



**Monroe Council Agenda
Regular Meeting of Council
February 13, 2024 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of January 23, 2024

Visitors

David Bond, President of the Monroe Lions Club - Alcohol During the Light Up the Sky Event

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

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. (Tabled January 23, 2024)

Sponsor: Gary Morton

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	3/1/2025	8/30/2025	\$84,000.00
Documents Phase			
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.

New Business

Resolution No. 08-2024. A Resolution approving a Then-and-Now Certificate in the amount of \$3,825.00 to the Center for Local Government.

Sponsor: Larry Lester

Strategic Priority: Good Governance

Background: Center for Local Government membership dues for the 2024 year. This is a membership the City pays annually. This invoice was received before the Purchase Order was opened.

Resolution No. 09-2024. A Resolution accepting the lowest and/or best bid submitted for the Todhunter Road Culvert Replacement Project and authorize the City Manager to enter into a contract by and between the City of Monroe and W. G. Stang.



Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This project will replace two culverts on Todhunter Road just west of Britton Lane. Currently, the existing culverts are in failing condition and have needed to be replaced for many years. These two culverts are the reason that this section of Todhunter Road is a no-truck route.

As you recall, the city purchased permanent right-of-way and temporary construction easements for this project in 2023. This is so that with the replacement of the culverts, we will also be able to widen the ditches along the north and south sides of the roadway. This will make for a much safer section of roadway. We will also be able to eliminate guardrails in this area with the completion of this project. A very strict timeline was put into place for this project. Todhunter Road will have to be closed to through traffic from Yankee Road to Britton Lane for the duration of this project. The project was bid, so the roadway cannot be closed until one day after the last day of school and must open one week before school starts back. There is no way to turn school buses around at the top of the Todhunter Road hill, so these provisions were put into place.

W.G. Stang, Inc. was the apparent low bidder on this project. Bids were opened and read aloud on January 26, 2024, with W.G. Stang being the low bid. Bids ranged from a high of \$1,035,548.26 to the lowest and best bid of \$760,540.00. W.G. Stang, Inc. has completed many jobs within the City of Monroe, and we always welcome them back because of their excellent work. This project was budgeted as a capital expenditure and approved with the 2024 budget in December 2023. \$950,000 is what was placed in the budget for this project. This means that the project is \$189,460.00 under the proposed engineer's estimate. The bid of \$760,540.00 does have a 10% contingency line item built in.

W.G. Stang, Inc has all the necessary documentation required for the bid. This means that Public Works is asking the council to approve the City Manager to enter into an agreement with W.G. Stang, Inc for the completion of this project.

Resolution No. 10-2024. A Resolution authorizing the City Manager to enter into a professional services agreement with Choice One Engineering to develop specifications for curb ramp replacement in compliance with the Americans with Disabilities Act.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure, Parks and Connectivity

Background: This is for engineering services to Choice One Engineering for design drawings of the 2024 ADA Ramp Replacement Project. Each year, Choice One provides this service to the



City. These plans along with the contract documents built by the City are used to competitively bid for the ADA Ramp Replacement project. This year, due to budget constraints, TIF/RID money is only being used to fund this project.

Using GIS, public works determine which ramps require replacement within TIF/RID districts. After verifying with the Finance Director that funds were available and this was an allowable use of the funds, Choice One Engineering prepared this estimate. The cost of engineering service on this project is \$15,000.00. This will also be funded through the TIF/RID accounts impacted.

Below you find a list of all the ramps which are included in this year's program with an estimated cost to be paid from each RID account.

Wyandot Woods Wyandot Woods Blvd & Willow Brook Drive 7 ramps \$42,000.00

Willow Brook Drive & Wyndham Place 2 ramps \$12,000.00

Wyandot Woods Blvd & Sleepy Hollow Drive 8 ramps \$48,000.00

Total Estimated Cost: \$102,000.00 Monroe Crossings Blue Springs Dr. & Jerri Ct. 1 ramp \$6,000.00

Blue Springs Dr. & Bridgewater Dr. 2 ramps \$12,000.00

Bridgewater Dr. & Thomas Point Ct 1 ramp \$6,000.00

Bridgewater Dr. & Sagewood Ct. 2 ramps \$12,000.00

Total Estimated Cost: \$36,000.00 Todd's Glen Reserve

Valleybrook Drive & Michelle Ln. (These two ramps will be new ramps. No ramps exist here, and we have had requests in the past to install these ramp). 2 ramps (none exist) \$20,000.00

Alternates (These will only get done if budget allows after the Todd's Glen tree project is complete).

Michelle Ln. & Kelsey Tr. 4 ramps \$24,000.00

Michelle Ln. & Hailey Ln. 2 ramps \$12,000.00

Michelle Ln. & Meadowood Dr. 4 ramps \$24,000.00

Meadowood Dr. & Hollybrook Dr. 1 ramp \$6,000.00

Total Estimated Cost: \$86,000.00 2024 Program Total Cost: \$224,000.00

Ordinance No. 2024-05. An Ordinance amending and supplementing Ordinance No. 2024-04, 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.

Sponsor: Jake Burton

Strategic Priority: Good Governance.

Background: If City Council passes Resolution No. 07-2024, a Resolution authorizing the City Manager to enter into a professional services agreement with Burgess & Niple/KZF Design Joint Venture, for a criteria architect for a new Public Works Facility and Fire Department Headquarters facility upgrades, a supplemental appropriation will be necessary. Total fees for this agreement in 2024 will be \$679,000.

The 2024 budget includes \$250,000 for this purpose, therefore, a supplemental appropriation of \$429,000 will be required. This supplemental appropriation will be from unrestricted capital funds in



the Income Tax Capital Fund.

The City created an Information Technology division beginning in 2023 and now that IT has been established, staff continues to look for ways to consolidate and streamline processes. Currently, all Microsoft Office licenses, which total \$39,500 annually, are paid by each department depending upon the number of users within that particular department. Consolidating these under IT will allow IT to perform a monthly invoice audit against active users, and ensure all licenses are up-to-date. This will streamline the invoicing process and budgeting process moving forward. The proposed movements of money reduce each individual department's budget by their allocated amount and centralizes all Microsoft Office licensee charges in the IT budget.

Ordinance No. 2024-06. An Ordinance amending and supplementing Section 286.08 and Section 286.09 (F) of the Codified Ordinances to adjust the planning, zoning, and special building permit fees.

Sponsor: Tom Smith

Strategic Priority: Good Governance

Background: The City issues service charges for building and zoning permits, plans review, inspections, and an impact fee for parks with each residential building permit issued. As a best practice it is recommended to annually update the City's residential, commercial, and zoning permit fee schedule in order to stay up to date with the cost pressures associated with professional services, Consumer Price Index-Urban Consumers (CPI-U) inflation rates, and staff time. In some cases, these costs are absorbed by the City (i.e., property maintenance code enforcement) as a service already renumeralated by a tax paying resident. In other cases, the costs associated with a service are passed through to the consumer (i.e., a plan review for a developer). These costs are payable by the consumer and would not exist but for the mandate of the service being administered. With these costs there is little profit gained, they are simply to cover the cost associated with the service, relieving the City of the expenditure.

Consideration of Motion appointing City Manager Larry Lester to the Butler County Emergency Management Agency.

Sponsor: Larry Lester

Strategic Priority: Communication and Interpersonal Connections

Background: Annually, the Butler County Emergency Management Agency requests the appointment of the Chief Executive Officer to their Advisory Council. The Advisory Council then picks the EMA Executive Board for a two year term.

Consideration of Motion to authorize the expenditure of \$12,000 to Rozzis' Famous Fireworks for the Fourth of July Fireworks Display.



Consideration of Motion accepting the November and December 2023 Finance Reports as submitted.

Administrative Reports

Adjournment



**Monroe Council Minutes
Regular Meeting of Council
January 23, 2024 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Mayor Funk opened the regular meeting of Council at 6:30 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.

Approval of the Minutes

Mrs. McElfresh moved to approve the Council Minutes of January 9, 2024; seconded by Mr. Hagedorn. Voice vote. Motion carried.

Visitors

Law Director Callahan performed a ceremonial swearing in of Chad Caudill and Austin Whitt as Police Lieutenants; Adam Binder as Police Sergeant; and Jenna Patterson as Patrol Officer.

Chief Buchanan presented Sergeant Eddie Myers the Distinguished Service Medal of Valor for risking his life in an attempt to save someone who's car veered off the road and into a retention pond adjacent to I-75.

Brandon Saylor of 552 North Sands Avenue expressed his dissatisfaction with receiving an invoice for concrete work for a home he purchased at 552 North Sands Avenue through a Sheriff's sale.

Committee Reports

None.

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)

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

Mrs. McElfresh moved to adopt Ordinance No. 2024-03; seconded by Mr. Centers. Roll call vote: seven ayes. Motion carried.



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 exercise stations and playground equipment at Monroe Community Park.

The Clerk of Council read Resolution No. 05-2024 by title only.

Mrs. McElfresh moved to adopt Resolution No. 05-2024; seconded by Dr. Clark. Roll call vote: seven ayes. Motion carried.

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.

The Clerk of Council read Resolution No. 06-2024 by title only.

Mrs. McElfresh moved to adopt Resolution No. 06-2024; seconded by Mr. Hagedorn. Roll call vote: seven ayes. Motion carried.

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.

Mrs. McElfresh moved to table Resolution No. 07-2024; seconded by Mr. Hagedorn. Roll call vote: seven ayes. Motion carried.

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.

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

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

Consideration of Motion authorizing the expenditure in the amount of \$27,675.11 for services provided by Neogov from 04/20/2024 to 04/19/2025.

Mrs. McElfresh moved to authorize the expenditure in the amount of \$27,675.11 for services provided by Neogov from 04/20/2024 to 04/19/2025; seconded by Dr. Clark. Voice vote. Motion carried.



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

Mrs. McElfresh moved to appoint City Manager Larry Lester to the Turtlecreek-Monroe Joint Economic Development District Board; seconded by Mr. Centers. Voice vote. Motion carried.

Administrative Reports

Mr. Lester thanked City Council and staff for the warm welcome.

Adjournment

Mrs. McElfresh moved to adjourn the regular meeting of Council; seconded by Mr. Wagner. Voice vote. Motion carried.

The regular meeting of Council adjourned at 7:05 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of 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.

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.

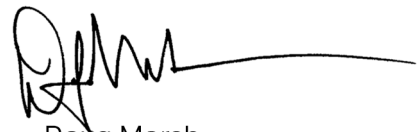
If the terms and conditions stated herein are acceptable to you, BN-KZF JV expects that a final professional services agreement, based on AIA Standard Contracts, will be executed with the Client, with this proposal and its attachments included for reference.

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 design phases. >Develop a preliminary project schedule including key milestones & critical path items including anticipated 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 facility 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 utilities 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 characteristics / 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 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.

>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:
- Geotechncal 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, utilties, etc. have been modified since completion of previous survey, updated survey services can be provided as an additional service.
 -

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 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. >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.
 -

RESOLUTION NO. 08-2024

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$3,825.00 TO THE CENTER FOR LOCAL GOVERNMENT.

WHEREAS, the invoice was received prior to the purchase order being opened.

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

SECTION 1: A Then-and-Now Certificate in the amount of \$3825.00 to the Center for Local Government is hereby approved.

SECTION 2: This measure shall take effect immediately upon passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

RESOLUTION NO. 09-2024

A RESOLUTION ACCEPTING THE LOWEST AND/OR BEST BID SUBMITTED FOR THE TODHUNTER ROAD CULVERT REPLACEMENT PROJECT AND AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT BY AND BETWEEN THE CITY OF MONROE AND W.G. STANG.

WHEREAS, after advertising and bidding according to law, Council desires to accept the lowest and/or best bid for the Todhunter Road Culvert Replacement Project.

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

SECTION 1: The bid submitted by W. G. Stang is hereby declared to be the lowest and/or best bid for the Todhunter Road Culvert Replacement Project.

SECTION 2: Council hereby accepts the bid referenced herein and authorizes the City Manager to enter into a contract by and between the City of Monroe and W.G. Stang pursuant to the terms and conditions contained in the bid documents submitted on January 26, 2024.

SECTION 3: 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. 10-2024

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CHOICE ONE ENGINEERING TO DEVELOP SPECIFICATIONS FOR CURB RAMP REPLACEMENT IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT.

WHEREAS, the City annually replaces curb ramps in compliance with the American with Disabilities Act; and

WHEREAS, Public Work has determined the location of curb ramps to be replaced and will seek bids based on the specifications created by Choice One Engineering.

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 with Choice One Engineering to develop specifications for curb ramp replacement in compliance with the Americans with Disabilities Act. The terms and conditions are marked 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



Date

February 01, 2024

Attention

Gary Morton
mortong@monroeohio.org

Address

City of Monroe
980 Holman Avenue
Monroe, OH 45050

Subject

Agreement for Professional Services
2024 ADA Transition Compliance Program
BUT-MON-2402

Dear Mr. Morton:

Choice One Engineering Corporation appreciates the opportunity to provide services for the 2024 ADA Transition Compliance Program.

This Agreement is by and between the City of Monroe, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute and return to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office via email or hard copy.

This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of two pages and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

City of Monroe

Authorized Signature

Date

Choice One Engineering Corporation


Michael L. Seeger, P.E., Project Manager

02-01-2024

Date

W. Central Ohio/E. Indiana
440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky
8956 Glendale Milford Rd., Suite 1
Loveland, OH 45140
513.239.8554 Phone



Scope of Services

Project Snapshot

Choice One intends to provide general curb ramp replacement specifications.

Project Details

- City of Monroe established construction budget is approximately \$200,000.00.
- Twelve intersections within the City of Monroe will be included in this project.
- Approximately 36 curb ramps will be replaced as part of this project.
- The City of Monroe will handle the bidding process and documents.
- No topographic survey or design elevations will be provided for the bid documents.
- Only approximate areas will be provided as a basis for bidding. Actual quantities will be determined in the field by the City of Monroe and the successful contractor.
- Aerials with approximate location will be shown for contractor evaluation during bidding.
- Complying with all ADA regulations will be the sole liability of the City of Monroe and their contractor.
- Ramp Locations for Replacement:
 - Wyandot Woods Blvd & Willowbrook Dr (7)
 - Willow Brook Dr & Wyndham Pl (2)
 - Wyandot Woods Blvd & Sleepy Hollow Dr (8)
 - Blue Springs Dr & Jerri Ct (1)
 - Blue Springs Dr & Bridgewater Dr (2)
 - Bridgewater Dr & Thomas Pointe Ct (1)
 - Bridgewater Dr & Sagewood Ct (2)
 - Valleybrook Dr & Michelle Ln (2)
 - Michelle Ln & Kelsey Tr (4)
 - Michelle Ln & Hailey Ln (2)
 - Michelle Ln & Meadowood Dr (4)
 - Meadowood Dr & Hollybrook Dr (1)

Project Services

1. ADA Bidding Specifications

- a. Prepare Engineer's Estimate for approximate quantities.
- b. Prepare aerials to depict approximate location of areas to be replaced.
- c. Prepare specification section for contractor to comply with during construction.

2. Construction Administration Services

- a. *Construction Administration services listed below will be provided upon request on an hourly basis according to our current Standard Hourly Rate Schedule.*
 - i. Produce additional plans for successful contractor and Client.
 - ii. Attend preconstruction meeting and provide minutes to attendees.
 - iii. Respond to Contractor's questions.
 - iv. Adminstrate plan interpretation for contractor and Client during construction, as required.
 - v. Attend meetings at the request of the Client with contractor.
 - vi. Review and approve pay requests.
 - vii. Process necessary change orders.
 - viii. Conduct final inspection and provide a punch list.
 - ix. Review site/civil shop drawings.
 - x. Attend final walkthrough with Client and contractor.

Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.

1. Construction Plans
2. Storm Sewer Design
3. Sanitary Sewer Design
4. Waterline Design
5. Traffic Signal Design
6. Traffic Impact Studies
7. Traffic Data Collection
8. Detailed Maintenance of Traffic Plans
9. Landscape Architecture
10. Topographic Survey
11. Boundary Survey
12. Construction Layout Staking
13. Easement and Right-of-Way Plats or Descriptions
14. Construction Bidding Procedures
15. Construction Observation

Client Responsibilities

- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Perform subsurface investigation, if necessary.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination.

Compensation & Schedule

Compensation

Lump Sum Fee Schedule

ADA Bidding Specifications

Hourly (budget \$15,000)

Total

Hourly

Construction Administration Services

Hourly Upon Request

Schedule

Choice One will provide specifications for bidding within 60 days after receipt of an executed Agreement.

This agreement is valid for 60 days prior to being executed by the Client. After 60 days, Choice One reserves the right to modify the fee and schedule, as necessary.

2024 Standard Hourly Rate Schedule

PROFESSIONAL SERVICE	HOURLY RATE
Professional Engineer	\$160
Professional Surveyor	\$155
Landscape Architect	\$125
Designer	\$110
Field Surveyor	\$120
Administrative	\$80

All reimbursables such as reproduction, transportation, and project-related expenses will be charged at their cost.

Hourly rates may vary from this Standard Hourly Rate Schedule depending on project complexity, professional liability, or other agreements. Work that is required out of our normal working hours requiring overtime compensation may be subject to higher rates.

This Standard Hourly Rate Schedule is reviewed and adjusted at the beginning of each calendar year.



Effective as of January 1, 2024

Choice One Engineering Corporation
Standard Terms & Conditions

4/17/2018

Services Choice One Engineering Corporation (Choice One) will perform services for the Project as set forth in the Choice One agreement and in accordance with these Terms & Conditions. Choice One has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Choice One in performing their services.

Additional Services The Client and Choice One acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Choice One will notify the Client of the need for additional services and the Client will pay for such additional services at an hourly rate or as agreed to by the Client and Choice One.

Project Requirements The Client will confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they will be furnished to Choice One at Project inception. Choice One will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Period of Service Choice One will perform the services for the Project with due and reasonable diligence consistent with normal professional practices according to the Project Schedule. Should Choice One discern that the schedule cannot be met for any reason, Choice One will notify the Client as soon as practically possible.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Choice One, the Client agrees to the fullest extent permitted by law, to limit the liability of Choice One for any and all damages or claim expenses arising out of this agreement, from any and all causes, to \$50,000 or the fee realized by Choice One for the Project, whichever is greater.

Compensation In consideration of the services performed by Choice One, the Client will pay Choice One in the manner set forth in the Choice One agreement. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation will be reasonably adjusted for delays or extensions of time beyond the control of Choice One.

Payment Terms Choice One will submit monthly invoices for services performed and Client will pay the full invoice amount within thirty (30) calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within ten (10) calendar days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on any contested portion of the billing until mutually resolved. Client will exercise reasonableness in contesting any billing or portion thereof. Choice One will be entitled to a 1.5% per

month administrative charge in the event of payment delay. Client payment to Choice One is not contingent on arrangement of project financing. Invoice payment delayed beyond sixty (60) calendar days will give Choice One the right to suspend services until payments are current. Nonpayment beyond seventy (70) calendar days will be just cause for termination by Choice One.

Amendment This Agreement may not be amended except in writing and executed by both Choice One and Client. No alterations or modifications to these Terms and Conditions will be effective unless affirmatively contained in the signed amendment.

Assignment Neither party will assign its rights, interests or obligations under the Project without the express written consent of the other party.

Authorized Representatives The officer assigned to the Project by Choice One is the only authorized representative to make decisions or commitments on behalf of Choice One. The Client will designate a representative with similar authority.

Betterment If, due to Choice One's error or omission, any required item or component of the project is omitted from Choice One's construction documents, Choice One will not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will Choice One be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

Buried Utilities Where applicable to the Project, Choice One will conduct research and prepare a plan indicating the locations of underground improvements intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by Choice One will be performed in manner consistent with ordinary standard of care. Client recognizes that the research may not identify all underground improvements and that the information on which Choice One relies may contain errors or may not be complete. The Client agrees to waive all claims and causes of action against Choice One for damages to underground improvements resulting from subsurface penetration locations established by Choice One, except for damages caused by the sole negligence or willful misconduct of Choice One.

Compliance with Laws Choice One will perform its services consistent with normal professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Choice One will be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Consequential Damages Neither the Client nor Choice One will be liable to the other for any consequential damages regardless of the nature or fault.

Construction Observation, If Applicable Construction observation will consist of visual observation of materials, equipment, or construction services for the purpose of ascertaining that the service is in general conformance with the Contract Documents. Such observation will not be construed as relieving the parties under contract in any way from their obligations and responsibilities under the Contract Documents. Specifically, observation will not require Choice One to assume responsibilities for the means and methods of construction. The Client has not retained Choice One to make detailed inspections or to provide exhaustive or continuous project review and observation services. Choice One does not guarantee the performance of, and will have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier, or any other entity furnishing materials or performing any services on the project.

Cost Estimates or Opinions Choice One may prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Choice One acknowledge that actual costs may vary from the cost estimates or opinions prepared and that Choice One offers no guarantee related to the Project cost.

Defects in Service The Client will promptly report to Choice One any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and will require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify Choice One will relieve Choice One of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Delays The services of each task will be considered complete when deliverables for the task have been presented to the Client. Choice One will be entitled to an extension of time and compensation adjustment for any delay beyond Choice One's control.

Design Without Construction Administration The Client acknowledges that there could be misinterpretations of Choice One Design Documents during construction, which could lead to errors and subsequent loss or damage. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against Choice One that may be in any way connected hereto.

Dispute Resolution In the event of a dispute between Choice One and Client arising out of or related to this Agreement, the aggrieved party will notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party will nominate a senior officer of its management to meet to resolve the dispute by direct negotiation. Should such negotiation fail to resolve the dispute, the Client and Choice One agree that all disputes will be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in

accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

During the pendency of any dispute, the parties will continue diligently to fulfill their respective obligations hereunder.

Environmental Matters The Client warrants they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Choice One will be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client will indemnify Choice One from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Choice One.

Governing Law The terms of agreement will be governed by the laws of the state where the services are performed provided that nothing contained herein will be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Hiring of Personnel Client may not directly hire any employee of Choice One. Client agrees that it shall not, directly or indirectly solicit any employee of the Engineer from accepting employment with Client, affiliate companies, or competitors of Engineer.

Information from Other Parties The Client and Choice One acknowledge that Choice One will rely on information furnished by other parties in performing its services under the Project. Choice One will not be liable for any damages that may be incurred by the Client in the use of third party information.

Insurance Choice One will maintain the following insurance and coverage limits during the period of service if such coverage is reasonably available at commercially affordable premium. Upon request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

- Worker's Compensation: As required by applicable state statute
- Commercial General Liability: \$1,000,000 per occurrence (bodily injury including death and property damage) \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage
- Professional Liability: \$2,000,000 per claim and \$2,000,000 aggregate

The Client will make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Choice One will be a named insured on those policies where Choice One may be at risk.

Permits and Approvals Choice One will assist the Client in preparing applications and supporting documents as identified in the scope of services for the Client to secure permits and approvals from agencies having jurisdiction over the Project. Assistance in applying for permit applications by Choice One does not guarantee approval of the permits by the jurisdictional regulatory authorities. The Client agrees to pay all application and review fees.

Reuse of Documents All documents prepared by Choice One pursuant to this Agreement are instruments of service as part of the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Choice One for the specific purpose intended will be at the Client's risk and without liability or legal exposure to Choice One. Any verification or adaptation requested by the Client to be performed by Choice One will entitle Choice One to further compensation at rates to be agreed upon by the Client and Choice One.

Safety Choice One will be responsible solely for the safety precautions or programs of its employees and no other party. In no event will Choice One be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

Severability Any provision of these terms later held to violate any law will be deemed void and all remaining provisions will continue in force. In such event, the Client and Choice One will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Site Access The Client will obtain all necessary approvals for Choice One and subcontractors to access the Project site(s).

Standard of Care Services provided by Choice One will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care will exclusively be judged as of the time the services are rendered and not according to later standards.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Choice One will survive the completion or termination of services for the Project.

Suspension of Work The Client may suspend services performed by Choice One with cause upon seven (7) calendar days documented notice. Choice One will submit an invoice for services performed up to the effective date of the work suspension and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days. Choice One will be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Choice One may terminate services on the Project upon seven (7) calendar days documented notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Choice One will submit an invoice for services performed up to the effective date of termination and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days.

Time Bar To Legal Action All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder will be barred and under no circumstances will any such claim be initiated by either party after three (3) years have passed from the date of Choice One's final invoice, unless Choice One's services will be terminated earlier, in which case the date of termination of this Agreement will be used.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions will not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

ORDINANCE NO. 2024-05

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO. 2024-04, 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	FUND EXPENSES	
		OPERATING EXPENSES	51,500
		OTHER	-
		<i>TOTAL</i>	<u>51,500</u>
	110	CITY COUNCIL	
		PERSONAL SERVICES	127,841
		OPERATING EXPENSES	99,700
		<i>TOTAL</i>	<u>227,541</u>
	120	CITY MANAGER'S OFFICE	
		PERSONAL SERVICES	638,395
		OPERATING EXPENSES	580,634
		<i>TOTAL</i>	<u>1,219,029</u>
	125	INFORMATION TECHNOLOGY	
		PERSONAL SERVICES	354,742
		OPERATING EXPENSES	120,000
		<i>TOTAL</i>	<u>474,742</u>
	130	HUMAN RESOURCES	
		PERSONAL SERVICES	485,218
		OPERATING EXPENSES	341,250
		<i>TOTAL</i>	<u>826,468</u>
	135	ECONOMIC DEVELOPMENT	
		PERSONAL SERVICES	222,867
		OPERATING EXPENSES	1,058,300
		<i>TOTAL</i>	<u>1,281,167</u>
	140	DEVELOPMENT	
		PERSONAL SERVICES	540,152
		OPERATING EXPENSES	546,900
		OTHER EXPENSES	4,000
		<i>TOTAL</i>	<u>1,091,052</u>

145	ENGINEERING		
	PERSONAL SERVICES	465,090	
	OPERATING EXPENSES	527,750	
	TOTAL	<u>992,840</u>	
150	FINANCE		
	PERSONAL SERVICES	1,042,584	
	OPERATING EXPENSES	437,340	
	OTHER EXPENSES	890,000	
	TOTAL	<u>2,369,924</u>	
160	MAYOR'S COURT		
	PERSONAL SERVICES	122,125	
	OPERATING EXPENSES	23,300	
	TOTAL	<u>145,425</u>	
TOTAL GENERAL GOVERNMENT			8,679,688
PUBLIC SAFETY			
220	PUBLIC SAFETY COMMUNICATIONS		
	PERSONAL SERVICES	737,497	
	OPERATING EXPENSES	148,550	
	TOTAL	<u>886,047</u>	
250	POLICE		
	OTHER EXPENSES	2,975,000	
	TOTAL	<u>2,975,000</u>	
270	FIRE		
	OTHER EXPENSES	3,475,000	
	TOTAL	<u>3,475,000</u>	
TOTAL PUBLIC SAFETY			7,336,047
PUBLIC WORKS			
310	STREET		
	OTHER EXPENSES	1,100,000	
	TOTAL	<u>1,100,000</u>	
330	BUILDINGS AND GROUNDS		
	OPERATING EXPENSES	674,000	
	TOTAL	<u>674,000</u>	
390	STORMWATER		
	OTHER EXPENSES	-	
	TOTAL	<u>-</u>	
TOTAL PUBLIC WORKS			1,774,000

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****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**

TOTAL GENERAL FUND

20,572,594

GRAND TOTAL GENERAL FUND**20,572,594**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	1,144,198	
<i>TOTAL</i>		3,217,983

2220 STATE HIGHWAY FUND*PUBLIC WORKS*

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

2230 MOTOR VEHICLE LICENSE*PUBLIC WORKS*

OPERATING EXPENSES	-	
<i>TOTAL</i>		-

2310	FIRE - 1989 LEVY FUND			
	<i>PUBLIC SAFETY</i>			
	PERSONAL SERVICES	5,105,136		
	OPERATING EXPENSES	958,400		
	OTHER EXPENSES	3,800		
	<i>TOTAL</i>			6,067,336
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	1,014,750		
	<i>TOTAL</i>			4,005,786
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>			4,642,857

GRAND TOTAL SPECIAL REVENUE FUNDS				25,458,746
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SECTION 4: 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	1,809,000		
	<i>OTHER FINANCING USES</i>			
	OTHER EXPENSES	434,300		
	<i>TOTAL</i>			2,243,300
3110	PARK IMPROVEMENT FUND			
	<i>PARKS AND RECREATION</i>			
	OPERATING	130,000		
	CAPITAL EXPENSES	100,000		
	<i>TOTAL</i>			230,000
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>			2,666,823

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>6,975,153</u>
 <u>SECTION 5:</u> 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>63,755,437</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	584,334	580,634	(3,700)	-0.6%	11112054-52315	City Manager's Office portion of Microsoft Office license
	125 INFORMATION TECHNOLOGY						
	OPERATING EXPENSES	80,500	120,000	39,500	49.1%	11112500-52315	Consolidating Microsoft Office licenses to IT - each individual Dept. budget reduced by applicable amount
	140 DEVELOPMENT						
	OPERATING EXPENSES	548,000	546,900	(1,100)	-0.2%	11114000-52315	Development portion of Microsoft Office license
	150 FINANCE						
	OPERATING EXPENSES	442,440	437,340	(5,100)	-1.2%	11115054-52315	Finance portion of Microsoft Office license
2210	STREET FUND						
	PUBLIC WORKS						
	OPERATING EXPENSES	1,150,998	1,144,198	(6,800)	-0.6%	22131054-52315	Public Works portion of Microsoft Office license
2310	FIRE - 1989 LEVY FUND						
	PUBLIC SAFETY						
	OPERATING EXPENSES	967,700	958,400	(9,300)	-1.0%	23127054-52315 (2,000) 23127054-52321 (7,300)	Fire portion of Microsoft Office license
2410	POLICE LAW ENFORCEMENT						
	250 PUBLIC SAFETY						
	OPERATING EXPENSES	1,028,250	1,014,750	(13,500)	-1.3%	24125054-52315	Police portion of Microsoft Office license
3101	CAPITAL INCOME TAX FUND						
	PUBLIC WORKS						
	CAPITAL EXPENSES	1,380,000	1,809,000	429,000	31.1%	31013000-53712-PW181	Increase amount for Public Works Facility & Fire Headquarters addition Criteria Architect costs for 2024

ORDINANCE NO. 2024-06

AN ORDINANCE AMENDING AND SUPPLEMENTING SECTION 286.08 AND SECTION 286.09 (F) TO ADJUST THE PLANNING, ZONING, AND SPECIAL BUILDING PERMIT FEES.

WHEREAS, due to the increase in costs for professional services, inflation rates, and staff time it is necessary that the fees charged for planning, zoning, and building be reviewed on an annual bases; and

WHEREAS, after review of the current fees charged, staff is recommending a change in said fees.

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

SECTION 1: Section 286.08 of the Codified Ordinances is hereby amended and supplemented to read as follows:

“Fees for applications and requests under the provisions of this Planning and Zoning Code shall be as follows:

Subdivisions: (Residential and Commercial)

A. *Minor Subdivision* (3 - 5 lots, excluding extension of construction of public roadway)

Site Plan Review	\$200 + \$20/unit**
Amendments to Final Plan (prior to recording of original submission)	50% of original fee**

B. *Major Subdivision* (6 lots and above and/or extension or construction of public roadway)

Preliminary Site Plan Review	\$200.00 + \$20.00/unit**
Construction Drawings Review	1.5% of Engineers Estimate
Bonds (Performance/Maintenance)	Based on Engineers Estimate
Final Site Plan Review	\$200.00 + \$20.00/unit**
Amendments to Preliminary or Final (prior to recording of original submission)	50% of original fee**

**When any application has been submitted to the City for permits, certificate, or approval that involves the submission of technical information by the applicant, it is recognized that the City may need to incur expenses for the expertise of engineers and other subject matter experts to evaluate such technical data. As a condition of the City agreeing to consider any such application, the applicant must agree to reimburse the City at once for any such expenses. That reimbursement must be received by the City before any such permit, certificate, or approval is issued. Services for subject matter experts may include but are not limited to engineering reviews, inspections, GIS surveying and mapping of improvements, and legal services.

- (1) Administrative appeal to the board of zoning appeals \$100.00

(2) Variance:

Residential/Agricultural \$300.00

Commercial/Industrial \$500.00

(3) Conditional use \$300.00 (residential and commercial)

(4) Lot consolidation or lot split

2-5 lots (Residential and Commercial), excluding construction of public roadway.
\$50.00

(5) Zoning review for multi-family dwelling (new construction), per unit \$80.00

(6) Planned Unit Development: \$500.00 (Residential and Commercial)

(7) Zoning review for single-family dwelling or addition (new construction) \$100.00

(8) Temporary sign \$30.00

(9) Permanent sign \$75.00

(10) Sign face change \$25.00

(11) Zoning Map and Text Amendment (Residential and Commercial) \$500.00

(12) Home occupation (except non-profit organizations, which shall be exempt from a permit fee) \$75.00

(13) Planned Unit Development amendments: \$500.00

(14) Minor Amendment to Preliminary Plat or Final Plat \$100.00

(15) Accessory use or structure zoning review \$30.00

(16) Site plans New Commercial Construction:

Application fee \$100.00

Review and inspection fees (based upon estimated real property improvement value, not including land):

\$0 to \$250,000.00 \$200.00

\$250,001.00 to \$500,000.00 \$300.00

\$500,001.00 to \$1,000,000.00 \$500.00

\$1,000,001.00 to \$10,000,000.00 \$600.00

\$10,000,001.00 to \$20,000,000.00 \$800.00

\$20,000,000.00 to \$50,000,000.00 \$1,000.00

\$50,000,001.00 and over plus \$2,000.00 plus \$0.01 per square foot of structure

(17) Administrative Adjustment \$50.00

(18) Zoning review for new business/use \$100.00

(19) Street tree planting waiver fee per tree \$600.00

- (20) Fence permit \$30.00 (Residential and Commercial)
- (21) Public hearing notification Total Actual cost of publication and mailing
- (22) Temporary Use \$30.00
- (23) Addition/Extension \$100.00 (Residential and Commercial)
- (24) Demolition
 - Residential \$50.00
 - Commercial \$100.00
- (25) Certificate of Zoning Compliance
 - Residential \$100.00 plus \$0.01 per sq. ft.
 - Commercial/Industrial \$200.00 plus \$0.01 per sq. ft.
- (26) Zoning Verification \$50.00”

SECTION 2: Section 286.09 (f) of the Codified Ordinances is hereby amended to read as follows:

- “(f) Special building permit fees.
- (1) A fee of \$785.51 per single-family residence will be charged at the time a new building permit is issued. This is to be a one-time fee charged only on the initial permit for the dwelling.
 - (2) A fee of \$785.51 per individual family unit will be charged on all building permits for new multi-family construction.
 - (3) A fee of \$785.51 will be charged on each commercial and industrial building permit at the time of issuance. This fee will be charged only once for each structure.”

SECTION 3: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading: _____

EXHIBIT B

“286.08. Planning and Zoning Code.

Fees for applications and requests under the provisions of this Planning and Zoning Code shall be as follows:

Subdivisions: (Residential and Commercial)

A. Minor Subdivision (3-5 lots, excluding extension of construction of public roadway)

Site Plan Review	\$200 + \$20/unit (includes up to one (1), initial, site plan review and one (1), revision review). Thereafter 100% of professional services** shall be payable by applicant.
Amendments to Final Plan (prior to recording of original submission)	50% of original fee and 100% of professional services** shall be payable by applicant

B. Major Subdivision (6 lots and above and/or extension or construction of public roadway)

Preliminary Plat Review	\$200 + \$20/unit (includes up to one (1), initial, site plan review and one (1), revision review). Thereafter 100% of professional services** shall be payable by applicant.
Construction Drawings Review	1.5% of Engineers Estimate
Bonds (Performance/Maintenance)	Based on Engineers Estimate
Final Plat Review	\$200 + \$20/unit (includes up to one (1), initial, site plan review and one (1), revision review). Thereafter 100% of professional services** shall be payable by applicant
Amendments to Preliminary or Final (prior to recording of original submission)	50% of original fee and 100% of professional services** shall be payable by applicant

**When any application has been submitted to the city for permits, certificate, or approval that involves the submission of technical information by the applicant, it is recognized that the City may need to incur expenses for the expertise of engineers and other subject matter experts to evaluate such technical data. As a condition of the City agreeing to consider any such application, the applicant must agree to reimburse the City at once for any such expenses. That reimbursement must be received by the City before any such permit, certificate or approval is issued. Professional

~~services~~ Services for subject matter experts may include but are not limited to engineering reviews, inspections, GIS surveying and mapping of improvements, and legal services. ~~Prior to granting final approval, issuing a building permit, and/or granting conditional or final acceptance, all professional service fees incurred to date shall be paid in full. The City will bill the applicant for 100% of the City's actual professional service costs as said fees are incurred.~~

- (1) Administrative Appeal to the Board of Zoning Appeals \$100.00
- (2) Variance:
 - Residential/Agricultural \$300.00
 - Commercial/Industrial/~~Business park~~ \$500.00
- (3) Conditional Use \$300.00 (residential and commercial)
- (4) Lot consolidation or lot split: ~~\$50.00~~
2-5 lots (Residential and Commercial), excluding construction of public roadway. \$50.00
- (5) Zoning review for multi-family dwelling (new construction), per unit \$80.00
- (6) Planned Unit Development \$500.00 (Residential and Commercial)
 - ~~Minor Subdivision \$250.00 (Residential and Commercial)~~
 - ~~Major Subdivision \$500.00 (Residential and Commercial)~~
- (7) Zoning review for single-family dwelling (new construction) \$100.00
- (8) Temporary sign \$30.00
- (9) Permanent sign \$75.00
- (10) Sign face change \$25.00
- (11) Zoning Map and Text Amendment \$500.00 (Residential and Commercial)
- (12) Home occupation (except non-profit organizations, which shall be exempt from a permit fee) \$75.00
- (13) Planned Unit Development Amendments \$500.00
 - ~~Minor amendment \$250.00~~
 - ~~Major amendment \$500.00~~
- (14) Minor Amendment to Preliminary Plat or Final Plat \$100.00
- (15) Accessory use or structure zoning review \$30.00
- (16) Site Plans New Commercial Construction:
 - Application fee \$100.00
 - Review and inspection fees (based upon estimated real property improvement value, not including land):
 - \$0 to \$250,000.00 \$200.00
 - \$250,001.00 to \$500,000.00 \$300.00

\$500,001.00 to \$1,000,000.00 \$500.00
 \$1,000,001.00 to \$10,000,000.00 \$600.00
 \$10,000,001.00 to \$20,000,000.00 \$800.00
 \$20,000,000.00 to \$50,000,000.00 \$1,000.00
 \$50,000,001.00 and over \$2,000.00
 plus \$0.01 per square foot of structure

- (17) Administrative ~~waiver~~ Adjustment \$50.00
- (18) Zoning review for new business/use \$100.00
- (19) Street tree planting waiver fee per tree \$600.00
- (20) Fence permit \$30.00 (residential and commercial)
- ~~(21) Alternative equivalent compliance \$25.00~~
- (22) Public hearing notification Total Actual cost of publication and mailing
- (23) Temporary Use \$30.00
- (24) Addition/Extension \$100 (residential and commercial)
- (25) Demolition
 - Residential \$50.00
 - Commercial \$100.00
- (26) Certificate of Zoning Compliance
 - Residential \$100.00 plus \$0.01 per sq. ft.
 - Commercial/Industrial \$200.00 plus \$0.01 per sq. ft.
- (27) Zoning Verification \$50.00

SECTION 2: Section 286.09 of the Codified Ordinances is hereby amended and supplemented to read as follows:

“286.09. Building permit fees.

- (a) One-, Two- and Three-Family Residential Building permit applications shall be accompanied by a fee of \$260.00.
- (b) Residential building permit applications (other than (a) above) shall be accompanied by a fee of \$100.00.
- (c) Commercial building permit applications shall be accompanied by a fee of \$500.00.
- (d) The commercial building plan and inspection fee scheduled shall be based upon the following schedule:

Commercial and industrial buildings (OBC)	
Minimum building fee	\$500.00

[Type here]

Use groups A-Assembly, B-Business, E-Education, I-Institutional, M-Mercantile and R-Residential (excluding 1, 2 and 3 family structures) per the Ohio Building Code		
Structural fees:		
New construction/addition	multiply the sq. ft. times	\$0.45
Or, partial permits:		
Footing/foundation	multiply the sq. ft. times	\$0.15
Shell	multiply the sq. ft. times	\$0.15
Interior finish	multiply the sq. ft. times	\$0.20
Use groups F-Factory, H-High Hazard, S-Storage and U-Utility/Miscellaneous Per Ohio Building Code		
Structural Fees:		
New construction/addition	multiply the sq. ft. (up to 100,000 sq. ft.) times	\$0.25
Multiply sq. ft. of the portion of building over 100,000 sq. ft.		\$0.17
Or partial permits:		
Footing/foundation	multiply the sq. ft. (up to 100,000 sq. ft.) times	\$0.15
Multiply sq. ft. of the portion of building over 100,000 sq. ft.		\$0.12
Shell	multiply the sq. ft. times	\$0.15
Multiply sq. ft. of the portion of building over 100,000 sq. ft.		\$0.12
Interior finish	multiply the sq. ft. of finished area times	\$0.07
Multiply sq. ft. of the portion of building over 100,000 sq. ft.		\$0.07
Warehouses without changes after shell approval		\$500.00 + plan review fee
Electrical fees: minimum base fee		\$225.00 plus \$6.00 per 100 sq. ft. of total floor area
Mechanical fees: Use groups A.B.E.I.M.R. minimum base fee		\$225.00 plus \$4.50 per 100 sq. ft. of total floor area
For Use Groups F, H, S, U,		\$225.00 plus \$200.00 per unit (no duct work)
If adding duct work to existing shell approval		\$225.00 plus \$2.50 per sq. ft. of duct work
Fire suppression fees: minimum base fee		\$225.00 plus \$6.00 per 100

[Type here]

		sq. ft. of total floor area
Fire alarm fee: minimum base fee		\$225.00 plus \$4.50 per device
Minor alteration: per each type of permit		\$80.00 (Bldg, Elec, HVAC, Gas, Fire Protection)
Permanent signs: under 30 sq. ft.	structural	\$80.00
	electrical	\$80.00
Over 30 sq. ft.	structural	\$170.00
	electrical	\$170.00
Demolition permit: per building		\$100.00
Unspecified permit fee—For any permit type, not specifically listed in this fee schedule, the fee shall be calculated to the most similar permit type at the discretion of the Building Official.		
Special inspection		\$100.00
Re-inspection fee		\$100.00
Permit renewal fee		\$100.00
Certificate of occupancy		\$250.00
Temporary certificate of occupancy		\$500.00
Occupying without certificate of occupancy		\$500.00
Commercial plan review fees: per hour		\$80.00
Commercial revision fee (base fee plus plan review fees)		\$150.00
Starting work without permits		\$200.00 or double the fees, whichever is greater.
Board assessment		
Pursuant to Ohio R.C. 3781.102(F)(1) an assessment equal to three (3) percent of those fees imposed for plans and specifications and inspection approvals in connection with non-residential buildings shall be collected and remitted to the Ohio Board of Building Standards.		

- (e) The residential building plan and inspection fees shall be based upon the following schedule:

Residential One, Two and Three Family Buildings (RCO):		
Building fees:		
Base fee—New homes, additions and alterations		\$100.00 plus \$0.35 per sq. ft.
Electric fees:		

[Type here]

Base fee:	\$100.00 plus \$0.05 per sq. ft.
Construction temporary	\$100.00
Service entrance only	\$45.00
Service and additional wiring	\$85.00
Out building	\$50.00
Out building with service	\$100.00
Special inspection	\$75.00
Heating and cooling	\$45.00
Heating/cooling with circuit wiring (HVAC)	\$55.00
Re-inspection	\$50.00
Swimming pool	\$90.00
Electric Vehicle Chargers	\$90.00
Generator	\$100.00
Solar Array (Bldg. and Electric)	\$90.00 plus \$5.50 per panel
Solar Array with Battery Storage	\$120.00 plus \$5.50 per panel
Mechanical (HVAC) Fees:	
Base fee: new, addition, remodel	\$80.00 plus \$0.05 per sq. ft.
Each additional unit	\$40.00
Duct extension only	\$50.00
Replacement heating and A/C (combined)	\$100.00
Replacement heating or A/C	\$70.00
Gas piping inspection	\$60.00
Accessory structure fees:	
120 sq. ft. or less	No permit required
121 sq. ft. or greater	\$100 + \$0.25 per sq. ft.
Decks	\$80.00 + \$0.25 per sq. ft.
Swimming pools	\$100.00
Demolition permit:	
Per building	\$75.00
Administrative fees:	
Permit renewal fee	\$100.00
Re-inspection fee (3 rd and subsequent)	\$90.00

Special inspection	\$75.00
Residential revision fee	\$150.00
Minor revision	\$80.00
Certificate of occupancy	\$100.00
Copy set of residential plans/re-stamp plans	Actual Cost
Occupying without certificate of occupancy	\$500.00
Missed inspection	\$150.00
Temporary certificate of occupancy (30 days)	\$125.00
Starting work without permits	\$100.00 or double the fees, whichever is greater.
Non-permit inspection request	\$80.00
Temporary Tent 400-699 sq. ft with sides	\$80.00 plus 0.15 per sq. ft.
Temporary Tent 700 sq. ft or more with or without sides	\$80.00 plus 0.12 per sq. ft.
Fence over six feet tall	\$75.00
Change of building plans (after approval)	\$75.00 plus 65.00 per hour (1/4-hour increments) plus additional sq footage if applicable
Board assessment	
Pursuant to Ohio R.C. 3781.102(F)(2) an assessment equal to one (1) percent of those fees imposed for plans and specifications and inspection approvals in connection with residential buildings shall be collected and remitted to the Ohio Board of Building Standards.	

(f) Special building permit fees.

- (1) A fee of ~~\$754.58~~785.51 per single-family residence will be charged at the time a new building permit is issued. This is to be a one-time fee charged only on the initial permit for the dwelling.
- (2) A fee of ~~\$754.58~~785.51 per individual family unit will be charged on all building permits for new multi-family construction.
- (3) A fee of ~~\$754.58~~785.51 will be charged on each commercial and industrial building permit at the time of issuance. This fee will be charged only once for each structure.

CITY OF MONROE

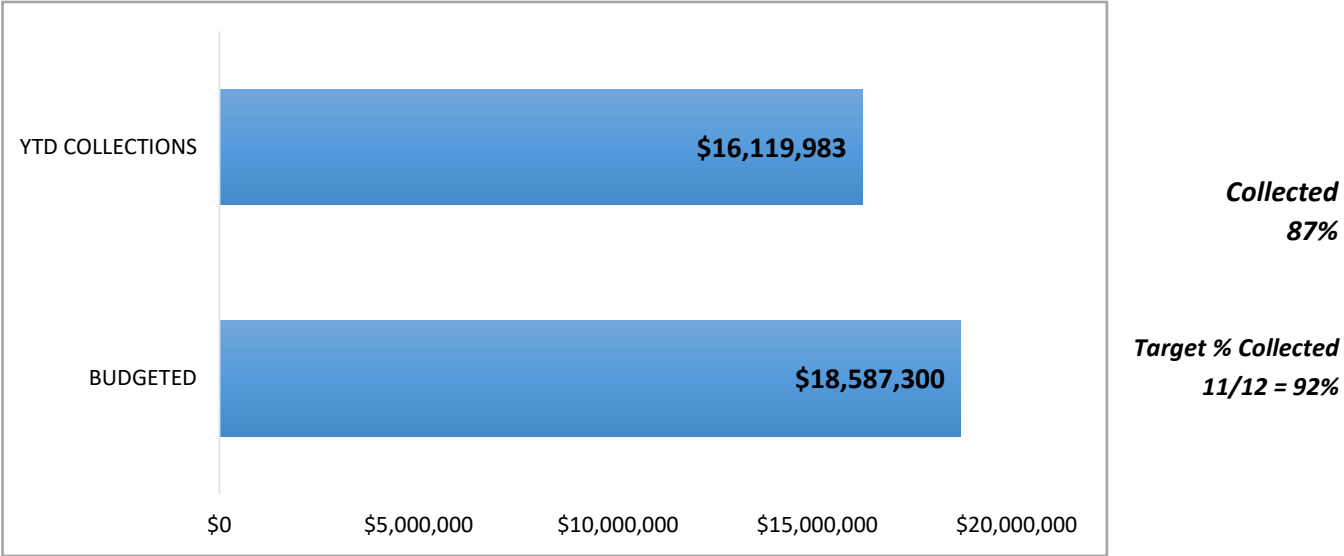
FINANCIAL REPORTS

FOR THE PERIOD ENDING

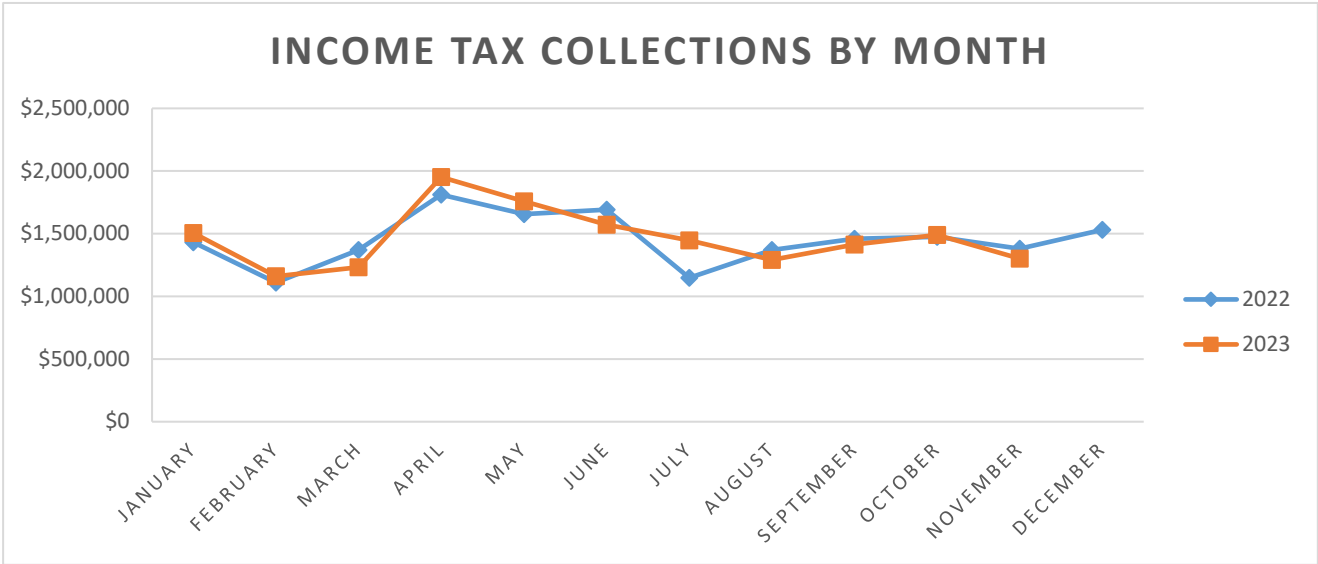
November 30, 2023

MUNICIPAL INCOME TAX MONTHLY REPORT NOVEMBER 2023

As of the end of November, we have collected (YTD) \$14,818,956 in income tax dollars.
This equals to approximately 80% of the budget estimate.

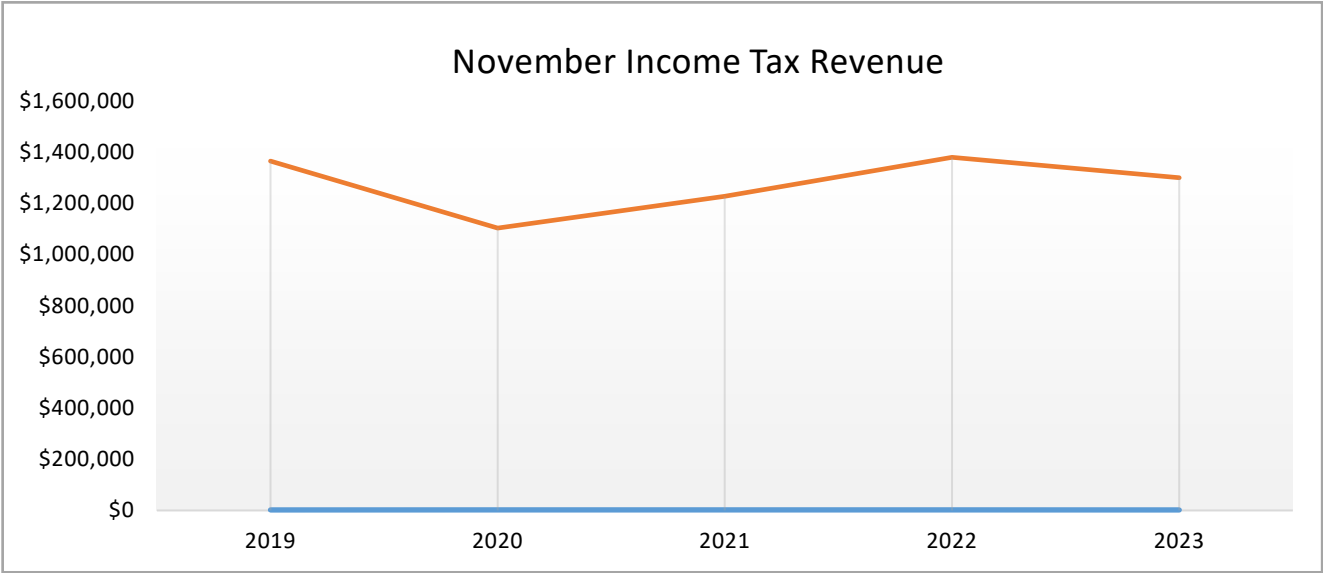


November income tax collections were 6% lower in 2023 than at the same time last year. Overall, the City has collected a difference of \$213,220 in 2023 than at the same time last year.



HISTORICAL COLLECTION OF TAX REVENUE OVER 5 YEARS

Over the last five years, income tax revenue in November has steadily decreased.



City of Monroe
Statement of Cash Position
As of 11/2023

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
1110	GENERAL FUND	6,724,180.11	19,098,993.46	18,344,470.26	7,478,703.31
2101	INCOME TAX - PUBLIC SAFETY	757,961.88	2,814,978.94	3,567,700.00	5,240.82
2210	STREET FUND	1,676,779.93	1,344,445.45	1,904,727.83	1,116,497.55
2220	STATE HIGHWAY FUND	230,563.10	94,762.91	102,272.06	223,053.95
2230	MOTOR VEHICLE LICENSE TAX FUND	170,636.28	0.00	126,208.39	44,427.89
2310	FIRE - 1989 LEVY FUND	892,073.73	4,794,045.82	4,884,086.62	802,032.93
2320	FIRE - 2005 LEVY FUND	1,010.27	0.00	0.00	1,010.27
2330	FEMA FUND	8,615.41	766.38	7,634.52	1,747.27
2360	AMERICAN RESCUE PLAN ACT FUND	1,473,947.04	0.00	82,043.26	1,391,903.78
2370	ONEOHIO OPIOID SETTLEMENT FUND	10,357.03	46,459.59	0.00	56,816.62
2410	POLICE LAW ENFORCEMENT FUND	444,105.53	3,556,818.02	3,957,836.35	43,087.20
2420	DARE GRANT FUND	7,554.15	5,513.70	0.00	13,067.85
2430	ENFORCEMENT AND EDUCATION FUND	4,973.34	679.38	0.00	5,652.72
2440	FEDERAL ASSET FORFEITURE FUND	13,735.42	0.00	0.00	13,735.42
2450	OHIO PEACE OFFICER TRAINING	38,628.96	0.00	0.00	38,628.96
2510	COURT TECHNOLOGY IMPROVEMENT	3,724.52	12,325.70	7,932.51	8,117.71
2621	MONROE CROSSINGS (C1)	731.44	2,548.12	1,719.06	1,560.50
2622	PARK 63/SUMMIT (C2)	186,677.09	186,748.56	126,036.12	247,389.53
2623	MONROE COMMERCE CENTER (C3)	885,704.99	1,145,404.32	772,736.32	1,258,372.99
2626	MIAMI VALLEY INDUSTRIAL (C6)	156,428.99	205,354.61	174,963.90	186,819.70
2627	YANKEE ROAD (C7)	7,395.58	25,762.36	17,380.33	15,777.61
2628	BERNS/DOUGLAS (C8)	18,053.75	19,538.16	13,199.39	24,392.52
2629	FRICK GREENTREE (C9)	159.15	522.36	352.89	328.62
2630	OSBOURNE (C10)	65.57	215.64	145.69	135.52
2631	SATELLITE FARMS (C11)	76,937.14	130,052.54	87,859.98	119,129.70
2632	CORRIDOR 75/MILLEN (C12)	0.00	54.50	36.84	17.66
2633	CORRIDOR 75 #1 (C13)	644,287.20	1,022,452.50	1,022,452.50	644,287.20
2634	CORRIDOR 75 #2 (C14)	1,307.00	124,090.60	123,074.91	2,322.69
2721	ARBOR ACRES (R1)	0.00	103,735.80	74,131.33	29,604.47
2722	HERITAGE GREEN (R2)	92,945.73	281,190.36	201,085.22	173,050.87
2723	WYANDOT WOODS (R3)	823,606.16	956,951.85	816,683.61	963,874.40
2724	GILMAR MEADOWS (R4)	31,698.67	125,667.49	89,833.45	67,532.71
2725	MT PLEASANT (R5)	30,805.43	121,048.44	146,504.90	5,348.97
2726	BRITTONY WOODS (R6)	278,184.48	595,429.40	425,788.07	447,825.81
2727	TODD'S GLEN RESERVE (R7)	38,875.73	151,371.36	108,184.97	82,062.12
2728	MAJESTIC OAKS (R8)	529.70	2,140.50	1,529.66	1,140.54
2729	TRIMBLE FARM (R9)	22,967.83	90,696.38	64,818.53	48,845.68
2732	MONROE CROSSINGS #1 (R12)	576,905.90	839,670.01	600,072.85	816,503.06
2733	MONROE CROSSINGS #2 (R13)	423,920.58	505,550.49	364,970.41	564,500.66
2734	MONROE CROSSINGS #3 (R14)	417,221.68	440,643.58	311,349.03	546,516.23

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
2735	RESERVES OF MONROE XINGS (R15)	206,734.69	202,765.00	145,120.64	264,379.05
3101	INCOME TAX - CAPITAL PROJECTS	1,912,831.78	1,206,419.53	552,438.71	2,566,812.60
3110	PARK IMPROVEMENT FUND	727,442.93	31,552.34	439,378.24	319,617.03
3120	CAPITAL IMPROVEMENT FUND	3,216,943.34	184,282.58	675,565.30	2,725,660.62
3620	CPO TIF - CAPITAL FUND	24,880.23	0.00	0.00	24,880.23
4110	G.O. BOND RETIREMENT FUND	354,506.30	744,272.00	842,028.40	256,749.90
4210	WATER BOND RETIREMENT FUND	240,658.69	250,000.00	372,768.00	117,890.69
4310	S.A. BOND RETIREMENT FUND	614.68	1,350,125.53	1,350,125.53	614.68
4410	INCOME TAX BOND RETIREMENT FUN	339,606.68	614,100.00	613,862.50	339,844.18
4610	CORRIDOR 75 PARK LTD TIF FUND	126,651.27	0.00	0.00	126,651.27
5110	S.A. STREET LIGHTING FUND	6,177.00	2.75	3,468.58	2,711.17
6110	WATER FUND	1,130,835.00	3,334,658.65	3,334,244.45	1,131,249.20
6115	WATER GUARANTEE DEPOSIT	46,775.00	1,575.00	0.00	48,350.00
6120	WATER CAPITAL IMPROVEMENTS	639,755.76	1,009,255.45	1,184,549.33	464,461.88
6125	WATER METER& READ SYSTEM REPL	444,963.00	213,181.11	64,856.95	593,287.16
6210	SEWER FUND	37,985.94	1,171,401.25	1,200,562.98	8,824.21
6310	STORM WATER FUND	678,414.70	1,078,209.17	1,228,826.88	527,796.99
6315	STORMWATER DEPOSIT FUND	553,925.75	-475,425.75	0.00	78,500.00
6410	GARBAGE FUND	206,296.61	1,155,872.68	1,048,467.85	313,701.44
6510	CEMETERY FUND	136,445.88	58,903.01	116,100.91	79,247.98
6610	STREET LIGHTING UTILITY	77,812.87	97,314.86	166,075.78	9,051.95
7100	CEMETERY MAINTENANCE TRUST	67,623.09	2,558.08	0.00	70,181.17
7110	MOUND CEMETERY TRUST FUND	70,637.27	3,276.57	0.00	73,913.84
7120	LONG STREET TRUST FUND	2,546.78	3,206.06	0.00	5,752.84
7310	FIRE HISTORIC PRESERVATION FUN	1,470.54	0.00	0.00	1,470.54
7320	FIRE LOSS SECURITY FUND	21,371.33	0.00	0.00	21,371.33
7410	DRUG LAW ENFORCEMENT TRUST	87,308.74	21,928.92	12,584.44	96,653.22
		28,535,472.34	51,106,064.07	51,880,847.23	27,760,689.18

YTD BUDGET REPORT - REVENUE NOVEMBER 2023

FUND	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
1110	1110 GENERAL FUND	17,558,041	17,558,041	19,098,993.46	-1,540,952
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,180,000	3,180,000	2,814,978.94	365,021
2210	2210 STREET FUND	2,282,750	2,282,750	1,344,445.45	938,305
2310	2310 FIRE - 1989 LEVY FUND	4,803,169	4,803,169	4,794,045.82	9,123
2370	2370 ONEOHIO OPIOID SETTLEMENT FUND	10,564	10,564	46,459.59	-35,896
2410	2410 POLICE LAW ENFORCEMENT FUND	3,652,872	3,652,872	3,556,818.02	96,054
2600	2600 TIF FUNDS	3,593,065	3,593,065	2,862,744	730,321
2700	2700 RID FUNDS	4,187,576	4,187,576	4,416,861	-229,285
6110	6110 WATER FUND	2,795,514	2,795,514	3,334,858.65	-539,345
6120	6120 WATER CAPITAL IMPROVEMENT FUND	711,576	711,576	1,009,255.45	-297,679
6210	6210 SEWER FUND	1,085,930	1,085,930	1,171,401.25	-85,471
6310	6310 STORM WATER FUND	1,044,027	1,044,027	1,078,209.17	-34,182
6410	6410 GARBAGE FUND	1,174,065	1,174,065	1,155,872.68	18,192
	TOTALS	46,079,149	46,079,149	46,684,943	-605,794

YTD BUDGET REPORT - EXPENSE NOVEMBER 2023

FUND	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
1110	1110 GENERAL FUND	18,986,643	22,300,995	17,511,855.30	536,495.06	4,252,645
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	2,748,700	3,687,700	3,567,700.00	0.00	120,000
2210	2210 STREET FUND	3,109,492	3,115,865	1,699,861.19	74,369.22	1,341,635
2310	2310 FIRE - 1989 LEVY FUND	6,098,551	6,150,551	4,778,050.75	106,052.22	1,266,448
2360	2360 AMERICAN RESCUE PLAN ACT FUND	855,000	855,000	82,043.26	539.40	772,417
2410	2410 POLICE LAW ENFORCEMENT FUND	4,513,517	4,802,517	3,859,845.54	112,389.56	830,282
2600	2600 TIF FUNDS	3,364,860	3,364,860	2,303,843	0	1,061,017
2700	2700 RID FUNDS	5,405,032	5,405,032	3,243,291	0	2,161,741
6110	6110 WATER FUND	3,541,118	3,991,118	3,346,029.28	92,266.43	552,822
6120	6120 WATER CAPITAL IMPROVEMENT FUND	1,392,538	1,392,538	894,059.81	136,361.62	362,117
6210	6210 SEWER FUND	1,306,181	1,342,181	1,213,374.25	0.00	128,807
6310	6310 STORM WATER FUND	1,337,732	1,337,732	766,338.00	98,859.52	472,534
6410	6410 GARBAGE FUND	1,203,457	1,245,457	1,058,229.40	0.00	187,228
TOTALS		53,862,821	58,991,546	44,324,521	1,157,333	13,509,692

Checks over \$15,000 November 2023

NAME	INVOICE NET	INVOICE DESCRIPTION
AG PRO WILMINGTON 010303	25,771.35	JOHN DEERE FC15R FLEX WING ROTARY CUTTER
BUTLER COUNTY WATER & SEWER DEPT	107,770.14	OCTOBER 2023 WASTE WATER
BUTLER COUNTY WATER & SEWER DEPT	108,235.21	ACCT # 3048687-2055515
CHASE	19,300.00	CUSTOMER # 452411646002
KENDIG KEAST COLLABORATIVE	22,902.22	PLANNING AND ZONING CODE UPDATE
NATIONAL INSPECTION CORPORATION	23,421.72	BUILDING SERVICES FOR 2022
PHOENIX SAFETY OUTFITTERS, LLC	24,654.00	TURNOUT GEAR / PPE REPLACEMENT
RUMPKE OF OHIO, INC	88,871.36	CUSTOMER # 6300108176
THOMAS & TERI LIPINSKI	31,000.00	TEMP/PERMANENT ROW TODHUNTER ROAD
WEX INC	25,024.08	FUEL FOR OCTOBER 2023

CITY OF MONROE

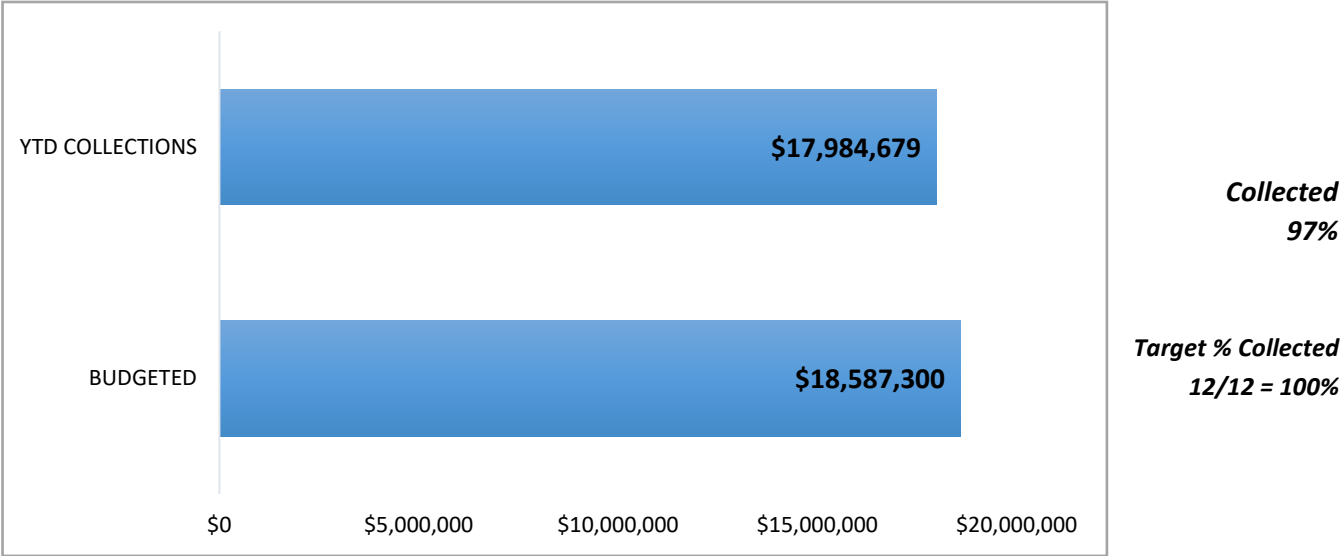
FINANCIAL REPORTS

FOR THE PERIOD ENDING

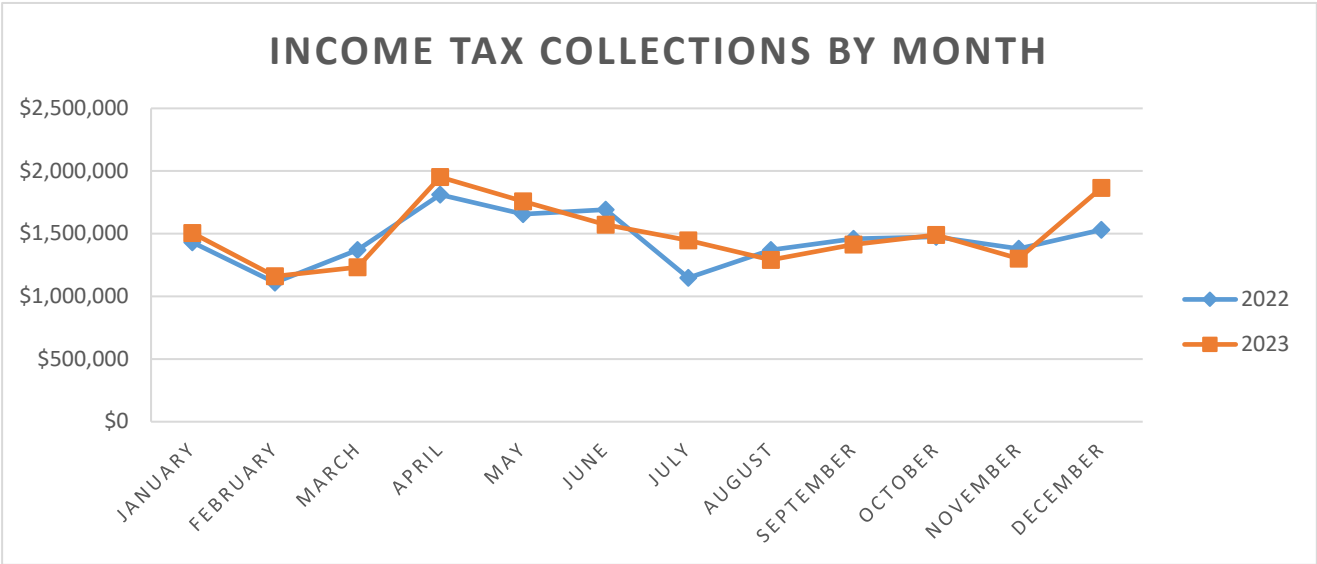
December 31, 2023

MUNICIPAL INCOME TAX MONTHLY REPORT DECEMBER 2023

As of the end of December, we have collected (YTD) \$17,984,679 in income tax dollars.
This equals to approximately 97% of the budget estimate.

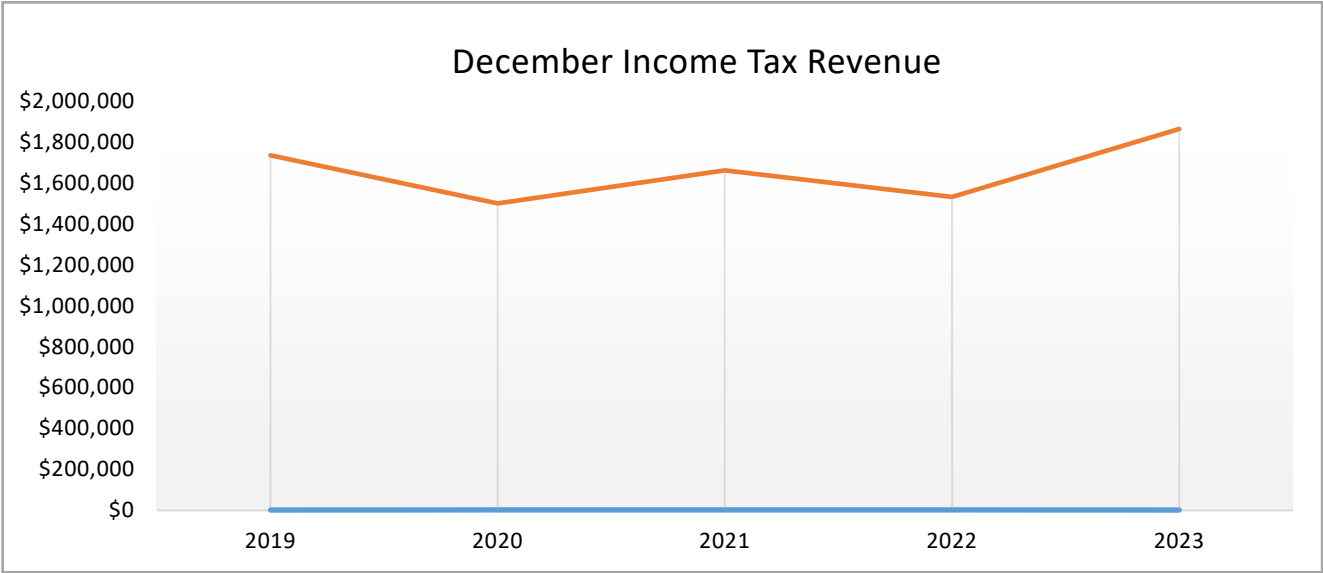


December income tax collections were 22% higher in 2023 than at the same time last year. Overall, the City has collected a difference of \$546,091 in 2023 than at the same time last year.



HISTORICAL COLLECTION OF TAX REVENUE OVER 5 YEARS

Over the last five years, income tax revenue in December has steadily increased.



City of Monroe
Statement of Cash Position
As of 12/2023

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
1110	GENERAL FUND	6,724,180.11	20,973,337.38	20,100,338.05	7,597,179.44
2101	INCOME TAX - PUBLIC SAFETY	757,961.88	3,140,055.59	3,687,700.00	210,317.47
2210	STREET FUND	1,676,779.93	2,066,185.03	2,000,195.74	1,742,769.22
2220	STATE HIGHWAY FUND	230,563.10	102,956.93	103,027.21	230,492.82
2230	MOTOR VEHICLE LICENSE TAX FUND	170,636.28	0.00	127,207.39	43,428.89
2310	FIRE - 1989 LEVY FUND	892,073.73	4,833,912.19	5,590,020.06	135,965.86
2320	FIRE - 2005 LEVY FUND	1,010.27	0.00	0.00	1,010.27
2330	FEMA FUND	8,615.41	766.38	7,634.52	1,747.27
2360	AMERICAN RESCUE PLAN ACT FUND	1,473,947.04	0.00	82,043.26	1,391,903.78
2370	ONEOHIO OPIOID SETTLEMENT FUND	10,357.03	46,459.59	0.00	56,816.62
2410	POLICE LAW ENFORCEMENT FUND	444,105.53	4,061,343.39	4,353,314.02	152,134.90
2420	DARE GRANT FUND	7,554.15	5,513.70	3,777.04	9,290.81
2430	ENFORCEMENT AND EDUCATION FUND	4,973.34	804.38	0.00	5,777.72
2440	FEDERAL ASSET FORFEITURE FUND	13,735.42	0.00	0.00	13,735.42
2450	OHIO PEACE OFFICER TRAINING	38,628.96	0.00	0.00	38,628.96
2510	COURT TECHNOLOGY IMPROVEMENT	3,724.52	13,696.70	8,948.44	8,472.78
2621	MONROE CROSSINGS (C1)	731.44	2,548.12	1,719.06	1,560.50
2622	PARK 63/SUMMIT (C2)	186,677.09	186,748.56	126,036.12	247,389.53
2623	MONROE COMMERCE CENTER (C3)	885,704.99	1,145,404.32	779,004.38	1,252,104.93
2626	MIAMI VALLEY INDUSTRIAL (C6)	156,428.99	205,354.61	174,963.90	186,819.70
2627	YANKEE ROAD (C7)	7,395.58	25,762.36	17,380.33	15,777.61
2628	BERNS/DOUGLAS (C8)	18,053.75	19,538.16	13,199.39	24,392.52
2629	FRICK GREENTREE (C9)	159.15	522.36	352.89	328.62
2630	OSBOURNE (C10)	65.57	215.64	145.69	135.52
2631	SATELLITE FARMS (C11)	76,937.14	130,052.54	87,859.98	119,129.70
2632	CORRIDOR 75/MILLEN (C12)	0.00	54.50	36.84	17.66
2633	CORRIDOR 75 #1 (C13)	644,287.20	1,153,655.54	1,022,452.50	775,490.24
2634	CORRIDOR 75 #2 (C14)	1,307.00	124,090.60	123,074.91	2,322.69
2721	ARBOR ACRES (R1)	0.00	103,735.80	74,131.33	29,604.47
2722	HERITAGE GREEN (R2)	92,945.73	281,190.36	201,085.22	173,050.87
2723	WYANDOT WOODS (R3)	823,606.16	956,951.85	816,683.61	963,874.40
2724	GILMAR MEADOWS (R4)	31,698.67	125,667.49	89,833.45	67,532.71
2725	MT PLEASANT (R5)	30,805.43	121,048.44	146,504.90	5,348.97
2726	BRITTONY WOODS (R6)	278,184.48	595,429.40	425,788.07	447,825.81
2727	TODD'S GLEN RESERVE (R7)	38,875.73	151,371.36	108,184.97	82,062.12
2728	MAJESTIC OAKS (R8)	529.70	2,140.50	1,529.66	1,140.54
2729	TRIMBLE FARM (R9)	22,967.83	90,696.38	64,818.53	48,845.68
2732	MONROE CROSSINGS #1 (R12)	576,905.90	839,670.01	841,103.29	575,472.62
2733	MONROE CROSSINGS #2 (R13)	423,920.58	505,550.49	462,220.41	467,250.66
2734	MONROE CROSSINGS #3 (R14)	417,221.68	440,643.58	311,349.03	546,516.23

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
2735	RESERVES OF MONROE XINGS (R15)	206,734.69	202,765.00	145,120.64	264,379.05
3101	INCOME TAX - CAPITAL PROJECTS	1,912,831.78	1,345,738.09	1,706,124.74	1,552,445.13
3110	PARK IMPROVEMENT FUND	727,442.93	32,199.13	455,879.94	303,762.12
3120	CAPITAL IMPROVEMENT FUND	3,216,943.34	522,563.02	1,092,852.13	2,646,654.23
3620	CPO TIF - CAPITAL FUND	24,880.23	0.00	0.00	24,880.23
4110	G.O. BOND RETIREMENT FUND	354,506.30	744,272.00	842,028.40	256,749.90
4210	WATER BOND RETIREMENT FUND	240,658.69	250,000.00	372,768.00	117,890.69
4310	S.A. BOND RETIREMENT FUND	614.68	1,350,125.53	1,350,125.53	614.68
4410	INCOME TAX BOND RETIREMENT FUN	339,606.68	614,100.00	613,862.50	339,844.18
4610	CORRIDOR 75 PARK LTD TIF FUND	126,651.27	0.00	0.00	126,651.27
5110	S.A. STREET LIGHTING FUND	6,177.00	2.75	3,468.58	2,711.17
6110	WATER FUND	1,130,835.00	3,628,633.58	3,682,684.95	1,076,783.63
6115	WATER GUARANTEE DEPOSIT	46,775.00	1,775.00	0.00	48,550.00
6120	WATER CAPITAL IMPROVEMENTS	639,755.76	1,010,521.92	1,273,481.33	376,796.35
6125	WATER METER& READ SYSTEM REPL	444,963.00	234,350.45	69,150.63	610,162.82
6210	SEWER FUND	37,985.94	1,290,406.29	1,312,076.79	16,315.44
6310	STORM WATER FUND	678,414.70	1,106,670.25	1,348,638.34	436,446.61
6315	STORMWATER DEPOSIT FUND	553,925.75	-485,525.75	0.00	68,400.00
6410	GARBAGE FUND	206,296.61	1,266,991.02	1,184,142.31	289,145.32
6510	CEMETERY FUND	136,445.88	69,110.93	130,470.21	75,086.60
6610	STREET LIGHTING UTILITY	77,812.87	107,917.69	177,331.91	8,398.65
7100	CEMETERY MAINTENANCE TRUST	67,623.09	3,177.48	0.00	70,800.57
7110	MOUND CEMETERY TRUST FUND	70,637.27	3,515.28	0.00	74,152.55
7120	LONG STREET TRUST FUND	2,546.78	3,455.33	0.00	6,002.11
7310	FIRE HISTORIC PRESERVATION FUN	1,470.54	0.00	0.00	1,470.54
7320	FIRE LOSS SECURITY FUND	21,371.33	0.00	0.00	21,371.33
7410	DRUG LAW ENFORCEMENT TRUST	87,308.74	22,853.92	13,825.62	96,337.04
		28,535,472.34	55,778,693.14	57,727,696.74	26,586,468.74

YTD BUDGET REPORT - REVENUE DECEMBER 2023

FUND	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
1110	1110 GENERAL FUND	17,558,041	17,558,041	20,973,337.38	-3,415,296
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,180,000	3,180,000	3,140,055.59	39,944
2210	2210 STREET FUND	2,282,750	2,282,750	2,066,185.03	216,565
2310	2310 FIRE - 1989 LEVY FUND	4,803,169	4,803,169	4,833,912.19	-30,743
2370	2370 ONEOHIO OPIOID SETTLEMENT FUND	10,564	10,564	46,459.59	-35,896
2410	2410 POLICE LAW ENFORCEMENT FUND	3,652,872	3,652,872	4,061,343.39	-408,471
2600	2600 TIF FUNDS	3,593,065	3,593,065	2,993,947	599,118
2700	2700 RID FUNDS	4,187,576	4,187,576	4,416,861	-229,285
6110	6110 WATER FUND	2,795,514	2,795,514	3,628,833.58	-833,320
6120	6120 WATER CAPITAL IMPROVEMENT FUND	711,576	711,576	1,010,521.92	-298,946
6210	6210 SEWER FUND	1,085,930	1,085,930	1,290,406.29	-204,476
6310	6310 STORM WATER FUND	1,044,027	1,044,027	1,106,670.25	-62,643
6410	6410 GARBAGE FUND	1,174,065	1,174,065	1,266,991.02	-92,926
TOTALS		46,079,149	46,079,149	50,835,524	-4,756,375

YTD BUDGET REPORT - EXPENSE DECEMBER 2023

FUND	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
1110	1110 GENERAL FUND	18,986,643	22,300,995	19,397,340.27	660,517.21	2,243,138
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	2,748,700	3,687,700	3,687,700.00	0.00	0
2210	2210 STREET FUND	3,109,492	3,115,865	1,782,960.59	131,699.02	1,201,205
2310	2310 FIRE - 1989 LEVY FUND	6,098,551	6,150,551	5,483,025.09	125,999.92	541,526
2360	2360 AMERICAN RESCUE PLAN ACT FUND	855,000	855,000	82,043.26	22,956.74	750,000
2410	2410 POLICE LAW ENFORCEMENT FUND	4,513,517	4,802,517	4,248,462.81	99,289.42	454,765
2600	2600 TIF FUNDS	3,364,860	3,364,860	2,303,843	0	1,061,017
2700	2700 RID FUNDS	5,405,032	5,405,032	3,581,572	0	1,823,460
6110	6110 WATER FUND	3,541,118	3,991,118	3,699,640.93	88,115.00	203,362
6120	6120 WATER CAPITAL IMPROVEMENT FUND	1,392,538	1,392,538	982,991.81	47,429.62	362,117
6210	6210 SEWER FUND	1,306,181	1,342,181	1,325,923.84	0.00	16,257
6310	6310 STORM WATER FUND	1,337,732	1,337,732	875,672.37	80,302.88	381,757
6410	6410 GARBAGE FUND	1,203,457	1,245,457	1,194,700.40	0.00	50,757
	TOTALS	53,862,821	58,991,546	48,645,876	1,256,310	9,089,360

Checks over \$15,000 December 2023

NAME	INVOICE NET	INVOICE DESCRIPTION
BARRETT PAVING MATERIALS, INC	18,061.20	2021 ASPHALT PAVING PROGRAM
BARRETT PAVING MATERIALS INC	1,141,892.89	2023 ASPHALT PAVING PROGRAM
BUTLER COUNTY WATER & SEWER DEPT	104,976.01	ACCT # 3048687-2055515
BUTLER COUNTY WATER & SEWER DEPT	105,272.73	NOVEMBER 2023 WASTE WATER
FISHBECK, THOMPSON, CARR & HUBER, INC.	16,501.70	BICENTENNIAL COMMONS HYDROLOGY STUDY
FYDA FREIGHTLINER CINCINNATI, INC.	88,932.00	DUMP TRUCK FOR WATER MAINTENANCE
KZF DESIGN, INC.	41,995.83	DT MASTER PLAN
RUMPKE OF OHIO, INC	88,835.64	CUSTOMER # 6300108176
SCODELLER CONSTRUCTION INC	396,008.31	2023 ASPHALT PAVEMENT CRACK SEAL/STRIPING PROGRAM
MARVIN J SMITH	15,637.52	SOUTH UNION ROAD IMPROVEMENT PROJECT
W.G. STANG LLC	21,850.20	BRITTANY HEIGHTS STORM SEWER REPL PROJECT
WEX INC	23,210.81	FUEL FOR NOVEMBER 2023