

PUBLIC NOTICE

AGENDA ADMINISTRATIVE SERVICES COMMITTEE MEETING

Chair: Kristopher Parrish

Committee Members: Lisa Evans and Kim Chamberland

Wednesday, December 13, 2023, at 4:30 p.m.
Council Chambers, 745 Center Street, Milford, Ohio 45150

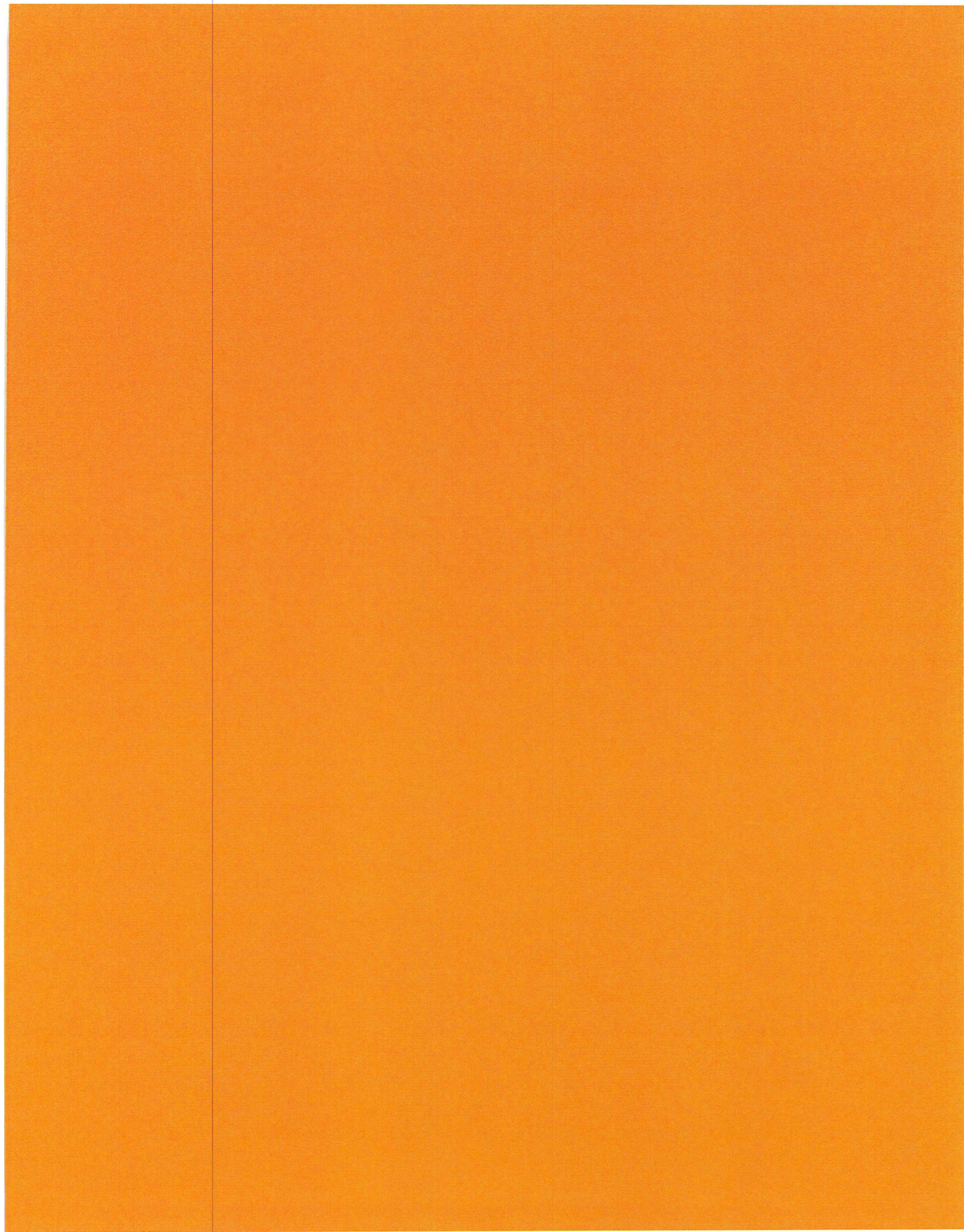
Call to Order

Proceedings: Approval of the November 28, 2023, Administrative Services Committee Minutes

Agenda Items:

- Discussion: Resolution Authorizing Request for Advancement of Taxes from the Clermont County Auditor (regarding taxes due to the City during 2024)
- Discussion: Ordinance to Make Appropriations for the Current Expenses and Other Expenditures of the City of Milford During the Fiscal Year Ending December 31, 2024
- Discussion: Ordinance Amending Appropriation Ordinances 2022-181, 2023-192, 2023-219, and 23-228
- Discussion: MOU with Milford School RE: School Resource Officer
- Discussion: 2024 Legal Service Agreement - Law Director (Dinsmore & Shohl)
- And all other matters that may properly come before the Committee.

Adjourn



**Administrative Services Committee
Meeting Minutes
November 28, 2023**

Mr. Parrish called the meeting to order at 5:00 p.m.

Present: Kristopher Parrish, Lisa Evans and Kim Chamberland

Staff: City Manager-Michael Doss, Chief of Police – Jamey Mills, Finance Director Pat Wirthlin and Executive Assistant - Jackie Bain

Visitors: Greg Barlow

Proceedings: Approve the proceedings from the November 6, 2023, Administrative Services Committee Minutes Ms. Evans made a motion to approve. Seconded by Ms. Chamberland All yes.

DISCUSSION: 2024 CLERMONT COUNTY ENGINEERS PAVING AGREEMENT

Mr. Doss discussed how we can enter into an agreement with the Clermont County Commission via the Clermont County Engineers office to participate in their paving program. We save approximately \$1.50 a ton if we partner with the County. Many other townships and some villages also participate in the County's Paving Plan. Exhibit A was reviewed which identifies the streets that we would like to pave in 2024: Miami Ave (from Forest Ave to Helen St.), Mill Street (from Cleveland Ave to Main St), South Milford Road (from Cleveland Ave to Clermont County Line). The total cost plus contingency \$254,746.30, plus contingency \$25,253.70 for an agreement total of \$280,000.00

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH THE CLERMONT COUNTY COMMISSIONERS AND CLERMONT COUNTY ENGINEER IN THE AMOUNT OF \$280,000.00 FOR THE PURPOSE OF PARTICIPATING IN THE 2024 CLERMONT COUNTY ROAD RESURFACING PROGRAM

DISCUSSION: LANDSCAPE BIDS

Mr. Doss reviewed the bid tabulation information received from November 15, 2023, Bid Openings for CONTRACT NO. LA- 2024 LANDSCAPE CONTRACT and CONTRACT NO. 17613.02 Five Points Landing Park Landscaping. Staff are also recommending that we enter into an agreement with Louiso Lawn care, for 3 years, for the amount of \$255,717.00. Staff are also recommending that we enter into an agreement with Evans Landscaping with a base bid of \$95,000.00 and \$5,000 contingency, for a total of \$100,000.00.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LOUISO LAWN CARE, FOR CONTRACT NO. LA- 2024 LANDSCAPE CONTRACT, FOR 3 YEARS, IN THE AMOUNT OF \$255,717.00 AND ENTER INTO AN AGREEMENT WITH EVANS LANDSCAPING FOR CONTRACT NO. 17613.02 FIVE POINTS LANDING PARK LANDSCAPING IN THE AMOUNT OF \$100,000.00

DISCUSSION: CLG/XAVIER UNIVERSITY TUITION ASSISTANCE PROGRAM

Mr. Doss discussed how the City of Milford is a member of the Center for Local Government. It is a consortium of many municipalities and townships. For example, as members, we are provided with technical assistance, or assistance with any legislation models that may be available. The CLG has partnered with Xavier University to offer some tuition assistance for employees of CLG member communities. Mr. Doss reviewed with the committee the different programs that can receive tuition discounts.

There is no obligation to the city other than signing up and participating in the program.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN MEMORANDUM OF UNDERSTANDING WITH THE CLG FOR TUITION ASSISTANCE PROGRAM THROUGH XAVIER UNIVERSITY

DISCUSSION: UPDATES TO THE CODIFIED ORDINANCES

Clerk of Council Jackie Bain discussed that to ensure the City of Milford ordinances are always consistent, well-organized, and easily accessible to our community a municipal code is regularly updated by codification experts. Back in July(17th) of this year, the Administrative Services Committee agreed to present to City Council the proposed Ordinance information adding the Zoning Codes. City Council approved Ordinance 23-227 on July 18th. We now have Accessory Dwelling Unit text amendment codes to add (Proposed Ordinance 23-254). This information provides time and resource savings from having to verify the availability of the most current

legislation. City of Milford, Ohio Zoning Code Information Table of Contents were added by American Legal to the City of Milford website.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO AMEND ORDINANCE 23-190 TO NOW INCLUDE THE ADDITION OF ORDINANCE 23-254 APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MILFORD, OHIO, AND DECLARING AN EMERGENCY.

DISCUSSION: AMENDING CHAPTER 182 OF THE CITY OF MILFORD INCOME TAX CODE

Finance Director, Pat Wirthlin discussed that on July 3, 2023, Governor DeWine signed House Bill 33, the state budget bill, into law. The bill included certain municipal income tax provisions. Beginning with tax year 2024, the income of all individuals under 18 years of age will be exempt from municipal income tax. For tax years 2023 and previous years, the City provides no exemption based on age for taxable income earned. For tax years ending on or after December 31, 2023, businesses with remote workers will be permitted to use an alternative apportionment formula for their net profit filings. Instead of apportioning net profits to the municipalities where employees are performing remote work, businesses may elect to apportion net profits to employees' reporting locations, which in most cases will be a location owned or controlled by the employer business. This provision only impacts business net profits filings and does not change an employer's obligation to withhold tax for employees' remote work locations. For business net profit filers that are on a federal filing extension, the Bill extends the municipal income tax filing deadline by one month, to the 15th day of the 11th month after the end of the taxpayer's tax year. This provision is in effect for tax years ending on or after January 1, 2023, meaning fiscal year net profit filers with a fiscal year ending during 2023 will receive the benefit of this additional month if they are on a federal filing extension. Beginning with tax year 2023, the penalty municipalities may charge a taxpayer for a late filed return is reduced to a maximum of \$25, from the current maximum of \$150. The Bill also requires that a municipality waive the fee the first time a taxpayer files a late return. The penalties and interest for late payment remain in place and unchanged.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING CHAPTER 182 OF THE CITY OF MILFORD INCOME TAX CODE TO ADOPT PORTIONS OF SECTION 718 OF THE OHIO REVISED CODE REGARDING MUNICIPAL INCOME TAX PURSUANT TO RECENTLY ADOPTED HOUSE BILL 33 AND AS ATTACHED IN REDLINE VERSION SHOWING CHANGES TO THE CITY'S INCOME TAX CODE

DISCUSSION: REPLACE AN ENGINE IN ONE OF THE POLICE DEPARTMENT
CRUISERS

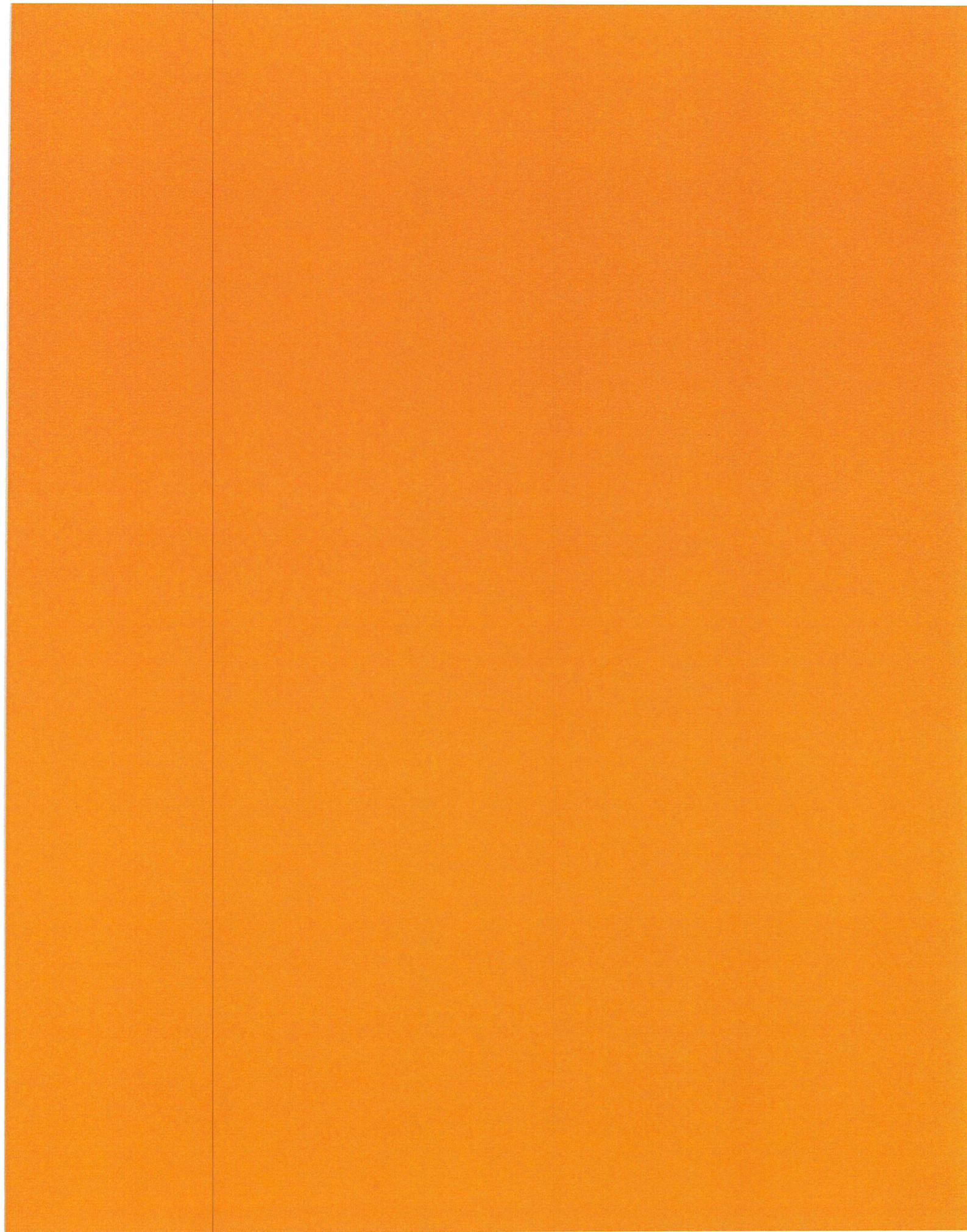
Chief Jamey Mills discussed how Cruiser # 718 needed a new engine. This car is the last on the department's old 8- year replacement cycle. They sharpened their pencils to see if they could avoid this purchase but cannot afford to not replace this engine. One of the hardest things to happen on the cruisers is the "cold start" on the engine, in the winter. The quote from Ulmer's is based on the worst-case scenario and may come in with a lower total amount.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE PURCHASE ORDER TO ULMER'S MILFORD LLC IN THE AMOUNT OF \$14,049.86

There being no further business, the meeting adjourned at 5:34 pm with a motion from Ms. Chamberland, Seconded by Ms. Evans

Respectfully submitted, Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Mr. Parrish, Ms. Chamberland and Ms. Evans on November 29, 2023."





CITY OF MILFORD

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To: Chair Kristoper Parrish, Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director 

Date: December 11, 2023

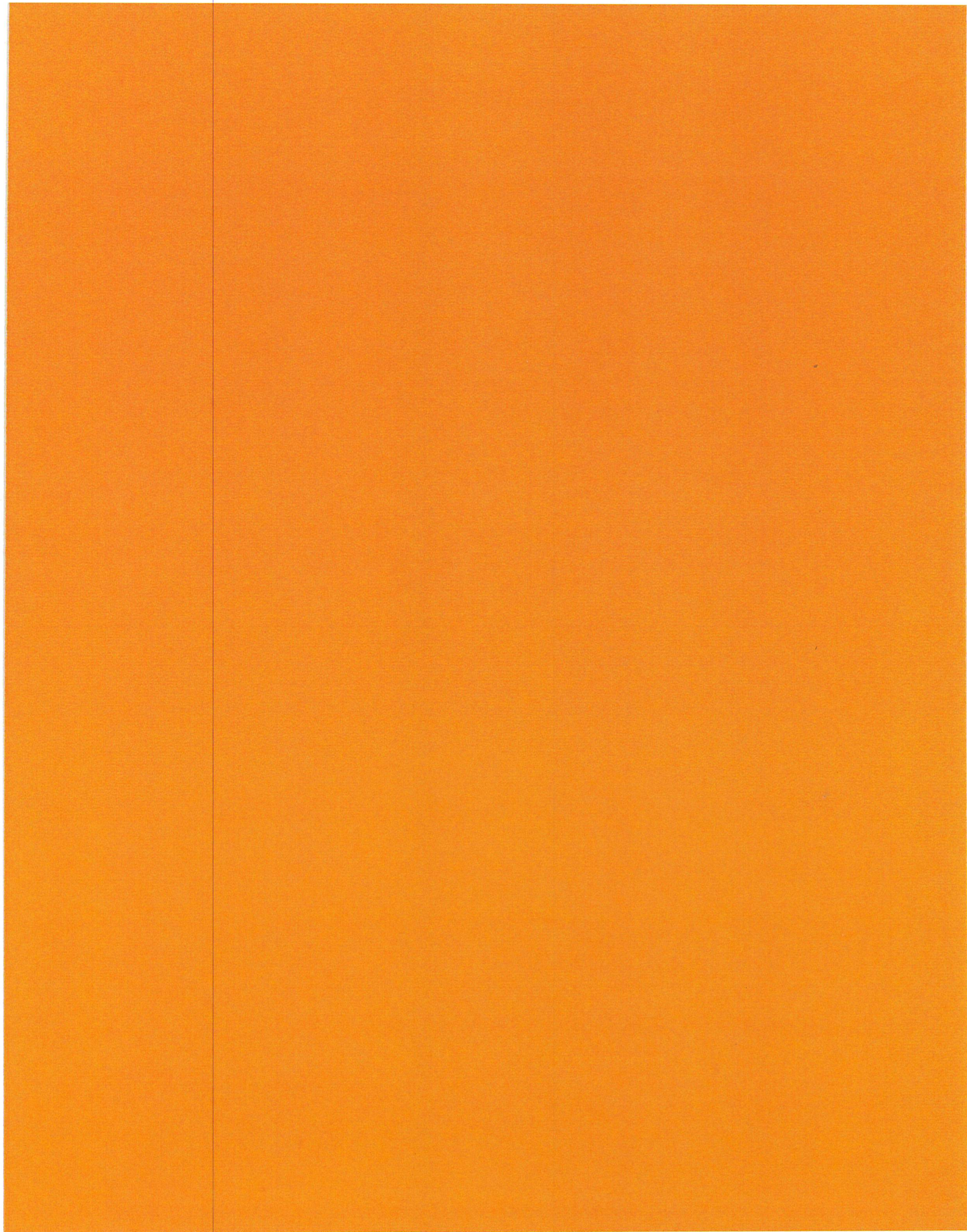
Subject: 2024 County Tax Advances

Put Pedal to the Metal

The City annually requests that the county advance real estate tax receipts and other County sources as the funds become available. This allows the City to receive these taxes more in line with "as earned." Without such a request, the City would receive taxes twice a year (July and November).

Staff Suggestion for Committee Recommendation

Recommendation authorizing the Law Director to create a Resolution requesting the Clermont County Auditor advance payments of taxes due to the City of Milford during 2024 pursuant to Section 321.34 of the Ohio Revised Code.





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To: Chair Kristopher Parrish / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: December 11, 2023

Subject: FY2024 Budget Set Appropriations

~\$19 Million Final 2024 Appropriation Budget

Please find attached **2024** final budgeted appropriations totaling **\$19,640,909**. This budget will be up for Council approval at the December 19 Council Meeting. The budget is the final product of the Council work sessions.

~\$3 Million in Reductions to Budget Book Appropriations

Please find also attached a chart outlining changes to the original **2024** Budget Book appropriations in the net reduction of **\$2,984,537**. We incorporated these changes in the final appropriations Ordinance up for approval next week.

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING **DECEMBER 31, 2024** IN THE AMOUNT OF **\$19,640,909** AS PER THE ATTACHED TABULATION.

City of Milford
Permanent Appropriations & Transfers
Fiscal Year 2024

Fund / Program		Category		Total
		Personnel	Other	
101	General Fund			
1000	Police	3,267,000	451,575	3,718,575
1003	Police Contracts	48,580		48,580
1200	Civil Defense		4,000	4,000
1300	Street Lighting		73,000	73,000
2200	Health Department		29,775	29,775
4000	Planning	114,400	22,975	137,375
4200	Building Inspection		75,200	75,200
5200	Solid Waste & Recycling		495,900	495,900
6100	Service	234,955	80,175	315,130
7000	Manager	283,961	171,200	455,161
7001	Public Records		500	500
7100	Finance	202,478	67,825	270,303
7200	Law Director		165,000	165,000
7300	Legislative	40,325	46,975	87,300
7400	Mayor's Court	111,455	24,160	135,615
7510	Municipal Building		161,833	161,833
7600	Engineering		45,700	45,700
7700	Personnel Commission		6,100	6,100
7800	Income Tax	107,075	658,542	765,617
8000	Miscellaneous		81,500	81,500
	<u>Transfers / Advances</u>			
8200	Transfers Out			
	To Street Fund		823,000	823,000
	To Cemetery Fund		125,000	125,000
	To Debt Fund for Muni Bldg		152,826	152,826
	To Capital Improvement Fund		25,000	25,000
	To Real Property Acquisition Fund (25 Main)			
	To Land Improvement Fund (FC)			
	To Park Levy Improvement Fund (5 Points)		8,000	8,000
8200	Advances Out			
	To Water Tower Improvement Fund			
	Total General Fund	4,410,229	3,795,761	8,205,990
203	Drug Offender		1,000	1,000
204	Parks & Recreation	59,025	514,475	573,500
205	Mayor's Court Computer		8,500	8,500
206	Enforcement & Education			
207	Cemetery	75,650	131,045	206,695
210	Street Construction M&R	234,650	963,000	1,197,650
	Transfer Out to Gen Bond Fund for PWF		45,282	45,282
211	State Highway Improvement		28,000	28,000
212	Permissive Tax		89,000	89,000
215	Fire / EMS Levy		3,271,250	3,271,250
329	General Bond		333,950	333,950
331	Economic Development Bond		253,665	253,665
332	Park Levy Bond Retirement Fund		579,157	579,157
415	Capital Improvement		225,000	225,000
416	Sports Facility Land Improvement			
	Transfer Out to Economic Devp Bond Fund for Sports Facility		253,665	253,665
417	Real Property Improvement			
	Transfer Out to Park Levy Bond Retirement Fund			
418	Park Levy Improvement Fund		20,250	20,250
	Transfer Out to Park Levy Bond Retirement Fund		579,158	579,158
501	Storm Water Utility	225,610	275,100	500,710
	Transfer Out to Gen Bond Fund for PWF		45,282	45,282
502	Water Utility	638,300	783,875	1,422,175
	Transfer Out to Water Improvement Fund		92,000	92,000
503	Wastewater Utility	515,425	406,200	921,625
515	Water Tower Improvement Fund			
	Advance Return to General Fund			
516	Water Improvement		256,632	256,632
	Transfer Out to Gen Bond Fund for PWF		45,282	45,282
517	Wastewater Improvement		274,209	274,209
	Transfer Out to Gen Bond Fund for PWF		45,282	45,282
	Transfer Out to Wastewater Operating Fund		165,000	165,000
731	Special Deposit Trust Fund		1,000	1,000
GRAND TOTALS		6,158,889	13,482,021	19,640,909

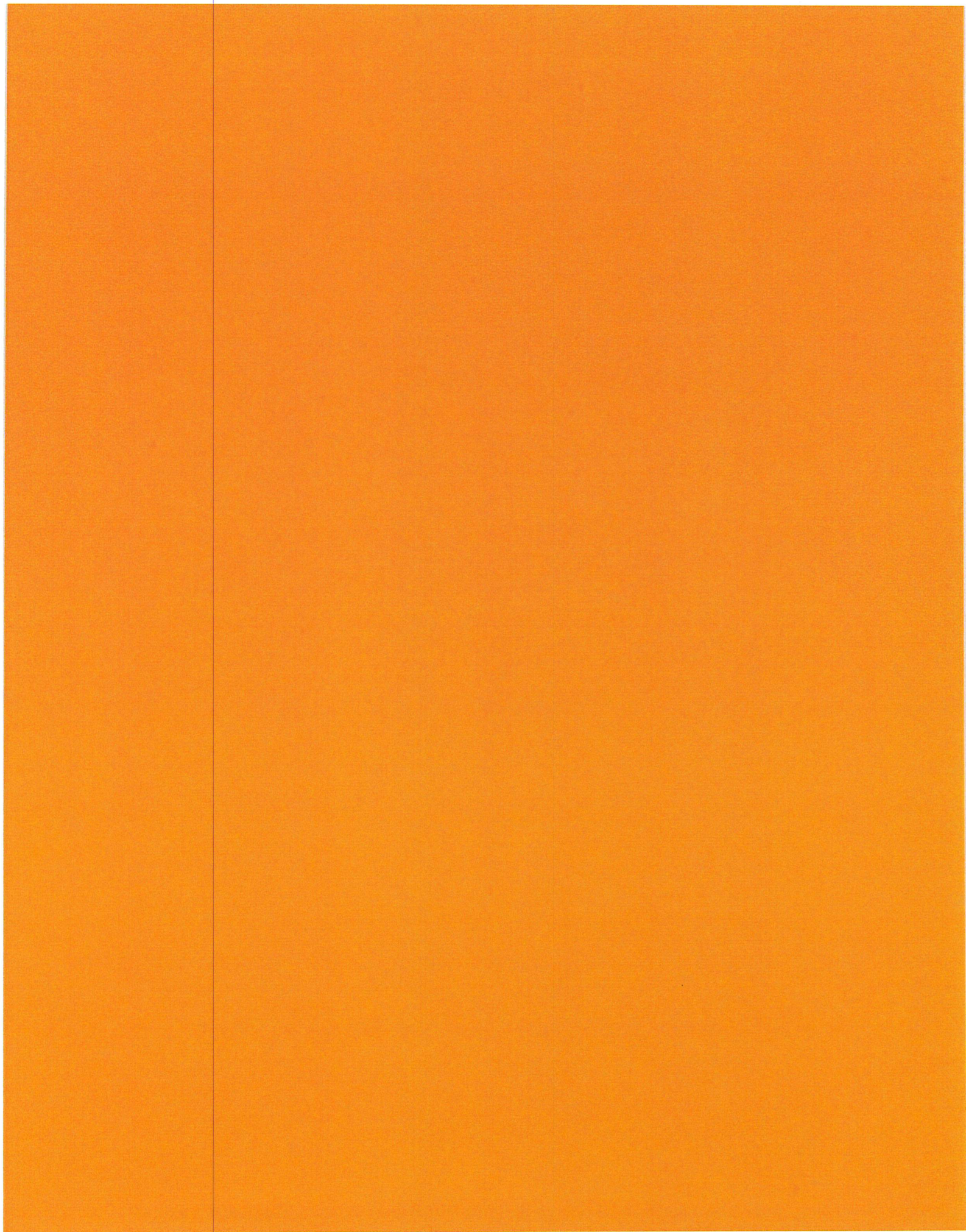
**City of Milford
Changes to Budget Book
Fiscal Year 2024**

Expenses

Fund / Program		Category		Total	Notes
		Personnel	Other		
101	General Fund				
	7000 Manager	(133,059)		(133,059)	ACM Salary & Benefits
		(18,628)		(18,628)	ACM OPERS
	<u>Transfers / Advances</u>				
	8200 Transfers Out				
	To Street Fund		(377,000)	(377,000)	\$285 Reductions + Excess Balance
	To Cemetery Fund		(20,000)	(20,000)	Excess Fund Balance
	To Capital Improvement Fund		(750,000)	(750,000)	SR131 & Lila Corridor Pushed to 2025
	To Real Property Acquisition Fund (25 Main)				
	Total General Fund	(151,687)	(1,147,000)	(1,298,687)	
204	Parks & Recreation		32,250	32,250	Design for Canoe / Kayak Launch
			(5,000)	(5,000)	Landscaping
207	Cemetery		(20,100)	(20,100)	Landscaping
210	Street Construction M&R		(100,000)	(100,000)	Crosswalk Lighting Improvements
			(120,000)	(120,000)	1 of 2 Salt Trucks
			(63,000)	(63,000)	Utility Truck - MCFD \$12K v New \$80K
			(60,000)	(60,000)	SR28 Water Main Break Road Reconstruction
			58,000	58,000	County Resurfacing Bid \$288K v \$220K Budget
415	Capital Improvement		(1,500,000)	(1,500,000)	SR131 & Lila Corridor Pushed to 2025
502	Water Utility		92,000	92,000	Air Stripper Media Pushed to 2024
GRAND TOTALS - APPROPRIATIONS		(151,687)	(2,832,850)	(2,984,537)	

Revenues

101	General Fund		15,000	15,000	Hotel / Motel Tax
			(12,500)	(12,500)	SRO MOU pushed to 2025
207	Cemetery		(20,000)	(20,000)	Reduction in Transfer In
210	Streets		(377,000)	(377,000)	Reduction in Transfer In
415	Capital		(750,000)	(750,000)	SR131 & Lila Corridor Pushed to 2025
			(750,000)	(750,000)	Reduction in Transfer In
GRAND TOTALS - REVENUES		(151,687)	(4,727,350)	(1,894,500)	





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To: Chair Kristoper Parrish / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: December 11, 2023

Subject: FY2023 4th Amended Appropriations

~\$270,650 in Changes

Please find attached a list of proposed amendments to the City's **2023** appropriations. The total increases amount to **\$270,650**.

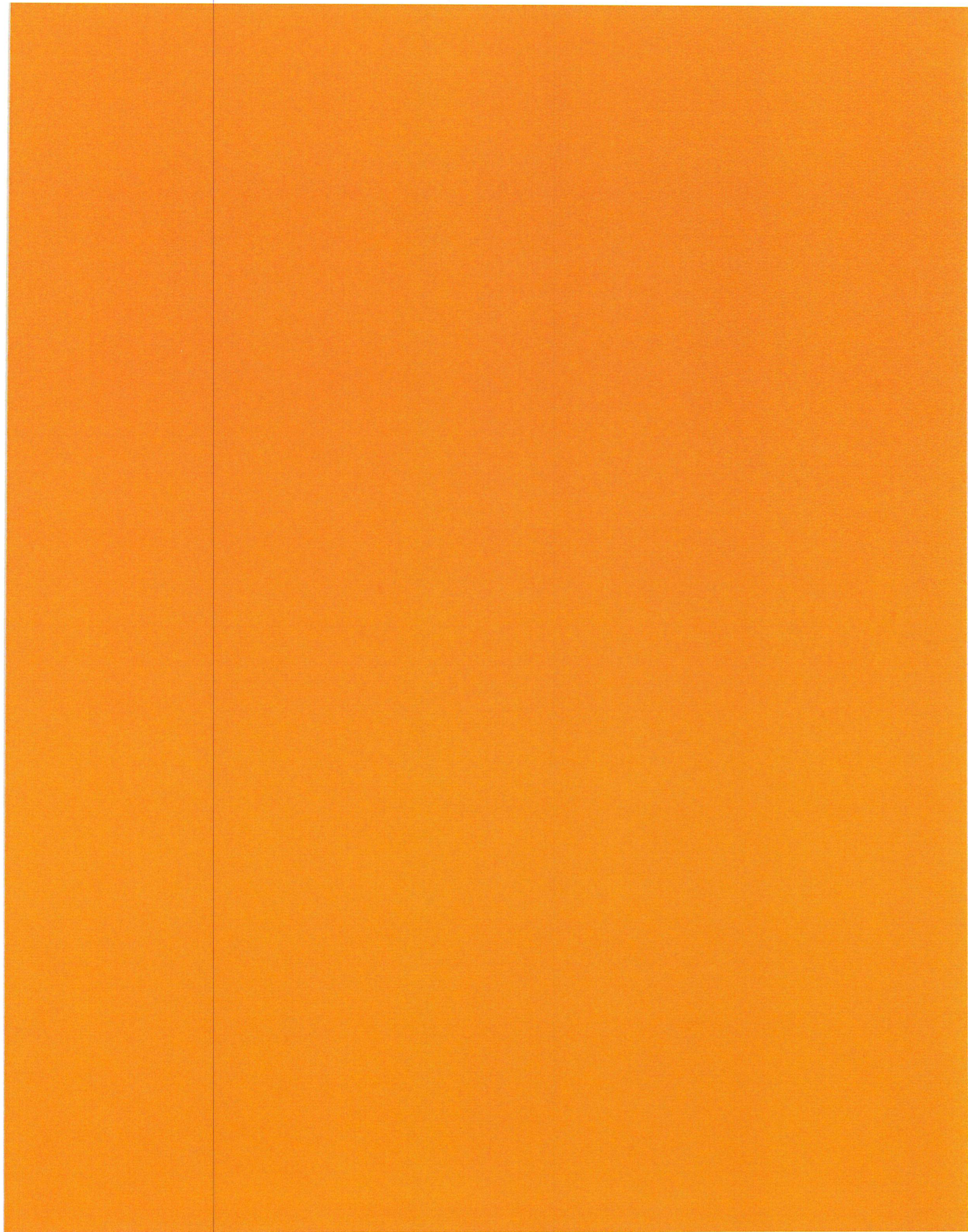
~\$36 Million Total Budget

These changes put the City's total **2023** budget at **\$36,329,106**.

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AMENDING APPROPRIATIONS ORDINANCE 2022-181, 2023-192, 2023-219, and 2023-228 INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED TABULATION TOTALING \$270,650

Fund	Category		Total	Purpose
	Personnel	Other		
Appropriations				
101 General Fund				
1000 Police		\$ 30,000	\$ 30,000	Vehicle Maintenance / Psych Exams
1003 Police Contracts	29,750		29,750	Main Street Duke Gas Line Staffing, In & Out
1300 Street Lighting		11,000	11,000	Increased Duke Rates
4200 Building Inspection		15,000	15,000	Aerie Development Permits, In & Out
7000 Manager		25,000	25,000	Terracon Bustr
7200 Law Director		25,000	25,000	Lawsuits / Annexation / CBA / CRA / EE Issues
7300 Legislative		6,100	6,100	Municipal Code Update #2 + Zoning
7400 Mayor's Court		800	800	Interpreter
215 Fire & EMS		44,000	44,000	Opioid Settlement , Auditor Fees
418 Park Levy Improvement		15,000	15,000	Final Change Orders
503 Wastewater		14,000	14,000	Utilities / Contract Repairs
Transfers & Advances				
101 General Fund				
Transfer Out to Cemetery Fund		20,000	20,000	Ongoing Support
Transfer Out to Park Levy Fund		35,000	35,000	Final Change Orders
TOTALS	\$ 29,750	\$ 240,900	\$ 270,650	



Milford Exempted Village School District School Resource Officer (SRO) Program Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) is being executed on _____ by Milford Exempted Village School District and Milford Police Department. This MOU is effective for the 2024-2025 school year.

This document will serve as the written agreement between the Milford Exempted Village School District and the Milford Police Department. This agreement establishes the needed commitment and support from both institutions. This document also provides a series of guidelines and policies relevant to the performance of the School Resource Officer. The MOU will be the guiding document officers, school administrations, city administrations, students, and their caregivers look to for structure and accountability. This document shall be reviewed, updated, and endorsed annually. The MOU takes into account input from all community stakeholders including caregivers, students, and teachers. Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between the participating entities listed above and all community stakeholders [or the Police Department's policing powers under Ohio law](#).

I. Purpose

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and students. Furthermore, [the MOU seeks to](#) promote a safe and positive learning environment and [to](#) decrease the number of youth formally referred to the juvenile justice system.

II. Mission

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe, and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers, and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students' good moral standards, good judgment, discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success

III. Goals of the SRO Program

SRO program goals include:

1. To ensure a safe learning environment for all children and adults who enter the building.
2. To prevent and reduce potential harm related to incidents of school violence.
3. To foster a positive school climate based on respect for all children and adults in the school.

4. To create partnerships with behavioral health and other care providers in the community for student and family referral.

This SRO program is unique to the community, based on input from the school administration, teachers, faculty, students, families, and community members. The program is designed to fulfill three overall roles:

1. Law Enforcement
2. Fostering Positive School Climate /Crime Prevention
3. Education

Law Enforcement Role – The SRO is responsible for the majority of law enforcement activities occurring at the school during school hours but not general student discipline. A determination of whether an activity raises to the level of a law enforcement activity shall be made in consultation with a school administrator. Parents, students, teachers, and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO. While the enforcement is the role of SROs, alternatives to arrest should be used whenever possible, and arrest of students should be a measure of last resort. The SROs discretion to act remains the same as that of any other police officer [as provided under Ohio law](#).

Fostering Positive School Climate/Crime Prevention – One of the primary roles the SRO fulfills is fostering a positive school climate through relationship building and crime prevention. The SRO will engage in various activities. This will include consultation with school administration, teachers, and students. The SRO should strive to build a school culture of open communication and trust between students and adults by focusing on the officer getting to know students at the school. The officer will serve as a role model, working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. The SRO may also complete security surveys analyzing the physical safety of school property and facilities.

Education – The SRO should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff. Whether talking to students in the hallway or delivering a presentation in the classroom, the SRO is embedded in the education fabric within the school. The SRO is expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

IV. **Organizational Structure**

A. Composition

The SRO Program will consist of full-time police department personnel that are certified Peace Officers for the State of Ohio and meet all requirements as set forth by the Milford Exempted School District and Milford Police Department Rules and Regulations.

B. Officer Recruitment & Selection

School officials and the Milford Police Department agree on the City's guidelines for the selection of officers to serve as SROs. [The Police Department will choose the SRO](#)~~The ultimate selection process and appointment of the SRO is completed by the law enforcement agency.~~

SRO preferred general criteria:

1. Certified DARE Officer – the SRO will also serve as an instructor in the Drug Abuse Resistance Education curriculum.
2. Experience as a police officer and commitment to student well-being – SROs must have a minimum of eight years' experience as a full-time patrol officer, be at least 21 years of age and have extensive experience with juvenile assignments. Experience working with youth and an interest in student success, juvenile justice, child and adolescent development and psychology, and creating a positive school climate are essential.
3. Successful performance – All candidates should have proven performance as reflected by prior performance evaluations. Candidates should be free of significant disciplinary action.

C. Training Requirements

Prior to entering service as an SRO, officers shall complete a minimum of 40 hours of initial training that covers responsibilities and/or limitations of SROs, Ohio school laws, MOUs, child development, conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. In addition, it is recommended that SROs receive additional training each year on topics such as trending school-based law enforcement topics, child development, adolescent psychology, trauma, conflict resolution, mental health and addiction, children with disabilities, juvenile and education law and policy, PBIS, and cultural competence.

V. Operational Procedures

Chain of Command for the SRO: The SRO will be accountable to the Milford Police Department chain of command. The principal or their designee will oversee the SRO while at the school and report any issue to the Milford Police Department chain of command. The SRO is expected to cooperate with the school officials, including administrators and faculty. The SRO will be familiar with school policy and respond to the requests of school officials.

The SRO's activity in the school is ~~guided by the following procedures, supervision and evaluation~~ shall be ~~guided~~provided by the Milford Police Department to effectively support SROs efforts and to monitor their progress:

A. Duties

The primary functions of the SRO are to help provide a safe and secure learning environment, foster a positive school climate, reduce/prevent crime, serve as an educational resource, and serve as a liaison between the school and the police department. Specific daily assignments to accomplish this function will vary by school. The SRO and school principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise. As required by law, SROs should never be assigned to duties within schools in place of or in lieu of a certified teacher.

Basic responsibilities of the SRO will include but will not be limited to:

1. To enforce criminal law and protect the students, staff, and public at large against criminal activity.
2. Foster mutually respectful relationships with students and staff to support a positive school climate.
3. Provide information concerning questions about law enforcement topics to students and staff.
4. Provide classroom instruction on a variety of topics including, but not limited to, safety, public relations, occupational training, leadership, and life skills.
5. Coordinate investigative procedures between police and school administrators.

6. Handle initial police reports of violent crimes committed on school property.
7. Take enforcement action on criminal matters when appropriate and after consultation with school administrators.
8. Attend school special events as needed.
9. Review lesson plans as necessary for the instruction provided.
10. Collect data on SRO activities (arrests, citations, etc.)

If an SRO conducts a training, attends a special event, or files/investigates a report, they will generate an incident report in the Milford Police Department Records Management System.

B. Uniform

Normally, the SRO is in uniform.

C. Daily Schedule

To be determined by the SRO supervisor and the school administrators consistent with the MOU.

D. Absence/ Substitution

The Milford Police Department will make concerted efforts to have a substitute officer at the school in the event the SRO is unavailable.

E. Special Events

To be determined by the SRO supervisor and the school administrators consistent with the MOU.

F. Summer Activity

SROs should accomplish as much of the required training as possible during the summer months when school is not in session. SROs may still be involved in some summer projects with the school district, however, they will spend the majority of this time on Milford Police Department assignments.

G. Role in Responding to Criminal Activity

One of the roles of the SRO as law enforcement officers, is to engage in traditional criminal investigation and report taking. As a police officer, the SRO has the authority to issue warnings, make arrests and use alternatives to arrest at their discretion. However, the SRO will perform their duties mindful of the parties' common goal of supporting student success. The following procedures will help the SRO be as effective as possible in this role:

1. For any offense on school property, the SRO, working cooperatively with the school administration, will endeavor to avoid arrest and criminal involvement for misdemeanor activity. Certain offenses, such as sex offenses, weapons offenses, and any offenses of violence, will normally require the filing of charges in consultation with school officials, but should be evaluated on a case-by-case basis. The SRO's powers to arrest will be governed by the Ohio [law Revised Code](#).
2. School officials shall put into place plans, such as de-escalation techniques, conflict resolution and restorative justice practices, to serve as an alternative to arrest, which will be distributed to school staff.

H. Role in School Policy Violations

The SRO is not a school disciplinarian and violations of the student code of conduct or schools' rules that are not criminal matters ~~and~~ should always be handled by school faculty and staff, not

the SRO. The SRO should not directly intervene unless the situation directly affects an imminent threat to the health, safety, and security of the student or another person in the school and will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator. The SRO, as a staff member, will report school policy violations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the Student Handbook or Student Code of Conduct, but it is not the responsibility of the SRO to enforce the rules in these documents.

I. Data Collection

For school administration purposes, the SRO should submit an annual report listing all arrests made on school property during the school day. Data should include the building, gender, and ethnicity. See J. 1. below.

J. Sharing of Information

Communication and information sharing is essential to the success of the SRO program.

1. Sharing of information will be governed by the Ohio Revised Code 149.43, the Ohio Administrative Code, and relevant Milford Police Department and Milford Exempted Village School District policies.
2. The sharing of arrest related information by the Milford Police Records Clerk with school administration, upon request or at the direction of the SRO, will involve the dissemination of arrest reports and calls for service filed with the Department or from other police agencies encountering students from Milford Exempted Village School District.
3. Juvenile fingerprints and photos as part of the arrest record will not be shared by the SRO, subject to Ohio Public Records law.
4. If the SRO is aware of information on a student that is officially obtained by the Milford Police Department, which reflects that the student is in violation of school policies (Student Handbook or Athletic Code), the Milford Police Records Clerk may forward that information to school administration.
5. If a juvenile is an uncharged suspect in a crime, his/her information will **NEVER** be released per ORC 149.43(-A)(1)(h)H and (A)(2).
6. Information the SRO obtains from school personnel, dealing with criminal or possible criminal activity or intelligence, will be maintained by the SRO in a locked file cabinet (only accessible by SRO) or at the police department. This file may be shared with other Division personnel and Criminal Justice Agencies but will not be part of the student's school record.
7. ~~Hearsay information or rumors alone will not be the basis for any formal action by the Police Department. It can be used in an intelligence capacity or to validate the need for further investigation.~~
8. Any information that is obtained by the SRO that pertains to criminal activity occurring outside the City limits shall be relayed to the police department of jurisdiction.
9. When any felony occurs or any crime that prompts a Public Information Officer response from the schools or the City, or if a school building is evacuated, the SRO shall contact his immediate supervisor as soon as possible.
10. The SRO shall have access to any public records maintained by the school to the extent allowed by law. Law enforcement officials may need confidential information in emergency situations based on the seriousness of the threat to someone's health or safety, time sensitivity, and the direct relationship of the information to the emergency.

The following procedures should be followed to facilitate a free flow of information between school officials and the SRO:

This seems like it should be somewhere else?

K. Role in Locker, Vehicle, Personal, and Other Searches

SROs may participate in a search of a student's person, possessions, locker, or vehicle only where there is probable cause to believe that the search will turn up evidence that the student has committed or is committing a criminal offense. The SRO will not ask a school employee to conduct a search for law enforcement purposes. Unless there is a serious and immediate threat to student, teacher, or school safety, the Superintendent of Schools in concert with the building principals shall have final authority in the building.

The SRO may perform searches independent of the school administration only during emergency situations and where criminal activity is suspected. Strip searches of students by SROs are prohibited.

Limits on Interrogations and Arrests

1. Interrogations – The SRO may be present in the questioning of a student by a school administrator. If law enforcement or an SRO is involved with the questioning of a student, the officer will [refer to the follow](#) Milford Police Department Directives.
2. Arrests – Incidents involving public order offenses, including disorderly conduct, profanity, and fighting that do not involve serious physical injury or a weapon, should be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.
 - a. The Principal and the Superintendent or their designee shall be consulted prior to an arrest of a student when practical.
 - b. The student's parent(s) or guardian(s) shall be notified of his or her arrest immediately or as soon as practical and in a timely manner.
 - c. Unless there is a serious and immediate threat to student, teacher, or public safety, the SRO shall not use physical force or restraints on students.

L. Role in Critical Incidents

The SRO will be familiar with the Emergency Operations Manual of the Milford Exempted Village School District. During critical incidents occurring when the SRO is present, the SRO will normally act as a liaison between school administration, police personnel, and other emergency resources if practical.

M. Role in Truancy Issues

Truancy will be handled by school personnel. The SRO will not take an active role in the tracking of truants. The SRO will act as a liaison between the school and police personnel should police involvement become necessary due to safety concerns.

VI. School District Responsibilities

The Milford School District should provide the SRO the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted dedicated office, which shall contain a telephone, a secure computer and printer, which may be used for general business purposes.
2. A location for files which can be properly locked and secured (accessed only by SRO).
3. A desk with drawers, a chair, worktable, filing cabinet, and office supplies.
4. The opportunity for the SRO to address teachers, school administrators and student families about the SRO program, goals, and objectives.
5. The opportunity to provide input regarding criminal justice problems relating to students.

6. The opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.
7. The District Emergency Operations Manual, Crisis Plan, Student Handbook/Code of Conduct and other related materials as deemed appropriate.
8. School staff designee for referrals for counseling and other school-based and/or community based supportive services for students and families.
9. The SRO shall respect the sensitive nature of student privacy and shall abide by all applicable confidentiality, privacy policies, and applicable laws.
10. Encourage attendance for secondary Assistant Principals at NASRO Basic SRO training.
11. Provide training to teachers, administrators, staff and SROs about when to directly involve SROs with student misconduct and about available alternatives to arrest.

VII. Crisis Planning

Milford Exempted Village School District, Milford Police Department SRO and Milford Community Fire Department will coordinate Crisis Planning and training. Each entity will be involved in updates and creation of new Crisis Plans. Consistency throughout the district should be adhered to.

Lock down drills shall be included as part of the District's preparedness plan. Milford Police Department shall be included in the creation of lock down procedures so that first responders are familiar with procedures. Lock down procedures should be trauma-informed and consistent throughout the district.

VIII. Reviewing the MOU and SRO Program

The assigned parties shall review the MOU/SRO Program annually and adjust as needed. Any revisions will be reflected in an updated MOU which will be signed by all parties annually. Should either party want to terminate the MOU/SRO ~~p~~Program, for any or no reason, they will need to give a 30-day written notice. After that time expires, neither party will have any obligations under the Program.

Complaints against the SRO shall follow the normal complaint process of the Milford Police Department and include notice to the appropriate school administrators.

IX. Financing

Milford Police Department will hire, train, equip, supervise, manage and evaluate appropriate personnel selected for the School Resource Officer program. The evaluation process will include input from Milford Exempted Village School District. Whenever possible, the School Resource Officer will participate in training courses during the summer months to reduce absence from the school.

Milford Police Department will pay 50% of a School Resource Officer's salary to include yearly raises set forth by the department's Collective Bargaining Agreement, and benefits. Milford Police Department will provide a marked police vehicle at no extra cost.

In return, Milford Exempted Village School District will pay 50% of the School Resource Officer's salary to include yearly raises set forth by Milford Police Department Officer's Collective Bargaining Agreement and benefits. By the second Monday in February of each year, an invoice for the previous calendar year will be sent to Milford Exempted Village Schools for payment to the City of Milford.

In addition, the school will provide adequate office space to conduct interviews and other business related to an SRO's duties.

~~X. Problem Resolution/Legal Contingencies~~

~~Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent of Milford School District and the Milford Police Department or their designees.~~

SIGNATURES:

D. Jamey Mills, Milford Police Department, Chief of Police

Date

Michael Doss, Milford City Manager

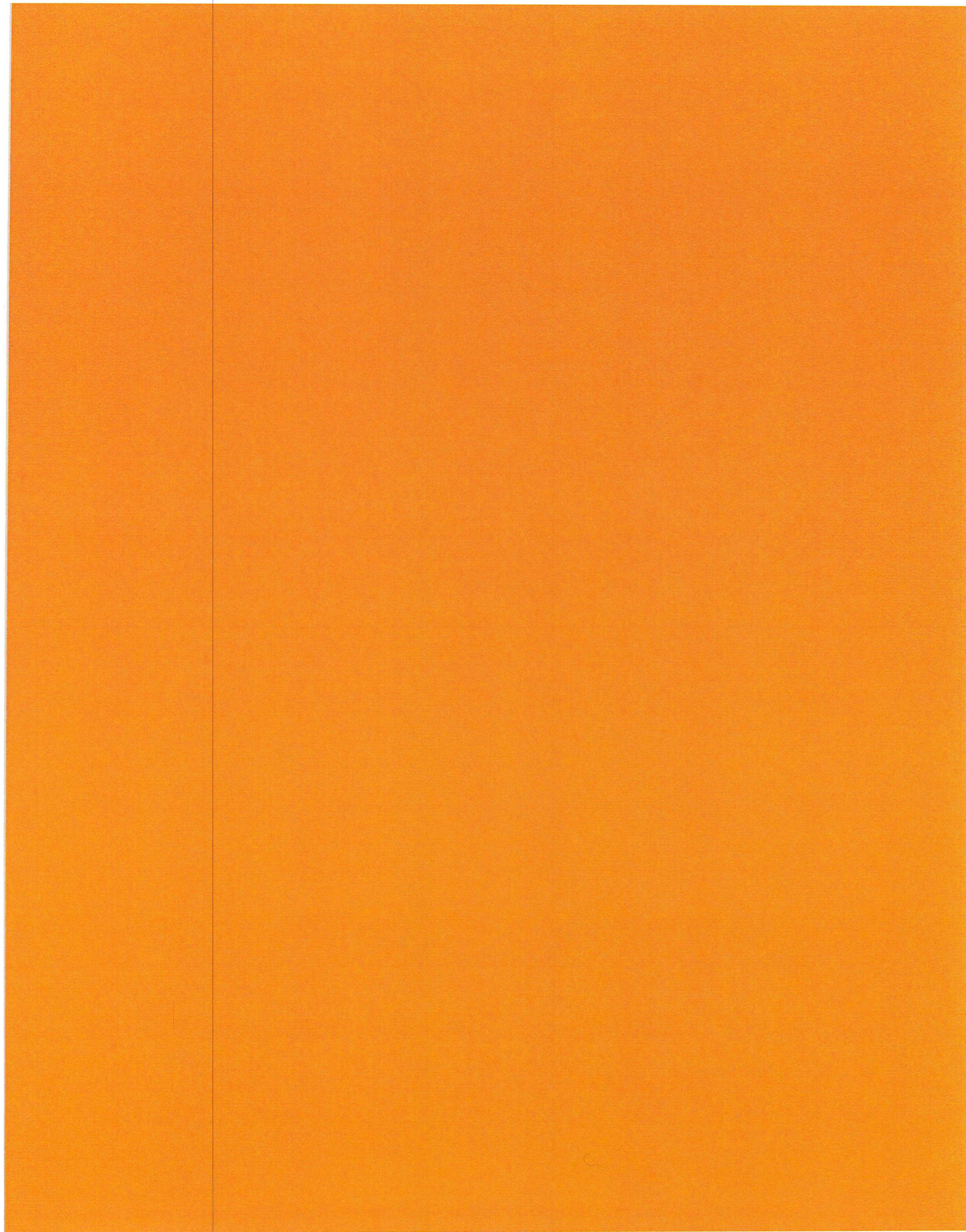
Date

Jeff Johnson, Milford EVSD, Director of Business and Operations

Date

John Spieser, Milford EVSD, Superintendent

Date



RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

	22-174	September 20,	22
Ordinance No.		Passed	, 20

AN ORDINANCE APPOINTING BRYAN E. PACHECO AS LAW DIRECTOR FOR THE CITY OF MILFORD AND AUTHORIZING AN AGREEMENT WITH DINSMORE & SHOHL, LLP FOR LEGAL SERVICES ASSOCIATED WITH THE LAW DIRECTOR

WHEREAS, the Charter of the City of Milford provides that the Law Director shall be appointed by City Council; and

WHEREAS, under the Charter, the Law Director is the legal advisor and attorney for the City; and

WHEREAS, City Council sought proposals to fill the position of Law Director and interviewed prospective candidates for the position; and

WHEREAS, City Council has determined that Bryan E. Pacheco, a partner with the law firm of Dinsmore & Shohl, LLP, meets the requisite qualifications required under the Charter; and

WHEREAS, Council wishes to provide for the terms of the Law Director’s services, including payment; and

WHEREAS, Mr. Pacheco desires to serve as Law Director under the Charter and the terms of this Ordinance.

Now, Therefore, Be It Ordained By the Council Of The Municipality of Milford, Ohio:

Section I:

Council hereby provides for the compensation of the Law Director for the services outlined below, effective September 20, 2022, and ending December 31, 2022. The Law Director and Council shall, upon mutually agreeable terms, provide for compensation after December 31, 2022, at a later time.

Section II:

The Law Director shall be paid \$265 per hour for services performed, beginning on September 20, 2022, and ending on December 31, 2022. Payment shall be made on a monthly basis. The services to be performed under the basic salary provisions by the Law Director are as follows: Attendance at all Council meetings or for such other meetings as requested by Council or the Manager; Acting as Law Director as provided under the Charter; Preparing legal opinions for Council and the Manager; Attendance and prosecution in the Mayor's Courts if necessary; Legal advisor to various boards which would include attendance at their meetings when requested; Prepares, reviews all ordinances and resolutions to come before Council; Reviewing and approving all contracts, deeds, leases, releases, franchises, and other legal documents entered into by the City; Decides major legal questions in litigation, claims, leases and contracts, land titles and related legal matters; Represents the City in legal matters, brings suits necessary to be instituted by the City and defends the City in suits brought against it, and handles appellate litigation. Appointing a Deputy Law Director when necessary; Civil collection of public utility collections and taxes; Any litigation involving the City except Mayor's Court; Special tax court sessions; Representation of the City before a government board or agency; and handling Mayor's Court appeals or Bureau of Motor Vehicles points appeals at Municipal Court.

RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. _____ Passed _____, 20____

Section III.

Pursuant to and in accordance with Section 12.05 of the Milford City Charter, this Ordinance shall become effective immediately upon its passage by City Council.

ADOPTED: September 20, 2022

ATTESTED: Jackie Bain Lisa Evans
Jackie Bain, Clerk Mayor Lisa Evans

CLERK’S CERTIFICATION

I Jackie Bain, Clerk of Council of the City of Milford, Ohio, do hereby certify that the foregoing Resolution was published by posting the complete text of said Ordinance at five (5) of the most public places in said Municipality as determined by Council as follows: at River Hills Bank, 301 Main Street, Milford, Ohio; at Peoples Bank, 735 Lila Avenue, Milford, Ohio; at Milford Community Fire Department, 687 B US 50, 'Milford, Ohio; at the Milford Post Office, 100 Castleberry Court, Milford, Ohio; and at the site of the Municipal Building, 745 Center St, Milford, Ohio each for a period of fourteen (14) days commencing on the 26th day of June 2019.

Jackie Bain
Jackie Bain, Clerk of Council