	<i>TOTAL</i>		3,000
2510	COURT TECHNOLOGY IMPROVEMENT		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	13,400	
	<i>TOTAL</i>		13,400
2600	2004 TIFS		
	<i>DEVELOPMENT INCENTIVES</i>		
	OPERATING EXPENSES	32,500	
	OTHER EXPENSES	2,560,086	
	<i>TOTAL</i>		2,592,586

2700	2004 RIDS			
	<i>DEVELOPMENT INCENTIVES</i>			
	OPERATING EXPENSES	38,400		
	OTHER EXPENSES	4,604,457		
	<i>TOTAL</i>			<i>4,642,857</i>
GRAND TOTAL SPECIAL REVENUE FUNDS				<u>25,488,346</u>
<u>SECTION 4:</u> There be appropriated from the following CAPITAL PROJECTS FUNDS:				
3101	CAPITAL INCOME TAX FUND			
	<i>GENERAL GOVERNMENT</i>			
	OPERATING EXPENSES	-		
	<i>PUBLIC SAFETY</i>			
	OPERATING EXPENSES	-		
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	-		
	CAPITAL EXPENSES	1,380,000		
	<i>OTHER FINANCING USES</i>			
	OTHER EXPENSES	434,300		
	<i>TOTAL</i>			<i>1,814,300</i>
3110	PARK IMPROVEMENT FUND			
	<i>PARKS AND RECREATION</i>			
	OPERATING	130,000		
	CAPITAL EXPENSES	100,000		
	<i>TOTAL</i>			<i>230,000</i>
3120	CAPITAL IMPROVEMENT FUND			
	<i>GENERAL GOVERNMENT</i>			
	CAPITAL EXPENSES	135,823		
	<i>PUBLIC SAFETY</i>			
	CAPITAL EXPENSES	273,000		
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	113,000		
	CAPITAL EXPENSES	2,145,000		
	<i>TOTAL</i>			<i>2,666,823</i>
6120	WATER CAPITAL IMPROVEMENT FUND			
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	100,000		
	CAPITAL EXPENSES	1,615,000		

		<i>TOTAL</i>	<i>1,715,000</i>
6125	WATER METER REPLACEMENT FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	30	
	CAPITAL EXPENSES	120,000	
	<i>TOTAL</i>		<i>120,030</i>
GRAND TOTAL CAPITAL PROJECTS FUNDS			<u>6,546,153</u>

SECTION 5: There be appropriated from the following DEBT SERVICE FUNDS:

4110	G.O. BOND RETIREMENT		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	817,166	
	<i>TOTAL</i>		<i>817,166</i>
4210	WATER BOND RETIREMENT		
	<i>PUBLIC WORKS</i>		
	DEBT SERVICE EXPENSE	367,422	
	<i>TOTAL</i>		<i>367,422</i>
4310	S.A. BOND RETIREMENT FUND		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	100	
	<i>DEVELOPMENT INCENTIVES</i>		
	OTHER EXPENSES	1,342,000	
	<i>TOTAL</i>		<i>1,342,100</i>
4410	INCOME TAX BOND RETIREMENT FUND		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	609,263	
	<i>TOTAL</i>		<i>609,263</i>
GRAND TOTAL DEBT SERVICE FUNDS			<u>3,135,951</u>

SECTION 6: There be appropriated from the following SPECIAL ASSESSMENT FUNDS:

5110	S.A. STREET LIGHTING FUND		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	10	
	<i>TOTAL</i>		<i>10</i>
GRAND TOTAL SPECIAL ASSESSMENT FUNDS			<u>10</u>

SECTION 7: There be appropriated from the following ENTERPRISE FUNDS:

6110	WATER FUND			
	<i>PUBLIC WORKS</i>			
	PERSONAL SERVICES	985,989		
	OPERATING EXPENSES	1,952,900		
	OTHER EXPENSES	950,000		
	<i>TOTAL</i>			<i>3,888,889</i>
6210	SEWER FUND			
	<i>PUBLIC WORKS</i>			
	PERSONAL SERVICES	100,262		
	OPERATING EXPENSES	1,420,200		
	<i>TOTAL</i>			<i>1,520,462</i>
6310	STORM WATER FUND			
	<i>PUBLIC WORKS</i>			
	PERSONAL SERVICES	246,414		
	OPERATING EXPENSES	350,650		
	CAPITAL EXPENSES	-		
	<i>TOTAL</i>			<i>597,064</i>
6410	GARBAGE FUND			
	<i>PUBLIC WORKS</i>			
	PERSONAL SERVICES	117,168		
	OPERATING EXPENSES	1,122,000		
	<i>TOTAL</i>			<i>1,239,168</i>
6510	CEMETERY FUND			
	<i>PUBLIC WORKS</i>			
	PERSONAL SERVICES	40,000		
	OPERATING EXPENSES	124,100		
	<i>TOTAL</i>			<i>164,100</i>
6610	STREET LIGHTING FUND			
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	153,050		
	<i>TOTAL</i>			<i>153,050</i>
GRAND TOTAL ENTERPRISE FUNDS				<u>7,562,733</u>

SECTION 8: There be appropriated from the following TRUST AND AGENCY FUNDS:

7100	CEMETERY MAINTENANCE TRUST FUND			
	<i>FUND EXPENSE</i>			
	OPERATING EXPENSES	10,000		
	<i>TOTAL</i>			<i>10,000</i>
7110	MOUND CEMETERY TRUST FUND			

	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	10,000		
	<i>TOTAL</i>			<i>10,000</i>
7120	LONG STREET CEMETERY TRUST FUND			
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	250		
	<i>TOTAL</i>			<i>250</i>
7310	FIRE HISTORIC PRESERVATION FUND			
	<i>PUBLIC SAFETY</i>			
	CAPITAL OUTLAY	-		
	<i>TOTAL</i>			<i>-</i>
7320	FIRE LOSS SECURITY FUND			
	<i>PUBLIC SAFETY</i>			
	OPERATING	-		
	<i>TOTAL</i>			<i>-</i>
7410	DRUG LAW ENFORCEMENT TRUST FUND			
	<i>PUBLIC SAFETY</i>			
	OPERATING EXPENSES	30,000		
	<i>TOTAL</i>			<i>30,000</i>
GRAND TOTAL TRUST AND AGENCY FUNDS				<i>50,250</i>
TOTAL ALL APPROPRIATIONS				<i>63,326,437</i>

SECTION 9: The City Manager is hereby authorized to convert the dollar appropriation figure in the Ordinance to such form as may be acceptable to the Auditors of Butler and Warren Counties and the Auditor of the State of Ohio provided in this conversion no change of total dollar amounts shall within the Sections of this Ordinance be permitted without approval of Council.

SECTION 10: The Finance Director is hereby authorized to draw warrants on the City Treasury for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the board or officers authorized by law to approve the same, or an ordinance or resolution of Council to make the expenditures provided that no warrants shall be drawn OR paid for salaries or wages except to persons employed by authority and in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon appeal of two-thirds vote of Council for items of expense constituting a legal obligation against the City, and for purposes other than those covered by other specific appropriations herein made.

SECTION 11: This measure shall take effect immediately upon passage pursuant to Section 7.08(B)(1) of the Charter of the City of Monroe.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

FUND	FUND DESCRIPTION	CURRENT APPROPRIATIONS	ADJUSTED APPROPRIATIONS	AMOUNT OF CHANGE	% CHANGE	ACCOUNT NUMBER	REASON FOR REQUEST
1110	GENERAL GOVERNMENT						
120	CITY MANAGER'S OFFICE						
	OPERATING EXPENSES	557,700	584,334	26,634	4.8%	11112000-52307	Increase amount for Public Entities Pool payment for property/liability insurance from \$130,000 to \$156,634