



**Monroe Council Agenda
Regular Meeting of Council
June 25, 2024 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of June 11, 2024

Visitors

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Executive Session

To consider the employment of a public employee.

Old Business

New Business

Public Hearing Adopting the Tax Budget for 2025

Resolution No. 35-2024. A Resolution adopting the Tax Budget for the City of Monroe, Ohio, for the 2025 fiscal year.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: A Tax Budget must be adopted annually by City Council by July 15th and submitted to the County Auditors by July 20th as required by Ohio Revised Code, Chapter 5705. The tax budget has two primary purposes: estimate the city's anticipated revenue, which establishes the "certificate of estimated resources" for the upcoming budget year, and to demonstrate the need for property taxes and local government funds. The City's total current property tax millage is 9.32: 2.32 inside millage funds general city operations, and 7.0 outside (voted) millage (4.5 mills for Fire operations and



2.5 mills for Police operations).

The Tax Budget Process has the following steps and deadlines:

July 15 - Public Hearing and City Council approves Tax Budget

July 20 - County Budget Commission receives and reviews Tax Budget

August (estimated) - County Budget Commission gives amounts and rates of property tax to City

October 1 - City Council approves and sends back "Resolution Accepting the Amounts and Rates for Property Tax"

The Tax Budget provides a detailed breakdown of 3 major operating funds: General Fund, Fire & EMS Levy Fund, and Police Law Enforcement Fund, a summary of total estimated revenues and expenditures for all other funds: Special Revenue Funds, Debt Service Funds, Capital Project Funds, Special Assessment Funds, Enterprise (Proprietary) Funds, Trust and Agency (Fiduciary) Funds.

The Tax Budget may be adjusted prior to the start of the next fiscal year or throughout the fiscal year. Expenditures listed in the Tax Budget are estimates and do not reflect the expenditure amounts that will ultimately be budgeted in fiscal year 2025 as this is the first step in the 2025 budget process.

Resolution No. 36-2024. A Resolution accepting the lowest and/or best bid for the 2024 Asphalt Paving Program and authorizing the City Manager to enter into a contract with John R. Jurgensen for said project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This is for approval of the 2024 asphalt paving contract. Two bids were received at the time of opening. John R. Jurgensen was the low bid with a price of \$498,249.40. \$500,000.00 was originally budgeted.

The purchase order for the 2023 paving program had \$389,268.61 remaining. We are closing that purchase order and approving \$40,000.00 towards the 2024 program to cover the additional costs for the striping alternate. We have had many complaints this year about faded striping, so this will address some of the worst areas.

- Base bid with contingency - \$498,249.40 Ravenwood Ct, Heatherwood Ct, N. Sands (Denneen to north end), Wexford Dr, Wexford Way, Salzman Rd (226 LF), Garver Rd Bridge rehab, Garver Rd (Bridge to Denneen)
- Garver Rd Bridge (included in the base bid) - \$67,546.50
- Alternate for striping - (including contingency) - \$21,496.31



Ordinance No. 2024-17. An Ordinance amending and supplementing Ordinance No. 2024-12, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, for fiscal year ending December 31, 2024.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: The 2024 budget included \$500,000 for the 2024 paving program. After receiving bids for this year's program, in order to complete road striping in addition to paving, an additional \$40,000 is being requested. The purchase order for the 2023 paving program had \$389,268.61 remaining at the end of the year after all paving work was completed. This purchase order has now been closed, meaning these funds are now available in the Income Tax Capital Fund and/or Capital Improvement Fund. After appropriating the additional \$40,000 to the Income Tax Capital Fund, there will still be approximately \$300,000 available in the Capital Improvement Fund for the 2025 capital improvement program from the closure of the 2023 purchase order.

Emergency Ordinance No. 2024-18. An Ordinance to direct the Mayor to execute an Employment Agreement by and between the City of Monroe and Angela S. Wasson to continue to serve as Clerk of Council, and establish the duties of the position, and declaring an emergency.

Consideration of Motion authorizing the City Manager to execute the necessary documents to become a member of the Equalis Group.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The City is partnering with Equalis Group, a purchasing cooperative that allows municipal governments to bypass standard bidding practices. This collaboration aims to facilitate the installation of a roof on the strip center and the police department building. Through this partnership, the City will work with a company called Roof Connect-Ohio. Roof Connect-Ohio will assist the City by creating bid and material specifications and soliciting bids for labor and materials required for the roof installation. It's important to note that the City will not be charged for this service, as the roofing manufacturers cover the costs.

This approach is expected to result in significant cost savings for the City. By partnering with Equalis Group and Roof Connect-Ohio, the City can bypass the need to hire an architecture firm to produce drawings and bid specifications, thereby reducing the associated costs. This cost-saving measure is a key benefit of our partnership.

This resolution allows the City Manager to join Equalis per the City of Monroe Charter.

Administrative Reports



Presentation by Gary Morton - Public Works Land Use

Executive Session - Consider the compensation and employment of public employees.

Adjournment



**Monroe Council Minutes
June 11, 2024 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Vice Mayor McElfresh 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, Michael Graves, Tom Hagedorn, Christina McElfresh, and Ben Wagner.

Mr. Wagner moved to excuse Mr. Funk; seconded by Dr. Clark. Voice vote. Motion carried.

Approval of the Minutes

Mr. Wagner moved to approve the Council Minutes of May 28 and June 3, 2024; seconded by Mr. Hagedorn. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business

Emergency Ordinance No. 2024-16. An Ordinance amending Exhibit “A” of Emergency Ordinance No. 2024-15 to provide for a waiver of certain water tap-in fees as reimbursement for a portion of the installation of a water main and declaring an emergency.

Mr. Wagner moved to suspend the rule requiring Emergency Ordinance No. 2024-16 on two separate days and authorize its adoption on the first reading; seconded by Mr. Centers. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2024-16 by title only.

Mr. Wagner moved to adopt Emergency Ordinance No. 2024-16; seconded by Dr. Clark. Roll call vote: six ayes. Motion carried.



New Business

Resolution No. 34-2024. A Resolution adopting a Downtown Master Plan.

Director of Development Tom Smith provided a presentation to City Council on the Downtown Master Plan and the process it took to create a final plan for Council's consideration.

Mr. Wagner stated he was present for a lot of the meetings and thanked Mr. Smith for all of the information gathering and hard work in putting this together.

The Clerk of Council read Resolution No. 34-2024 by title only.

Mr. Hagedorn asked about the type of budget for all of the road repairs and implementing this Plan. Mr. Wagner pointed out this is a long-term plan. Mr. Hagedorn understood it is long-term plan; however, the City has a lot of things that were not planned out and do not have the funds to complete. Mr. Hagedorn questioned how this Plan can be accomplished if we do not have the money to fix the roads and parks that we have now.

Mr. Smith explained that a lot of projects we have surrounding this Plan fall under our Capital Improvements Plan. Most of this will be public/private partnerships and will be development as it comes in.

Mr. Wagner moved to adopt Resolution No. 34-2024; seconded by Dr. Clark. Roll call vote: five ayes; one nay (Hagedorn). Motion carried.

Administrative Reports

Mr. Lester reported that Kroger is to begin work on their site following noise ordinance study. With that the scope of the project is the enclosure of both the existing mounts, as well as raising the fence height on the north property. They expect to being the end of June or early July and completion is anticipated to take four to six weeks. Mr. Lester thanked the staff and Kroger for working on this issue.

Mr. Lester announced that there is a movie in the park this Saturday.

Mr. Wagner moved to adjourn into executive session to consider the purchase of property for public purposes and the employment of a public employee; seconded by Mr. Hagedorn. Roll call vote: six ayes. Motion carried.

Council adjourned into executive session at 7:02 p.m.

Mr. Wagner moved to reconvene into regular session; seconded by Mr. Hagedorn. Voice vote. Motion carried.

Council reconvened into regular session at 8:30 p.m.



Adjournment

Mr. Wagner moved to adjourn the regular meeting; seconded by Mr. Graves. Voice vote. Motion carried.

The regular meeting of Council adjourned at 8:30 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

RESOLUTION NO. 35-2024

A RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF MONROE, OHIO, FOR THE 2025 FISCAL YEAR.

WHEREAS, a public hearing has been held on the Tax Budget for the next succeeding fiscal year; and

WHEREAS, two copies of such Tax Budget have been on file in the office of the Director of Finance for public inspection; and

WHEREAS, Council desires to adopt such Tax Budget before July 15, 2024, pursuant to the Ohio Revised Code.

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

SECTION 1: The Tax Budget for the fiscal year of the City ending December 31, 2025, in the form marked Exhibit "A" attached hereto and made a part hereof is hereby adopted as the Tax Budget for the City for the next succeeding fiscal year.

SECTION 2: The Clerk of Council is hereby directed to file such Tax Budget and a certified copy of this Resolution with the County Auditors of Butler and Warren Counties on or before July 20, 2024.

SECTION 3: This measure shall be in full force and effect from and after its adoption pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

On or before July 20th two copies of this Budget must be submitted to County Auditor

Exhibit "A" Res 35-2024

City of MONROE

BUTLER & WARREN County, Ohio

(Date) _____

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. FAILURE TO COMPLY WITH SEC. 5705.28 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.

To the Auditor of said County:

The following Budget year beginning **January 1, 2025** has been adopted by Council and is herewith submitted for consideration of the County Budget Commission.

Signed _____
Title CLERK OF COUNCIL

DESCRIPTION	Budget Year Actual 2022	Budget Year Actual 2023	Budget Year Estimated for 2024	Budget Year Estimated for 2025
REVENUES				
Local Taxes				
General Property Tax --- Real Estate	\$ 975,835	\$ 853,498	\$ 1,190,848	\$ 1,214,665
Municipal Income Tax	13,302,886	13,878,414	14,725,900	15,167,700
Hotel/Motel Tax	162,246	162,005	162,800	168,000
Admissions Tax	32,698	36,466	37,900	38,000
Total Local Taxes	\$ 14,473,665	\$ 14,930,382	\$ 16,117,448	\$ 16,588,365
State Shared Taxes				
Homestead/Rollback	78,071	77,651	85,416	87,135
Local Government	375,770	386,578	386,580	391,000
Cigarette Tax	341	63	355	355
Liquor & Beer Permits	18,038	10,348	16,000	16,245
Total State Shared Taxes	\$ 472,220	\$ 474,641	\$ 488,351	\$ 494,735
Intergovernmental Revenues				
Racino JEDD - Unrestricted	789,205	760,330	204,000	208,100
Racino JEDD - Interchange	218,844	210,068	40,000	40,800
Federal Grants or Aid	-	-	-	-
State Grants or Aid	-	-	-	-
Total Intergovernmental Revenues	\$ 1,008,049	\$ 970,398	\$ 244,000	\$ 248,900
Charges for Services	\$ 351,419	\$ 379,768	\$ 382,623	\$ 394,200
Fines & Forfeitures	\$ 115,721	\$ 157,456	\$ 157,460	\$ 158,220
Fees, Licenses, & Permits				
Building Permits	443,975	313,094	335,000	341,700
Cable Franchise Fees	144,369	140,292	144,000	144,000
Other Fees, Licenses, & Permits	52,866	48,216	52,465	53,535
Total Fees, Licenses, & Permits	\$ 641,210	\$ 501,602	\$ 531,465	\$ 539,235
Special Assessments	\$ -	\$ -	\$ -	\$ -
Investment Earnings	\$ 138,299	\$ 268,264	\$ 278,000	\$ 265,000
Other Revenue	\$ 76,803	\$ 90,784	\$ 95,000	\$ 78,194
Other Financing Sources:				
Advances	-	-	-	295,000
Other Sources	30,356	3,200,055	34,000	34,000
Total Other Financing Sources	\$ 30,356	\$ 3,200,055	\$ 34,000	\$ 329,000
TOTAL REVENUE	\$ 17,307,741	\$ 20,973,349	\$ 18,328,347	\$ 19,095,849

FUND NAME: GENERAL FUND, CONTINUED
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL

EXHIBIT I

DESCRIPTION	Budget Year Actual 2022	Budget Year Actual 2023	Budget Year Estimated for 2024	Budget Year Estimated for 2025
EXPENDITURES				
Security of Persons & Property				
Personal Services	\$ 708,389	\$ 711,587	\$ 737,497	\$ 801,260
Operating Expenditures	32,592	96,188	173,811	151,500
Other Financing Uses	5,895,000	6,100,000	6,450,000	8,130,000
Total Security of Persons & Property	\$ 6,635,981	\$ 6,907,775	\$ 7,361,308	\$ 9,082,760
Leisure Time Activities				
Personal Services	247,147	344,074	388,359	408,884
Operating Expenditures	178,570	208,063	385,914	366,700
Total Leisure Time Activities	\$ 425,716	\$ 552,137	\$ 774,273	\$ 775,584
Basic Utility Services				
Operating Expenditures	495,807	429,754	674,000	687,500
Other Financing Uses	1,589,000	1,355,000	1,100,000	1,100,000
Total Basic Utility Services	\$ 2,084,807	\$ 1,784,754	\$ 1,774,000	\$ 1,787,500
General Government				
Personal Services	3,068,448	3,389,990	3,999,014	4,409,525
Operating Expenditures	1,874,023	5,575,877	3,790,674	3,116,487
Other Financing Uses	890,020	1,189,817	890,000	1,000,000
Total General Government	\$ 5,832,492	\$ 10,155,684	\$ 8,679,688	\$ 8,526,012
Other Uses of Funds				
Transfers	795,180	700,000	1,150,000	675,000
Advances	-	-	-	-
Other Uses of Funds	-	-	-	-
Total Other Uses of Funds	\$ 795,180	\$ 700,000	\$ 1,150,000	\$ 675,000
TOTAL EXPENDITURES	\$ 15,774,177	\$ 20,100,350	\$ 19,739,269	\$ 20,846,856
Revenues Over (Under) Expenditures	\$ 1,533,564	\$ 872,999	\$ (1,410,922)	\$ (1,751,007)
Beginning Unencumbered Fund Balance				
(Use Actual Cash Balance in Col. 2 and 3)	\$ 5,190,616	\$ 6,724,180	\$ 7,597,180	\$ 6,186,258
Ending Cash Balance	6,724,180	7,597,180	6,186,258	4,435,250
Estimated Encumbrances (outstanding at year end)		897,837		-
Estimated Ending Unencumbered Fund Balance	\$ 6,724,180	\$ 6,699,343	\$ 6,186,258	\$ 4,435,250

FUND NAME: FIRE & EMS LEVY FUND (2310)**EXHIBIT II****FUND TYPE/CLASSIFICATION: SPECIAL REVENUE - OPERATING LEVY**

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund

Reproduce as needed

DESCRIPTION	Budget Year Actual <u>2022</u>	Budget Year Actual <u>2023</u>	Budget Year Estimated for <u>2024</u>	Budget Year Estimated for <u>2025</u>
REVENUE				
General Property Tax ----Real Estate	\$ 1,160,049	\$ 1,171,500	\$ 1,240,975	\$ 1,265,795
Homestead/Rollback	85,023	84,471	90,250	92,055
Other Intergovernmental Revenue	-	6,239	-	-
Charges for Services	658,406	614,444	696,143	707,900
Other Revenue	23,304	57,258	40,000	30,000
Other Financing Sources (Public Safety)	1,150,000	1,450,000	1,584,474	1,675,000
Other Financing Sources	2,700,000	2,900,000	4,000,000	4,080,000
TOTAL REVENUE	\$ 5,776,782	\$ 6,283,912	\$ 7,651,842	\$ 7,850,750
EXPENDITURES				
Security of Persons & Property				
Personal Services	5,311,051	6,121,274	6,689,610	6,859,801
Operating Expenditures	638,994	943,246	1,019,087	990,900
Capital Outlay			78,000	
Other (Unpaid Liabilities)				
Total Security of Persons & Property	\$ 5,950,045	\$ 7,064,520	\$ 7,786,697	\$ 7,850,701
TOTAL EXPENDITURES	\$ 5,950,045	\$ 7,064,520	\$ 7,786,697	\$ 7,850,701
Revenues Over (Under) Expenditures	\$ (173,262)	\$ (780,608)	\$ (134,855)	\$ 49
Beginning Unencumbered Fund Balance				
(Use Actual Cash Balance in Col. 2 and 3)	\$ 1,089,836	\$ 916,574	\$ 135,966	\$ 1,111
Ending Cash Balance	916,574	135,966	1,111	1,160
Estimated Encumbrances (outstanding at year end)	-	135,028	-	-
Estimated Ending Unencumbered Fund Balance	\$ 916,574	\$ 938	\$ 1,111	\$ 1,160

FUND NAME: POLICE LAW ENFORCEMENT FUND (2410)
FUND TYPE/CLASSIFICATION: SPECIAL REVENUE - OPERATING LEVY

EXHIBIT II

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund

Reproduce as needed

DESCRIPTION	Budget Year Actual <u>2022</u>	Budget Year Actual <u>2023</u>	Budget Year Estimated for <u>2024</u>	Budget Year Estimated for <u>2025</u>
REVENUE				
General Property Tax ----Real Estate	549,631	556,828	660,765	660,765
Homestead/Rollback	73,062	74,327	81,760	81,760
Other Intergovernmental Revenue	20,578	29,532	14,900	15,000
Charges for Services	173,236	195,371	200,000	204,000
Other Revenue	15,908	5,285	13,700	13,990
Other Financing Sources (Public Safety)	1,150,000	1,789,000	2,459,473	1,675,000
Other Financing Sources	3,195,000	3,200,000	3,200,000	4,050,000
TOTAL REVENUE	\$ 5,177,414	\$ 5,850,343	\$ 6,630,598	\$ 6,700,515
EXPENDITURES				
Security of Persons & Property				
Personal Services	4,743,860	5,345,320	5,475,509	5,826,079
Operating Expenditures	638,290	717,286	1,028,250	1,048,800
Other (Unpaid Liabilities)	60,693		-	-
Total Security of Persons & Property	\$ 5,442,842	\$ 6,062,606	\$ 6,503,759	\$ 6,874,879
TOTAL EXPENDITURES	\$ 5,442,842	\$ 6,062,606	\$ 6,503,759	\$ 6,874,879
Revenues Over (Under) Expenditures	\$ (265,428)	\$ (212,263)	\$ 126,839	\$ (174,364)
Beginning Unencumbered Fund Balance				
(Use Actual Cash Balance)	\$ 729,950	\$ 464,522	\$ 252,259	\$ 379,098
Ending Cash Balance	464,522	252,259	379,098	204,734
Estimated Encumbrances (outstanding at year end)		100,124	-	-
Estimated Ending Unencumbered Fund Balance	\$ 464,522	\$ 152,135	\$ 379,098	\$ 204,734

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2025	Budget Year Estimated Receipt	Total Available for Expenditures	Budget Year Expenditures and Encumbrances			Estimated Unencumbered Balance 12/31/2025
				Personal Services	Other	Total	
SPECIAL REVENUE:							
2101 - Public Safety Income Tax	\$ 491,262	\$ 3,373,300	\$ 3,864,562	\$ -	\$ 3,350,000	\$ 3,350,000	\$ 514,562
2210 - Street	714,401	2,909,280	3,623,681	2,122,816	1,174,000	3,296,816	326,865
2220 - State Highway	8,607	93,356	101,963		93,000	93,000	8,963
2230 - Motor Vehicle License	35,000	-	35,000		7,812	7,812	27,188
2330 - Public Safety FEMA Grant	2,540	1,700	4,240		4,000	4,000	240
2370 - OneOhio Opioid Settlement Fund	31,822	25,000	56,822				56,822
2420 - DARE Grant	9,835	7,100	16,935	-	7,000	7,000	9,935
2430 - Enforcement & Education	19	1,075	1,094		1,000	1,000	94
2440 - Federal Asset Forfeiture	13,735	-	13,735		-	-	13,735
2450 - Ohio Peace Officer Training	57,361	20,000	77,361		19,295	19,295	58,066
2510 - Court Technology Improvement	640	9,540	10,180		9,500	9,500	680
2620 - 2004 TIFs	45,000	3,267,930	3,312,930		3,267,930	3,267,930	45,000
2720 - 2004 RIDs	55,000	5,277,888	5,332,888		5,277,888	5,277,888	55,000
TOTAL SPECIAL REVENUE FUNDS	\$ 793,403	\$ 14,986,169	\$ 16,451,391	\$ 2,122,816	\$ 13,211,425	\$ 15,334,241	\$ 1,117,150
DEBT SERVICE FUNDS:							
4110 - G.O. Bond Retirement	111,290	600,000	711,290		621,990	621,990	89,300
4210 - Water Bond Retirement	1,217	400,000	401,217		362,077	362,077	39,140
4310 - S.A. Bond Retirement	-	1,360,000	1,360,000		1,360,000	1,360,000	-
4410 - Income Tax Bond Retirement	792,776	514,500	1,307,276		614,463	614,463	692,813
4610 - Corridor 75 Park LTD TIF	127,146	2,055	129,201		2,055	2,055	127,146
TOTAL DEBT SERVICE FUNDS	\$ 1,032,429	\$ 2,876,555	\$ 3,908,984	\$ -	\$ 2,960,585	\$ 2,960,585	\$ 948,399
CAPITAL PROJECT FUNDS:							
3101 - Capital Income Tax	13,200	1,945,100	1,958,300		1,914,500	1,914,500	43,800
3110 - Park Improvement	83,237	32,000	115,237		110,000	110,000	5,237
3120 - Capital Improvement	402,354	17,319	419,673		113,000	113,000	306,673
3620 - CPO TIF - Capital	24,880	-	24,880		-	-	24,880
TOTAL CAPITAL PROJECTS	\$ 523,671	\$ 1,994,419	\$ 2,518,090	\$ -	\$ 2,137,500	\$ 2,137,500	\$ 380,590
SPECIAL ASSESSMENT FUNDS:							
5110 - S.A. Street Lighting	6,377	4,250	10,627		2,600	2,600	8,027
TOTAL SPECIAL ASSESSMENTS	\$ 6,377	\$ 4,250	\$ 10,627	\$ -	\$ 2,600	\$ 2,600	\$ 8,027
PROPRIETARY: ENTERPRISE FUNDS							
6110 - Water	274,891	3,584,052	3,858,943	1,047,220	2,591,900	3,639,120	219,823
6120 - Water Capital Improvements	3,794	296,576	300,370		300,000	300,000	370
6125 - Water Meter & Read System Repl	611,040	200,000	811,040		150,000	150,000	661,040
6210 - Sewer	3,211	1,574,672	1,577,883	106,187	1,448,604	1,554,791	23,092
6310 - Storm Water	13,800	851,800	865,600	249,308	607,600	856,908	8,692
6410 - Garbage	175,363	1,255,958	1,431,321	121,922	1,122,000	1,243,922	187,399
6510 - Cemetery	46,322	121,012	167,334	40,000	126,500	166,500	834
6610 - Streetlight	21,641	155,000	176,641		153,050	153,050	23,591
TOTAL ENTERPRISE FUNDS	\$ 1,150,062	\$ 8,039,070	\$ 9,189,132	\$ 1,564,637	\$ 6,499,654	\$ 8,064,291	\$ 1,124,841
FIDUCIARY: TRUST AND AGENCY FUNDS							
7100 - Cemetery Maintenance Trust	57,707	5,435	63,142		10,400	10,400	52,742
7110 - Mound Cemetery Trust	52,121	2,550	54,671		10,400	10,400	44,271
7120 - Long Street Trust	2,167	3,060	5,227		265	265	4,962
7310 - Fire Historic Preservation	1,471	-	1,471		-	-	1,471
7320 - Fire Loss Security	21,371	-	21,371		-	-	21,371
7410 - Drug Law Enforcement Trust	73,107	22,795	95,902		20,800	20,800	75,102
TOTAL TRUST AND AGENCY FUNDS	\$ 207,944	\$ 33,840	\$ 241,784	\$ -	\$ 41,865	\$ 41,865	\$ 199,919

RESOLUTION NO. 36-2024

A RESOLUTION ACCEPTING THE LOWEST AND/OR BEST BID FOR THE 2024 ASPHALT PAVING PROGRAM AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN R. JURGENSEN FOR SAID PROJECT.

WHEREAS, after advertising and receiving bids according to law, it is hereby determined that John R. Jurgensen is the lowest and/or best bidder for the 2024 Asphalt Paving Program.

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

SECTION 1: The bid submitted by John R. Jurgensen in the amount of \$498,249.40 is hereby accepted to be the lowest and/or best bid for the 2024 Asphalt Paving Program.

SECTION 2: The City Manager is hereby authorized to enter into a contract by and between the City of Monroe and John R. Jurgensen for the within described project pursuant to the terms and conditions set forth on the bid documents submitted on June 6, 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

FUND	FUND DESCRIPTION	CURRENT APPROPRIATIONS	ADJUSTED APPROPRIATIONS	AMOUNT OF CHANGE	% CHANGE	ACCOUNT NUMBER	REASON FOR REQUEST
3101	CAPITAL INCOME TAX FUND PUBLIC WORKS						
	CAPITAL EXPENSES	1,809,000	1,849,000	40,000	2.2%	31013100-53714	Allow for road striping to be completed in 2024 in addition to paving program.

ORDINANCE NO. 2024-17

AN ORDINANCE AMENDING AND SUPPLEMENTING THE PERMANENT APPROPRIATIONS ORDINANCE, TO MEET CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MONROE, DURING FISCAL YEAR ENDING DECEMBER 31, 2024.

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

SECTION 2: There be appropriated from the GENERAL FUND:

1110	GENERAL GOVERNMENT		
	000	<i>FUND EXPENSES</i>	
		OPERATING EXPENSES	51,500
		OTHER	-
		<i>TOTAL</i>	<u>51,500</u>
	110	<i>CITY COUNCIL</i>	
		PERSONAL SERVICES	127,841
		OPERATING EXPENSES	99,700
		<i>TOTAL</i>	<u>227,541</u>
	120	<i>CITY MANAGER'S OFFICE</i>	
		PERSONAL SERVICES	638,395
		OPERATING EXPENSES	460,634
		<i>TOTAL</i>	<u>1,099,029</u>
	125	<i>INFORMATION TECHNOLOGY</i>	
		PERSONAL SERVICES	354,742
		OPERATING EXPENSES	240,000
		<i>TOTAL</i>	<u>594,742</u>
	130	<i>HUMAN RESOURCES</i>	
		PERSONAL SERVICES	485,218
		OPERATING EXPENSES	341,250
		<i>TOTAL</i>	<u>826,468</u>
	135	<i>ECONOMIC DEVELOPMENT</i>	
		PERSONAL SERVICES	222,867
		OPERATING EXPENSES	1,058,300
		<i>TOTAL</i>	<u>1,281,167</u>
	140	<i>DEVELOPMENT</i>	
		PERSONAL SERVICES	540,152
		OPERATING EXPENSES	546,900

	OTHER EXPENSES	4,000	
	<i>TOTAL</i>	<u>1,091,052</u>	
145	ENGINEERING		
	PERSONAL SERVICES	465,090	
	OPERATING EXPENSES	<u>527,750</u>	
	<i>TOTAL</i>	<u>992,840</u>	
150	FINANCE		
	PERSONAL SERVICES	1,042,584	
	OPERATING EXPENSES	437,340	
	OTHER EXPENSES	<u>890,000</u>	
	<i>TOTAL</i>	<u>2,369,924</u>	
160	MAYOR'S COURT		
	PERSONAL SERVICES	122,125	
	OPERATING EXPENSES	<u>23,300</u>	
	<i>TOTAL</i>	<u>145,425</u>	
TOTAL GENERAL GOVERNMENT			8,679,688
PUBLIC SAFETY			
220	PUBLIC SAFETY COMMUNICATIONS		
	PERSONAL SERVICES	737,497	
	OPERATING EXPENSES	<u>148,550</u>	
	<i>TOTAL</i>	<u>886,047</u>	
250	POLICE		
	OTHER EXPENSES	<u>2,975,000</u>	
	<i>TOTAL</i>	<u>2,975,000</u>	
270	FIRE		
	OTHER EXPENSES	<u>3,475,000</u>	
	<i>TOTAL</i>	<u>3,475,000</u>	
TOTAL PUBLIC SAFETY			7,336,047
PUBLIC WORKS			
310	STREET		
	OTHER EXPENSES	<u>1,100,000</u>	
	<i>TOTAL</i>	<u>1,100,000</u>	
330	BUILDINGS AND GROUNDS		
	OPERATING EXPENSES	674,000	

		<i>TOTAL</i>	<u>674,000</u>	
390	STORMWATER			
	OTHER EXPENSES		<u>-</u>	
		<i>TOTAL</i>	<u>-</u>	
	TOTAL PUBLIC WORKS			1,774,000
	PARKS AND RECREATION			
410	PARK OPERATION AND MAINTENANCE			
	PERSONAL SERVICES		388,359	
	OPERATING EXPENSES		<u>359,500</u>	
		<i>TOTAL</i>	<u>747,859</u>	
	TOTAL PARKS AND RECREATION			747,859
	OTHER FINANCING USES			
710	CAPITAL IMPROVEMENTS			
	OTHER EXPENSES		<u>1,385,000</u>	
		<i>TOTAL</i>	<u>1,385,000</u>	
810	DEBT SERVICE			
	OTHER EXPENSES		<u>650,000</u>	
		<i>TOTAL</i>	<u>650,000</u>	
	TOTAL OTHER FINANCING USES			2,035,000
	TOTAL GENERAL FUND			20,572,594
	GRAND TOTAL GENERAL FUND		<u><u>20,572,594</u></u>	

SECTION 3: There be appropriated from the following SPECIAL REVENUE FUNDS:

2101	PUBLIC SAFETY INCOME TAX FUND			
	<i>PUBLIC SAFETY</i>			
	PERSONAL SERVICES		3,450,000	
	OTHER EXPENSES		-	
		<i>TOTAL</i>		3,450,000
2210	STREET FUND			
	<i>PUBLIC WORKS</i>			
	PERSONAL SERVICES		2,073,785	
	OPERATING EXPENSES		<u>1,144,198</u>	
		<i>TOTAL</i>		3,217,983

2220	STATE HIGHWAY FUND			
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	86,750		
	<i>TOTAL</i>			86,750
2230	MOTOR VEHICLE LICENSE			
	<i>PUBLIC WORKS</i>			
	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	1,368,947.04		
	<i>TOTAL</i>			1,368,947.04
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				25,458,745.04

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	1,849,000		
	<i>OTHER FINANCING USES</i>			
	OTHER EXPENSES	434,300		
	<i>TOTAL</i>			2,283,300
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>		1,715,000
6125	WATER METER REPLACEMENT FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	30	
	CAPITAL EXPENSES	120,000	
	<i>TOTAL</i>		120,030
GRAND TOTAL CAPITAL PROJECTS FUNDS			7,015,153

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

4110	G.O. BOND RETIREMENT		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	817,166	
	<i>TOTAL</i>		817,166
4210	WATER BOND RETIREMENT		
	<i>PUBLIC WORKS</i>		
	DEBT SERVICE EXPENSE	367,422	
	<i>TOTAL</i>		367,422
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>		1,342,100

4410	INCOME TAX BOND RETIREMENT FUND		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	609,263	
	<i>TOTAL</i>		609,263

GRAND TOTAL DEBT SERVICE FUNDS			3,135,951
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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>		10

GRAND TOTAL SPECIAL ASSESSMENT FUNDS			10
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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>		3,888,889

6210	SEWER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	100,262	
	OPERATING EXPENSES	1,420,200	
	<i>TOTAL</i>		1,520,462

6310	STORM WATER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	246,414	
	OPERATING EXPENSES	350,650	
	CAPITAL EXPENSES	-	
	<i>TOTAL</i>		597,064

6410	GARBAGE FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	117,168	
	OPERATING EXPENSES	1,122,000	
	<i>TOTAL</i>		1,239,168

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	91,295	
	<i>TOTAL</i>		<i>91,295</i>

GRAND TOTAL TRUST AND AGENCY FUNDS	<u><u>111,545</u></u>
TOTAL ALL APPROPRIATIONS	<u><u>63,856,731.04</u></u>

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

EMERGENCY ORDINANCE NO. 2024-18

AN ORDINANCE TO DIRECT THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND ANGELA S. WASSON TO CONTINUE TO SERVE AS CLERK OF COUNCIL, AND ESTABLISH THE DUTIES OF THE POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, City Council desires to continue the employment of Angela S. Wasson as Clerk of Council as provided in Article IV, Section 4.10 of the Charter; and

WHEREAS, it is the desire of City Council of the City to provide certain benefits and to establish certain conditions of employment of said Employee as set forth in this Employment Agreement marked Exhibit “a” attached hereto and made a part hereof with attached position description and job description.

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

SECTION 1: The Mayor is hereby directed to execute an Employment Agreement by and between the City of Monroe and Angela S. Wasson to continue to serve as Clerk of Council and establish the duties of the position.

SECTION 2: The duties listed as part of the Employment Agreement include and are in addition to the duties set forth in Section 4.10 of the Charter.

SECTION 3: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council deems it necessary to memorialize the terms of employment and additional duties for the Clerk of Council. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into this _____ day of _____, 2024, by and between the Monroe City Council of the City of Monroe, Ohio ("City" or "Employer") and Angela S. Wasson ("Employee")

WHEREAS, City desires to employee the services of Angela S. Wasson, as Clerk of Council of the City of Monroe as provided in Article IV, Section 4.10 of the Charter of the City of Monroe; and

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

WHEREAS, this Agreement is hereby considered a continuation of Employee's employment for the City of Monroe, which began on May 22, 2001.

NOW, THEREFORE, in consideration with the mutual covenants contained hereon, the parties agree as follows:

1. Powers and Duties of the Clerk of Council.

- A. City agrees to continue the employment of Angela S. Wasson as Clerk of Council of the City of Monroe to perform the functions and duties specified in the Charter and attached position/job description, and to perform such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign, subject to this Agreement.

2. Term of Agreement.

The term of this Agreement shall be for six years or less.

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign or retire at any time from her position with Employer; however, the Employee agrees to provide City Council at least ninety days advance written notice of such resignation or retirement. Further, the Employer and Employee can agree to permit the Employee to file for retirement benefits through the Ohio Public Retirement System and continue Employee's employment as set forth herein as a rehire.

3. Termination and Severance Pay.

- A. Employee serves at the pleasure of City Council. In the event the Employee is terminated by the City Council, the City shall pay Employee a lump sum cash payment equal to one year aggregate compensation. Employee shall also be compensated for all earned sick leave, vacation, holidays, and other accrued benefits to date, calculated at the rate of pay

in effect upon termination. As used herein, the term “aggregate compensation” shall include Employee’s base salary.

- B. In the event the Employee is terminated by the City Council, all health, dental, life insurance and all other City provided benefits shall continue in full force and coverage, at City expense, for a period of six months or until similar coverage is provided to Employee by a subsequent employer (and is in full force and effect), whichever comes first.
- C. City Council agrees to provide the Employee with thirty days advance written notice of termination except if such termination is because of her conviction of any illegal act involving personal gain to herself, or criminal activity (excluding traffic-related offenses), then, that event, Employer shall have no obligation to provide thirty days advance written notice and no obligation to pay the aggregate severance sum designated herein.
- D. Contemporaneously with the delivery of the severance pay set forth in this Agreement, Employee shall execute and deliver to Employer a release, releasing Employer of all claims that Employee may have against Employer.

4. **Salary.**

- A. Employer shall pay to Employee for services rendered pursuant hereto as Clerk of Council an annual base salary in the amount of ninety-two thousand six hundred ninety seven dollars and forty nine cents (\$92,697.49). Employee shall receive a cost of living increase as approved by City Council for non union employees.

- 5. **Insurance Coverages.** Employer agrees to provide hospitalization, surgical, comprehensive medical, vision, and dental insurance for Employee. Employer and Employee agree to pay the same amount as other full-time non union employees.

- 6. **Other Benefits.** All provisions of the Charter, rules and regulations of Employer relating to fringe benefits and working conditions as they now exist or hereafter may be amended, shall apply to Employee as they would to all other full-time non union employees, in addition to said benefits enumerated specifically for the benefit of the Employee, in this Agreement. All benefits which vary according to tenure shall be calculated and granted in accordance with City provisions using an equivalent original employment date of May 22, 2001.

- 7. Employee shall accrue five weeks of vacation per year and shall accrue vacation and sick leave as other full-time non union employees.

- 8. **Professional development.** Employee shall maintain her Master Municipal Clerk status during employment with the City. Council shall adopt a budget based on Council’s judgment of the amount to be provided to Employee for professional development. From the amount provided for in the budget annually adopted by Council, Employee can spend for professional development participation and travel, meetings, and occasions adequate to continue her professional development. Said participation on City time may include, but not be limited to the International Institute of Municipal Clerks, Ohio Municipal Clerks

Association, and such other national, regional, state and local governmental groups and committees thereof which Employee serves as a member, or which said participation is beneficial to Employer.

9. Performance evaluation.

- A. Employer shall review and evaluate the performance of the Employee at least once annually. Said review and evaluation shall be in accordance with specific criteria set forth in Personnel Policy 1-23. Employer or a member of Council shall provide the Employee with a summary written statement of the findings of the Employer and provide an adequate opportunity for the Employee to discuss her evaluation with the Employer.
- B. Annually, the Employer and Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the City of Monroe and the attainment of the Employer's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and in annual operating, capital budgets and appropriations provided.
- C. In effecting the provisions of this section, the Employer and the Employee mutually agree to abide by the provisions of applicable law.

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

11. General provisions.

- A. Employee shall be remain a full-time, exempt employee.
- B. Employee's position permits working remotely from time-to-time, upon approval of Council or a designated member of Council; therefor, Employee shall retain a City provided cell phone with mobile hotspot and 3CX app or similar app implemented by the City to make and receive phone calls remotely from desk phone and a City provided laptop to permit Employee to efficiently work remotely.
- C. Employee shall remain in existing office with existing equipment, camera access, etc. unless otherwise approved by Council or a designated member of Council.

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

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

CITY OF MONROE, OHIO

CLERK OF COUNCIL

Mayor

Angela S. Wasson

ATTEST:

APPROVED AS TO FORM

Clerk of Council

Law Director

CITY of MONROE
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Position Title:	Clerk of Council
Shift:	Mon-Fri 8:00 a.m. to 5:00 p.m. Various Night Meetings	FLSA Status:	Exempt
Employment:	Full-time	Civil Service Status:	Unclassified
Department:	Council	Reports to:	Council

GENERAL DESCRIPTION:

Under general supervision, Clerk of Council maintains City records and certifies City documents relating to Council and Committees of Council

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); documented work experience in general secretarial or related functions; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, abilities. Knowledge of the Ohio Public Records Act and the Ohio Open Meetings Act. Ability to maintain confidential information. Ability to understand, interpret, and apply laws, rules, or regulations to specific situations. Act as liaison between City Council and the public.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid driver's license. Must remain insurable under the City's vehicle insurance policy. Must possess a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computers, telephone, fax machines, copiers, scanners, and all standard office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85 db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or winter weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participates in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds force frequently, and/or negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or

CITY of MONROE
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:	Position Title:	Clerk of Council
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pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Note: In accordance with the U. S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Attends all Council meetings and Committee meetings; prepares Council agenda and packets after consultation with the City Manager; gives notice of Council meetings, keep the journal, advertise public hearings, record in separate books all ordinances and resolutions enacted by Council and have the same published in the manner provided by the Charter.
2. Prepares legislation and consults with Law Director on legislation when necessary with the exception of bond legislation or legislation similar thereto.
3. Records and maintains legislation and correspondence for Council and Council Committees.
4. Advertises for board and commission vacancies, swearing in of new members when needed, training of boards and commissions for proper procedure of meetings; and maintains and update, as needed, handbook for board and commission members.
5. Oversees the City's compliance with the Ohio Public Records Act and Ohio Sunshine Laws; advises and assists City departments with public records compliance; and manages the records retention policy of the City.
6. Assists the City Manager in the formulation of the annual Council budget. Performs purchasing responsibilities for Council expenditures and monitors Council budget.
7. Attends meetings and serves on committees, as required; attends various meetings, seminars, and workshops.
8. Coordinates and oversees Memorial Day Event, Fourth of July Fireworks Display, and Christmas on the Plaza Event.

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9. Researches and keeps up-to-date on state law; assists and provides guidance to staff for compliance with federal, state, and local laws for Council action.
10. Recipient of cityhall@monroehio.org and provide appropriate responses and forwards questions and/or comments to the appropriate staff member.
11. Maintain website pages for Mayor and Council, Boards and Commissions, Committees of Council, live meetings, agenda and minutes, and other pages directly related to City Council.
12. Manages and maintains software related to public records such as, Archive Social and NextRequest; manages and maintains software related to City Council and boards and commissions such as, CivicClerk, CivicMedia, and Municode.
13. Serves as a resource support to all staff, residents, and citizens.
14. Coordinates and manages special projects as assigned by Council.
15. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
16. Demonstrates regular and predictable attendance. Upon the approval of Council or a designated member of Council, Employee may be permitted to flex time or work remotely.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned by Council.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *City goals and objectives; *City policies and procedures; budgeting; records management; public relations; computer programs; work place safety; personnel administration; general office practices and procedures; English spelling, grammar, and punctuation; project management principles and practices.

Skill in: Use of modern office equipment; data entry, adding machine or calculator operation; computer operation; telephone console operation; Microsoft Office applications.

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Ability to: Carry out instructions in written, oral, or picture form; deal with problems involving several variables with familiar context; recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; develop and maintain effective working relationships; resolve complaints; maintain records according to established procedures; comprehend simple sentences and common vocabulary; understand a variety of written and/or verbal communication; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)
