



CITY COUNCIL REGULAR MEETING

Monday, May 16, 2022 at 6:00 PM

1 Benjamin Franklin Way Franklin, Ohio 45005

www.FranklinOhio.org

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVE THE CLERK'S JOURNAL AND ACCEPT THE TAPES AS THE OFFICIAL MINUTES
 - A. [May 2, 2022](#)
5. PRESENTATIONS
 - A. Council Committee Reports
6. RECEPTION OF VISITORS
7. PUBLIC HEARING
 - A. **ORDINANCE 2022-15** DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CITY STREETS AND PUBLIC WAYS BY THE LIGHTING THEREOF FOR THE YEAR 2023 (Khristi Dunn)
8. NEW BUSINESS
 - A. **Liquor License Applications** (Chief Adam Colon)
 - A. Franklin Party Supply Location Transfer
 - B. Franklin Party Supply Liquor Agency Contract
 - B. **RESOLUTION 2022-42** AUTHORIZING THE PURCHASE OF DE-ICING SALT FROM THE CARGIL INC. DEICING TECHNOLOGY BUSINESSS UNIT THROUGH THE WARREN COUNTY JOINT SALT PURCHASING PROGRAM (Steve Inman)
 - a. Exhibit A: Warren County Bid Opening
 - b. Exhibit B: Warren County Resolution 2022-0573 Awarding the Bid

C. RESOLUTION 2022-43 AWARDING THE BID AND AUTHORIZING EXECUTION OF THE CONTRACT WITH KT SUPPLY LTD FOR THE 2022 WILLIAM GOOD BLVD. ROADWAY EXTENSION PROJECT.
(Barry Conway)

D. RESOLUTION 2022-44 AMENDING POSITION DESCRIPTIONS FOR THE CIVIL/DEPUTY BAILIFF, ASSISTANT CITY MANAGER, AND CLERK OF COUNCIL

a. Exhibit A: Civil/Deputy Bailiff Job Description

b. Exhibit B: Assistant City Manager Job Description

c. Exhibit C: Clerk of Council Job Description

E. RESOLUTION 2022-45 AMENDING RESOLUTION 2022-37 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT PERSONNEL FOR THE YEAR 2022

a. Exhibit A: Position Titles and Number of Positions

F. RESOLUTION 2022-46 AMENDING RESOLUTION 2022-38 AND ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT OFFICIALS AND EMPLOYEES FOR THE YEAR 2022

a. Exhibit A: 2022 Payroll Rates

G. Swearing In Karisa Steed as Assistant City Manager (Mayor Brent Centers)

H. RESOLUTION 2022-47 RECOMMENDING THE CITY MANAGER ENTER INTO A JOINT PROFESSIONAL SERVICES AGREEMENT WITH FRANKLIN CITY SCHOOLS FOR A PARK FACILITIES MASTER PLAN

a. Exhibit A: Human Nature Professional Services Agreement

9. INTRODUCTION OF NEW LEGISLATION

10. CITY MANAGER'S REPORT

11. COUNCIL COMMENTS

12. EXECUTIVE SESSION

A. To consider confidential information related to the specific business strategy of an applicant for economic development assistance that involves public infrastructure improvements that are directly related to an economic development project pursuant to ORC 121.22(G)(8).

ORC 121.22(G)(8)(b): A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

- B. To consider the employment of a public employee or official; and to consider the employment and compensation of a public employee pursuant to ORC 121.22 (G)(1).

13. ADJOURNMENT



CITY COUNCIL REGULAR MEETING

Monday, May 02, 2022 at 6:00 PM

1 Benjamin Franklin Way Franklin, Ohio 45005

www.FranklinOhio.org

CLERK'S JOURNAL

1. CALL TO ORDER

Mayor Centers called the regularly scheduled meeting of the Franklin City Council on Monday, May 2, 2022 to order at 6:02 PM

2. ROLL CALL

Ms. Dunn called roll which showed:

- PRESENT
- D. Denny Centers
- Paul Ruppert
- Vice Mayor Todd Hall
- Mayor Brent Centers
- Michael Aldridge
- Debbie Fouts
- Matt Wilcher

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mayor Centers.

4. APPROVE THE CLERK'S JOURNAL AND ACCEPT THE TAPES AS THE OFFICIAL MINUTES

A. April 4, 2022

Mayor Centers asked if there were any amendments to the Clerk's Journal. Hearing none, he called for a motion.

Motion made by Vice Mayor Hall, Seconded by Aldridge.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion passed.

5. PRESENTATIONS

A. Council Committee Reports

Finance Committee Report: Chairman D. Centers briefed Council on the May 2, 2022 Finance Committee meeting. The Committee reviewed and approved the amended Finance Director Position Description. They reviewed a proposed Traffic Enforcement Officer position and recommended adoption. The Committee discussed adding additional patrol officer positions as staff prepares for retirements in conjunction with the long process of onboarding new officers. The Police Vehicle Fleet management program was reviewed and approved. Staff proposed changes to the Property Inspection Program that includes hiring a new company that would put a full time person on board with the City. The Committee was also in favor of this proposal.

Safety Committee Report: The Mayor reported at the April 26, 2022 Safety Committee meeting, the committee reviewed the safety aspects of the same items that were discussed at the Finance Committee.

6. RECEPTION OF VISITORS

Mayor Centers opened the reception of visitors at 6:08 PM

Ann Marie Valentine of 510 East Street asked to be heard. Ms. Valentine alleged that a surveillance camera was pointed at her bedroom window and house. She cited case law regarding the expectation of privacy in one’s own home. Ms. Valentine requested a City Ordinance be adopted to restrict cameras to the owner's own property. She has contacted the Warren County Prosecutor and spoke to Lt. [Sic] Shannon with the Franklin Police Department. The Mayor responded that Council would need to discuss this issue with law director to see if Council had the authority to do so. Council will discuss her request with Police Chief and Law Director. Ms. Valentine reported that a CPO order facilitated the cameras being taken down. She is unsure if cameras will go back up after the hearing.

The Mayor closed the reception of visitors at 6:16 PM

7. PUBLIC HEARING

A. **ORDINANCE 2022-12** AMENDING CHAPTER 1103 DEFINITIONS, CHAPTER 1105 ADMINISTRATION, CHAPTER 1107 DISTRICTS AND LAND USE STANDARDS, CHAPTER 1109 OVERLAY DISTRICTS, CHAPTER 1113 USE REQUIREMENTS AND STANDARDS AND CHAPTER 1115 PROCESS AND PROCEDURES OF THE CITY OF FRANKLIN UNIFIED DEVELOPMENT ORDINANCE (Barry Conway)

- a. Exhibit A: 1103.01
- b. Exhibit B: 1105.03 & 1105.09
- c. Exhibit C: 1107.07
- d. Exhibit D: 1109.01

e. Exhibit E: 1113

f. Exhibit F: 1115.08 & 1115.11.

This Ordinance would amend the following provisions of the Unified Development Ordinance: Section 1103.01 Definitions, Section 1105.03(b)(1) Zoning Official, Section 1105.09 Fee Schedule, Section 1107.07(c)(3), Parks and Recreation District, Section 1109.01(f)(11), 1109.01(h)(2)(B)(iii), 1109.01(l)(1)(C), 1109.01(m)(2) Telecommunications Overlay District, Section 1113 Use Requirements and Standards “Table of Contents”, Section 1113.01(e)(4)(B)(ii), 1113.01(e)(6)(A) Conditional Uses, Section 1113.03(c)(3)(B), 1113.03(d)(5)(B) Home Occupations, Section 1113.04(a), 1113.04(f) Nonconformities, Section 1113.05 “Heading”, 1113(a),(b),(c) and (d), Adding 1113.05(l) Accessory Building and Uses, Section 1115.08(f)(3)(B) Site Plans and Section 1115.11(b) Approvals By The Zoning Official. These amendments originated at Planning Commission, which held a public hearing on the proposed changes at its April 13, 2022 meeting. At that meeting, Planning Commission voted unanimously (5-0) to recommend Council approve these amendments.

Vice Mayor Hall asked for a definition for the word "guys" used in Exhibit D. Mr Conway explained it refers to a guided wire on a telecommunications pole.

The Mayor opened and closed the Public Hearing on **ORDINANCE 2022-12** at 6:19 PM as none as to be heard.

Motion made by Vice Mayor Hall, Seconded by Aldridge.

Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion passed.

B. ORDINANCE 2022-13 AMENDING CERTAIN SECTIONS OF THE CITY OF FRANKLIN TRAFFIC CODE TO BE CONCURRENT WITH STATE LAW (Khristi Dunn)

a. Exhibit A: Part Three – Traffic Code Amendments

MuniCode has provided a legal review of the City’s General Traffic Code. This code was last updated in 2019. This Ordinance would amend the following sections of Part Five – General Offenses Code: SECTIONS 301.01, 301.02, 301.03, 301.04, 301.05; 303.01, 303.02, 303.05, 303.06, 303.07, 303.09, 303.11, 303.13, 303.14; 311.01, 311.03, 311.04, 311.05, 311.06, 311.07, 311.08, 311.09, 311.17, 311.19; 313.01, 313.02, 313.03, 313.06, 313.08, 313.09, 313.11; 331.01, 331.02, 331.03, 331.04, 331.05, 331.06, 331.07, 331.08, 331.09, 331.10, 331.12, 331.13, 331.14, 331.15, 331.16, 331.17, 331.18, 331.19, 331.20, 331.22, 331.23, 331.24, 331.25, 331.26, 331.27, 331.28, 331.30, 331.31, 331.32, 331.33, 331.37, 331.38, 331.39, 331.40, 331.41, 331.42; 333.01, 333.02, 333.03, 333.04, 333.08, 333.09, 333.11, 333.17; 335.02, 335.03, 335.04, 335.08, 335.10, 335.11, 335.13, 335.14, 335.15, 335.16, 335.17, 335.23; 337.01, 337.02, 337.03, 337.08, 337.09, 337.16, 337.18, 337.20, 337.21, 337.222, 337.24, 337.27, 337.32, 337.33; 339.06, 339.11, 339.13, 339.14, 339.16, 339.17, 339.18, 339.19, 339.20, 339.21, 339.22, 339.23, 339.24, 339.29, 339.31, 339.32, 339.33, 339.34; 341.01, 341.03, 341.05, 341.061, 341.07, 341.08, 341.11, 341.13, 341.15; 351.01, 351.02, 351.03, 351.05, 351.07, 351.12, 351.14; 353.02, 353.03, 353.05, 353.06,

353.07, 353.10, 353.13; 371.01, 371.02, 371.03, 371.04, 371.05, 371.06, 371.07, 371.08, 371.09; 373.01, 373.02, 373.03, 373.07, 373.08, 373.11, 373.12, 373.14; 375.01, 375.03, 375.05, 375.051, 375.07, 375.08, AND 375.12

Mayor Centers opened and closed the Public Hearing for **ORDINANCE 2022-13** at 6:21 PM as none asked to be heard.

Motion made by D. Centers, Seconded by Wilcher.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

C. ORDINANCE 2022-14 AMENDING CERTAIN SECTIONS OF THE CITY OF FRANKLIN GENERAL OFFENSES CODE TO BE CONCURRENT WITH STATE LAW (Khristi Dunn)

a. Exhibit A: Part Five – General Offenses Code Amendments

MuniCode has provided a legal review of the City’s General Offenses Code. This code was last updated in 2019. This Ordinance would amend the following sections of Part Five – General Offenses Code: SECTIONS 501.01, 501.09, 501.10, 501.14, 501.15, 501.99; 509.03, 509.07; 513.01, 513.02, 513.03, 513.05, 513.07, 513.08, 513.10, 513.11, 513.12; 517.01, 517.03, 517.06, 517.07, 517.09, 517.11, 517.12, 517.13; 525.01, 525.02, 525.05, 525.10, 525.11, 525.13, 525.16; 529.01, 529.02, 529.03, 529.04, 529.05, 529.07, 529.08, 529.09, 529.10, 529.11, 529.12, 529.14, 529.15; 533.03, 533.04, 533.05, 533.09; 537.01, 537.02, 537.061, 537.07, 537.14, 537.15, 537.16, 537.17 (REPEALED / DELETED), 537.18, 537.20, 537.21, 537.22; 541.02, 541.04, 541.05, 541.06, 541.11, 541.111, 541.16; 545.02, 545.03, 545.04, 545.05, 545.06, 545.10, 545.11, 545.13, 545.15, 545.16, 545.17, 545.18, 545.22; 549.01, 549.02, 549.03, 549.05, 549.06, 549.07, AND 549.09.

Mayor Centers opened and closed the Public Hearing for **ORDINANCE 2022-14** at 6:22 PM as none asked to be heard.

Motion made by Vice Mayor Hall, Seconded by Aldridge.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

8. NEW BUSINESS

A. RESOLUTION 2022-36 AMENDING THE POSITION DESCRIPTION FOR FINANCE DIRECTOR (Cindi Chibis)

a. Exhibit A: Finance Director Position Description

As we prepare to recruit and hire new a new Finance Director, we updated the position description to reflect the duties of the positions more accurately.

Safety and Finance Committee have reviewed and approved. This position will report to Council under the daily direction of the City Manager.

Motion made by Ruppert, Seconded by Vice Mayor Hall.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

B. RESOLUTION 2022-37 AMENDING RESOLUTION 2022-23 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT PERSONNEL FOR THE YEAR 2022 (Cindi Chibis)

a. Exhibit A: Position Titles and Number of Positions

This Resolution provides for the creation of a part-time interim Finance Director and addition of a patrol officer for traffic enforcement.

Council likes the increased police presence this will provide to the City.

Motion made by Wilcher, Seconded by Fouts.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

C. RESOLUTION 2022-38 AMENDING RESOLUTION 2022-24 AND ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT OFFICIALS AND EMPLOYEES FOR THE YEAR 2022 (Cindi Chibis)

a. Exhibit A: 2022 Payroll Rates

Resolution 2022-24 is being amended to set the rates of pay for 2022. The Interim Finance Director pay range is being set at \$39.30 - \$48.98/hour and the Public Works Seasonal Labor is being raised to \$15.00/hour.

Out of nine open positions, there is one seasonal Public Works applicant for the summer.

Motion made by Vice Mayor Hall, Seconded by Ruppert.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

D. RESOLUTION 2022-39 Accepting the Resignation of Cindy Ryan and appointing Amy Miller as Interim Finance Director (Cindi Chibis)

Ms. Cindy Ryan has submitted her resignation as Finance Director. Ms. Amy Miller retired in 2021 from her position as Secretary to the Finance Director. Amy has agreed to return on a part-time, temporary basis as Interim Finance Director while the City searches for a new Finance Director.

Motion made by D. Centers, Seconded by Vice Mayor Hall.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

E. RESOLUTION 2022-40 AWARDING THE BID AND AUTHORIZING EXECUTION OF THE CONTRACT WITH ASSOCIATED EXCAVATING INC. FOR THE 2022 7th STREET WATER MAIN REPLACEMENT PROJECT. (Barry Conway)

On April 27, 2022, the City opened bids for this project, which were as follows:

- Associated Excavating Inc., \$104,848.00
- Larry Smith Inc., \$108,225.00
- Majors Enterprise Inc., \$108,722.50
- Campbell Excavating, \$119,597.58
- Ford Development Corporation, \$126,125.00
- Tall View Palladium Inc., \$127,630.00

The Engineer’s estimated cost for this Project was \$120,000. The City budgeted the cost of this Project in the Waterworks Replacement Fund. Staff recommends that we accept the bid in the amount of \$104,848.00 from Associated Excavating Inc. as the lowest and best bid.

Motion made by Vice Mayor Hall, Seconded by Ruppert.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

F. RESOLUTION 2022-41 OBJECTING TO A LIQUOR RETAIL PERMIT APPLICATION ON BEHALF OF THE CITY OF FRANKLIN, OHIO (Ben Yoder)

a. Exhibit A: Notice to Legislative Authority

The City of Franklin, Ohio received written notice from the Division of Liquor Control that an application to acquire a class D-2 liquor permit was received by the Division of Liquor Control with respect to premises within the City located at the Southeast corner of East 6th Street and Riley Boulevard. According to R.C. 4303.14, the Permit Application applicant must be the lawful owner or operator of a hotel, retail food establishment or food service operation on the Premises to be lawfully issued its requested liquor permit. The Applicant, Caseys Marketing Company, DBA Caseys General Store 4243, is not the lawful owner or operator of a hotel, retail food establishment or food service operation on the Premises.

Motion made by Aldridge, Seconded by Vice Mayor Hall.
Voting Yea: D. Centers, Ruppert, Vice Mayor Hall, Mayor Centers, Aldridge, Fouts, Wilcher

Motion Passed.

9. INTRODUCTION OF NEW LEGISLATION

A. ORDINANCE 2022-15 DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CITY STREETS AND PUBLIC WAYS BY THE LIGHTING THEREOF FOR THE YEAR 2023 (Khristi Dunn)

10. CITY MANAGER'S REPORT

Mr. Westendorf asked Ms. Dunn to update Council on the Municode meeting management software. Ms. Dunn reported that the software increases efficiency in creating the Clerk’s Journal and preparing agendas and packets.

Mr. Inman gave an update on the field robot, Fletcher. The robot stripes a flag football field in 9 minutes, versus the one hour it takes to do so manually. The concession stand was open the past 2 Saturdays during flag football. There were \$250 in sales on the first Saturday and \$370 on the second Saturday. Mr. Ruppert thanked Mr. Inman and his team for the work done on completing the media filter exchange.

Mr. Westendorf reported that Sunoco on Second Street has removed all alcohol as they do not have a valid liquor permit. There was another violation found at the Marathon station on William C Good. Staff will continue to follow up on the objections made by Council to the permit renewals.

Mr. Westendorf gave an update on the monument sign at JK Mart on Second Street. Previously, the City requested JK Mart change from a pole sign to a monument sign. When parked at the stop bar, visibility is not an issue and the light change is responsive. The stop bar is set back pretty far, so to turn right on red, the driver needs to pull up after stopping at the stop bar. Council was not interested in seeing a No Right on Red policy at that intersection as was recommended.

11. COUNCIL COMMENTS

Mr. Wilcher thanked Ms. Valentine and apologized that she is dealing with a nuisance neighbor. Cravings by Janet on Main Street is selling Bill's donuts from 7:00 AM-10:00 AM, Monday - Saturday. He asked that all support this new local business.

Mrs. Fouts said that business is great. She is seeing new faces at her establishment which means there is a lot of buzz about what is going on in Franklin. She appreciates Mr. Westendorf's hard work. She attended Safe on Main Gala with the City staff. It was a great cause and she was glad the City had a good presence.

Mr. Aldridge complimented staff on their hard work. He is impressed how staff continues to think outside the box. The fleet maintenance is a great idea.

Mr. D. Centers asked about people sleeping by the old train station. He saw people sleeping there again because there is an outlet that is accessible. He would like to see that removed to discourage loitering. He asked for an update on Dial Park. Staff is working on annexation. Electric is needed for the automatic gate and fencing. Mr. Westendorf hopes the grass does well but is anticipating the grass may need another year to take root before games can take place.

Mr. Ruppert thanked the community’s first responders. There was a tragedy in his neighborhood. He said everyone was very professional and courteous.

Vice Mayor Hall asked about the delineators at Beal. Staff reported that they were replaced three times. The price has increased so Mr. Inman has not replaced these recently. Mr. Westendorf said construction will begin at William C Good that will shift traffic patterns next year.

The Mayor said the Charter Amendments video was well done and informative. He thanked Ms. Ryan for her service and thanked Ms. Miller for returning to help the City. The following Friday is the Community Outreach Luncheon at the Fire Department. The primary election was the following day and he encouraged residents to get out and exercise the right to vote. The Mayor thanked Ms. Valentine for coming and bringing her concerns to Council.

12. EXECUTIVE SESSION

- A. To consider the employment of a public employee or official; and to consider the employment and compensation of a public employee pursuant to ORC 121.22 (G)(1).

Mayor Centers called for a motion to enter into executive session.
Motion made by D. Centers, Seconded by Wilcher.
Voting Yea: D. Centers, Ruppert, Mayor Centers, Aldridge, Fouts, Wilcher
Voting Nay: Vice Mayor Hall

Council entered into executive session at 7:05 PM with no planned action to follow.

The Mayor called for a motion to come out of executive session.
Motion made by Vice Mayor Hall, seconded by Mrs. Fouts.
The Mayor called for a voice vote and by voice vote the motion was approved 7-0.
Council adjourned out of executive session at 7:57 PM.

13. ADJOURNMENT

Mayor Centers called for a motion to adjourn the meeting.
Motion made by Vice Mayor Hall, Seconded by Mrs. Fouts.
The Mayor called for a voice vote and by voice vote the motion was approved 7-0.

The Mayor adjourned the meeting at 7:57 PM

Brent Centers, Mayor

Khristi Dunn, Clerk of Council



LEGISLATIVE COVER MEMO

Introduction: May 2, 2022

Public Hearing: May 16, 2022

Effective Date: June 15, 2022

Agenda Item: **Ordinance 2022-15**

DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CITY STREETS AND PUBLIC WAYS BY THE LIGHTING THEREOF FOR THE YEAR 2023

Submitted by: Khristi Dunn, Clerk of Council

Scope/Description: This is the second of three steps Council must act upon to implement the annual street lighting assessments for 2023.

Budget Impact: \$170,000 is the total projected cost for lighting of the streets, lanes and public ways for 2023. The City funds 2% of the total (\$3,400) and assessed residents' shares total \$166,600.

Exhibits: None

Recommendation: Approval

CITY OF FRANKLIN, OHIO
ORDINANCE 2022-15

DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CITY STREETS AND PUBLIC WAYS BY THE LIGHTING THEREOF FOR THE YEAR 2023

WHEREAS, Section 727.23 of the Ohio Revised Code requires the legislative authority of a municipal corporation that has adopted a Resolution of Necessity, pursuant to Section 727.12 of the Ohio Revised Code, to determine whether it will proceed with the proposed improvement;

WHEREAS, this Council adopted such Resolution of Necessity for the improvement of City streets and public ways by the lighting thereof for the year 2023, by Resolution 2022-33 dated April 18, 2022, and the passage of such Resolution has been advertised and noticed to residents as required by law;

WHEREAS, the Finance Director, in accordance with Resolution 2022-33, has filed with the Clerk of Council, on April 19, 2022, estimated assessments, showing the amount of the special assessment against each lot to be assessed;

WHEREAS, in accordance with Sections 727.15, 727.18 and 727.23 of the Ohio Revised Code, the time for filing claims for damages and objections has passed, and no claims for damages nor any objections were filed; and

WHEREAS, this Council finds it to be in the best interests of the health, safety and welfare of the City of Franklin, Ohio and its residents to proceed with the proposed improvement.

THE CITY OF FRANKLIN HEREBY ORDAINS, a majority of the members of Council present concurring, that:

Section 1. Council hereby determines to proceed with improving the streets and other public ways within the corporate limits of the City by the lighting thereof for the year 2023, said lighting to be provided by electrical lighting, in accordance with the provisions of Resolution 2022-33 passed by this body on April 18, 2022.

Section 2. The estimated special assessments, prepared and filed in accordance with Resolution 2022-33, are hereby adopted.

Section 3. Any claims for damages resulting from the improvement that have been filed in accordance with law shall be judicially inquired into before commencement of the improvement in accordance with Sections 727.23 and 727.18.

Section 4. It is found 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 that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 5. This Ordinance shall go into effect on June 15, 2022.

INTRODUCED: May 2, 2022

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent W. Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council do hereby certify that the foregoing is a true and correct copy of Ordinance 2022-15 passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council

Approved as to form: _____
Ben Yoder, Law Director

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

NOTICE TO LEGISLATIVE
AUTHORITY

TO

83346810001		TRFL	SNOWDEN FAMILY HOLDINGS LLC DBA FRANKLIN PARTY SUPPLY 551 COMMERCE CENTER DR FRANKLIN OH 45005
PERMIT NUMBER		TYPE	
06	01	2021	
ISSUE DATE			
05	04	2022	
FILING DATE			
C1	C2		PERMIT CLASSES
83	044	A	F27567
TAX DISTRICT			RECEIPT NO.

FROM 05/06/2022

AGENCY 597

8334681			SNOWDEN FAMILY HOLDINGS LLC DBA FRANKLIN PARTY SUPPLY 443 S RILEY BLVD FRANKLIN OHIO 45005
PERMIT NUMBER		TYPE	
06	01	2021	
ISSUE DATE			
05	04	2022	
FILING DATE			
C1	C2		PERMIT CLASSES
83	044		
TAX DISTRICT			RECEIPT NO.



MAILED 05/06/2022

RESPONSES MUST BE POSTMARKED NO LATER THAN. 06/06/2022

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES

A TRFL 8334681-0001

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

CLERK OF FRANKLIN CITY COUNCIL
1 BENJAMIN FRANKLIN WAY
FRANKLIN OHIO 45005



Department of Commerce

Division of Liquor Control

Sheryl Maxfield, Director

Mike DeWine, Governor
Jon Husted, Lt. Governor

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You must, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension.
 - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered timely, your above response must be faxed, emailed, or mailed to the Division no later than the postmark deadline date given on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166

EMAIL: LiquorLicensingMailUnit@com.state.oh.us

MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

Please note that the Division is no longer sending ownership information with this legislative notice. If you want to know who owns the applied for permit you can find that information in two ways:

- Go to https://www.comapps.ohio.gov/liqr/liqr_apps/PermitLookup/PermitHolderOwnership.aspx and enter the permit number listed on the legislative notice; or
- Contact your police department or your county sheriff if you are a township fiscal officer or county clerk. The Division sends the applicable law enforcement agency the pertinent ownership information when it notifies them of the permit application.

Thank you in advance for your cooperation,

Division Licensing Section

Licensing Section
6606 Tussing Road
Reynoldsburg, OH 43068-9009

Fax 614-728-1281
TTY/TDD 800-750-0750
com.ohio.gov

OHIO DIVISION OF LIQUOR
6606 TUSSING ROAD
P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005

NOTICE TO LEGISLATIVE AUTHORITY
AGENCY APPLICATION

TO

83346810001		SNOWDEN FAMILY HOLDINGS LLC	
PERMIT NUMBER	TYPE	DBA FRANKLIN PARTY SUPPLY	
ISSUE DATE		551 COMMERCE CENTER DR	
FILING DATE		FRANKLIN OH 45005	
LIQUOR AGENCY CONTRACT			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	

AGENCY 00597

- YOU ARE RECEIVING ONLY ONE NOTICE FOR THIS LOCATION AS THIS IS A LIQUOR AGENCY ONLY APPLICATION.
- YOU ARE RECEIVING TWO SEPARATE NOTICES FOR THIS LOCATION. THIS NOTICE IS FOR A LIQUOR AGENCY AND A SECOND NOTICE FOR A CARRY OUT LIQUOR LICENSE. ORC 4301.17(B) AND 4303.26 REQUIRES YOU BE NOTIFIED SEPARATELY FOR EACH TYPE OF APPLICATION.



MAILED 05/06/2022

RESPONSES MUST BE POSTMARKED NO LATER THAN.

06/06/2022

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES _____
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE AGENCY CONTRACT AND REQUEST THAT THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

- (Title)- Clerk of County Commissioner
- Clerk of City Council
- Township Fiscal Officer

(Date)

YOU MAY FAX YOUR REPLY TO 614-644-2480

CLERK OF FRANKLIN CITY COUNCIL
1 BENJAMIN FRANKLIN WAY
FRANKLIN OHIO 45005
#



Department of Commerce

Division of Liquor Control
Sheryl Maxfield, Director

Mike DeWine, Governor
Jon Husted, Lt. Governor

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You must, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension.
 - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered timely, your above response must be faxed, emailed, or mailed to the Division no later than the postmark deadline date given on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166

EMAIL: LiquorLicensingMailUnit@com.state.oh.us

MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

Please note that the Division is no longer sending ownership information with this legislative notice. If you want to know who owns the applied for permit you can find that information in two ways:

- Go to https://www.comapps.ohio.gov/liqr/liqr_apps/PermitLookup/PermitHolderOwnership.aspx and enter the permit number listed on the legislative notice; or
- Contact your police department or your county sheriff if you are a township fiscal officer or county clerk. The Division sends the applicable law enforcement agency the pertinent ownership information when it notifies them of the permit application.

Thank you in advance for your cooperation,

Division Licensing Section

Licensing Section
6606 Tussing Road
Reynoldsburg, OH 43068-9009

Fax 614-728-1281
TTY/TDD 800-750-0750
com.ohio.gov



LEGISLATIVE COVER MEMO

Introduction: May 16, 2022

Agenda Item: **Resolution 2022-42**

AUTHORIZING THE PURCHASE OF DE-ICING SALT FROM THE CARGIL INC. DEICING TECHNOLOGY BUSINESSS UNIT THROUGH THE WARREN COUNTY JOINT SALT PURCHASING PROGRAM

Submitted by: Steve Inman, Public Works Director

Scope/Description: The Warren County Engineer closed the reverse online bidding for ice control salt on April 6th, 2022. The lowest bids for dumped road salt were from the Cargil Inc. Deicing Technology Business Unit. (we use dumped). The County Commissioners awarded the bid to the Cargil Inc. Deicing Technology Business Unit on April 19, 2022. This year, under the County’s Program, our price per ton is \$89.05. Last year our bid price was \$72,29 per ton through the County’s Joint Program. This represents a savings of \$8.06 per ton

The bids were as follows:

Cargill Deicing Tech	\$89.05 per ton
American Rock Salt Co.	\$89.10 per ton
Compass Minerals America	\$93.31 per ton
Morton Salt	\$96.78 per ton

We estimated our need for bidding purposes at 3,000 tons.

Budget Impact: Salt is a line item budget and is purchased on an “as needed” basis.

Exhibits: Exhibit A: Warren County Bid Opening

Exhibit B: Warren County Resolution 2022-0573 Awarding the Bid

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-42

**AUTHORIZING THE PURCHASE OF DE-ICING SALT FROM THE CARGIL INC DEICING TECHNOLOGY BUSINESS UNIT,
THROUGH THE WARREN COUNTY ENGINEER’S JOINT SALT PURCHASING PROGRAM**

WHEREAS, Resolution 2022-13, passed by this Council on February 7, 2022, authorized participation in the Warren County Engineer’s Joint Salt Purchasing Program for the purpose of purchasing road salt for the 2022-2023 winter season;

WHEREAS, the Warren County Engineer accepted reverse online bids for de-icing salt, delivered and dumped, until April 19, 2022, and determined that the bid of the Cargil Inc. Deicing Technology Business Unit, was the lowest and best; and

WHEREAS, the Board of County Commissioners of Warren County, by Resolution 22-0573, passed on April 19, 2022, awarded the bid for the Warren County Engineer’s Joint Salt Purchasing Program to the Cargil Inc. Deicing Technology Business Unit,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of the members present concurring, that:

Section 1. The City Manager is hereby authorized to purchase up to three thousand (3,000) tons of deicing salt from the Cargil Inc. Technology Business Unit, through the Warren County Engineer’s Joint Salt Purchasing Program, at a price of \$89.05 per ton, dumped.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 22-0573

Adopted Date April 19, 2022

AWARD THE BID TO CARGILL, INC. FOR THE PURCHASE OF 27,300 TONS OF BULK ICE CONTROL SALT

WHEREAS, the reverse online bidding was closed at 10:17 a.m., April 06, 2022, and the bid results received for the purchase of 27,300 Tons of Bulk Ice Control Salt, are on file in the Commissioners' Office; and

WHEREAS, upon review of such bids by Neil Tunison, Warren County Engineer, Cargill, Inc. has been determined to be a fully responsive and responsible bidder; and


NOW THEREFORE BE IT RESOLVED, upon recommendation of Neil Tunison, that it is the intent of this Board to award the contract to Cargill, Inc., 24950 Country Club Blvd., Ste. 450, North Olmsted, Ohio, for a total bid price of \$2,431,065.00 (dumped) and \$2,730,000.00 (piled). The Warren County Engineer's portion of the total bid price is \$534,300.00. The remaining portion of the total bid will be the responsibility of the various cities, villages and townships listed in Exhibit A of the bid packet.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

- Mr. Grossmann – yea
- Mr. Young – yea
- Mrs. Jones – yea

Resolution adopted this 19th day of April 2022.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

LL\

cc: Engineer (file)
OMB Bid file



LEGISLATIVE COVER MEMO

Introduction: May 16, 2022

Agenda Item: **Resolution 2022-43**

AWARDING THE BID AND AUTHORIZING EXECUTION OF THE CONTRACT WITH KT SUPPLY LTD FOR THE 2022 WILLIAM GOOD BLVD. ROADWAY EXTENSION PROJECT.

Submitted by: Barry Conway, City Engineer

Scope/Description: On May 11, 2022, the City opened bids for this project, which were as follows:

Bidder	Total Bid
KT Supply LTD	\$912,808.05
Kelchner Inc.	\$944,209.48
RB Jergens Contractors, Inc.	\$963,601.24
Rack and Ballauer Excavating Co., Inc.	\$995,467.55
Barrett Paving Materials Inc.	\$1,091,090.00
WG Stang LLC	\$1,144,799.15
Sunesis Construction Co.	\$1,211,650.00
Major Enterprises, Inc.	\$1,229,288.50

The Engineer’s estimated cost for this Project was \$1,250,000

Budget Impact: The City budgeted the cost of this Project in the County Vehicle Tax Fund.

Exhibits: None.

Recommendation: Staff recommends that we accept the bid in the amount of \$912,808.05 from KT Supply LTD as the lowest and best bid

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-43

AWARDING THE BID AND AUTHORIZING EXECUTION OF THE CONTRACT WITH KT SUPPLY LTD FOR THE 2022 WILLIAM GOOD BLVD. ROADWAY EXTENSION PROJECT.

WHEREAS, bids for the 2022 William Good Blvd. Roadway Extension Project were opened on May 11, 2022, in accordance with the Notice to Bidders;

WHEREAS, it is determined by Council that the bid from Associated Excavating Inc. is the lowest and best; and

WHEREAS, this Council, by Ordinance 2022-10 has authorized the expenditure of funds for said contract through the appropriation of funds in the City's operating budget,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of the members present concurring, that:

Section 1. The Bid for the 2022 William Good Blvd. Roadway Extension Project is hereby awarded to KT Supply LTD, 1073 Oregonia Road, STE A, Lebanon, Ohio 45036, in the total bid amount of Nine Hundred Twelve Thousand Eight Hundred and-Eight Dollars and 05 Cents (\$912,808.05), all in accordance with the Notice to Bidders, Instructions to Bidders, General Conditions, Specifications, Plans, and other documents contained in the bid packet.

Section 2. The City Manager is hereby directed to execute a contract with KT Supply LTD for the 2022 William Good Blvd. Roadway Extension Project, in accordance with Notice to Bidders, Instructions to Bidders, General Conditions, Specifications, Plans, and other documents contained in the bid packet upon which the bid was received. The costs of the contract shall be paid out of the funds appropriated for it in the City's operating budget.

Section 3. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 4. This Resolution shall become effective immediately upon its passage.

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council



LEGISLATIVE COVER MEMO

Introduction: May 16, 2022

Agenda Item: **Resolution 2022-44**

AMENDING POSITION DESCRIPTIONS FOR THE CIVIL/DEPUTY BAILIFF, ASSISTANT CITY MANAGER, AND CLERK OF COUNCIL

Submitted by: Cindi Chibis, Human Resource

Scope/Description: Judge Ruppert has reviewed and suggested updates to the Civil/Deputy Bailiff job description. These changes were reviewed and approved by Mr. Westendorf and the labor attorney at Bricker & Eckler.

Ms. Chibis, Ms. Steed and Mr. Westendorf have reviewed and updated the position description for the Assistant City Manager to encompass the duties being performed

Ms. Chibis, Ms. Dunn and Mr. Westendorf have reviewed and updated the Clerk of Council position to more accurately reflect the duties being performed.

Budget Impact: None.

Exhibits: Exhibit A: Civil/Deputy Bailiff Job Description

Exhibit B: Assistant City Manager Job Description

Exhibit C: Clerk of Council Job Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-44

**AMENDING POSITION DESCRIPTIONS FOR THE CIVIL/DEPUTY BAILIFF,
ASSISTANT CITY MANAGER, AND CLERK OF COUNCIL**

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position descriptions for the Civil/Deputy Bailiff, Assistant City Manager and Clerk of Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for the Civil/Deputy Bailiff is hereby amended as shown in the attached Exhibit A.

Section 2. The position description for the Assistant City Manager is hereby amended as shown in the attached Exhibit B.

Section 3. The position description for the Clerk of Council is hereby amended as shown in the attached Exhibit C.

Section 4. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 5. That this resolution shall become effective immediately upon its passage.

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Municipal Court
Civil Service Status:	Unclassified	Position Title:	<i>Civil</i> Deputy Bailiff
Employment:	Part-time	Reports To:	Municipal Court Judge, Bailiff
FLSA Status:	Non-Exempt	Supervises:	

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

1. Assist the Bailiff in, or in the absence of the Bailiff: *Provide the following services to the Court:*
 - A. Enforce orders of the Court through service of court papers and clerical processing of said documents including, but not limited to, forcible entry and detainer action/evictions, contempt citations, warrants, summons and subpoenas; serve papers as directed by the Clerk of Courts, procedures for relocating and immobilizing motor vehicles in criminal and traffic cases.
 - B. Prepare courtroom for proceedings, assuring the courtroom is secure, clean, orderly and equipped with necessary supplies and equipment; maintain courtroom sound, recording, and video equipment; record all Court sessions; prepare order of Court docket; pull all cases to be called during Court sessions; swear in/administer oaths to all complainants, witnesses, and jurors; maintain order in the courtroom; escort defendants and other persons to the bench and/or other Court offices; escort and secure prisoners as required; file Court decisions with the Clerk of Courts.
 - C. Provide security inside the courtroom; secure court sessions by providing protection and assistance for the Judge and court personnel; effectively handle potentially volatile situations.
 - ~~D. Responsible for enforcing orders of the Court through service of court papers and clerical processing of said documents including, but not limited to, evictions, contempt citations, warrants, summonses and subpoenas; serve papers as directed by the Clerk of Courts.~~
 - D. While Court is in session, maintain order in the Court and prevent unnecessary noise or disturbances in and about the courtroom; maintain peace, quiet and civility in the courtroom; assist in the smooth operation of the Court's functions.
 - E. Travel to and from Warren County Sheriff's Office for purposes of obtaining bail bonds and other documents relating to incarceration and bail of individuals charged with criminal and/or traffic offenses in Franklin Municipal Court.
2. Present a neat and pleasant appearance; be courteous and cooperative to attorneys, litigants, jurors and the public and ensure all are treated with courtesy, dignity and respect, both in and out of the courtroom.
3. When called upon, detain or arrest individuals failing to comply with orders of the Court or individuals with active warrants, which may involve physical contact with such individuals.
4. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
5. Assists the Probation Department as ordered by the Judge.
6. Perform other duties as required by the Judge.

OTHER DUTIES AND RESPONSIBILITIES:

7. Must take an oath, administered by the Court, to faithfully perform the duties of office.
8. Must give a bond of not less than one thousand dollars (\$1,000), conditioned for the faithful performance of the duties of Deputy Bailiff, unless adequately covered under the City's liability insurance.



CITY OF FRANKLIN POSITION DESCRIPTION

QUALIFICATIONS:

Education and Experience: Minimum of twenty-one (21) years of age. High school diploma or equivalent. Prior experience as a law enforcement officer and/or court-related experience. Submit to and successfully complete any of the following requested tests:

- A. A physical examination (including an eye test).
- B. Personal background investigation and/or a criminal records check.
- C. A polygraph or voice stress analysis test.

Licensure or Certification Requirements:

The following license and certifications must be maintained as a condition of continued employment:

1. A valid Ohio driver's license, with a driving record that will allow the person to be covered under the City's insurance.
2. Certification showing successful completion of the OPOTA Bailiff/Court Officer's Basic Firearms Program, unless such training is not required under OAC 109:2-5-02.
3. Successful completion of firearms requalification program yearly.
4. Current certification for Taser use, if required by Judge.

Knowledge of: Court policies and procedures; public relations; Courtroom procedures; Court filing procedures; Criminal and Traffic Codes; *forcible entry and detainer/eviction* legal procedures and terminology; *procedures relating to relocation and immobilization of motor vehicles; legal procedures, bail bonds, and terminology*; first aid.

Skill in: Computer operation; use of modern office equipment and telecommunications equipment; use and maintenance of sound, recording, and video equipment; use of Firearms and Weapons; physical restraint of persons.

Ability to: Understand and follow oral and written instructions; maintain records according to established procedures; develop and maintain effective working relationships; communicate effectively, both verbally and in writing; organize and prioritize duties; act quickly, calmly, and effectively during emergencies and remain calm under duress and strain; independently make decisions concerning subtle cues of impending danger and quickly respond to such dangers; and physically able to restrain dangerous or distraught persons.

EQUIPMENT OPERATED: The following are examples only and are intended to be all inclusive.

Audio equipment; video equipment; recording equipment; computer; copier; firearms; taser; handcuffs; radio; motor vehicle.

COMPENSATION:

Compensation for this position shall be determined in accordance with Ohio Revised Code Section 1901.32. In the event the position is filled by an individual who is currently employed as a Probation Officer or Deputy Clerk of Courts, compensation shall be based upon the regular hourly rate of the employee which may be paid at an overtime rate depending on the number of hours worked. In the event that this position is filled by an individual not otherwise employed by the Court, the hourly rate shall be determined in accordance with Ohio Revised Code Section 1901.32 in consultation with and paid by the funding authority.

Compensation shall be paid for a guaranteed minimum amount equal to four (4) hours per week. In the event more than four (4) hours per week are required to complete the duties of this position, the compensation will be based upon the guaranteed minimum plus additional hours at the hourly rate, including overtime if applicable. Any hours in excess of four (4) hours per week shall be approved in advance by the Court and appropriately documented to the Franklin Municipal Court, Court Administrator and to the funding authority (City of Franklin).



CITY OF FRANKLIN
POSITION DESCRIPTION

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. Uses or works in proximity to the use of firearms and other weapons.
2. Works in or around crowds.
3. Has contact with potentially violent, assaultive, and/or dangerous persons or emotionally distraught persons, which may require physical contact with/restrain of such persons.
4. Has exposure to life-threatening situations.
5. Has exposure to potentially vicious animals.
6. May be exposed to contagious diseases, blood, and/or other bodily substances.
7. May be required to operate a motor vehicle in hazardous driving conditions.
8. May have to stand or sit for extended periods of time.
9. Few tasks may require heavy lifting, pushing, pulling or carrying heavy loads.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

The physical demands described here are representative of those that must be done by the employee to successfully perform the essential functions of the job. While performing the duties of the job, the employee is frequently required to sit; drive; use hands to touch, handle, hold or feel telephones, keyboards, tools, controls, objects and to reach with hands and/or arms; and talk and hear. The employee is frequently required to stand, walk, climb or balance, and must occasionally stoop, kneel, crouch and lift or move up to fifty (50) pounds.

The work environment characteristics of the position include both a climate-controlled office setting and uncontrolled out-of-doors setting. The employee may be exposed to outside weather conditions; noisy operations or activities; and vehicles and machinery. The employee occasionally is exposed to moving mechanical parts; high, precarious places; compressed gases; flammable and combustible liquids; air contaminants; lead; hazardous chemicals; materials which contain asbestos; and emergency plans and fire plans. The employee may be required to use personal protection equipment, firearms, tasers, chemical and other non-lethal weapons and restraint devices.

Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demand may change dramatically within a few seconds and tax the maximum of human endurance; therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvements with dangerous and potentially dangerous people. The employee may be exposed to human blood or other bodily substances.

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 the contents of my position description. Further, I acknowledge and agree that this position description is a guide, is not contractual in nature, and the duties and responsibilities of the position are subject to change.



CITY OF FRANKLIN

POSITION DESCRIPTION

Section 8, Item D.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Administration
Civil Service Status:	Unclassified	Position Title:	Assistant City Manager
Employment:	Full-time	Reports To:	City Manager
FLSA Status:	Exempt	Supervises:	N/A

GENERAL DESCRIPTION: *The Assistant City Manager is responsible for assisting and advising the City Manager in the day-to-day administration of City operations, as well as longer range planning initiatives and objectives. Assists with planning, directing, managing, and reviewing all activities and operations of the City, coordinating programs, services, and activities among City departments and outside agencies. The Assistant City Manager conducts special projects as assigned, with a particular focus on economic development, and serves as Acting City Manager with all attendant responsibilities and authority, during the absence of the City Manager.*

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

1. Assists the City Manager in supervision of all departments and municipal employees that the City Manager may direct; plans and organizes workloads and staff assignments; motivates and evaluates assigned staff; reviews progress and directs changes as needed. *Consistent with the City's mission, goals, and strategies as established by the City Council, and in accordance with the City Charter, ordinances, resolutions, and council directives, under the direction of the City Manager, supports the planning, organizing, and administration of all departments, offices, and agencies of the City.*
2. Assists the City Manager in providing leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. **Economic Development:** *Provides day-to day management in advancing the City's economic development objectives. Performs complex, professional-level service related to the City's Economic Development Program. Under leadership of the City Manager, engages a variety of stakeholders; including community leaders, developers, and the City's educational, industrial and hospitality partners. Serves as the designated City representative for REDI Cincinnati and acts as the first point of contact for companies considering a place to locate and grow. Serves as a conduit to bring business and community leaders together to ignite the regional economy.*
3. Communicates official plans, policies and procedures to staff and the general public. **Legislation/Compliance:** *Complies with federal, state, and local laws and regulations by studying existing and new legislation, anticipates future legislation.*
4. Assists the City Manager in assuring that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assists in preparing annual budget requests; assists in assuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time. **Finances:** *Supports the financial soundness and integrity of the City to ensure its capability to meet commitments and to maximize the delivery of services to citizens. Under the direction of the City Manager, serves as the primary contact for the City's general liability insurance, professional liability insurance, property insurance and vehicle insurance carriers. Represents the City in the annual review of coverage, and rates and internally manages the claims process.*
5. Issues written and oral instructions to projects and functions assigned by the City Manager; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. **Grants/Contracts:** *Assists with the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies.*
6. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; addresses errors and complaints from employees and the general public or customer. **Community Relations:** *Represents the City*



CITY OF FRANKLIN POSITION DESCRIPTION

professionally and maintains rapport with the community by meeting with citizens, advisory groups, and community groups. Communicates effectively and shares information and resources appropriately.

7. Prepares a variety of studies, reports and related information for the City Manager for decision-making purposes. **Self-Development:** Stays informed of current trends and innovations in the field of public administration and leadership. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships. Participates in training opportunities and professional organizations to improve skills and contribute meaningfully to the profession. Looks for ways to improve and promote growth. Measures self against standard of excellence.
8. Assists the City Manager in seeing that all laws and ordinances are faithfully performed. Demonstrates ability to analyze and problem solve. Exercises appropriate discretion and professional judgement.
9. Attends meetings requested by the City Manager; attends City Council meetings in the City Manager's absence and at the City Manager's request.

OTHER DUTIES AND RESPONSIBILITIES:

1. Recommends adoption by City Council of such measures as may be expedient or necessary.
2. Prepares and submits required reports.
3. Performs other duties as required.

QUALIFICATIONS:

Knowledge of: budgeting; government structure and process; department goals and objectives; department policies and procedures; Occupational Safety and Health Administration rules and regulations; Department of Labor rules and regulations; public relations; human resources management; labor relations; employee training and development; employee benefits administration; supervisory principles and practices; public administration;* economic development principles. *municipal laws and regulations, Civil Service Rules, City Charter, and City ordinances; strategic planning; municipal finance, purchasing laws and practices; social, political, and economic trends and operating challenges of municipal government; personnel administration; community resources and services; workplace safety; supervisory principles and practices; public policy; and records management.*

Reasoning Skills: Ability to plan, organize, and direct municipal operations, services, and activities. Ability to assist City Manager and staff in ongoing strategic planning and implementation efforts. Ability to deal with a variety of abstract and concrete variables while determining and taking specific action, apply management principles to analyze problems, collect data, establish facts, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.

Communication Skills: deal with many variables and determine specific action; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; prepare accurate documentation; compile and prepare reports; conduct effective interviews; communicate effectively; train or instruct others; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints. *Ability to develop and maintain effective relationships with the City Manager, City Council, officials, leaders, organizations, the public, and staff at all levels. Ability to respond effectively to sensitive inquiries or complaints from the public and public officials. Ability to compile and prepare reports, business correspondence, and documents.*

Education and Experience: Bachelor's degree in business, public administration, or related field (Master's degree preferred) in municipal government; two (2) years experience in municipal environment desired. *Minimum of a Bachelor's degree in business administration, accounting, finance, public administration, public policy, or related field and four (4) years' experience a municipal administrative capacity.*



CITY OF FRANKLIN

POSITION DESCRIPTION

or equivalent combination of education and experience. Proven experience in developing and leading teams of people to accomplish City tasks, setting goals and objectives, work organization, delegation and employee supervision required.

Licensure or Certification Requirements: Valid Ohio driver's license, *acceptable motor vehicle record, and continuous insurability required.*

Equipment, Tools and Materials: ~~Computer, copier, fax machine.~~ *Ability to use computer equipment, modern fiscal software and equipment, and standard office equipment. Ability to periodically drive vehicle.*

Math Skills: *Advanced mathematical, fiscal skills. Ability to adhere to annual budgets as well as the capability to develop and implement cost saving measures.*

Physical Requirements: (with or without accommodation): *Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment.*

Technical Skills: ~~computer operation~~ *Ability to use e-mail, spreadsheet, and office software. Ability to maintain complex financial records. Ability to learn automated system functions used in carrying out job duties.*

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Emergency plans and fire plans.

2. ——— Compressed gases.

3. ——— Portable fire extinguishers.

4. ——— Hazardous chemicals.

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. 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



CITY OF FRANKLIN
POSITION DESCRIPTION

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. ~~Uses or works in proximity to the use of firearms.~~
2. ~~Works in or around crowds.~~
3. ~~Has contact with potentially violent or emotionally distraught persons.~~
4. ~~Has exposure to life threatening situations.~~
5. ~~Has exposure to hot, cold, wet, humid or windy weather conditions.~~
6. ~~Has exposure to hazardous driving conditions.~~

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Council/Administration
Civil Service Status:	Unclassified	Position Title:	Clerk of Council
Employment:	Full-time	Reports To:	City Council
FLSA Status:	Exempt	Supervises:	

GENERAL DESCRIPTION: Under direction of the City Manager, the Clerk of Council provides administrative support to City Council and the City Manager; coordinates, attends and records City Council meetings, and various other meetings as required.

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

1. ~~Attends all meetings of Council and takes minutes~~ keeps a record of all the proceedings; prepares the Chambers or other location for the meetings; responsible for all required public notices; prepares Council agenda and packets, and is responsible for the delivery of the same to Council and staff; insures that the Mayor signs copies of all passed legislation is signed; ~~prepares packets for Council meetings and is responsible for the delivery of the same to Council and staff~~; certifies all legislation with publication dates and enters them into the Clerk's Journal; insures that the Codified Ordinances are up-to-date and available to the public.
2. Maintains all minutes, ordinances, and resolutions approved by the governing body. These are permanent records of the municipality and the clerk is accountable for their safe keeping and retention.
3. Works closely with the City Manager to assist in executing routine administrative duties, carrying out short-term and long-term special projects, and formulating administrative policy; works on special projects, as requested by the City Manager; assists in policy development and program implementation; assists with grant applications and administration.
4. Maintains files of official records; maintains records of appointments and terms of office; ~~maintains Clerk's journal and a record of all ordinances and resolutions adopted by the Council.~~
5. Develops, writes, and edits marketing and communications materials, including press releases, website news posts and social media content.
6. Ensures that all communications and marketing material aligns with brand standards.
7. Works with City Manager and Department Heads to conceptualize and implement communications strategies and campaigns.
8. Maintains and updates the City's website(s). Works with appropriate staff to ensure accurate and current information is available to the public.
9. Serves as the Public Records Officer for the City by fulfilling public record requests in accordance with the Public Records Act.
10. Monitors office supplies and orders new stationery, furniture, appliances and electronics as required. Maintains office condition and arranges necessary repairs. Coordinates with IT department on all office equipment.
11. ~~Meets all job safety requirements and all applicable OSHA safety standards and NFFA regulations that pertain to essential functions.~~
12. ~~Demonstrates regular and predictable attendance.~~ Demonstrates ability to analyze and problem solve. Exercices appropriate discretion and professional judgement.



CITY OF FRANKLIN POSITION DESCRIPTION

OTHER DUTIES AND RESPONSIBILITIES:

1. May serve as liaison to community groups, committees appointed by Council, or other City Boards or Commissions.
 2. Represents the City when necessary, in various governmental matters, as requested by Council or the City Manager.
 3. Performs other duties as required.
-
-

QUALIFICATIONS: (* indicates developed after employment)

Any combination of training and work experience that indicates the possession of the required skills and abilities listed below. An example of acceptable qualifications:

~~Ability to multitask, dealing with many variables while determining and taking specific action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules and regulations to specific situations;~~

Communication Skills: *Strong communicator who works well independently and with a team. Must possess exceptional writing skills and be able to compose clear and accurate content. Ability to think strategically and identify ways to improve communication efforts.* Prepare routine correspondence; compile and prepare reports; respond to routine inquiries from the public and public officials; communicate effectively; develop and maintain effective working relationships; handle sensitive or technical inquiries from and contacts with the public and public officials; maintain records and journals in accordance with established procedures.

Education and Experience: High school diploma or equivalent, *associate or bachelor's degree preferred*, training and/or experience in office practices and procedures and public administration. Knowledge of government structure and process; municipal laws and/or regulations; departmental policies and procedures; public relations; community resources and services; public administration; records management or a *combination of education and work experience that indicates the possession of the required skills and abilities listed below.*

Equipment, Tools and Materials: *Ability to use* computer *equipment, modern software and equipment*, copier, *scanner*, fax machine, ~~typewriter~~, telephone, and recording equipment.

Licensure or Certification Requirements: *Notary Public State of Ohio.*

Math skills: *Ability to adhere to annual budgets.*

Physical Requirements: *(with or without accommodation): Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment.*

Reasoning Skills: *Ability to multitask, dealing with many variables while determining and taking specific action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules and regulations to specific situations.*

Technical Skills: Computer operation; ~~typing~~; use of modern office equipment; *Proficiency in MS Office.*



CITY OF FRANKLIN

POSITION DESCRIPTION

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

- 1. Emergency plans and fire plans.
- 2. Compressed gases.
- 3. Portable fire extinguishers.
- 4. Hazardous chemicals.

The employee:

- 1. Works in or around crowds.
- 2. Has contact with potentially violent or emotionally distraught persons.
- 3. Has exposure to life threatening situations.
- 4. Has exposure to hot, cold, wet, humid or windy weather conditions.
- 5. Has exposure to hazardous driving conditions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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 the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



LEGISLATIVE COVER MEMO

Introduction: May 16, 2022

Agenda Item: **Resolution 2022-45**

AMENDING RESOLUTION 2022-37 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT PERSONNEL FOR THE YEAR 2022

Submitted by: Cindi Chibis, Human Resource

Scope/Description: This Resolution provides for the creation of a full-time Assistant City Manager Position.

Budget Impact: None.

Exhibits: Exhibit A: Position Titles and Number of Positions

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-45

AMENDING RESOLUTION 2022-37 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT PERSONNEL FOR THE YEAR 2022

WHEREAS Section 3.03 of the City of Franklin Charter grants this Council the power to fix the number of employees in the various offices, departments, divisions, bureaus, boards and commissions of the City, by ordinance or resolution; and

WHEREAS, Section 1901.33 of the Ohio Revised code provides that the judge of a municipal court may appoint one or more mental health professionals, one or more probation officers, an assignment commissioner, deputy assignment commissioners, and other court aides on a full-time, part-time, hourly, or other basis and one or more typists, stenographers, statistical clerks, and official court reporters; and

WHEREAS, Section 171.04 of the Codified Ordinances of the City of Franklin requires this Council, by ordinance or resolution, to establish a yearly list of position titles and the number of positions that may be filled under each title for each department of the City government; and

WHEREAS, on May 2, 2022 this Council passed Resolution 2022-37 authorizing position titles for each title for City of Franklin personnel for the Year 2022;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, a majority of the members of Council present concurring, that:

Section 1. The attached list, Exhibit A, of position titles and the number of positions to be filled under each title for the year 2022 is hereby authorized and approved, subject to the availability of funds authorized in the Annual Appropriations Ordinance:

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. The changes set forth in this Resolution are effective immediately.

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council

City of Franklin
Authorized Position Titles

Full Time Part-Time Seasonal Volunteer

A. Council:

Clerk of Council	1	0	0	0
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B. Administration:

City Manager	1	0	0	0
<u>Assistant City Manager</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
Admin. Assistant to City Manager	0	0	0	0
Secretary to City Manager	0	1	0	0
Human Resources Specialist	1	0	0	0
Seasonal Intern	0	0	4	0

C. Finance Department:

Finance Director	1	0	0	0
Interim Finance Director	0	1	0	0
Finance Clerk	0	1	0	0
Payroll Clerk	1	0	0	0
Accounts Payable Clerk	1	0	0	0

Income Tax Division:

Income Tax Administrator	1	0	0	0
Income Tax Clerk	1	1	0	0
Seasonal Income Tax Clerk	0	0	2	0

Utility Billing Division:

Utility Billing Administrator	1	0	0	0
Utility Clerk	1	1	0	0

D. Law Department:

Law Director	0	1 (contractual)		
Prosecutor	0	1	0	0

E. Public Works Department:

Public Works Director	1	0	0	0
Secretary to Director	1	0	0	0
Custodian	1	0	0	0
Seasonal Labor	0	0	10	0

Parks Division:

Park Worker/Lead	1	0	0	0
Park Worker	1	0	0	0
Recreation/Event Coordinator	0	1	0	0
Pool Manager	0	0	1	0
Asst. Pool Manager	0	0	1	0
Parks & Recreation Personnel (including Lifeguards)	0	0	40	0

City of Franklin
Authorized Position Titles

	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
<u>Stormwater Division:</u>				
Utility Person – Stormwater	2	0	0	0
<u>Streets Division:</u>				
Street Superintendent	1	0	0	0
Utility Person – Street	4	0	0	0
<u>Water Division & Sewer Division:</u>				
Water & Sewer Superintendent	1	0	0	0
Utility Person	7	0	0	0
<u>Water Treatment Division:</u>				
Water Treatment Superintendent	1	0	0	0
F. Safety Department:				
Safety Director	0	0	0	0
Assistant to the Safety Director	0	0	0	0
<u>Fire & EMS Division:</u>				
Chief	1	0	0	0
Secretary to Fire & EMS Division	0	2	0	0
Captain	1	0	0	0
Lieutenant	3	0	0	0
Firefighter	12	0	0	0
Second Lieutenant	0	0	0	9
Volunteer Firefighter	0	0	0	65
<u>Police Division:</u>				
Chief	1	0	0	0
Captain	0	0	0	0
Lieutenant	2	0	0	0
Sergeant	3	0	0	0
Patrol Officer	21	0	0	0
School Resource Officer	0	1	0	0
Dispatcher	7	0	0	0
Property Room & Evidence Manager	0	1	0	0
Reserve Officer	0	0	0	12
Reserve Dispatcher	0	0	0	5
<u>Building & Zoning Division:</u>				
City Engineer	1	0	0	0
Zoning Official	0	0	0	0
Code Official	1	0	0	0

City of Franklin
Authorized Position Titles

Section 8, Item E.

Full Time Part-Time Seasonal Volunteer

G. Boards & Commissions:

Planning Comm. Secretary	0	1	0	0
Civil Service Comm. Secretary	0	1	0	0

H. Municipal Court:

Judge	0	1	0	0
Magistrate	1	0	0	0
Chief Bailiff	1	0	0	0
Deputy Bailiff	0	2	0	0
Security Officer	0	1	0	0
Clerk of Courts	1	0	0	0
Court Administrator	1	0	0	0
Chief Deputy Clerk	1	0	0	0
Deputy Clerk	5	1	0	0
Chief Probation Officer	1	0	0	0
Probation Officer II	1	0	0	0
Probation Officer I	1	0	0	0



LEGISLATIVE COVER MEMO

Introduction: May 16, 2022

Agenda Item: **Resolution 2022-46**

AMENDING RESOLUTION 2022-38 AND ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT OFFICIALS AND EMPLOYEES FOR THE YEAR 2022

Submitted by: Cindi Chibis, Human Resource

Scope/Description: Resolution 2022-38 is being amended to set the rates of pay for 2022. The Civil/Deputy Bailiff position is being filled by a probation officer. The Assistant City Manager pay range is being set at \$89,039 - \$109,507. The Clerk of Council pay range is being increased to \$67,216 - \$82,667.

Budget Impact: None.

Exhibits: Exhibit A: 2022 Payroll Rates

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-46

AMENDING RESOLUTION 2022-38 AND ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT OFFICIALS AND EMPLOYEES FOR THE YEAR 2022

WHEREAS, section 3.03 of the City of Franklin Charter grants this Council the power to fix the number of employees in the various offices, departments, divisions, bureaus, boards and commissions of the City and to fix the rate of their compensation; and

WHEREAS, Section 1901.33 of the Ohio Revised code provides that the judge of a municipal court may appoint one or more interpreters, one or more mental health professionals, one or more probation officers, an assignment commissioner, deputy assignment commissioners, and other court aides on a full-time, part-time, hourly, or other basis. Each appointee shall receive the compensation out of the city treasury that the legislative authority prescribes in either biweekly installments or semimonthly installments, as determined by the payroll administrator and the judge may appoint one or more typists, stenographers, statistical clerks, and official court reporters, each of whom shall be paid the compensation out of the city treasury that the legislative authority prescribes; and

WHEREAS, Resolution 2022-38 established pay rates for City of Franklin Officials and Employees for the year 2022 and now needs amended;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The compensation hereafter provided in Exhibit A shall apply to the listed positions for and during the year 2022.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall be immediately effective upon passage.

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council

Resolution 2022-46 Exhibit A

Section 8, Item F.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Council									
Mayor	\$8,500								
Council Member	\$8,000								
Clerk of Council	\$57,784 <u>\$67,216</u>	\$59,518 <u>\$69,233</u>	\$61,310 <u>\$71,310</u>	63,155 <u>\$73,449</u>	<u>\$75,652</u>	<u>\$77,922</u>	<u>\$82,059</u>	<u>\$82,667</u>	
Acting Clerk	\$100 (per meeting)								
Administration									
City Manager	\$115,000 (per employment contract)								
<i>Assistant City Manager</i>	<u>\$89,039</u>	<u>\$91,710</u>	<u>\$94,461</u>	<u>\$97,295</u>	<u>\$100,214</u>	<u>\$103,220</u>	<u>\$106,317</u>	<u>\$109,507</u>	
Admin. Asst. to City Manager	\$61,304	\$62,530	\$63,781	\$65,057	\$66,358	\$67,685	\$69,039	\$70,420	
Secretary to City Manager	\$37,196	\$37,940	\$38,699	\$39,473	\$40,262	\$41,067	\$41,889	\$42,727	
Secretary to City Manager, P/T (per hour)	\$17.59	\$18.53	\$19.48	\$21.51	\$22.16				
Human Resources Specialist	\$51,168	\$52,703	\$54,284	\$55,913	\$57,590	\$59,318	\$61,097	\$62,930	
Seasonal Intern (per hour)	Educational Credit	\$12.00	\$13.00	\$14.00	\$15.00				
Finance Department									
Finance Director	\$81,746	\$85,425	\$89,270	\$93,287	\$97,485	\$101,872			
Interim Finance Director (per hour)	\$39.30	\$41.07	\$42.92	\$44.85	\$46.87	\$48.98			
Finance Clerk P/T (per hour)	\$16.26	\$17.12	\$18.00	\$18.54					
Finance Division									
Payroll Clerk (per hour)		\$20.89	\$22.18	\$23.38					
Accounts Payable Clerk (per hour)		\$20.89	\$22.18	\$23.38					
Income Tax Division									
Income Tax Administrator	\$54,762	\$56,404	\$57,587	\$58,769	\$59,951	\$61,252	\$62,552	\$63,852	\$65,121
Income Tax Clerk* (per hour)		\$20.89	\$22.18	\$23.38					
Income Tax Clerk, part-time (per hr)	\$17.60	\$18.53	\$19.48	\$21.51					
Income Tax Clerk, seasonal (per hr)	\$16.26	\$16.75	\$17.25	\$17.77					
Utility Billing Division									
Utility Billing Administrator	\$54,762	\$56,404	\$57,587	\$58,769	\$59,951	\$61,252	\$62,552	\$63,852	\$65,121
Utility Clerk* (per hour)		\$20.89	\$22.18	\$23.38					
Utility Clerk, part-time (per hour)	\$17.60	\$18.53	\$19.48	\$21.51					
Law Department									
Law Director		(per employment contract)							
Prosecutor, part-time	\$31,630	(per employment contract)							

Resolution 2022-46 Exhibit A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Public Works Department									
Public Works Director	\$89,616	\$92,304	\$95,073	\$97,925	\$100,863				
Secretary to PW Director (per hour)	\$38,585	\$39,743	\$41,822	\$44,024	\$46,225				
Custodian* (per hour)		\$17.08	\$18.09	\$19.12					
Seasonal Labor (per hour)	\$15.00								
Parks Division									
Parks Superintendent	(filled by Public Works Director)								
Lead Park Worker* (per hour)	\$24.43	\$25.96	\$27.23	\$28.52					
Park Worker* (per hour)	\$23.60	\$25.11	\$26.38	\$27.64					
Recreation and Events Coordinator (per hour)	\$18.00	\$18.50	\$19.00						
Pool Manager				\$10,000					
Assistant Pool Manager (per hour)	\$14.00	\$14.50	\$15.00	\$15.50					
Head Lifeguard (per hour)	\$12.00	\$12.50	\$13.00	\$13.50					
Lifeguards (per hour)	\$11.00	\$11.50	\$12.00	\$12.50					
(additional hourly rate for pool parties)	+\$0.50								
Recreation and Event Team Member (per hour)	\$9.50	\$10.00	\$10.50	\$11.00					
(additional hourly rate for opening/closing)	+\$0.50								
Stormwater Division									
Stormwater Superintendent	(filled by Public Works Director)								
Utility Person I* (per hour)		\$24.74	\$26.28	\$27.64					
Utility Person II* (per hour)		\$27.93	\$28.67	\$29.20					
Utility Person III* (per hour)		\$29.33	\$30.13	\$30.69					
Street Division									
Street Superintendent		\$70,072	\$73,756	\$77,622					
Utility Person I* (per hour)		\$24.74	\$26.28	\$27.64					
Utility Person II* (per hour)		\$27.93	\$28.67	\$29.20					
Utility Person III* (per hour)		\$29.33	\$30.13	\$30.69					
Water Division & Sewer Division									
Water & Sewer Superintendent		\$70,072	\$73,756	\$77,622					
Utility Person I* (per hour)		\$24.74	\$26.28	\$27.64					
Utility Person II* (per hour)		\$27.93	\$28.67	\$29.20					
Utility Person III* (per hour)		\$29.33	\$30.13	\$30.69					

Resolution 2022-46 Exhibit A

Section 8, Item F.

Public Works Department contd	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Water Treatment Division									
Water Treatment Superintendent		\$70,072	\$73,756	\$77,622					
Safety Department									
Safety Director	(filled by City Manager)								
Building & Zoning Division									
City Engineer	\$84,274	\$86,881	\$89,570	\$94,687	\$97,246				
Zoning Official* (per hour)	(filled by City Engineer & Fire Lieutenant)								
Code Official* (per hour)	\$29.71	31.56	33.06						
Property Maintenance	(per employment contract)								
Fire & EMS Division									
Chief	\$94,064	\$96,886	\$99,146	\$101,315	\$104,315	\$107,315	\$110,315		
Division Secretary (per hour)	\$17.61	\$18.14	\$18.69	\$19.25	\$19.82	\$20.42	\$21.03	\$21.66	\$22.31
Captain* (per hour)	\$25.44	\$26.23	\$27.04	\$27.52					
Lieutenant* (per hour)	\$21.51	\$22.18	\$22.87	\$23.58	\$24.30	\$25.05			
Firefighter-Paramedic* (per hour)	\$18.91	\$19.20	\$19.49	\$19.77	\$20.07	\$20.38	\$20.67	\$20.99	
Firefighter-EMT* (per hour)	\$16.82	\$17.08	\$17.33	\$17.59	\$17.86	\$18.12	\$18.40	\$18.68	
Volunteers: (per hour)									
Firefighter	\$10.78	\$11.10	\$11.43	\$11.78	\$12.13	\$12.49	\$12.86	\$13.25	\$13.66
EMT	\$11.32	\$11.66	\$12.01	\$12.36	\$12.73	\$13.11	\$13.50	\$13.91	\$14.34
Paramedic	\$12.98	\$13.38	\$13.77	\$14.18	\$14.61	\$15.05	\$15.49	\$15.95	\$16.44
Firefighter/Paramedic	\$17.10	\$17.61	\$18.14	\$18.68	\$19.24	\$19.82	\$20.41	\$21.03	\$21.65
Firefighter/EMT	\$13.91	\$14.33	\$14.77	\$15.21	\$15.67	\$16.13	\$16.62	\$17.12	\$17.64
Second Lieutenant	(additional stipend per hour)			\$0.25	\$0.50	\$0.75	\$1.00	\$1.25	\$1.50
Fire Inspector (per hour)	\$14.33	\$14.76	\$15.19	\$15.65	\$16.13	\$16.60	\$17.11	\$17.61	\$18.14
Police Division									
Chief	\$95,754	\$98,717	\$101,769	\$104,860	\$107,860	\$110,860	\$113,860		
Lieutenant ^(d) (per hour) PROBATION	\$35.90								
Lieutenant ^(d) (per hour)	\$37.78	\$42.94							
Lieutenant* ^(e) (per hour)	\$39.49	\$40.64	\$42.94						
Sergeant* ^(d) (per hour) PROBATION	\$33.32								
Sergeant* ^(d) (per hour)	\$35.08	\$38.34							
Sergeant* ^(e) (per hour)	\$35.26	\$36.28	\$38.34						
Patrol Officer* ^(b) (per hour) PROBATION	\$23.85								
Patrol Officer* ^(b) (per hour)	\$25.28	\$26.79	\$28.35	\$29.82	\$34.23				

Resolution 2022-46 Exhibit A

Section 8, Item F.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Safety Department contd									
Police Division contd									
Patrol Officer* ^(c) (per hour) PROBATION	\$25.18								
Patrol Officer* ^(c) (per hour)	\$26.44	\$27.77	\$29.15	\$30.62	\$32.14	\$34.23			
School Resource Officer (per hour)	\$22.70	\$23.84	\$25.03	\$26.28	\$27.59	\$28.97			
Dispatcher* ^(b) (per hour) PROBATION	\$22.02								
Dispatcher* ^(b) (per hour)	\$23.13	\$24.30	\$27.86						
Dispatcher* ^(c) (per hour) PROBATION	\$23.66								
Dispatcher* ^(c) (per hour)	\$24.61	\$25.59	\$26.61	\$27.86					
Reserve Officer (per hour)	\$12.85	\$13.23	13.63						
Reserve Dispatcher (per hour)	\$12.85								
Property Room & Evidence Manager (per hour)	\$20.00	\$20.50							
Municipal Court									
Judge ^(a)	\$22,200								
Magistrate	\$91,982	\$94,742	\$97,584	\$100,512	\$103,527				
Chief Bailiff ^(a)				\$29,232					
Deputy Bailiff <i>(filled by Probation Officer)</i>	\$2,814	\$2,959	\$3,118	\$3,441					
Security Officer (per hour)	\$20.07								
Clerk of Courts ^(a)	\$36,636	\$37,368	\$38,115	\$38,877	\$39,655	\$40,448	\$41,257		
Court Administrator (additional stipend per hour)	\$3.00	\$3.50	\$4.00	\$4.50	\$5.00				
Chief Deputy Clerk (per hour)	\$25.12	\$25.62	\$25.98	-\$26.66	\$27.19	\$27.73			
Deputy Clerk (per hour)	\$19.53	\$20.56	\$21.65	\$23.23	\$23.92				
Deputy Clerk P/T (per hour)	\$15.00								
Chief Probation Officer	\$61,061	\$62,283	\$63,529	\$64,800	\$66,096	\$67,418	\$68,766		
Probation Officer II (per hour)	\$24.83	\$25.32	\$25.83	\$26.35	\$26.88	\$27.42	\$27.96		
Probation Officer I (per hour)	\$21.41	\$21.84	\$22.27	\$22.72	\$23.17	\$23.63	\$24.11		
Boards & Commissions									
Planning Comm. Secretary	\$75.00 (per meeting)								
Civil Service Secretary	\$125.00 (per month; max. \$1500 per yr)	\$65.00 (per test, per 15 applicants)	\$5.00 (per addtl applicant)						

All wages are shown as annual salaries, unless otherwise noted.

^(a) Figure represents 3/5ths of total comp.; remaining portion paid directly to employee by Warren County Auditor's Office, as required by the ORC. *Indicates Union Position
^(b) Hired on or before January 1, 2018 ^(c) Hired after January 1, 2018 ^(d) Promoted on or before January 1, 2018 ^(e) Promoted after January 1, 2018



OATH OF OFFICE

Ohio Revised Code
Section 705.28

State of Ohio
County of Warren

I, **Karisa Steed**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, and the Charter and the Ordinances of the City of Franklin; that I will not be influenced by any consideration except that of merit and fitness in the appointment or discharge of employees; that I will not make or authorize the expenditure of public money otherwise than for adequate consideration and efficient service to the Municipal Corporation; that I will faithfully, in all other respects, discharge the duties of the Office of **Assistant City Manager** of the City of Franklin, State of Ohio, during my continuance in said office.

Signature

Sworn to in my presence this _____ day of _____, 2022.

Khristi Dunn, Clerk of Council



LEGISLATIVE COVER MEMO

Introduction: May 16, 2022

Agenda Item: **Resolution 2022-47**

RECOMMENDING THE CITY MANAGER ENTER INTO A JOINT PROFESSIONAL SERVICES AGREEMENT WITH FRANKLIN CITY SCHOOLS FOR A PARK FACILITIES MASTER PLAN

Submitted by: Jonthan Westendorf, City Manager

Scope/Description: City Staff and members of the Council Parks and Recreation Committee have met with Franklin City Schools staff and members of the Board of Education to discuss optimizing use of the Parks system. Human Nature and McBride Dale Clarion have been asked to create a Joint City-School Park Facilities Master Plan. The goal is to coordinate a mutually beneficial strategy for the city and school district's parks and recreation facilities.

Budget Impact: The project is estimated not to exceed \$40,000 with the City covering 50% of the costs.

Exhibits: Exhibit A: Human Nature Professional Services Agreement

Recommendation: Staff recommends approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-47

**RECOMMENDING THE CITY MANAGER ENTER INTO A JOINT PROFESSIONAL SERVICES AGREEMENT WITH
FRANKLIN CITY SCHOOLS FOR A PARK FACILITIES MASTER PLAN**

WHEREAS, the City of Franklin and Franklin City Schools have a strong history of collaboration in the interest of serving our residents; and

WHEREAS, the City of Franklin Parks Division is responsible for developing, operating and maintaining the City's park and recreation system, which enriches the quality of life for our residents and visitors alike; and

WHEREAS, Franklin City Schools is in the process of updating and expanding their facilities after the successful passage of a bond issue in November of 2020; and

WHEREAS, Franklin City Schools' Atrium Memorial Stadium is located within the Franklin Community Park; and

WHEREAS, Franklin Community Parks hosts numerous Franklin City Schools sporting and recreation events;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of the members present concurring, that:

Section 1. Council recommends that the City Manager enter into a Joint Professional Services Agreement with Franklin City Schools to contract with Human Nature and McBride Dale Clarion for the Planning and Design Services for a Park and Recreation Facilities Master Plan. The proposal from Human Nature is attached as Exhibit A.

Section 2. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council



Human Nature, Inc.
990 St. Paul Drive
Cincinnati, OH 45206
T: 513.281.2211
www.humannature.cc

Professional Services Agreement

DATE: 26 April 2022	RE: Proposal for Professional Planning & Design Services – Master Planning
PROJECT: Franklin Joint City-School Park Facilities Master Planning	
TO: Jonathan Westendorf, City Manager City of Franklin, Ohio 1 Benjamin Franklin Way Franklin, OH 45005 Michael Sander, Superintendent Franklin City Schools 150 E. 6 th Street Franklin, OH 45005	PAGE 1 of 4

Dear Jonathan and Michael:

Thank you for your interest in working with McBride Dale Clarion (MDC) and Human Nature (HN) on a coordinated and mutually beneficial strategy for the city and school district’s parks and recreational facilities. It is an exciting time in Franklin, with new school facilities being planned; new downtown plans, streetscape plans and comprehensive plans being created; and new redevelopment opportunities being cultivated. Working together, we can help ensure that these opportunities are synergistic and well-connected, for maximum efficiency and community benefit. As discussed in our meeting on 4/8/22, we understand that the area of study is generally bounded by Fourth Street, North Riley Boulevard and Clear Creek – where we will explore recreational facilities and connective opportunities between school and park properties.

Scope of Work

The following represents our anticipated scope of work needed in order to complete this project. We would be happy to discuss the specifics of this proposal, though, and adjust as needed, in order to meet the needs of both the City of Franklin and Franklin City Schools. It is our understanding that this project will entail the following:

1. Initiation
 - a. We will meet with representatives of Franklin City Schools and the City of Franklin to inventory the existing parks, recreation facilities, and other similar resources that are applicable to this project and analysis. We will also discuss the strengths, weaknesses, opportunities, and strengths of the existing facilities.

- b. The City and Schools will provide the team with each group's needs and desires for new, renovated, or expanded facilities.
- c. We will meet with additional city and school stakeholders, if desired, to gain insight and input on this topic including the needs and desires of other sports organizations, residents, elected officials, and similar community stakeholders.
- d. If desired, we will send out a citywide online survey to understand the needs and desires of the greater community on this topic.

2. Analysis

- a. We will review and summarize all public feedback and summarize in a public engagement summary memo.
- b. We will review applicable city and school district documents including plans, studies, master plans, and strategic plans.
- c. We will conduct an existing conditions analysis which will include mapping of the city and school's existing facilities, existing and planned pedestrian connections and trails, vehicular connections, and other similar information that is applicable to this project.

3. Vision

- a. Based on the existing condition analysis and community feedback, we will draft a vision statement and goals and objectives for the project that reflect an aspirational plan for the future.
- b. We will create up to three different implementation scenarios for the distribution and organization of the city and school district's parks and recreation facilities. These scenarios will generally layout how and where the different facilities could be located, including what should remain, what needs to be improved, what new facilities are proposed, and what existing facilities may be relocated.
- c. These scenarios will be presented to the city and school district for review and comment. Additional public input on the scenarios may also be needed, which could include an online survey, public open house, board meeting presentation, or other similar strategy. The consultant team will work with the city and school district to determine what engagement strategy is appropriate.

4. Draft

- a. Based on the feedback of the scenarios, a preferred choice will be identified. The preferred choice will be refined in greater detail, reflecting any necessary comments or changes that arose from the public review.
- b. The team will create the document template and design and draft the remaining plan content for the final product. It is anticipated that the plan will include an existing condition analysis, vision and goal statements, a proposed framework strategy, and implementation recommendations.
- c. The first draft of the plan will initially be reviewed by the city and school district staff for comment. The plan will then be revised based on those comments.
- d. The second draft of the plan will be presented to the public for review and comment. This could include an online survey, public open house, board meeting presentation, or other similar strategy. The consultant team will work with the city and school district to determine what engagement strategy is appropriate.

5. Adopt

- a. The plan will be revised based on the public feedback and direction from the city and school district and an adoption draft will be created.

- b. The adoption draft will be presented to the applicable boards of the city and school district for adoption.
- c. Following the plan’s adoption, the plan will be finalized. An electronic version of the final plan document will be presented to the city and the school district. Any applicable electronic files such as graphics, maps, and pictures will also be provided.

EXCLUSIONS

The following services are not included: surveying, traffic/civil/utility engineering, floodplain analysis, historic/environmental/zoning review(s), public hearings, 3D illustrations/fly-throughs, schematic design, construction documents, bidding, and implementation. These would be the subject of separate agreement(s), if desired.

SCHEDULE

The outlined scope of work is anticipated to be performed over 3-4 months (May – August 2022). This schedule assumes timely review and feedback from the City and Schools.

FEES

Fees for this project as described herein will be billed hourly and are estimated not to exceed \$40,000 without prior authorization, including expenses (\$25,000 for HN and \$15,000 for MDC). We will coordinate our work closely with you to manage tasks and the costs. If the volume of work is greater than anticipated, we will work with you to adjust this amount as mutually agreed.

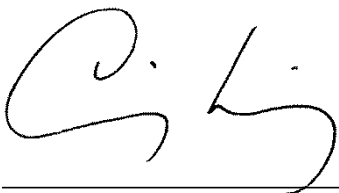
Invoices will be sent monthly based upon tasks completed using the following normal hourly rates:

Principal	\$195/hour
Project Manager	\$145/hour
Senior Planner/Landscape Architect	\$115/hour
Planner/Designer/Landscape Architect	\$105/hour
3D Modeling	\$95/hour
Draftsperson	\$85/hour
Clerical	\$75/hour

Payment is expected within 30 days of invoice. Late invoices accrue interest at 3% per month.

We sincerely appreciate the opportunity to be part of this exciting project. We are prepared to begin as soon as we receive your authorization.

Respectfully submitted:



Christopher Manning, PLA, FASLA
Co-Founder/Principal/Landscape Architect
Human Nature Inc.

