CITY OF MONROE OHIO

Monroe Council Agenda
Regular Meeting of Council
September 10, 2024 – 6:30 PM
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of August 27 and August 30, 2024.

Visitors

Matt Latham, CEO of the Warren County Park District - Warren County Park District and Strategic Plan

Committee Reports

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

Old Business

Ordinance No. 2024-22. An Ordinance authorizing the issuance of not to exceed $3,200,000 of real estate acquisition general obligation bond anticipation notes, 2024 renewal, by the City of Monroe, Ohio, in anticipation of the issuance of bonds. (Second Reading)

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council passed Resolution 12-2023 on February 14, 2023 to allow for reimbursement of expenditures related to a Public Works Facility. Council also passed Ordinance 2023-12 on May 9, 2023 authorizing the City Manager to execute a purchase and sale agreement of ~113 acres in an amount not to exceed $3,200,000 as part of a future development investment and a new public works facility. We officially purchased the property on July 20, 2023 for the amount of $3,143,233.75 utilizing General Fund dollars that were reimbursed with the issuance of $3,200,000 Bond Anticipation Notes (BANs) with the passage of Ordinance 2023-25.

A BAN is a one-year financing that is required to be renewed annually if not converted into a long-term debt issuance. A BAN issuance requires interest to be paid annually, but does not require a principal payment until converted into a long-term issuance. The interest payment that will be made associated with the 2023 BAN issuance is $159,111.11 due November 27, 2024. A supplemental appropriation related to this payment will be included for Council approval in the next supplemental appropriation ordinance in the coming months. As design work continues on a potential future Public Works Facility, and the other acreage associated with this property is still city-owned, it is necessary to renew the total original BAN. The tentative schedule for these BANs has a 1st Reading of the Ordinance on August 27, a 2nd Reading on September 10. The official bond closing date is tentatively scheduled for November 20, 2024 ahead of the 2023 BAN maturity date of November 20, 2024.

New Business

Resolution No. 47-2024. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe, Medicount Management, Inc. and Public Consulting Group for the administration of the Medicaid Supplemental Payment Program.

Sponsor: Chief David Leverage

Strategic Priority: Good Governance

Background: The Medicaid Supplemental Payment Program is a new program authorized by Governor Dewine that orders the Ohio Department of Medicaid to develop a program with the assistance of the Public Consulting Group that provides additional funding above and beyond the funding that we have received in the past. Public Consulting Group has worked out an estimate as to the additional funding that we could receive and is shown in the following table:

	Data Source	Estimate	Calculation
1	Budget/Expenditures	$5,609,025	
2	EMS/Medical Percentage	73%	*EMS calls/total calls*
3	Total EMS Costs	$4,083,069	*Line 1*Line 2*
4	Total EMS Transports	1,638	
5	Cost Per Transport	$2,493	*Line 3/Line 4*
		Medicaid MCO	
12	Medicaid MCO Transports	279	
13	Total Medicaid MCO Costs	$695,468	*Line 5*Line 12*
14	Total Medicaid MCO Payments	$41,691	
15	Total Computable (State & Federal Share)	$653,777	*Line 13-Line 14*
16	FMAP Application	50.00%	
17	**Projected Medicaid MCO Settlement**	**$326,888**	***Line 15*Line 16***

This table represents the amount we collected from Medicaid in 2023 ($41,691), the department's 2023 budget, the cost per transport, and what additional funds that we would collect for this program ($326,888). The purpose of this program is to try and make the department whole because of the services that we provide under Medicaid. There is no additional work that the fire department must complete to receive these funds as it will be managed by our current billing company, Medicount. If approved by Council, we would have to amend our contract with Medicount to include this service and complete a Letter of Agreement to commit to IGT as part of the Managed Care program with Public Consulting Group. This is time-sensitive and needs to be completed by October 2024. If we miss this deadline, we could forfeit money collected from 2025 or $326,888. A PowerPoint presentation is provided that explains the program in greater detail.

Resolution No. 48-2024. A Resolution authorizing the City Manager to enter into a professional services agreement by and between the City of Monroe and Burgess & Niple, Inc. for the State Route 63 Corridor Study from Britton Lane to Lawton Avenue.

Sponsor: Brian Perkins

Strategic Priority: Well Managed Services and Infrastructure

Background: This contract pertains to a corridor study along an approximate 5,600-foot section of State Route 63 from Britton Lane to Lawton Avenue. The corridor study will evaluate the safety, traffic operations, and development impact to the intersections as well as the existing signalized Main Street/Cincinnati-Dayton Road and East Avenue intersections and a T-intersection point of permissible access point planned 2,000 feet to the west of Lawton Avenue to serve the large undeveloped tract of land. The study will evaluate whether the location of this access point is ideally located. The primary concern for embarking on this study is the long-term safety and operation of the State Route 63 and Main Street/Cincinnati-Dayton Road intersection. The intersection operates poorly with significant traffic delays on key turning movements. Traffic volumes are growing on each of the four approaches and the opportunity for nearby development will only increase the traffic volumes and delay while degrading traffic operations further. The intersection has a high severity rate with major injury and fatal crashes occurring. The intersection operations and safety for the nearby intersections will also be considered and analyzed as part of this study.

The city has reviewed multiple design consultant responses to our request for qualifications and conducted a short list of interviews. The city's selection committee selected Burgess and Niple to complete the study. The contract is for $59,994 which is under the $60,000 budgeted for this study in the 2024 budget.

Previously, the city conducted a speed study, crash analysis and signal modifications to the left turn movements on SR 63 at the Main Street intersection. This study will take a holistic approach at the corridor's operations and safety to propose a long-term solution coupled with any additional short term safety countermeasures.

Administrative Reports

Adjournment

CITY OF MONROE OHIO

Monroe Council Minutes
Regular Meeting of Council
August 27, 2024 – 6:30 p.m.
233 South Main Street, Monroe, Ohio 45050

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, Keith Funk, Michael Graves, Tom Hagedorn, Christina McElfresh, and Ben Wagner.

Mrs. McElfresh moved to excuse Dr. Clark; seconded by Mr. Hagedorn. Voice vote. Motion carried.

Approval of the Minutes

Mrs. McElfresh moved to approve the Council Minutes of August 13, 2024; seconded by Mr. Wagner. Voice vote. Motion carried.

Visitors

Robert Buskirk, Superintendent of the Monroe Local School District, explained that the School's Bond Issue on the November 5, 2024, ballot will be a 3.49 bond issue that will begin in 2029 and replace the current 3.50 bond issue. This will allow the District to construct a new high school on the Yankee Road property in addition to the $25.3 million received from the State.

Committee Reports

None.

Old Business

Ordinance No. 2024-20. An Ordinance amending and supplementing Ordinance No. 2023-32 to remove, eliminate, and create positions; establish the number and wage ranges for new and existing positions; and designate the classification of certain positions. (Second Reading)

The Clerk of Council read the title of Ordinance No. 2024-20.

Mr. Centers asked how often this type of legislation would be reviewed. Mrs. Hunold, Human Resources Manager, advised that it is recommended that it occur every five years noting the last study was completed in 2019.

Mrs. McElfresh moved to adopt Ordinance No. 2024-20; seconded by Mr. Graves. Roll call vote: six ayes. Motion carried.

New Business

Resolution No. 45-2024. A Resolution accepting the recommendation of the Butler County Tax Incentive Review Council of April 12, 2024.

The Clerk of Council read the title of Resolution No. 45-2024.

Mrs. McElfresh moved to adopt Resolution No. 45-2024; seconded by Mr. Hagedorn. Roll call vote: six ayes. Motion carried.

Resolution No. 46-2024. A Resolution approving a Then-and-Now Certificate in the amount of $3,060 to Civica North America, Inc.

The Clerk of Council read the title of Resolution No 46-2024.

Mrs. McElfresh moved to adopt Resolution No. 46-2024; seconded by Mr. Wagner. Roll call vote: six ayes. Motion carried.

Emergency Ordinance No. 2024-21. An Ordinance levying assessments for sidewalks, curbs, gutters, and driveway aprons, and declaring an emergency.

Mrs. McElfresh moved to suspend the rule requiring the reading of Emergency Ordinance No. 2024-21 on two separate days and authorize its adoption on the first reading; seconded by Mr. Wagner. Voice vote. Motion carried.

The Clerk of Council read the title of Emergency Ordinance No. 2024-21.

Mrs. McElfresh moved to adopt Emergency Ordinance No. 2024-21; seconded by Mr. Graves. Roll call vote: five ayes; one nay (Centers). Motion carried.

Ordinance No. 2024-22. An Ordinance authorizing the issuance of not to exceed $3,200,000 of real estate acquisition general obligation bond anticipation notes, 2024 renewal, by the City of Monroe, Ohio, in anticipation of the issuance of bonds.

The Clerk of Council read the title of Ordinance No. 2024-22.

Mr. Burton explained in 2023, the original bond anticipation note was issued in the amount of $3.1 million for the purchase of the Clark Boulevard property. This was a one year note until you are prepared to do a long-term debt issuance. We are not at the point of construction, so this is rolling it over for one year and you can do this for 10 years.

Mayor Funk stated Ordinance No. 2024-22 will be on the next agenda for a second reading.

Consideration of Motion to accept a Solar Eclipse reimbursement grant from the State of Ohio in the amount of $3,921.44.

Mrs. McElfresh moved to accept a Solar Eclipse reimbursement grant from the State of Ohio in the amount of $3,921.44; seconded by Mr. Centers. Voice vote. Motion carried.

Administrative Reports

Mrs. McElfresh referenced the recent accident at the intersection of Main Street and State Route 63. She is concerned with what measures, if any, does the City plan to utilize to rectify this intersection. She believes the second highest intersection is at Britton Lane at State Route 63.

Mr. Lester advised the City recently received a grant for Safe Route for All and that intersection, as well as others, will be studied as a City-wide thoroughfare plan. Safety will be one of the aspects as part of that plan. In addition, we will review pedestrian mobility throughout the City.

Mr. Wagner requested that Mr. Lester pull together the studies that the City has already funded for State Route 63 and include in the next Friday supplement or Council packet. Specifically, what we paid for and what the outcome of those were at that intersection.

Mayor Funk requested a report on how Monroe's economy would be impacted if any changes were made on State Route 63.

Mr. Lester confirmed Mrs. McElfresh's understanding that the City would be required to work with the State of Ohio if any changes were made to that intersection.

Mrs. McElfresh moved to adjourn into Executive Session to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivision respecting requests for economic development assistance; seconded by Mr. Graves. Roll call vote: six ayes. Motion carried.

Council adjourned into Executive Session at 7:07 p.m.

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

Council reconvened into regular session at 7:31 p.m.

Adjournment

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

The regular meeting of Council adjourned at 7:31 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

Monroe Council Minutes
Special Meeting of Council
August 30, 2024 – 12:00 p.m.
9477 Oxford Way, West Chester, Ohio 45069

City Council met in Special Session on August 30, 2024, at 12:00 p.m. The meeting was held at the Main Event located at 9477 Oxford Way, West Chester, Ohio.

Present were: Mayor Keith Funk; Vice Mayor Christina McElfresh; Council Members John Centers, Kelly Clark, Michael Graves, Tom Hagedorn, and Ben Wagner; City Manager Larry Lester; Chief of Police Robert Buchanan; Director of Finance Jake Burton; Fire Chief David Leverage; Director of Public Works Gary Morton; Assistant Director of Public Works Brian Perkins; Director of Development Tom Smith; Assistant City Manager Kacey L. Waggaman; Clerk of Council Angela S. Wasson; and *Journal-News* Journalist Rick McCrabb.

Mr. Lester stated that some of the items being worked on this year, include cultural and organizational improvements. As a team we have worked with all of City staff to foster a culture of teamwork and trust and this is something that we are working through at all levels of the organization. We want to make sure that we are coming along side and supporting our staff and valuing their contribution to the City. We recently went through a restructuring of the City Manager's office to enhance collaboration throughout the City, improve efficiency, and also better support the departments, and other organization restructuring to better support our team. Leadership and empowerment are some things he was very passionate about when he came to the City. In addition, talent retention is another area we focus and spend time on. We are identifying leaders throughout the organization and trying to find out who our emerging leaders are, and we want to come along side them and promote a level of autonomy where they can do their jobs efficiently. We are promoting leadership opportunities. There are staff members that are taking advantage of the City's tuition reimbursement program and pursuing leadership opportunities through local universities and the Center for Local Government.

Mr. Lester continued to advise he is focused on succession planning. This is an area where not only Monroe needs to work on, but local governments in general with trends that are happening in the labor market. We are focusing on succession planning in our leadership team and throughout the organization. We are also focusing on a new five-year capital plan that our Finance Department is working on with the other departments. We are always looking on how we can improve services. The plan will be presented to Council later this year for adoption.

We have moved economic development as a team approach to get staff members involved early in the process. We have recently advertised for an Economic Development Manager position that will lead the economic team and help lead the Monroe Area Community Improvement Corporation. Another position advertised for is a Communications & Management Assistant that will help our external communications.

Mr. Lester indicated that when he arrived, he really worked to get feedback from all of the department heads on the current status of the City, areas of improvement, and met with staff in different departments seeking feedback from them. Most recently, the leadership team participated in a SWOT analysis where we looked at the strengths, weaknesses, opportunities, and threats and that process helped with SMART goals and a vision statement.

Mr. Smith listed the accomplishments of his department as follows:

- Planning and Zoning Code Update and Zoning Map
- Downtown Plan
- Redevelopment plan for the former Stony Ridge Plaza (Truck Stop)
- Improved property maintenance initiatives – citations into the Mayor's Court
- Hyde Park at the Crossings PUD – to be renamed Towns at Monroe Crossings
- Kroger sound study and noise/light minimization – berm reconstruction
- Occupancy of Brooks 63 tenant space – El Trompo/Biggby
- Gateway Boulevard developments – Thornton's, Ohana car wash, and Sunbelt Rentals
- Monroe Crossings section 5b

Mr. Burton announced that the City's credit rating has increased from "AA" to "AA+" on the S&P Rating Scale, which is their second highest rating. Mr. Burton pointed out that it is a City-wide team effort.

Mr. Burton listed the accomplishments of his department as follows:

- 2023 Financial Audit – for two years in a row, no audit findings and received the Ohio Auditor of State Award with Distinction
- Continued to receive the GFOA Award for ACFR and received the City's first ever GFOA PAFR Award for the 2022 PAFR
- City's first-ever OWDA Loan for South Main Street Water Main Replacement – saving General Fund dollars and spreading out costs to keep rates as low as possible
- Stormwater Rate/Tier Adjustments – in conjunction with Public Works (GIS), first adjustment since the inception of rates in 2006, allowing this Enterprise Fund to be self-supporting and no longer require General Fund dollars
- Enhance tax compliance efforts – all returns filed by April 15th were audited and finalized by June 30th, including reside refunds. 2024 delinquent work = 667 total tax years filed, resulting in $238,637 collected and $15,422 in refunds as of August 27, 2024

Mr. Burton then outlined the grants received this year:

- $767,000 – ODOT Systemic Safety Program for pedestrian crossing improvements
- $476,000 – Safe Streets for All for a transportation master plan and six new intersection cameras
- $400,000 – State Capital Budget (OTSCIF) for "Monroe Plaza South"
- $10,000 – Ohio Department of Commerce, Division of State Fire Marshall for the purchase of battery-operated scene lights and fans
- $8,500 – Ohio EPA, Division of Drinking and Ground Waters (DDAGW) H2Ohio Equipment Grant for AFC Semper remote pressure monitoring sensors

- $4,743.18 – Ohio Law Enforcement Body Armor Grant Program
- $3,921.44 – State of Ohio Disaster Relief Grant for reimbursement of wages related to Solar Eclipse event
- ODNR Grants from 2021 Update - $40,000 for Monroe Community Activity Center and $200,000 for Lookout Point – met with ODNR on July 16th to discuss utilizing funds in 2024-2026

Chief Leverage outlined his department's accomplishments this year:

- Completed first full year with Battalion Chiefs
- Created the first-ever Community Driven 5-year Strategic Plan
- Awarded the Ohio EMS Agency of the Year honors by the Ohio DPS
- Recognized nationally for the QA/QI program
- Station security project underway
- Transitioned to a new EMS billing company
- Approved purchase of a new medic unit

Chief Buchanan outlined the highlights of his department:

- Implemented the first phase of the records division
- Completed second-year CALEA accreditation assessment
- Community Outreach Programs
- Acquired five new marked cruisers through the leasing program
- Flock camera system installation
- Completed training for all officers in the new marijuana laws

Mr. Morton outlined the highlights and accomplishments of his department:

- Solar Eclipse Event
- Downtown Beautification
- GIS System Improvements
- AWWA Annual Water Summit Presentation
- Project Management Improvements
- Stormwater Rates
- Timrick Place
- Todhunter Road
- SS4A Safety Grant

Mr. Morton noted that he will be out of the office for a period of time and Brian Perkins, Assistant Director of Public Works, will be handling the department while he is out.

Mrs. Waggaman highlighted the following:

- Implemented a collaborative approach to economic development
- Established citywide economic development working group

- Small business outreach and inventory
- Create a new position for Economic Development Manager
- Building relationships in the economic development community
- Increase small business support and recognition
- Consider creative funding opportunities
- Remote Work Policy
- Compensation Plan
- Job description updates
- Employee appreciation event at the Dayton Dragon's Game – Police and Fire Honor Guards presented the flags together
- Teamster's contract negotiation – new staffing structure and skills assessment
- City building network refresh
- Cybersecurity
- Equipment destruction
- EERP Projects/Upgrades
- .gov Transition
- Hardware

Mr. Burton provided samples of the new budget documents for the major funds that will reflect the expenditures and revenue and a high-level summary. Also included in the complied operating and capital budget book. An annual legislative schedule for capital items will also be included.

Mr. Lester reported the leadership team has worked on a Vision Statement to present to Council for consideration. The draft reads: *"Our vision is to create a dynamic, thriving city by using our geographic strengths, promoting innovation, improving infrastructure, and supporting sustainable growth. We aim to build an inclusive community where everyone can succeed and enjoy a prosperous future."*

Mr. Lester informed Council the SMART goals are:

1. Strengthen External Communication
2. Develop a Strategic Plan for Economic Development
3. Enhance Property Maintenance Program
4. Implement a Downtown Beautification Initiative
5. Streamline Decision-Making Processes
6. Expand Grant and Funding Opportunities
7. Upgrade Aging Street, Utility, and Park Infrastructure

Mr. Lester added that the leadership team put together 2025 priorities:

1. Enhance Communication Channels
2. Foster Relationships
3. Promote Transparency
4. Encourage Fresh Perspectives
5. Align Vision and Goals

6. Increase Engagement Openness

Mr. Burton stated that Council will have some tough decisions on the following items:

1. Budget Forecast
2. Public Works Facility
3. Fire Station Expansion
4. Property Acquisition
5. Purchasing Threshold
6. Traffic Flow Study – SS4A Safety Grant
7. Truck Traffic – SS4A Safety Grant
8. Park Drainage Projects
9. Bicentennial Commons
10. Community Center

Mr. Burton advised that although our revenues are up, we are still not in a position to complete everything in the near future.

Council and staff briefly discussed these items to be considered. Thereafter, Council and staff participated in a team-building exercise.

The Special meeting of Council adjourned at 4:06 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

ORDINANCE NO. 2024-22

AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOT TO EXCEED $3,200,000 OF REAL ESTATE ACQUISITION GENERAL OBLIGATION BOND ANTICIPATION NOTES, 2024 RENEWAL, BY THE CITY OF MONROE, OHIO, IN ANTICIPATION OF THE ISSUANCE OF BONDS.

WHEREAS, the fiscal officer of the City has estimated the life or period of usefulness of the improvements as at least five (5) years, and certified the maximum maturity of the bonds to be issued to finance the same as thirty (30) years, and of notes issued in anticipation thereof as nineteen (19) years; and

WHEREAS, the City has previously issued bond anticipation notes which are outstanding in the amount of $3,200,000, which are about to mature and which should be renewed in a like or reduced amount.

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

Section 1: That it is hereby declared necessary to issue bonds of the City of Monroe, Counties of Butler and Warren, Ohio, in the principal amount of not to exceed $3,200,000 bearing interest estimated at seven per centum (7.00%) per annum and maturing over a period of not more than thirty (30) years, for the purpose of refinancing notes originally issued for the purpose of acquiring real property to construct a public works building.

Section 1: That it is hereby determined that notes (hereinafter called the "Notes") in the principal amount of not to exceed $3,200,000 shall be issued in anticipation of the issuance of said bonds.

Section 2 : That the Notes shall be dated their date of issuance, shall bear interest at the rate not to exceed seven percent (7.00%) per annum, payable at maturity, shall mature not later than one year from the date of issuance, and shall be of the denomination or denominations as may be requested by the purchaser or purchasers thereof all as determined by the Finance Director or the City Manager without further action by this Council, except that the denominations shall be $100,000 or any integral multiple of $5,000 in excess of $100,000. The terms of such Notes, which shall be in compliance with Chapter 133 of the Ohio Revised Code, shall be set forth in the certificate of award ("Certificate of Award"), which is hereby authorized and which shall be executed by the City Manager or the Finance Director without further action by this council.

Section 3 : That the Notes shall be executed by the City Manager and the Finance Director and may but shall not be required to bear the seal of the corporation. The Notes shall be designated "Real Estate Acquisition General Obligation Limited Tax Bond Anticipation Notes, Series 2023, 2024 Renewal," and shall be payable at the office of the Finance Director or such bank or trust company as is designated by the Finance Director or City Manager and the purchaser, and shall express upon their face the purpose for which they are issued and that they are issued in pursuance of this Ordinance.

Section 4 : That the Notes shall be sold at public or private sale by the Finance Director at not less than ninety-seven percent of the par value of such Notes together with interest thereon, if any. The proceeds from such sale, except accrued interest thereon, shall be paid into the proper funds and used for the purpose aforesaid and for no other purpose. Accrued interest, if any, received on sale of said Notes shall be transferred to the bond retirement fund to be applied to the payment of principal of and interest on said Notes in the manner provided by law.

Notwithstanding the above, the Council and the Finance Director are hereby directed to withhold delivery of the notes, and to refuse to accept payment therefor, unless and until the Original Purchaser delivers to the City a certificate acknowledging that the Original Purchaser will sell the notes to no more than 35 persons, each of whom the Original Purchaser reasonably believes (i) has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the prospective investment and (ii) is not purchasing for more than one account or with a view to distributing the notes.

The City Manager or the Finance Director is hereby directed to report to this Council as soon after the sale and award of such notes as is reasonably feasible, the interest rate for such notes.

Section 5 :That the Notes shall be the full general obligations of the City, and the full faith, credit and revenue of the City are hereby pledged for the prompt payment of the same.

Section 6 : That during the period while the Notes run there shall be levied upon all of the taxable property in the City, within applicable limitations, in addition to all other taxes, a direct tax annually, not less than that which would have been levied if bonds had been issued without the prior issue of the Notes; said tax shall be and is hereby ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers in the same manner and at the same time that taxes for general purposes for each of said years are certified, extended and collected. Said tax shall be placed before and in preference to all other items and for the full amount thereof.

The funds derived from said tax levy hereby required shall be placed in a separate and distinct fund and, together with interest collected on the same, shall be irrevocably pledged for the payment of the principal and interest of the Notes, or the bonds in anticipation of which they are issued, when and as the same fall due; provided, however, to the extent other City revenues are available for such purpose said tax shall not be levied therefor.

Section 7 : That this Council, for and on behalf of the City, hereby covenants that it will restrict the use of the Notes hereby authorized in such manner and to such extent, if any, and take such other action as may be necessary, after taking into account reasonable expectations at the time the debt is incurred, so that they will not constitute obligations the interest on which is subject to federal income taxation or "arbitrage bonds" under Sections 103(b)(2) and 148 of the Internal Revenue Code of 1986, as amended (the "Code") and the regulations prescribed thereunder. The Finance Director or any other officer having responsibility with respect to the issuance of said Notes is authorized and directed to give an appropriate certificate on behalf of the City, on the date of delivery of said Notes for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances and reasonable expectations pertaining to the use of the proceeds thereof and the provisions of said Sections 103(b)(2) and 148 and regulations thereunder.

These Notes are hereby designated "tax-exempt obligations" for the purposes set forth in Section 265(b)(3) of the Code. The City did not anticipate issuing more than $10,000,000 of "qualified tax-exempt obligations" during the calendar year of original issue.

Section 8 : That this Council hereby authorizes and directs the Finance Director or the City Manager to take any and all actions which may be necessary to issue the notes in book-entry-only form or in such form as will render the notes eligible for the services of the Depository Trust Company, New York, New York without further action by this Council, including execution of all documents necessary therefore.

Section 9 : All appropriate officers of the City are further authorized to make, execute, acknowledge and deliver such agreements, financing statements, closing certificates and other instruments or documents as are, in the opinion of bond counsel, necessary to carry out the purposes of this ordinance, including a note purchase agreement between the City and the purchaser of the Notes, if so requested by the purchaser.

Section 10 : That this Council hereby authorizes the City to participate in the Ohio Market Access Program – Note Wrap - offered by the Treasurer of the State of Ohio (the "Program"), provided that (a) participation in the Program is in the best interests of the City and (b) the City Manager or the Finance Director affirmatively elects to participate in the Program in the Certificate of Award.

Section 11 : That the Standby Note Purchase Agreement (the "Standby Purchase Agreement") required as part of the Program is hereby authorized in the form presented to this Council with such changes not materially adverse to the City as may be approved by the authorized signatories of the City executing the Standby Purchase Agreement, as provided in this ordinance. The City acknowledges the agreement of the Treasurer of State in the Standby Purchase Agreement that, in the event the City is unable to repay the principal amount and accrued and unpaid interest of the Notes at maturity, whether through its own funds or through the issuance of other obligations of the City, the Treasurer of State agrees (a) to purchase the Notes from the holders or beneficial owners thereof upon their presentation to the Treasurer of State for such purchase at a price of par plus accrued interest to maturity or (b) to purchase renewal notes of the City in a principal amount not greater than the principal amount of the Notes plus interest due at maturity, with such renewal notes bearing interest at a rate of the lower of the maximum interest rate provided by law or the 1-year MMD (Municipal Market Data) Index for "AAA"-rated obligations plus 400 basis points (or such other rate methodology in effect as part of the Program), maturing not more than one year after the date of their issuance, and being prepayable at any time with 30 days' notice, provided that in connection with the Treasurer of State's purchase of such renewal notes the City shall deliver to the Treasurer of State an unqualified opinion of nationally recognized bond counsel that (i) such renewal notes are the legal, valid, and binding general obligations of the City, and the principal of and interest on such renewal notes, unless paid from other sources, are to be paid from the proceeds of the levy of ad valorem taxes levied within the ten-mill limitation imposed by law on all property subject to ad valorem taxes levied by the City and (ii) interest on the renewal notes is excludible from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended to the same extent that interest on the notes is so excluded.

In addition, the City acknowledges that the Treasurer of State will establish an "After Maturity Interest Rate," as generally provided for as part of the Program and as specifically provided for within the Standby Purchase Agreement.

The City Manager and the Finance Director, as the officers signing the Notes, are authorized to take all actions that may in their judgment reasonably be necessary to provide for such Standby Purchase Agreement, including but not limited to the inclusion of a notation on the form of the Notes providing notice to the holders or beneficial owners of the existence of such Standby Purchase Agreement and providing instructions to such holders or beneficial owners regarding the presentation of the Notes for purchase by the Treasurer of State at stated maturity.

This Council hereby authorizes further representations, warranties, and/or covenants to be made regarding the City's participation in the Program by virtue of the Certificate of Award and/or other Program documents, subject to review and approval by legal counsel to the City.

Section 12 : That the firm of Dinsmore & Shohl LLP, is hereby engaged as the City's "bond counsel" pursuant to the engagement letter on file with the City.

Section 13 : The City Manager or the Finance Director is hereby authorized to apply, if he deems it appropriate, for a rating on the Notes from either Standard & Poor's Corporation or Moody's Investors Service, and to pay the fee or premium for said rating to the extent authorized by law and approved by bond counsel.

Section 14 : That the Finance Director is hereby directed to forward a certified copy of this Ordinance to the County Auditor.

Section 15 : That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements

Section 16 : That this measure shall take effect and be in full force at the earliest possible date.

PASSED:________________________

ATTEST: APPROVED:

_______________________________ _______________________________
Clerk of Council Mayor

Schedule Of Events

City of Monroe, Ohio
Real Estate Acquisition Bond Anticipation Notes, Series 2024

Pricing: 11/6/2024
Dated: 11/20/2024
Maturity: 11/19/2025

Version: July 22, 2024

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

SEPTEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Holidays: Sept 2, Oct 14, Nov 11 & 28

Responsible Parties:			
	Issuer:	City of Monroe	CM
	Bond Counsel:	Dinsmore & Shohl	DS
	Municipal Advisor:	Bradley Payne Advisors	BPA
	Lender:	KeyBanc Capital Markets	UW

Date	**Description**	**Responsibility**
August 13	Legal Documents sent to the City	DS
August 27	City Council Meeting - 1st Reading	CM
September 4	Request OMAC Report	UW
September 10	City Council Meeting - 2nd Reading	CM
week of October 15	Due Diligence Call	All
October 22	Legislation Effective	CM
October 30	Send Documents to Investors	UW
November 5	Pre-Pricing Call (afternoon)	All
November 6	Price Notes - Sign Note Purchase Agreement	UW & CM
November 6 - 20	Closing Documents Prepared & Distributed	DS
November 20	Close Bonds (Wire Proceeds)	ALL
November 27	2023 BAN Matures	

Distribution List

City of Monroe, Ohio
Real Estate Acquisition Bond Anticipation Notes, Series 2024

Pricing:	11/6/2024
Dated:	11/19/2025
Maturity:	11/19/2025

Issuer

City of Monroe, Ohio
233 S. Main Street
Monroe, Ohio 45050

Kacey Waggaman	(513) 680-2292
Assistant City Manager	waggamank@monroeohio.org
Jake Burton	(513) 537-7374 x1008
Finance Director	burtonj@monroeohio.org

Municipal Advisors

Bradley Payne Advisors
11260 Chester Road, Suite 375
Cincinnati, OH 45246

Andrew Brossart	(513) 772-5596
Partner	AB@bpaynegroup.com
Heather Arling	(513) 772-5597
Director	HA@BPayneAdvisors.com
Zach Logan	(513) 772-5595
Director	ZL@BPayneAdvisors.com

Bond Counsel

Dinsmore & Shohl
255 E. Fifth St., Suite 1900
Cincinnati, OH 45202

Brenda Wehmer	(513) 639-9217
Partner	Brenda.wehmer@dinsmore.com
Nancy Porras	(513) 639 9242
	Nancy.porras@dinsmore.com

Paying Agent

Huntington National Bank
525 Vine Street, 14th Floor
Cincinnati, Ohio 45020

June Schafer	(614) 331-9801
Vice President	June.Schafer@huntington.com

Underwriter

Key Banc Capital Markets, Inc.
88 East Broad Street, 7th Floor
Columbus, Ohio 43215

David Tiggett	(614) 460-3463
Managing Director	david.tiggett@key.com
Benjamin Gamble	(614) 460-3407
VP	ben.gamble@key.com
Shannon Hajek	(216) 689-3087
Business Analyst	shannon.hajek@key.com
Jessica Stoner	(216) 689-0643
Analyst	jessica.r.stoner@key.com
Catherine Thompkins	(216) 256-5795
Senior Counsel	Catherine_c_tompkins@keybank.c

RESOLUTION NO. 47-2024

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE, MEDICOUNT MANAGEMENT, INC., AND PUBLIC CONSULTING GROUP FOR THE ADMINISTRATION OF THE MEDICAID SUPPLEMENT PAYMENT PROGRAM.

WHEREAS, through the adoption of Resolution No. 24-2024, City Council authorized an agreement with Medicount Management, Inc. for EMS billing services; and

WHEREAS, The Medicaid Supplemental Payment Program, recently authorized by the Governor, provides additional funding from Medicaid; and

WHEREAS, Council deems it in the best interest to utilize the services of Medicount Management, Inc. and Public Consulting Group for the administration of the Medicaid Supplement Payment Program.

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

SECTION 1: The City Manager is hereby authorized to enter into an agreement by and between the City of Monroe, Medicount Management, Inc., and Public Consulting Group for the administration of the Medicaid Supplement Payment Program.

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.04 (C) of the Charter.

PASSED:_______________________

ATTEST: APPROVED:

_______________________________ _______________________________
Clerk of Council Mayor

Ohio Ambulance Supplemental Payment Program

August 2024

PUBLIC CONSULTING GROUP

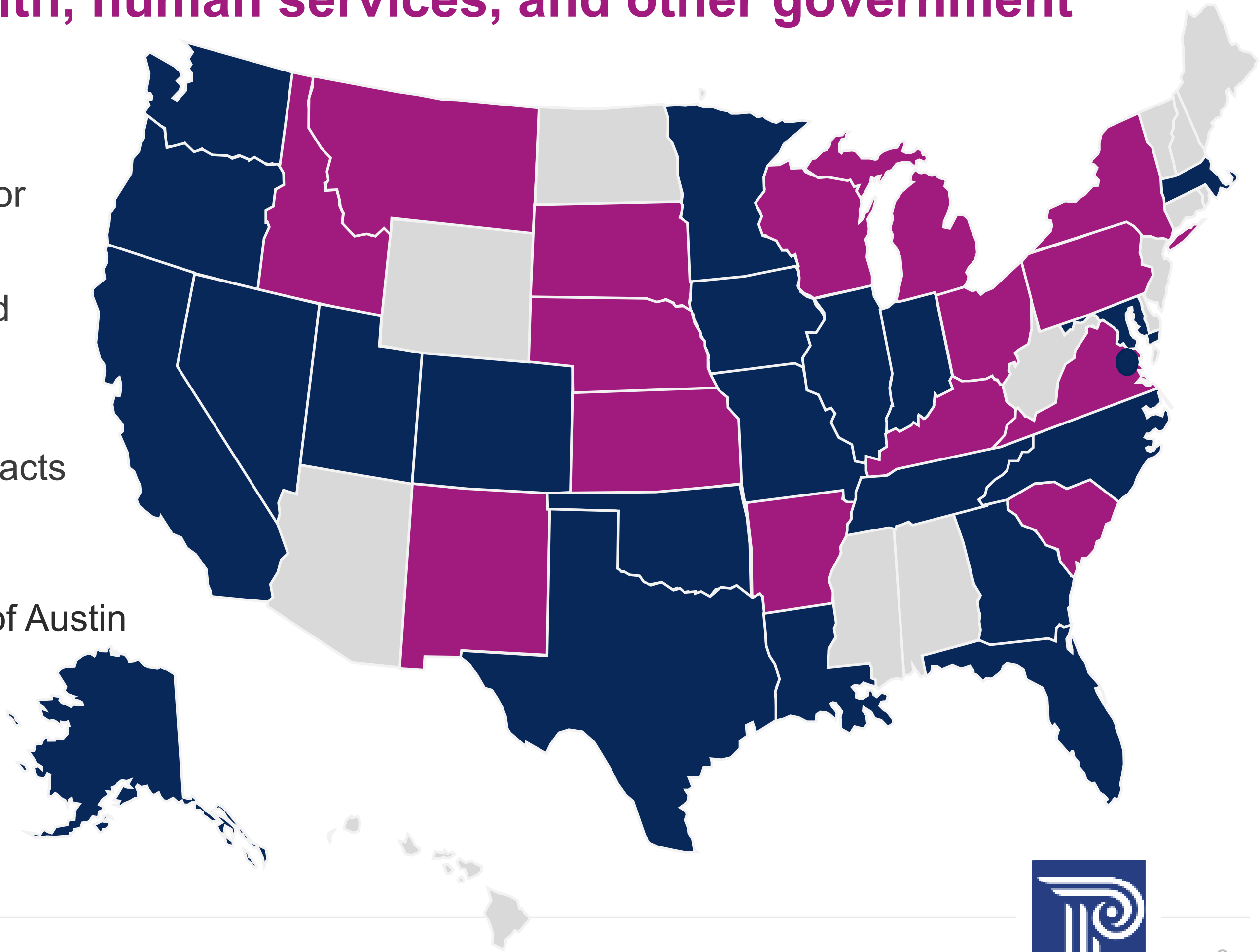
Medicount
The EMS Billing Experts

Medicount
The EMS Billing Experts

Public Consulting Group Company Background

Public Consulting Group (PCG) provides industry-leading management consulting and technology to public sector education, health, human services, and other government clients to achieve their performance goals.

- PCG was founded in 1986 with a mission of helping public sector agencies improve operational and managerial performance.
- Since our firm's inception, PCG has been working with Medicaid agencies and the local (municipality/city) provider community to increase Medicaid reimbursement.
- PCG has worked in all fifty states and currently has active contracts with 30+ Medicaid agencies.
- Beginning in 2006 PCG established the first EMS Medicaid supplemental payment program in Texas on behalf of the City of Austin Fire & EMS Department.



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The EMS Billing Experts

PCG's EMS History

1986
Public Consulting Group opens its doors in Boston to serve the public sector.

1994
Health's Practice Area created to offer in-depth programmatic knowledge and regulatory expertise to help state and municipal health agencies.

2005
Obtained over 30+ Medicaid contracts across the US, deepening our experience and knowledge base of policy design and compliancy.

2006
The healthcare landscape reveals pain points for EMS providers and so a designated team of PCGers is curated to launch a focused service line.

2006
PCG begins to design the first Ambulance Supplemental Payment program on behalf of the City of Austin, Texas.

2013
Massachusetts HHS awards PCG the Administrator Role over the statewide Ambulance CPE program.

2016
Milestone hit of $500 Million in supplemental revenue generated for clients through Supplemental Payment Programs.

2018
CMS announce Bipartisan act that mandates all ambulance providers to report data through the Ground Ambulance Data Collection System.

2019
Introduction of Public Safety Consulting Services, hired ground/field experts with industry experience

2023
Milestone achieved of proving EMS financial/consulting services to providers in over 30 states.

2024
75+ FTE team dedicated to Fire & EMS with decades of experience from policy experts, financial analysts, and field subject matter experts.

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PCG's Supplemental Payment Program Success

Illinois Ground Emergency Medical Transportation | Assisted **16** EMS providers since 2019, the first year of the program, and generated over **$18.5 million** of additional revenue.

Florida Ground Emergency Medical Transportation | Provided cost recovery services to over **62** EMS providers, generating **$190 million** in incremental Medicaid revenues since 2016.

Oregon Ground Emergency Medical Transportation | Assisted **19** EMS providers since 2019, generating **$6.8 million** of additional revenue.

Iowa Ground Emergency Medical Transportation | Provided cost reporting, policy, and audit compliance to **32** EMS providers since 2019 and generated **$8.6 million**.

Massachusetts Public Ambulance Certified Public Expenditure (CPE) | Developed the CPE program for the MA Executive Office of Health and Human Services in 2013, generating over **$100 million** in additional funding for nearly **107** EMS agencies from 2014 to 2021.

Missouri Ground Emergency Medical Transportation | Completed and submitted cost reports for **25** EMS providers in 2018 and 2019, generating over **$7.8 million** in additional funding.

Colorado EMS Supplemental Payment | Developed a statewide program for the CO Department of Health Care Policy and Financing in 2018, generating over **$105 million** in additional funding for **84** EMS agencies from 2018 to 2020.

Texas Ambulance Services Supplemental Payment | Designed the first ambulance supplemental payment program for the TX Health and Human Services Commission. From FY11–FY20, PCG helped **75** providers capture an estimated **$678 million** in supplemental payments.

Oklahoma Certified Public Expenditure (CPE) | Worked with OK Ambulance Association and OK Health Care Authority to develop the CPE program in 2018. Helped **28** providers capture nearly **$9.7 million** in supplemental payments in the first two years.

Washington Ground Emergency Medical Transportation | Assisted over **90** providers with GEMT cost reports beginning in January 2017 to help ensure compliance and revenue maximization, generating **$120 million** in additional revenue.

Maryland Emergency Service Transporter Supplemental Payment | Provided cost recovery services to **9** EMS providers in the first year, generating **$62 million** in additional funding.

PCG has worked with over 550 departments with total recoveries of over $1.3 Billion

ASPP Overview

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Ohio ASPP Initiative Background

- PCG has been working with industry leadership including OEMSCA over the last few years with the goal of developing an ambulance supplemental payment program in Ohio.

- We estimate that this program will generate up to $50 Million of additional federal funding statewide for the transport of Medicaid beneficiaries by ambulance providers

- Legislation was passed in July 2023 that requires the Medicaid Director to submit program documents to the Federal government to start the program
    - ODM agreed to move the program forward in May 2024

Current Medicaid Reimbursement in Ohio

Department provides transport to Medicaid beneficiary → **Department bills Medicaid for transport** → **Provider is reimbursed on a statewide Medicaid fee schedule**

Medicaid payment rates **do not recognize the actual costs** incurred by EMS providers for the provision of EMS services

CMS Medicaid Fee Schedule	
ALS1	$XX
ALS2	$XX
BLS1	$XX
BLS2	$XX

Budget

- General Funds
- EMS Special Funds
  - Tobacco taxes
  - State vehicle registration fees

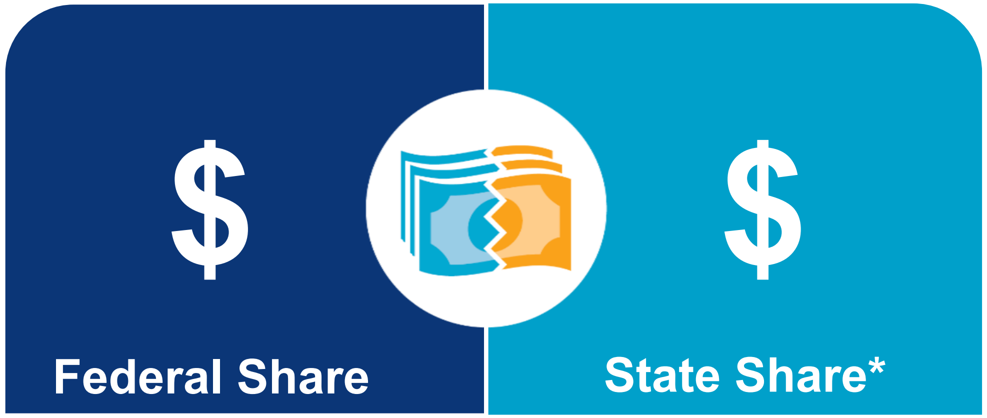
Typically the rate at which Medicaid transports are reimbursed is ***25% or less*** of the actual cost to the department

This requires municipalities and counties to use ***alternative funding sources*** to supplant the costs such as the allocation of taxes and fees

Ambulance service providers in Ohio, and across the country, are facing a difficult financial situation

How an ASPP Can Help

Supplemental Payment Programs allow states to “draw down” the federal share of costs for healthcare services. Since Medicaid is a joint Federal and State program each entity is responsible for its share of costs



*The State Share is financed by the provider as expenses already incurred by the EMS provider

Example:

It costs you **$1,000** to transport a Medicaid-eligible patient.

You submit a claim and receive **$300.**

The *net* cost of that transport is then **$700.**

Because the Federal Medical Assistance Percentage (FMAP) for Ohio is **64.6%...**

- The State (your agency) is responsible for **$283.20.**
- The federal government is responsible for **$452.20. <u>This is your net gain through a supplemental payment program per transport!</u>**

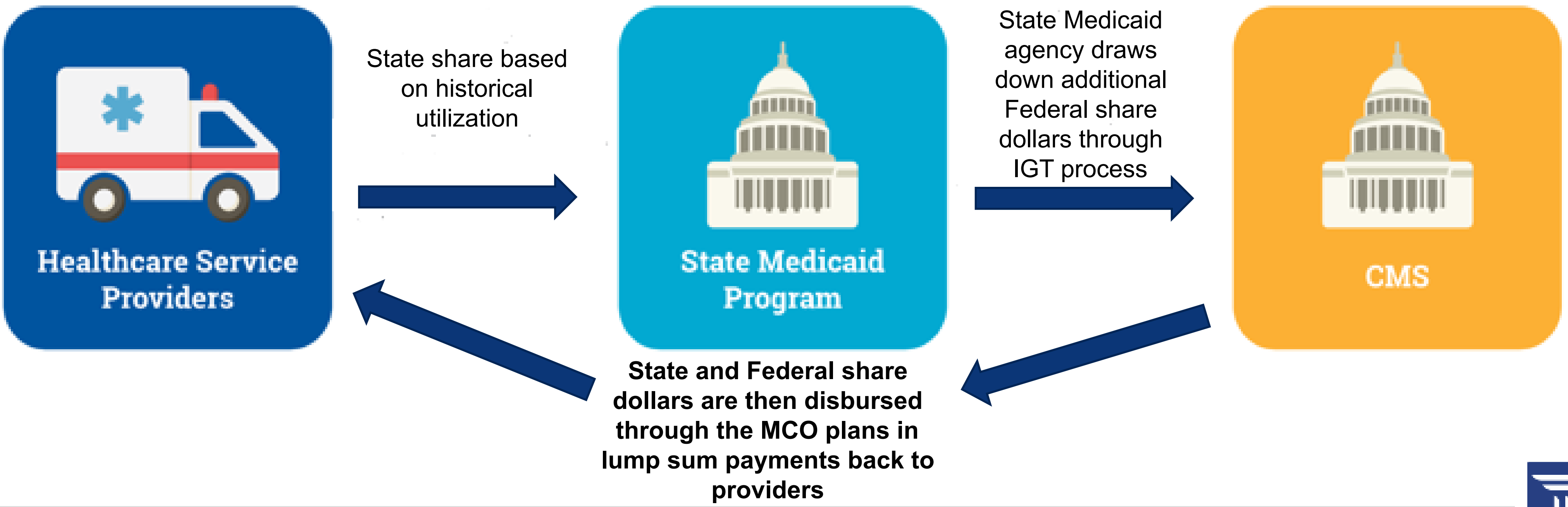
Sample Estimate

	Data Source	Estimate	Calculation
1	Budget/Expenditures	$ 4,233,499	
2	EMS/Medical Percentage	100%	*EMS calls/total calls*
3	Total EMS Costs	$ 4,233,499	*Line 1*Line 2*
4	Total EMS Transports	4,450	
5	Cost Per Transport	$ 951	*Line 3/Line 4*
	Medicaid MCO		
12	Medicaid MCO Transports	882	
13	Total Medicaid MCO Costs	$ 839,089	*Line 5*Line 6*
14	Total Medicaid MCO Payments	$ 149,263	
15	Total Computable (State & Federal Share)	$ 689,826	*Line 13-Line14*
16	FMAP Application	64.60%	
17	**Projected Medicaid MCO Settlement**	**$ 445,628**	***Line 15*Line 16***

Intergovernmental Transfers – Managed Care

Intergovernmental Transfers (**IGTs**) are a transfer of funds from another government entity (e.g., county, city or another state agency) to the state **Medicaid** agency.

- This provides a guarantee of federal matching funds for state expenditures for health and long-term care services for the country's low-income population.
- IGTs are the backbone and necessary for the success of the Medicaid managed care supplemental payment strategy – If providers do not IGT, it may impact the viability of the program.



MCO Background

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- Medicaid **managed care** represents a delivery of services through contracts between a state Medicaid agency (i.e., ODM) and managed care organizations (**MCOs**) through capitated payments (per member per month)

There are 7 MCOs in OH:

1. **AmeriHealth Caritas**
2. **Anthem BCBS**
3. **Buckeye Health Plan**
4. **CareSource OH**
5. **Humana Healthy Horizons**
6. **Molina Healthcare**
7. **United Healthcare**

Managed Care Supplemental Payment Program Process

1. State Medicaid agency creates Medicaid managed care model to establish a supplemental payment rate for MCO transports
2. Providers complete a Letter of Agreement (LOA) to commit to IGT as part of the Managed Care program
3. Providers provide Medical transport services to Medicaid MCO enrollees
4. Providers bill for Medicaid MCO transports
5. Providers receive interim claims payments
6. Data collection and model development occurs annually
7. State Medicaid agency invoices providers for the state share of supplemental payment
8. Providers submit Intergovernmental Transfers (IGT's) to State Medicaid agency
9. State Medicaid agency uses IGT funds to draw down matching federal funds
10. Each provider's IGT is returned, along with the matching federal share funds through the MCOs
11. Prospectively the IGTs and payments can happen quarterly, bi-annually or annually

Example

- Total cost for all Medicaid transports: $150,000
- Total payments received for Medicaid transports: $50,000
- Difference: $100,000
- Federal share of difference: $64,600
- MCO process:
  - Department "puts up" 35.4% of $100,000 - $35,400 – to ODM
  - ODM uses the $35,400 state share portion to draw down federal share of $64,600
  - Both portions - $35,400 + $64,600 are sent to the Department through the MCOs

Key Items to Note

- This is an entirely **optional** program
- There are other active State Directed Payment Preprint programs in OH that utilize an IGT process for drawing down the federal dollars
- PCG can take care of all this for you!
- PCG does not charge any up front or flat fees for our services
- This program is budget neutral to ODM

Program Participation Requirements

Program Requirements to Participate

1. Meet the definition of a government-owned ambulance provider.
2. Have an active NPI number.
3. Provide requested data
4. Receive authorization for Intergovernmental Transfers
5. Sign a Memorandum of Understanding (MOU) to IGT and participate in a program with ODM.
6. Contract/sign agreement with all Medicaid MCOs (typically a one page agreement – PCG assists with this).

Memorandum of Understanding (MOU) Form

- This 3–4-page form is provided by ODM.
- The form is an agreement between ODM and the provider to IGT for the State share of the MCO supplemental payment program.
- It usually is required to be submitted before **a specific date each year.**

PCG’s Role

PCG is working with OH providers to…

1. Design an **ASPP** to best meet the needs of OH providers
2. Develop **quality metrics** for preprint form submission to CMS
3. Work with industry leaders, ODM, and CMS to gain **approval** for the ASPP
4. Assist with **implementation** of the program and train provider staff
5. Collect expenditure, transport and CAD data from providers
6. Assist with MCO **payment** modeling and track IGT payments
7. Provide comprehensive state and federal **audit support**

PCG's Role

- ✓ Program Development
    - Develop value-based quality metrics
    - Develop actuarial sound program payment model
    - Collect and analyze Medicaid transport data from providers annually
        - Medicount provides streamlined process due to their access to your billing data!
    - Draft CMS Preprint, Letter of Agreement (LOA) for provider IGT payment contracting between providers-MCOs and providers-ODM
    - Review questions from CMS and draft responses
- ✓ Individual Provider Assistance
    - Training, data gathering
- ✓ Review all data submitted
- ✓ Ongoing programmatic support

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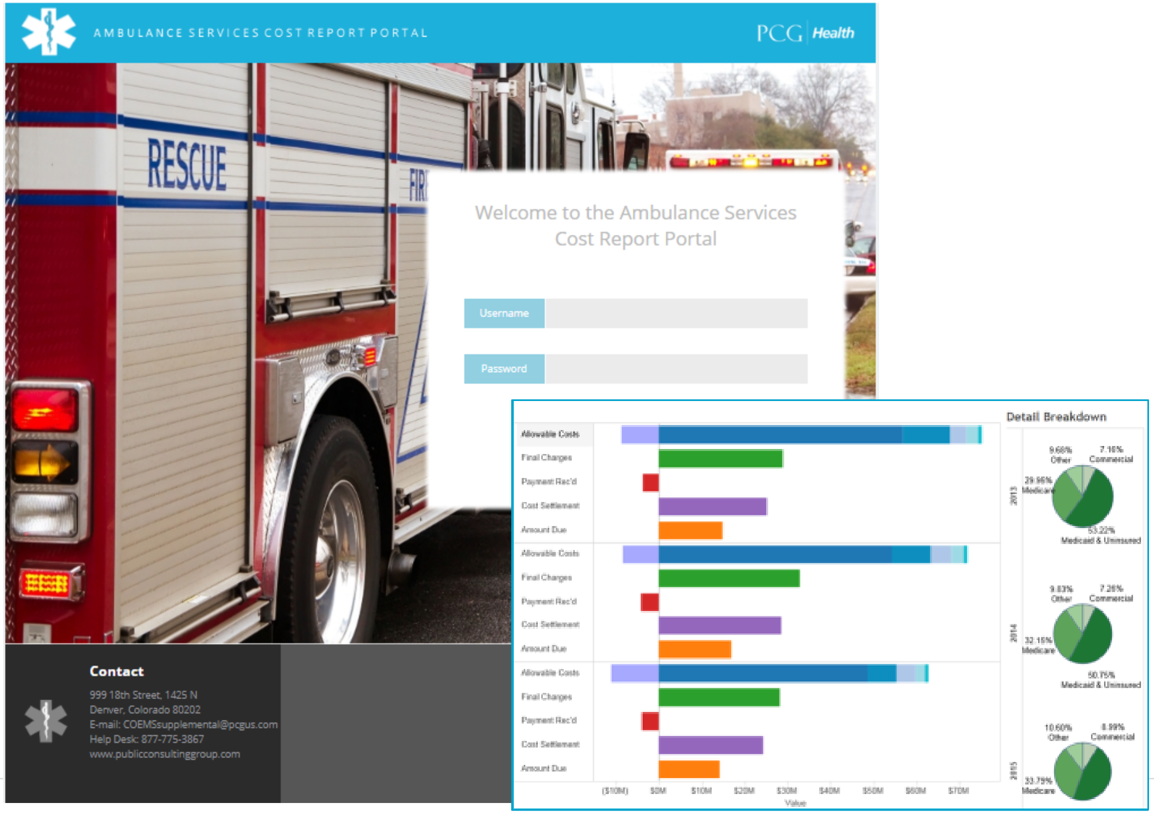
Ambulance Services Cost Reporting Portal

PCG leverages a web-based cost reporting system to calculate charge, expenditure, revenue, and other statistical information to establish increased payment modeling for the IGT.

- Streamlines data input and cost settlement calculations
- Exports submission-ready cost reports in accordance with federally-approved template
- Implements real-time validation checks for quality assurance and accuracy
- Enhanced reporting capabilities



Timeline

OH MCO ASPP Implementation

We are here

Step 1
- Design Program Model & Engage ODM

Step 2
- Conduct Stakeholder Sessions

Step 3
- Develop Documents
- Facilitate CMS Review and Approval

Step 4
- Implement Program

Step 5
- Administer Program (Ongoing)

OH ASPP Timeline

August – October 2024	November 2024 – December 2025	July 2025	January 2026	February / March 2026	April 2026
Assemble Initial Provider Cohort	PCG Gathers Provider Data PCG Assists ODM with Program Development	OH Budget Approved with ASPP Appropriation	Submit Preprint to CMS	CMS Reviews and Approves Preprint	Initial Claims Submitted

Next Steps

Where do we go from here?

- PCG can provide pro-bono estimates for your Department
- PCG/Medicount can send you a proposed services agreement for your review.
    - We can proactively work together on collecting the data while the contracting gets sorted out, if preferred!
- PCG can meet with Department/City/County/Township boards if needed to provide program overview
- Contact OHASPP@pcgus.com or hcaldwell@pcgus.com if you wish to discuss your projected settlement!
- We need providers signed on to participate by **Monday, September 30th, 2024**
- PCG and Medicount will keep all providers up to date on progress as we continue our ongoing meetings with ODM.

Q&A

	Data Source	Estimate	Calculation
1	Budget/Expenditures	$5,609,025	
2	EMS/Medical Percentage	73%	*EMS calls/total calls*
3	Total EMS Costs	$4,083,069	*Line 1*Line 2*
4	Total EMS Transports	1,638	
5	Cost Per Transport	$2,493	*Line 3/Line 4*
Medicaid MCO			
12	Medicaid MCO Transports	279	
13	Total Medicaid MCO Costs	$695,468	*Line 5*Line 12*
14	Total Medicaid MCO Payments	$41,691	
15	Total Computable (State & Federal Share)	$653,777	*Line 13-Line 14*
16	FMAP Application	50.00%	
17	**Projected Medicaid MCO Settlement**	**$326,888**	***Line 15*Line 16***

RESOLUTION NO. 48-2024

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND BURGESS & NIPLE, INC. FOR THE STATE ROUTE 63 CORRIDOR STUDY FROM BRITTON LANE TO LAWTON AVENUE.

WHEREAS, the City has conducted a speed study, crash analysis, and signal modifications to the left turn movements on State Route 63 at the Main Street intersection; and

WHEREAS, due to the increase traffic volumes and high severity rate, this study will take a holistic approach at the corridor's operations and safety to propose a long-term solution coupled with any additional short-term countermeasures.

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, Inc. for the State Route 63 Corridor Study from Britton Lane to Lawton Avenue. The terms and conditions of said 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

BURGESS & NIPLE

330 Rush Alley | Suite 700 | Columbus, OH 43215 | 614.459.2050

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

Re: SR 63 Corridor Study, Britton Lane to Lawton Avenue

August 28, 2024

Dear City of Monroe:

Burgess & Niple, Inc. (B&N) is pleased to submit this proposal to provide engineering services for the above referenced project. The following describes our understanding of the scope of services and anticipated schedule to provide these services and presents our proposed method and amount of compensation to provide the services.

SCOPE OF SERVICES

Task 1 – Field Review
B&N will perform one field review during a weekday peak period. The purpose of this visit will be to observe traffic operations and review existing conditions.

Task 2 – Turning Movement Counts
Traffic counts for 12 consecutive hours (24 hours of video will be recorded) on a Tuesday, Wednesday, or Thursday when schools are in session will be collected and processed. The hours are assumed to be 6:00 AM to 6:00 PM. Counts will be collected at the following four locations:

- SR 63 at Britton Lane
- SR 63 at Main Street/Cincinnati Dayton Road
- SR 63 at East Avenue
- SR 63 at Lawton Avenue

Task 3 – Crash Diagram and Trends Analysis
B&N will download crash data for the study area using ODOT’s GIS Crash Analysis Tool (GCAT) in TIMS for the three most recent years (2021-2023). The data will be downloaded and input into ODOT’s Crash Analysis Module (CAM) Tool. The actual crash reports will be reviewed to verify the location of the reported crash and to look for clues into crash causes from police officer narratives and/or witness reports and to ensure the accuracy of the CAM Tool data. B&N will also download crash data geolocated at the City of Monroe police station and perform a high-level review to see if any should be relocated to the study corridor and included as part of this study. Once the crash data has been imported into the CAM Tool, the data will be analyzed using the analysis tools provided in the CAM Tool. Using the crash reports and CAM Tool information a crash diagram will be created. Information on the diagram will include type of collision, date of collision, hour of collision, light

conditions, weather conditions, and roadway conditions. B&N pulled preliminary crash data for accurate scoping and identified roughly 133 crashes within the study area.

Task 4 – Existing Safety Performance Analysis
The CAM Tool data will be imported into ODOT's Economic Crash Analysis Tool (ECAT) and the existing site conditions will be input to determine the Potential for Safety Improvement (PSI) for the study area intersection.

Task 5 – Existing Conditions Capacity Analysis
Intersection capacity analyses for the existing AM and PM peak hours will be conducted using *HCS* software. Analysis will be performed for the four locations listed in Task 2 above.

Task 6 – Trip Generation Analysis and Traffic Plates
B&N will perform trip generation analysis in accordance with ITE procedures for two development scenarios at the property in the northeast corner of the SR 63/Main Street intersection. The scenarios will be determined in collaboration with City of Monroe staff. This task also includes time to distribute trip generations across the study intersections and develop AM/PM peak hour traffic plates for three scenarios – Existing, Development Scenario 1, Development Scenario 2.

Task 7 – Identify Potential Countermeasures
Based on the results of the safety and capacity analyses, countermeasures that mitigate crashes and improve safety in the corridor will be identified through an internal brainstorming session involving a multidisciplinary team of B&N staff. Countermeasures will consider both short term and long-term solutions.

Task 8 – No Build and Build Alternatives Capacity Analysis
B&N will perform capacity analyses for the future No Build condition and up to two (2) alternatives using *HCS* software. Growth rates will be obtained from OKI. The No Build scenario will assume development occurs in the northeast corner with no improvements to the SR 63 corridor.

Task 9 – Build Alternatives Safety Performance Analysis
To estimate safety impacts, B&N will perform ECAT analysis for up to two (2) alternatives. For the purposes of safety analysis, only the most impactful development scenario will be assumed.

Task 10 – Conceptual Layouts and Cost Estimates
Using available aerial imagery (no survey will be collected), up to two (2) alternatives will be drawn to-scale and cost estimates prepared. A plan view exhibit will be developed for each build alternative illustrating horizontal geometry only. No vertical profile sheets will be developed nor cross section sheets will be prepared. OGRIP Lidar will be utilized to determine grading and impact limits for options that might impact right of way and utilities. GIS parcel data will be included in the exhibit, however no right of way impact areas or costs will be quantified as part of this study. The concept will consider utility impacts; however, no utility mapping will be shown in the exhibit unless provided by Monroe. No costs for utility relocation will be included in the preliminary estimates.

A conceptual cost estimate will be developed for each alternative. The cost estimate will be an "order of magnitude" planning level estimate only based on the "big ticket" cost contributors, such as pavement, structures, and earthwork, that can be easily measured using Microstation elements. Other items, such as MOT, Drainage, etc. will be developed as a percentage of the total construction cost. R/W costs will not be estimated.

B&N assumes that the primary focus will be at the SR 63 at Main Street intersection, and only a high-level layout at the other intersections will be included (i.e. if safety, traffic impacts, or proposed conditions at the Main Street intersection identify a need). This task also includes time to identify the preferred location of the point of permissible access.

Task 11 – Report

A planning study report will be developed that details all findings and recommendations from Tasks 1 through 10.

The report and supporting documentation will be of a level that addresses all requirements for an ODOT HSIP Formal Application. Report and supporting documentation will be provided to City of Monroe in electronic format.

Task 12 – Meetings

Up to two B&N team members will attend up to five meetings with the City of Monroe and its stakeholders. Meetings are assumed to be virtual and one hour in length, except for Meeting 3.

- Meeting 1 = Kick-off meeting with B&N and City of Monroe. The purpose of this meeting will be to discuss project scope, schedule, and identify stakeholders to include as part of future discussions. This meeting will be held immediately after notice to proceed.
- Meeting 2 = Meeting with B&N and City of Monroe to identify development scenarios to be assumed for the property in the northeast corner of SR 63/Main Street.
- Meeting 3 = The purpose of this in-person meeting will be to introduce the project to its key stakeholders and discuss findings from the existing conditions assessment with stakeholders and City staff. This meeting will be held after the existing conditions assessment is complete.
- Meeting 4 = This meeting will be a virtual working session to discuss preliminary recommendations with the key stakeholders and City of Monroe. At this meeting B&N staff will present preliminary concept layouts for up to two alternatives identified through our internal brainstorming session (Task 7). Draft concept exhibits and a high-level traffic analysis to identify lane usage and needs will be completed prior to this meeting. After the meeting B&N will refine the concepts based on discussions at the workshop and develop cost estimates.
- Meeting 5 = This meeting will be held after submission of the Draft Study Report. The purpose of this meeting will be to review comments and discuss next steps for moving the project forward.

Task 13 – Project Management and Coordination

This task includes B&N's efforts in project management and progress reporting, general quality assurance, client satisfaction check-ins, and invoicing.

Task 14 –Funding Roadmap – IF AUTHORIZED

This task includes the time needed to identify potential funding opportunities and schedule/needs. It does not include the time needed to prepare grant applications on behalf of the City.

SCHEDULE

Assumed schedule is as follows, although we will work with the City to get as much information finalized as possible before the end of October and their 2025 funding request cycle. Also, please note the interim meeting dates with the City and stakeholders listed here. Any delay in the meetings listed here will result in a delay to the rest of the schedule.

Week of September 16, 2024:	Authorization to Proceed, Traffic count data collection and Meeting 1
Week of September 23, 2024:	Meeting 2 to identify development scenarios
Week of October 14, 2024:	Existing conditions assessment complete and Meeting 3
Week of October 21, 2024:	B&N internal brainstorm session and Begin Concept Layouts
Week of November 4, 2024:	Working Meeting 4
November 15, 2024:	Submit Preliminary Layouts and Cost Estimates
December 6, 2024:	Submit Draft Study
Week of January 6, 2024:	Meeting 5
January 24, 2024:	Submit Final Study

COMPENSATION FOR SERVICES
We propose to provide these services for cost plus fixed fee, not to exceed $59,994.

Invoices will be issued monthly. Payment to B&N is due upon receipt of invoice.

PROPOSAL VALIDITY

This proposal is valid provided we receive your authorization to proceed with 60 days from the date of this proposal.

TERMS AND CONDITIONS

Terms and Conditions are given in ***Attachment A***, which shall be incorporated into this proposal as if written herein and will become part of this Proposal when fully executed.

If you are in agreement with the above stated terms, please sign below and return an electronic copy which will serve as our notice-to-proceed.

Thank you for the opportunity to respond to your engineering needs. If you have any questions, please do not hesitate to contact us.

Very truly yours,

BURGESS & NIPLE, INC.	CITY OF MONROE
Megan Valentine, PE, RSP2I	
Printed Name Project Manager	Client Signature
Megan Valentine	
Signature Project Manager	Client Printed Name
Vice President Signature	Date

burgessniple.com

Attachments-

Attachment A – Terms and Conditions

Attachment B – Scope of Work and Schedule

Attachment C – Fee Proposal

ATTACHMENT A
TERMS AND CONDITIONS

1. These Terms and Conditions are attached to and are part of this Proposal and are considered to be the Agreement between the Client and Burgess & Niple, Inc. (B&N) upon signature by both parties.
2. Changes to Agreement. Services beyond those stated herein can be provided by B&N upon written authorization of an addition fee and associated scope of additional services.
3. Independent Contractor. It is expressly understood and agreed that in the performance of their services under this Agreement, B&N shall not be considered an agent, i.e., an employee of the Client, but shall be considered an independent contractor.
4. Standard of Care. The standard of care for all professional and related services performed or furnished by B&N under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. B&N makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by B&N.
5. Insurance. B&N will maintain insurance coverage for workers compensation, employer's liability, general liability, automobile liability, and professional liability throughout the time of this agreement. Certificates of insurance will be provided upon request.
6. Indemnification. To the fullest extent permitted by law, B&N and Client each agree to indemnify the other party and the other party's officers, directors, employees, and representatives, from and against all losses, damages, and judgements arising from claims by third parties, including reasonable attorney's fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this agreement. If claims, losses, damages, and judgements are found to be caused by the joint or concurrent negligence of Client and B&N, they shall be borne by each party in proportion to its negligence.
7. Limitation of Liability. To the fullest extent permitted by laws and regulations, and not withstanding any other provision of this Agreement, Client agrees that the total liability, in the aggregate, of B&N and B&N's officers, directors, members, partners, agents, employees, and subconsultants, to the Client, its subsidiary and/or affiliated companies and their respective officers, directors, employees, agents, and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, damages whatsoever arising out of, resulting from or in any way relating to B&N's services, this Agreement or any Addenda, from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of B&N or B&N's officers, directors, members, partners, agents, employees, or subconsultants, shall be limited to the total amount of compensation received by B&N or $50,000, whichever is greater.
8. Ownership of Documents. All documents prepared or furnished by B&N pursuant to this Agreement are instruments of B&N's professional service, and B&N shall retain an ownership and property interest therein. B&N grants Client a license to use instruments of B&N's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without B&N's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold B&N harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.
9. Opinions of Cost. When included in B&N's scope of services, opinions or estimates of probable construction cost are prepared on the basis of B&N's experience and qualifications and represent B&N's judgment as a professional generally familiar with the industry. However, since B&N has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, B&N cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from B&N's opinions or estimates of probable construction cost.
10. Suspension of Services. If Client fails to make any payment due to B&N for services and/or expenses within 60 days after receipt of B&N's invoice, B&N may, after giving seven days written notice to Client, suspend services under this Agreement until B&N has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against B&N for any such suspension.
11. Force Majeure. Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.
12. Termination. Client may terminate this Agreement with seven (7) days' prior written notice to B&N for convenience or cause. B&N may terminate this Agreement for cause with seven (7) days' prior written notice to Client. Failure of Client to make payments when due shall be cause for termination or, at the option of B&N, suspension of services under this Agreement until B&N has been paid all amounts due. The terminating party may set the effective date of termination at a time up to 30 days later than otherwise provided to allow B&N to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. In the event of any termination, B&N will be entitled to invoice Client and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

Attachment B
Scope of Work and Schedule

Scope of Work

This project will provide the City of Monroe with a corridor study for State Route 63 (SR 63) between Britton Lane and Lawton Avenue, although the primary focus will be the intersection at SR 63 and Main Street/Cincinnati Dayton Road. The study will include an existing conditions assessment, identification of countermeasures/alternatives, concept layouts with cost estimates, proposed traffic and safety analysis, and funding roadmap.

Below defines the detailed scope of work for this study, which is based on the B&N proposal submitted June 20, 2024, and scoping call with Goodhue Consulting on July 30, 2024:

<u>Task 1 – Field Review</u>

B&N will perform one field review during a weekday peak period. The purpose of this visit will be to observe traffic operations and review existing conditions.

Methodology – 3 hour roundtrip travel time, 3 hours split between site visit and data processing = 6 hours

<u>Task 2 – Turning Movement Counts</u>

Traffic counts for 12 consecutive hours (24 hours of video will be recorded) on a Tuesday, Wednesday, or Thursday when schools are in session will be collected and processed. The hours are assumed to be 6:00 AM to 6:00 PM. Counts will be collected at the following four locations:

1. SR 63 at Britton Lane
2. SR 63 at Main Street/Cincinnati Dayton Road
3. SR 63 at East Avenue
4. SR 63 at Lawton Avenue

Methodology – 6 hour roundtrip travel time, 4 hour set-up/tear down, 4 hours data processing = 14 hours

<u>Task 3 – Crash Diagram and Trends Analysis</u>

B&N will download crash data for the study area using ODOT's GIS Crash Analysis Tool (GCAT) in TIMS for the three most recent years (2021-2023). The data will be downloaded and input into ODOT's Crash Analysis Module (CAM) Tool. The actual crash reports will be reviewed to verify the location of the reported crash and to look for clues into crash causes from police officer narratives and/or witness reports and to ensure the accuracy of the CAM Tool data. B&N will also download crash data geolocated at the City of Monroe police station and perform a high-level review to see if any should be relocated to the study corridor and included as part of this study.

Once the crash data has been imported into the CAM Tool, the data will be analyzed using the analysis tools provided in the CAM Tool. Using the crash reports and CAM Tool information a crash diagram will be created. Information on the diagram will include type of collision, date of collision, hour of collision, light conditions, weather conditions, and roadway conditions.

B&N pulled preliminary crash data for accurate scoping and identified roughly 133 crashes within the study area.

Methodology – 10 minutes/crash, ~133 crashes = 24 hours + 6 hours oversight, QA/QC

Attachment B
Scope of Work and Schedule

Task 4 – Existing Safety Performance Analysis
The CAM Tool data will be imported into ODOT's Economic Crash Analysis Tool (ECAT) and the existing site conditions will be input to determine the Potential for Safety Improvement (PSI) for the study area intersection.

Methodology – 2 hours/intersection, 1 hours/segment; 4 intersections, 3 segments = 11 hours + 4 hours oversight, QA/QC

Task 5 – Existing Conditions Capacity Analysis
Intersection capacity analyses for the existing AM and PM peak hours will be conducted using *HCS* software. Analysis will be performed for the four locations listed in Task 2 above.

Methodology – 4 hours per intersection; 4 intersections = 16 hours + 4 hours oversight, QA/QC

Task 6 – Trip Generation Analysis and Traffic Plates

B&N will perform trip generation analysis in accordance with ITE procedures for two development scenarios at the property in the northeast corner of the SR 63/Main Street intersection. The scenarios will be determined in collaboration with City of Monroe staff.

This task also includes time to distribute trip generations across the study intersections and develop AM/PM peak hour traffic plates for three scenarios – Existing, Development Scenario 1, Development Scenario 2.

Methodology – 6 hours per scenario; 2 scenarios, 12 hours for traffic plates = 24 hours + 4 hours oversight, QA/QC

Task 7 – Identify Potential Countermeasures
Based on the results of the safety and capacity analyses, countermeasures that mitigate crashes and improve safety in the corridor will be identified through an internal brainstorming session involving a multidisciplinary team of B&N staff. Countermeasures will consider both short term and long-term solutions.

Methodology – 2 hour meeting; 2 Roadway Engineers, 2 Traffic Engineers = 8 hours

Task 8 – No Build and Build Alternatives Capacity Analysis
B&N will perform capacity analyses for the future No Build condition and up to two (2) alternatives using *HCS* software. Growth rates will be obtained from OKI. The No Build scenario will assume development occurs in the northeast corner with no improvements to the SR 63 corridor.

Methodology – 8 hours per option; 7 options (2 alternatives, 1 No Build, 2 scenarios, 1 additional option included in fee only for purposes of helping identify preferred alternative) = 56 hours + 8 hours oversight, QA/QC

Task 9 – Build Alternatives Safety Performance Analysis
To estimate safety impacts, B&N will perform ECAT analysis for up to two (2) alternatives. For the purposes of safety analysis, only the most impactful development scenario will be assumed.

Methodology – 8 hours per alternative, 2 alternatives = 16 hours + 4 hours oversight, QA/QC

Task 10 – Conceptual Layouts and Cost Estimates
Using available aerial imagery (no survey will be collected), up to two (2) alternatives will be drawn to-scale and cost estimates prepared. A plan view exhibit will be developed for each build alternative illustrating horizontal geometry only. No vertical profile sheets will be developed nor cross section sheets will be prepared. OGRIP Lidar

will be utilized to determine grading and impact limits for options that might impact right of way and utilities. GIS parcel data will be included in the exhibit, however no right of way impact areas or costs will be quantified as part of this study. The concept will consider utility impacts; however, no utility mapping will be shown in the exhibit unless provided by Monroe. No costs for utility relocation will be included in the preliminary estimates.

A conceptual cost estimate will be developed for each alternative. The cost estimate will be an "order of magnitude" planning level estimate only based on the "big ticket" cost contributors, such as pavement, structures, and earthwork, that can be easily measured using Microstation elements. Other items, such as MOT, Drainage, etc. will be developed as a percentage of the total construction cost. R/W costs will not be estimated.

B&N assumes that the primary focus will be at the SR 63 at Main Street intersection, and only a high-level layout at the other intersections will be included (i.e. if safety, traffic impacts, or proposed conditions at the Main Street intersection identify a need). This task also includes time to identify the preferred location of the point of permissible access.

Methodology – 40 hours per alternative, 2 alternatives = 80 hours + 12 hours oversight, QA/QC

Task 11 – Report
A planning study report will be developed that details all findings and recommendations from Tasks 1 through 10.

The report and supporting documentation will be of a level that addresses all requirements for an ODOT HSIP Formal Application. Report and supporting documentation will be provided to City of Monroe in electronic format.

Methodology – 20 hours Engineer +8 hours PM

Task 12 – Meetings
Up to two B&N team members will attend up to five meetings with the City of Monroe and its stakeholders. Meetings are assumed to be virtual and one hour in length, except for Meeting 3.

- Meeting 1 = Kick-off meeting with B&N and City of Monroe. The purpose of this meeting will be to discuss project scope, schedule, and identify stakeholders to include as part of future discussions. This meeting will be held immediately after notice to proceed.
- Meeting 2 = Meeting with B&N and City of Monroe to identify development scenarios to be assumed for the property in the northeast corner of SR 63/Main Street.
- Meeting 3 = The purpose of this in-person meeting will be to introduce the project to its key stakeholders and discuss findings from the existing conditions assessment with stakeholders and City staff. This meeting will be held after the existing conditions assessment is complete.
- Meeting 4 = This meeting will be a virtual working session to discuss preliminary recommendations with the key stakeholders and City of Monroe. At this meeting B&N staff will present preliminary concept layouts for up to two alternatives identified through our internal brainstorming session (Task 7). Draft concept exhibits and a high-level traffic analysis to identify lane usage and needs will be completed prior to this meeting. After the meeting B&N will refine the concepts based on discussions at the workshop and develop cost estimates.
- Meeting 5 = This meeting will be held after submission of the Draft Study Report. The purpose of this meeting will be to review comments and discuss next steps for moving the project forward.

Methodology – 4 virtual meetings, 1 hour each, 2 B&N team members per meeting; 1 in-person meeting, 2 hour length, 3 B&N team members present (includes 6 hours for travel), includes 6 hours total time for meeting prep/meeting minutes = 26 hours

Attachment B
Scope of Work and Schedule

Task 13 – Project Management and Coordination
This task includes B&N's efforts in project management and progress reporting, general quality assurance, client satisfaction check-ins, and invoicing.

Methodology – 4.5 hours per month, 4 month schedule = 18 hours + 4 hours accounting

IF AUTHORIZED
Task 14 –Funding Roadmap
This task includes the time needed to identify potential funding opportunities and schedule/needs. It does not include the time needed to prepare grant applications on behalf of the City.

Methodology – 4 hours Engineer + 8 hours PM

PROPOSED SCHEDULE

Week of September 16, 2024:	Authorization to Proceed, Traffic count data collection and Meeting 1
Week of September 23, 2024:	Meeting 2 to identify development scenarios
Week of October 14, 2024:	Existing conditions assessment complete and Meeting 3
Week of October 21, 2024:	B&N internal brainstorm session and Begin Concept Layouts
Week of November 4, 2024:	Working Meeting 4
November 15, 2024:	Submit Preliminary Layouts and Cost Estimates
December 6, 2024:	Submit Draft Study
Week of January 6, 2024:	Meeting 5
January 24, 2024:	Submit Final Study

ATTACHMENT C
FEE PROPOSAL

**ENGINEERING AND TECHNICAL SERVICE COST PRICE PROPOSAL
AND LABOR RATES FOR
City of Monroe - SR 63 Corridor Study**

CONSULTANT: Burgess & Niple

Proposal Date: 8/22/2024
Revised Date:

PROJECT DESCRIPTION:
SR 63 Corridor Study - Britton Lane to Lawton Avenue

Average Overhead Rate = **157.79%** (Net Fee Calc.)
Overhead Percentage = **188.00%**
Net Fee Percentage = **11.00%**
Cost of Money = **1.51%**

Task Description	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost
Total Basic Services	373	$18,286	$34,378	$276	$1,869	$0	$5,185	$59,994
Total - Basic Services	**373**	**$18,286**	**$34,378**	**$276**	**$1,869**	**$0**	**$5,185**	**$59,994**
Total If Authorized - Project 4	12	$664	$1,248	$10	$0	$0	$188	$2,111
Total - If Authorized	**12**	**$664**	**$1,248**	**$10**	**$0**	**$0**	**$188**	**$2,111**

ATTACHMENT C
FEE PROPOSAL

**DETAILED BREAKDOWN OF PROPOSED TOTAL HOURS, PERSONNEL CATEGORIES,
AND LABOR RATES FOR
City of Monroe - SR 63 Corridor Study**

Proposal Date: **8/22/2024**
Revised Date:

CONSULTANT: Burgess & Niple

PROJECT DESCRIPTION:
SR 63 Corridor Study - Britton Lane to Lawton Avenue

HOURLY RATES			HOURLY RATES		
Principal	$	90.00	Sr Rdwy Engineer	$	80.00
Project Manager	$	62.00	Roadway Engineer	$	42.00
Sr Traffic Engineer	$	70.00	Technician	$	37.00
Traffic Engineer	$	42.00	Admin	$	45.00

Task Description	Principal	Project Manager	Sr Traffic Engineer	Traffic Engineer	Sr Rdwy Engineer	Roadway Engineer	Admin	Overall Total Hours	Labor Costs
Basic Services									
Task 1: Field Review				6				6	$252
Task 2: Turning Movement Counts				14				14	$588
Task 3: Crash Diagram and Trends Analysis			6	24				30	$1,428
Task 4: Existing Safety Performance Analysis			4	11				15	$742
Task 5: Existing Conditions Capacity Analysis			4	16				20	$952
Task 6: Trip Generation Analysis and Traffic Plates			4	24				28	$1,288
Task 7: Identify Potential Countermeasures		2		2	2	2		8	$452
Task 8: No Build and Build Alternatives Capacity Analysis			8	56				64	$2,912
Task 9: Build Alternatives Safety Performance Analysis			4	16				20	$952
Task 10: Conceptual Layouts and Cost Estimates					12	80		92	$4,320
Task 11: Report		8		20				28	$1,336
Task 12: Meetings		14	6		6			26	$1,768
Task 13: Project Management and Coordination		18					4	22	$1,296
Total - Basic Services	**0**	**42**	**36**	**189**	**20**	**82**	**4**	**373**	**$18,106**
If Authorized Tasks									
Task 14: Funding Roadmap		8		4				12	$664
Total - If Authorized	**0**	**8**	**0**	**4**	**0**	**0**	**0**	**12**	**$664**

ATTACHMENT C
FEE PROPOSAL

DIRECT COSTS FOR
City of Monroe - SR 63 Corridor Study

PROJECT DESCRIPTION:
SR 63 Corridor Study - Britton Lane to Lawton Avenue

Proposal Date: **8/22/2024**
Revised Date:

CONSULTANT: Burgess & Niple

RATES

Mileage	$0.670	
Technology Fee	$0.00	(see approved audited rates)
Hotel	$142.00	
Meals	$57.00	

Task Description	Mileage	Technology Fee	Hotel	Meals	Miovision Processing	Printing	Total Direct Costs

Total - Basic Services

Basic Services	Mileage	Technology Fee	Hotel	Meals	Miovision Processing	Printing	Total Direct Costs
Task 1: Field Review	$107.20	$0.00	$0.00	$0.00	$0.00	$0.00	$107.20
Task 2: Turning Movement Counts	$214.40	$0.00	$0.00	$0.00	$1,440.00	$0.00	$1,654.40
Task 3: Crash Diagram and Trends Analysis	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 4: Existing Safety Performance Analysis	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 5: Existing Conditions Capacity Analysis	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 7: Identify Potential Countermeasures	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 8: No Build and Build Alternatives Capacity Analysis	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 9: Build Alternatives Safety Performance Analysis	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 10: Conceptual Layouts and Cost Estimates	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 11: Report	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task 12: Meetings	$107.20	$0.00	$0.00	$0.00	$0.00	$0.00	$107.20
Task 13: Project Management and Coordination	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Basic Services	**$428.80**	**$0.00**	**$0.00**	**$0.00**	**$1,440.00**	**$0.00**	**$1,868.80**

If Authorized Tasks	Mileage	Technology Fee	Hotel	Meals	Miovision Processing	Printing	Total Direct Costs
Task 14: Funding Roadmap	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - If Authorized	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

ATTACHMENT C
FEE PROPOSAL

ENGINEERING AND TECHNICAL SERVICE COST PRICE PROPOSAL
AND LABOR RATES FOR
City of Monroe - SR 63 Corridor Study

Proposal Date: 8/22/2024
CONSULTANT: Burgess & Niple **Revised Date:**

PROJECT DESCRIPTION:
SR 63 Corridor Study - Britton Lane to Lawton Avenue

Average Overhead Rate = 157.79% (Net Fee Calc.)
Overhead Percentage = 188.00%
Net Fee Percentage = 11.00%
Cost of Money = 1.51%

Task Description	Hourly Rate	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost
Basic Services									
Task 1: Field Review	$42.00	6	$252	$474	$4	$107	$0	$71	$908
Task 2: Turning Movement Counts	$42.00	14	$588	$1,105	$9	$1,654	$0	$167	$3,523
Task 3: Crash Diagram and Trends Analysis	$47.60	30	$1,428	$2,685	$22	$0	$0	$405	$4,539
Task 4: Existing Safety Performance Analysis	$49.47	15	$742	$1,395	$11	$0	$0	$210	$2,359
Task 5: Existing Conditions Capacity Analysis	$47.60	20	$952	$1,790	$14	$0	$0	$270	$3,026
Task 6: Trip Generation Analysis and Traffic Plates	$46.00	28	$1,288	$2,421	$19	$0	$0	$365	$4,094
Task 7: Identify Potential Countermeasures	$56.50	8	$452	$850	$7	$0	$0	$128	$1,437
Task 8: No Build and Build Alternatives Capacity Analysis	$45.50	64	$2,912	$5,475	$44	$0	$0	$826	$9,256
Task 9: Build Alternatives Safety Performance Analysis	$47.60	20	$952	$1,790	$14	$0	$0	$270	$3,026
Task 10: Conceptual Layouts and Cost Estimates	$46.96	92	$4,320	$8,122	$65	$0	$0	$1,225	$13,732
Task 11: Report	$47.71	28	$1,336	$2,512	$20	$0	$0	$379	$4,247
Task 12: Meetings	$68.00	26	$1,768	$3,324	$27	$107	$0	$501	$5,727
Task 13: Project Management and Coordination	$58.91	22	$1,296	$2,436	$20	$0	$0	$368	$4,120
Total - Basic Services		**373**	**$18,286**	**$34,378**	**$276**	**$1,869**	**$0**	**$5,185**	**$59,994**
If Authorized Tasks									
Task 14: Funding Roadmap	$55.33	12	$664	$1,248	$10	$0	$0	$188	$2,111
Total - If Authorized		**12**	**$664**	**$1,248**	**$10**	**$0**	**$0**	**$188**	**$2,111**