

**Administrative Services Committee
Meeting Minutes
December 1, 2021**

Ms. Evans called the meeting to order at 4:00 p.m.

Present: Lisa Evans, Kim Chamberland

Staff: City Manager, Michael Doss, Assistant City Manager, Pam Holbrook, Finance Director, Pat Wirthlin, Administrative Assistant, Jackie Bain

Visitors: none at this time

Proceedings: The minutes from the October 13, 2021 Administrative Services Committee Meeting were approved.

ORDINANCE ST. ANDREWS ZONE CHANGE

Assistant City Manager Pam Holbrook reviewed information for St. Andrews Zone change request. Location: 564 Main Street; 568 Main Street. This is a zone change formality and has been to a Planning Commission Public Hearing on October 13, 2021. As well as City Council Public Hearing on November 16, 2021. Per Staff Recommendation:

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Rezoning 0.422 Acres, More or Less, Of Real Property From I, Institutional District To R-3 Single Family Residential District

ORDINANCE AMENDING APPROPRIATION ORDINANCES 2020-63, 2021-70 AND 2021-107

Finance Director Pat Wirthlin reviewed a list of proposed amendments to the City's appropriations. The total increases amount to \$127,900. Of Note: Ms. Wirthlin pointed out several references to "CARES State Review." The Office of Budget and Management pointed out that the Police taser purchases might fall in the "gray" area of acceptable COVID expenditures when it comes to the City's official audit next year. The State suggested that the City "swap" the taser expenses out for Police salaries, which they would consider to be more acceptable due to the nature of Police work.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Amending Appropriations Ordinances 2020-63, 2021-70, And 2021-107 By Increasing or Decreasing the Individual Items as Listed on The Attached Chart Totaling \$127,900

ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022

Finance Director Pat Wirthlin reviewed 2022 final budgeted appropriations totaling \$22,280,728. This budget will be up for Council approval next week at the December 7th Council Meeting. The budget is the final product of the Council Work Session. Also discussed an attached chart outlining changes to the original 2022 Budget Book appropriations in the net amount of \$35,100. These changes were incorporated in the final appropriations Ordinance up for approval next week.

The Committee Agreed to Recommend That the Law Director 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, 2022 In the Amount Of \$22,280,728 As Per the Attached Chart.

RIVERSIDE PARK DEED RESTRICTIONS FOR WALKING PATH

City Manager, Michael Doss, discussed with the committee ODNR and the grant funds used for the Riverside Park Walking Path and parcels (identified on a map provided) that must be perpetually operated and maintained solely for public recreation or natural resource purposes. The identified property cannot be converted in use of title without the prior approval of the National Park Service and The Director of the Ohio Department of Natural Resources.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Designating Parcels 210712.001p, 210712.002p, 210712.017p, 210710b125a, and 210710b125b Located and Identified in Riverside Park as Perpetually Operated and Maintained Solely for Public Recreation or Natural Resource Purposes

DISCUSSION: PLANNING AND COMMUNITY DEVELOPMENT COORDINATOR POSITION

City Manager, Michael Doss, discussed with the committee the Planning and Community Development Coordinator position. Pam Holbrook will be retiring in April 2022 and we will need to fill the planning and zoning aspects of her position as soon as possible so that this employee can train along side Ms. Holbrook before she is gone. The Committee reviewed and discussed the description of the position.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Creating the Position of Planning and Community Development Coordinator

DISCUSSION: ADMINISTRATIVE ASSOCIATE POSITION

City Manager, Michael Doss, discussed with the members of the committee the Administrative Associate position and the job duties. The committee discussed the minimum requirements as well as what type of support this position will provide the departments.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Creating the Position of Administrative Associate

DISCUSSION: CITY MANAGER CONTRACT

City Manager, Michael Doss, asked the committee if there are any questions regarding his employment contract. The committee reviewed and there were two corrections to be made to the agreement which resulted in Section 3. to change from: Employer agrees to pay Employee a lump sum cash settlement in an amount equal to one month's salary for each year of service, to now state, *Employer agrees to pay Employee a lump sum cash settlement in an amount equal to six months' salary.* Also, noted that in Section 17. C To change the date from January 1, 2019 to January 1, 2022

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Authorizing an Employment Contract with Michael W. Doss as City Manager for The City of Milford

There being no further business, the meeting adjourned at 4:56 pm with a motion from Ms. Evans, Seconded by Ms. Chamberland.

Respectfully submitted,
Jackie Bain, Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans and Ms. Chamberland on December 2, 2021."

PUBLIC NOTICE

AGENDA

ADMINISTRATIVE SERVICES COMMITTEE MEETING

Committee Members: Lisa Evans, Kim Chamberland, and Sandy Russell

Wednesday, December 1, 2021 at 4:00 p.m.

Harry Hodges Conference Room, 745 Center Street, Milford, Ohio 45150

Call to Order

Proceedings: Approval of the October 13, 2021 Administrative Services Committee Minutes

Agenda Items:

- Ordinance St. Andrews Zone Change
- Ordinance Amending Appropriation Ordinances 2020-63, 2021-70 and 2021-107
- Ordinance to make Appropriations for the Current Expenses and Other Expenditures of the City of Milford During the Fiscal Year Ending December 31, 2022
- Riverside Park Deed Restrictions for Walking Path
- Discussion: Planning and Community Development Coordinator Position
- Discussion: Administrative Associate Position
- Discussion: City Manager Contract
- And all additional matters that may properly come before the Committee

**Administrative Services Committee
Meeting Minutes
October 13, 2021**

Ms. Evans called the meeting to order at 4:00 p.m.

Present: Lisa Evans, Sandy Russell, Kim Chamberland

Staff: City Manager, Michael Doss, Finance Director, Pat Wirthlin, Administrative Assistant, Jackie Bain

Visitors: none at this time

Proceedings: The minutes from the July 14, 2021 Administrative Services Committee Meeting were approved.

Discussion: Amending Appropriation Ordinances 2020-63 and 2021-70

Finance Director Pat Wirthlin reviewed a list of proposed amendments to the City's appropriations. The total increases exceed \$900,000. Ms. Wirthlin informed the committee that she is in the process of filing an Amended Certificate of Estimated Revenue with the County which will increase budgeted revenues by a similar amount. This means that the effect on the budget is minimal. These changes put the City's total budget at just under \$20 Million, the largest budget yet. This City is popping, and the budget shows it!

Also discussed were some new items: \$718,069 for American Rescue Act Program (ARPA) funds. The City plans to use these funds for water lines and SCADA and \$74,500 Advance from General Fund to Parks Fund while the City awaits the Ohio Department of Transportation refund for the Walking Path.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Amending Appropriations Ordinances 2020-63 And 2021-70 By Increasing or Decreasing the Individual Items as Listed on The Attached Chart Totaling \$932,604

City of Milford
2nd Amended Appropriations, Transfers and Advances
Fiscal Year 2021

Fund		Appropriation Increase (Decrease)	Category	Purpose
Appropriations				
101	General Fund			
1003	Police Contracts	\$14,030	Personnel	Increase In Shifts (Fully Reimbursed)
1200	Civil Defense	\$3,000	Other	Siren Repairs
4260	Building Inspection	\$63,500	Other	Building Permits Increase (-90% Reimbursed)
7000	Manager	\$19,500	Other	Small Business Incentives, Best of Bombs
7200	Finance	\$6,000	Other	Professional Services - Software, Bank, Legal
7200	Law Director	\$2,000	Personnel	Health Insurance
7200	Law Director	\$1,800	Other	Codified Ordinances / Matthew Bander
7300	Legislative	\$2,000	Other	LEAD Program for Councilmember
7510	Municipal Building	\$2,600	Other	Remove Trees / Hydro g, Sprinkler Test
211	State Highway Improvement Fund	\$4,000	Other	Traffic Light Repairs
235	Local Coronavirus Relief Fund	\$453	Other	Taser Subscription
236	American Rescue Plan Act Fund	\$718,069	Other	SCADA / Water Lines
329	General Bond Retirement	\$1	Other	Rounding
331	Economic Devpt Bond Retirement F	\$1	Other	Rounding
415	Capital Improvement Fund			
7000	Manager	\$13,400	Other	Pavement Management Study Increase
7100	Finance	\$9,750	Other	VIP Analytics
7510	Municipal Building	(\$24,000)	Other	Exterior Improvements
417	Real Property Improvement Fund	\$17,000	Other	Park National Bank Refinance Costs
Transfers				
101	General Fund			
	Transfer Out to Cemetery Fund	\$5,000	Transfer	Increases in Labor / Landscaping
Advances				
101	General Fund			
	Advance Out to Parks Fund	\$74,500	Advance	Awaiting ODNR Walking Path Reimbursement
Grand Total		\$932,604		

DISCUSSION: PORTION OF SYCAMORE STREET TO BE VACATED 0.269 ACRE

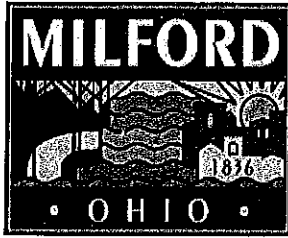
City Manager Michael Doss discussed that we had applied for and received an ODNR Grant for our walking path. As part of getting reimbursed for that, one of the things that they are asking us to do is vacate a portion of Sycamore Street. A portion of the walking path goes through an area of Sycamore Street which is in a grassy area of Riverside Park which goes to the Little Miami River. By vacating this area, the City can never construct anything on this property. If the city was to do that in the future, then we would have to pay back this portion of the grant.

The Committee Agreed to Recommend that the Law Director Prepare an Ordinance Authorizing a Portion of Sycamore Street be Vacated at the Intersection of Sycamore Street and Polk Street to the Little Miami River

There being no further business, the meeting adjourned at 4:18 pm with a motion from Ms. Russell, Seconded by Ms. Chamberland.

Respectfully submitted,
Jackie Bain, Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans, Ms. Russell and Ms. Chamberland on October 15, 2021."



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

www.milfordohio.org

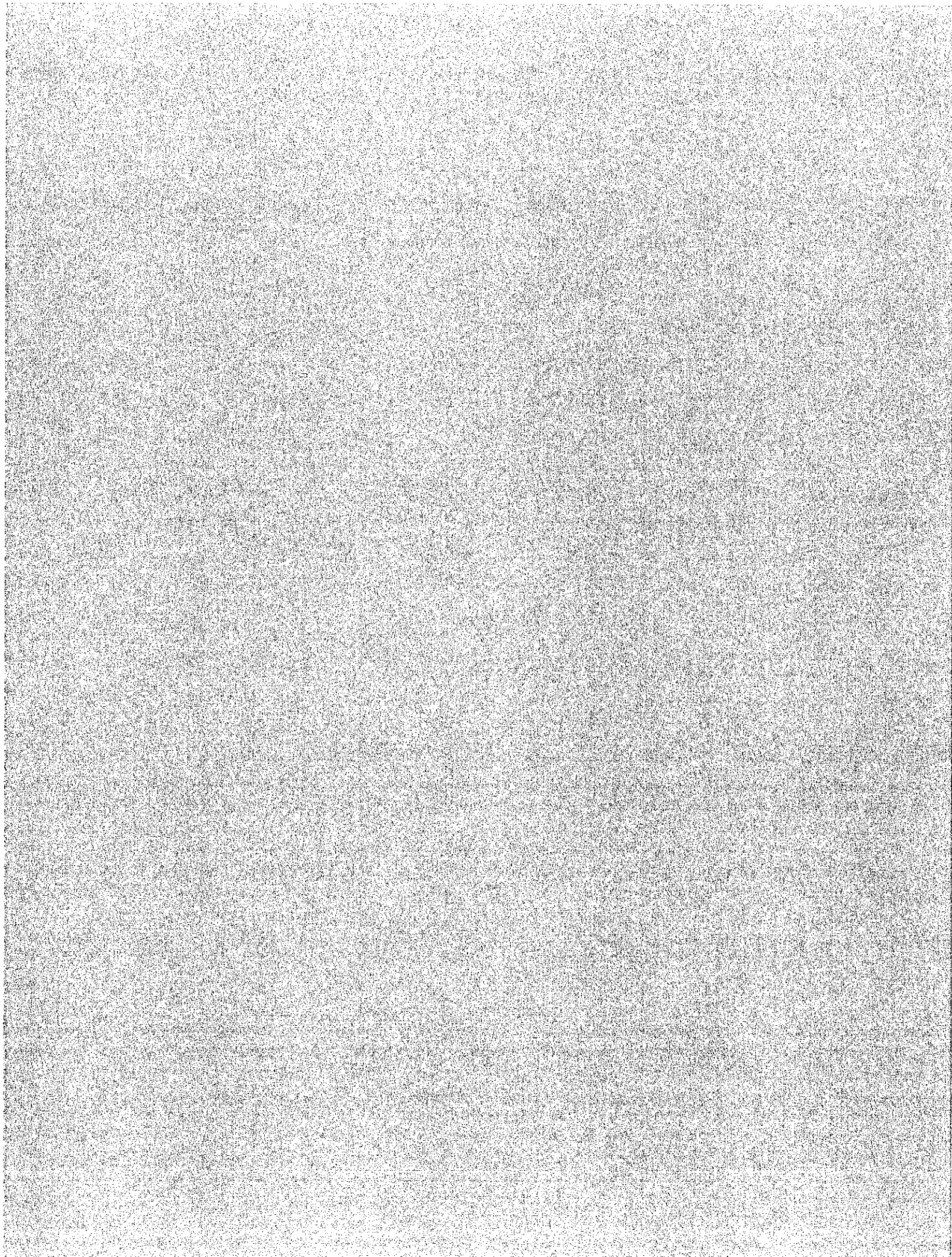


To: Administrative Services Committee
From: Pam Holbrook, Assistant City Manager
Date: 12/1/2021
Re: St. Andrews Zone Change Request

Project: St. Andrew Zone Change
Location: 564 Main Street; 568 Main Street
Property Owner and Applicant: St. Andrew Church
543 Main Street
Milford, OH 45150
Tax Parcel Id: 210730E012; 0.143 acres
210730E011; 0.143 acres
210730E010; 0.136 acres
Existing Zoning: I, Institutional District
Proposed Zoning: R-3, Single Family Residential
Planning Commission Public Hearing: October 13, 2021
City Council Public Hearing: November 16, 2021

STAFF RECOMMENDATION:

The Committee make a motion recommending the Law Director draft an Ordinance Rezoning 0.422 acres, more or less, of Real Property from I, Institutional District to R-3 Single Family Residential District.





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To: Honorable Chair Lisa Evans and Members Sandy Russell & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: November 30, 2021

Subject: FY2021 3rd Amended Appropriations

\$127,900 Changes

Please find attached a list of proposed amendments to the City's appropriations. The total increases amount to \$127,900.

Of Note

Please note that you will see several references to "CARES State Review." Michael and I received word from the Office of Budget and Management that the Police taser purchases might fall in the "gray" area of acceptable COVID expenditures when it comes to the City's official audit next year. The State suggested that the City "swap" the taser expenses out for Police salaries, which they would consider to be more acceptable due to the nature of Police work.

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AMENDING APPROPRIATIONS ORDINANCES 2020-63, 2021-70, and 2021-107 BY INCREASING OR DECREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING \$127,900

City of Milford
3rd Amended Appropriations, Transfers and Advances
Fiscal Year 2021

Fund		Appropriation Increase (Decrease)	Category	Purpose
<i>Appropriations</i>				
101	General Fund			
1000	Police	\$40,000	Other	CARES State Review - Reclass Tasers
1003	Police Contracts	\$10,000	Personnel	Increase in Shifts (Fully Reimbursed)
1200	Civil Defense	\$3,000	Other	Siren Repairs
7200	Law Director	\$3,000	Personnel	Health Insurance
7400	Mayor's Court	\$450	Other	Interpreter
7510	Municipal Building	\$8,000	Other	Council Chamber Lighting, COVID Door Upgrades
210	Street Construction M&R Fund	\$3,000	Other	Overtime
211	State Highway improvement Fund	\$1,000	Other	Traffic Light Repairs
212	Permissive Tax Fund	\$19,500	Other	TID Signal Upgrade (80% Reimbursed), Street Repairs
235	Local Coronavirus Relief Fund	\$59,246 (\$59,246)	Personnel Other	CARES State Review - Reclass Tasers / Personal Time per CBA CARES State Review - Reclass Tasers / Other
415	Capital Improvement Fund			
5100	Service / Utilities	\$950	Other	CARES Laptop
7000	Manager	(\$1,000)	Other	Wayfinding Signage
7510	Municipal Building	\$9,000	Other	CARES Door Upgrades
417	Real Property Improvement Fund	\$1,000	Other	25 Main Utilities
502	Water Operating Fund	\$12,000	Personnel	Overtime awaiting SCADA
517	Sewer Improvement Fund	\$18,000	Other	Partial Tap Fee Reimbursement
Grand Total		<u>\$127,900</u>		



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To: Honorable Chair Lisa Evans and Members Sandy Russell & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: November 30, 2021

Subject: FY2022 Original Set Appropriations

Final 2022 Budget \$22,280,728

Please find attached 2022 final budgeted appropriations totaling \$22,280,728. This budget will be up for Council approval next week at the December 7 Council Meeting. The budget is the final product of the Council work session.

Changes to Budget Book \$35,100

Please find also attached a chart outlining changes to the original 2022 Budget Book appropriations in the net amount of \$35,100. 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, 2022 IN THE AMOUNT OF \$22,280,728 AS PER THE ATTACHED CHART.

City of Milford
Permanent Appropriations
Fiscal Year 2022

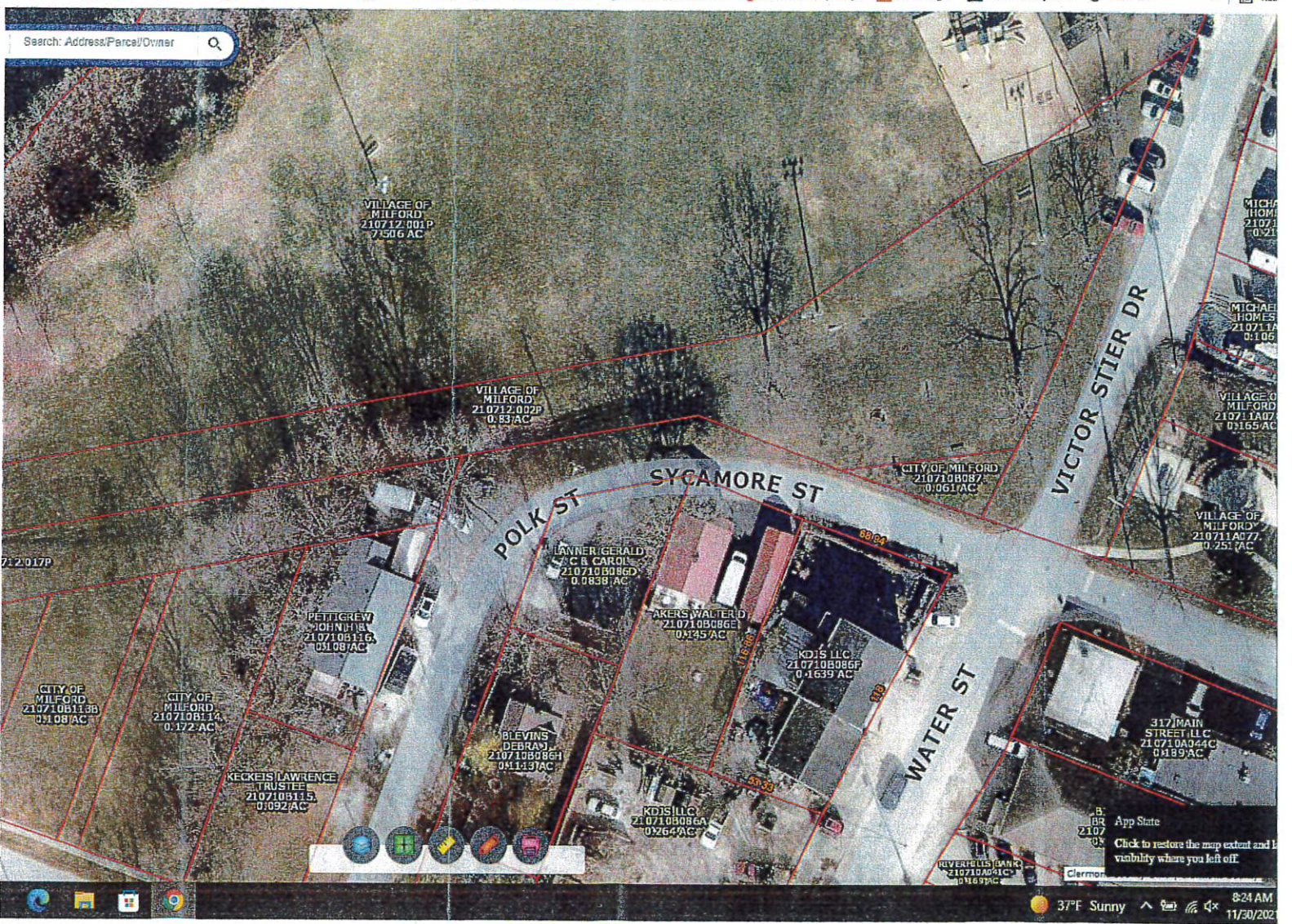
Fund / Program		Category		Total
		Personnel	Other	
101	General Fund			
1000	Police	2,850,730	362,500	3,213,230
1003	Police Contracts	20,812		20,812
1200	Civil Defense		4,100	4,100
1300	Street Lighting		69,000	69,000
2200	Health Department		31,000	31,000
4000	Planning	120,080	23,950	144,030
4200	Building Inspection		158,578	158,578
5200	Solid Waste & Recycling		384,400	384,400
6100	Service	227,425	64,650	292,075
7000	Manager	287,569	135,520	423,089
7001	Public Records		500	500
7100	Finance	170,522	59,600	230,122
7200	Law Director	115,847	10,500	126,347
7300	Legislative	39,575	44,480	84,055
7400	Mayor's Court	98,891	21,610	120,501
7510	Municipal Building		101,500	101,500
7600	Engineering		48,750	48,750
7700	Personnel Commission		5,200	5,200
7800	Income Tax	100,535	786,158	886,693
8000	Miscellaneous		72,500	72,500
8200	Transfers Out			
	To Street Fund		260,000	260,000
	To Cemetery Fund		100,000	100,000
	To Debt Fund for Muni Bldg		154,525	154,525
	To Capital Improvement Fund		280,000	280,000
	To Real Property Improvement Fund		207,453	207,453
	To Park Improvement Fund		130,000	130,000
	To Water Capital Fund		22,000	22,000
	Total General Fund	4,031,986	3,538,474	7,570,460
203	Drug Offender		30,000	30,000
204	Parks & Recreation	53,648	518,968	572,616
205	Mayor's Court Computer		42,000	42,000
206	Enforcement & Education		9,000	9,000
207	Cemetery	78,302	109,580	187,882
210	Street Construction M&R	221,411	479,450	700,861
	Transfer Out to Gen Bond Fund for PWF		45,781	45,781
211	State Highway Improvement		25,000	25,000
212	Permissive Tax		105,000	105,000
215	Fire / EMS Levy		2,731,750	2,731,750
236	American Rescue Plan Act		658,521	658,521
329	General Bond		891,103	891,103
331	Economic Development Bond		250,673	250,673
415	Capital Improvement		450,300	450,300
416	Sports Facility Land Improvement			
	Transfer Out to Economic Devp Bond Fund for Sports Facility		250,673	250,673
417	Real Property Improvement		33,000	33,000
	Transfer Out to Gen Bond Retirement Fund		553,453	553,453
501	Storm Water Utility	209,714	172,225	381,939
	Transfer Out to Gen Bond Fund for PWF		45,782	45,782
502	Water Utility	594,564	1,042,025	1,636,589
	Transfer Out to Water Improvement Fund		40,000	40,000
503	Wastewater Utility	468,788	328,655	797,443
515	Water Tower Improvement Fund			3,000,000
516	Water Improvement		893,453	893,453
	Transfer Out to Gen Bond Fund for PWF		45,781	45,781
517	Wastewater Improvement		285,889	285,889
	Transfer Out to Gen Bond Fund for PWF		45,781	45,781
GRAND TOTALS		5,658,413	13,622,315	22,280,728

City of Milford
Changes to Budget Book Appropriations & Transfers
Fiscal Year 2022

Fund		Appropriation Increase (Decrease)	Purpose
101	General Fund Transfers Out	(\$130,000) \$130,000	Switched from Land Improvement to Parks Switched from Land Improvement to Parks
415	Capital Improvement Fund	\$5,100	Police Tasers
516	Water Capital Fund	\$30,000	Water Plant Heating System
Grand Total		<u>\$35,100</u>	

Parcel numbers: 210712.001 P
 210712.002 P
 210712.017 P
 210710B125 A
 210710B125 B

According to ODNR and the grant funds used for the Riverside Park Walking Path, aforementioned parcels (identified on the attached map) must be perpetually operated and maintained solely for public recreation or natural resource purposes. The identified property cannot be converted in use or title without the prior approval of the National Park Service and the Director of the Ohio Department of Natural Resources.



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POSITION DESCRIPTION

Position Title:	Planning and Community Development Coordinator	
Class Title:	Planning and Community Development Coordinator	
Employment Status:	Full-time	Dept./Div: Administration
FLSA Status:	Non-exempt	Reports To: City Manager
Muni. Serv. Status:	Unclassified	Supervises: N/A

QUALIFICATIONS: (An example of acceptable qualifications)

Associate's degree or greater in planning, engineering, public administration or a closely related field with progressive experience in public planning and/or zoning.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None. GIS Certification and/or ESRI experience preferred, AICP Certification preferred

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: administration and coordination of public planning, various zoning, and code enforcement. The Planning and Community Development Coordinator is responsible for planning and zoning procedures which support the promotion of residential, commercial, and light industrial development in the City. The position will plan, direct, and coordinate the application, review, and enforcement of zoning ordinances; plan, direct and coordinated the preparation of the City's Comprehensive Plan and Land Use Plan; manage zoning plan review, support field inspections and enforcement efforts; and coordinate, prepare, process and present planning and zoning applications to the Planning Commission and Board of Zoning Appeals. The position will also assist the City Manager and Assistant City Manager in planning, directing, and managing economic development activities and operations including recruiting prospects, retaining business, research, technical services as well as fostering business development. The position will also enforce property maintenance, coordinate with law enforcement, the Law Director and serve as a liaison in Mayor's Court.

Skill in: use of modern office equipment; GIS systems, ESRI systems.

Ability to: solve complex problems; think analytically; learn and apply various software systems; execute assignments with minimal supervision; understand and comprehend City ordinances and code requirements to ensure and enforce compliance; knowledge of principles and practices of city planning and zoning including land use planning, community planning, redevelopment, and comprehensive planning.

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

- (1) Review all development proposals for compliance with City planning and zoning. Disseminates information regarding the City's planning and zoning policies, ordinances, and procedures.
- (2) Review all residential, commercial, light-industrial, and multi-family zoning permit applications including site plans, subdivision plans, accessory buildings and structures, and principal building permits.
- (3) Develop, maintain, and enforce code compliance processes and procedures.
- (4) Responsible for the preparation, management, and supervision of updates to the City's zoning and property maintenance codes. Evaluates the need for and prepares periodic amendments.
- (5) Serves as the liaison and attends meetings of the Planning Commission and Board of Zoning Appeals.

- (6) Advises and consults with potential developers to ensure quality development in the City.
- (7) Analyzes maps, reports, drawings, and plans; reviews site plans, annexations, subdivisions, zoning/rezoning changes and variances before submission to the Planning Commission and/or Board of Zoning Appeals.
- (8) Enforces the planning, zoning, and property maintenance codes; performs inspections, issues zoning and various permits.
- (9) Uses GIS mapping and all other tools/applications as it relates to planning and zoning projects.
- (10) Coordinates with the City Engineer, Building Inspector, and Fire Inspector on various development projects including stormwater management and retention.
- (11) Oversee the Building Department coordination

OTHER DUTIES AND RESPONSIBILITIES:

- (12) Handles and investigates planning/zoning violations and complaints.
- (13) Meets and advises applicants going before the Planning Commission and/or Board of Zoning Appeals.
- (14) Prepares reports and documentation for neighborhood informational meetings.
- (15) Prepares meeting agendas and memoranda for the Planning Commission, Board of Zoning Appeals, and Mayor's Court.
- (16) Coordinates and supervises staff meetings with developers and contractors.
- (17) Attend evening/nightly meetings
- (18) Communicate effectively with a variety of residents and real estate individuals
- (19) Conduct field work, write staff reports, attend, transcribe and prepare minutes for the Planning Commission and Board of Zoning Appeals.
- (20) Performs other related duties as assigned.

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

Modern office equipment (e.g., fax, plotter, copier, calculator, telephone, etc.).

CITY OF MILFORD

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POSITION DESCRIPTION

Page 3 of 3

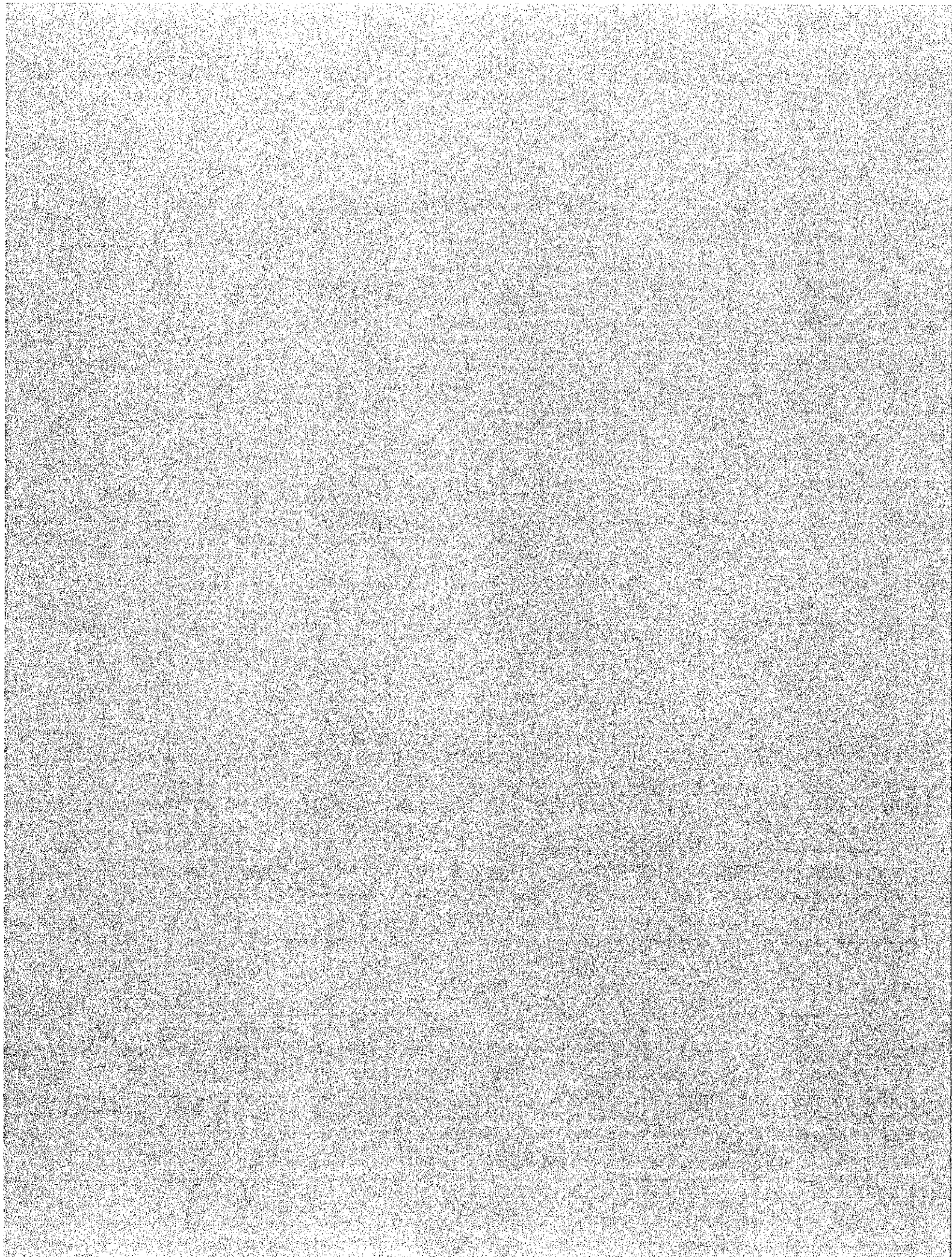
This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)



City of Milford
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Position Description

Page 1 of 3

Position Title:	Administrative Associate	Class Title:	Administrative Associate
Employment Status:	Full-time	Dept./Div:	Administration
FLSA Status:	Non-exempt	Reports To:	City Manager
Muni. Serv. Status:	Unclassified	Supervises:	N/A

QUALIFICATIONS: (An example of acceptable qualifications)

High School Degree (or equivalent) or Associate's Degree in public administration, business administration, marketing, communications or related field or a combination of education and experience as it relates to the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: budgeting; city goals and objectives;* city policies and procedures;* government structure and process; government grant programs; records management; personnel administration; office management; public administration.

Skill in: use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

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

- (1) Researches grant opportunities; prepares grant applications for projects deemed beneficial to the City; plans, directs, and supervises grant-related activities (e.g., ODNR Recycle, Ohio grants, etc.).
- (2) Researches, develops, and coordinates activities on a variety of subjects and issues as assigned.
- (3) Assists with development of new policies and procedures (e.g., investigates current practices, identifies necessary components, assures internal working relationships are accounted for, etc.).

City of Milford
An Equal Opportunity Employer
Position Description

Page 2 of 3

Position Title: Administrative Associate

- (4) Develops improved systems, procedures, and forms to improve efficiency of City operations (e.g., researches and identifies current practices and weaknesses, designs improvements to eliminate weaknesses, designs improvements to eliminate weaknesses, develops implementation procedures, troubleshoots to assure optimization).
- (5) Edits and produces City newsletter (e.g., receives, reviews, and edits copy as needed; relates with publisher to assure reasonable turnaround and compliance with expected publication dates; seeks articles and writes articles as needed, etc.).
- (6) Design, write, edits, proofread, update and public City communications including print, video and digital media publications such as: media releases, City website content, social media content, posters/flyers.
- (7) Organizes City special events and coordinates/collaborates with other non-City organizations for outside events either co-sponsored or supported by the City.
- (8) Provides support assistance with the Finance Department with Community Reinvestment Area (CRA), residential and business trash collection/recycling, permits, and public utility collection.
- (9) Coordinates IT (Information Technology) for the City including computer network/server, phones/telecommunications, maintaining email accounts and other City owned electronic properties.
- (10) Serves as the accident and safety review coordinator and handles Bureau of Workers Compensation (BWC) claims for the City.
- (11) Serves as the health insurance benefits coordinator and liaison.

OTHER DUTIES AND RESPONSIBILITIES:

- (12) Coordinates the City's Tree City program and assists with the City's Tree Rebate Program
- (13) Responsible for monitoring lease agreements and contract analysis
- (14) May be designated to implement and maintain employee safety and random drug testing programs.
- (15) May assist the Clerk of Council with public records requests and committee minutes.
- (16) Performs other related duties as assigned.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)
Modern office equipment (e.g., fax, copier, calculator, telephone, etc.).

City of Milford
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Position Description

Page 3 of 3

Position Title: Administrative Associate

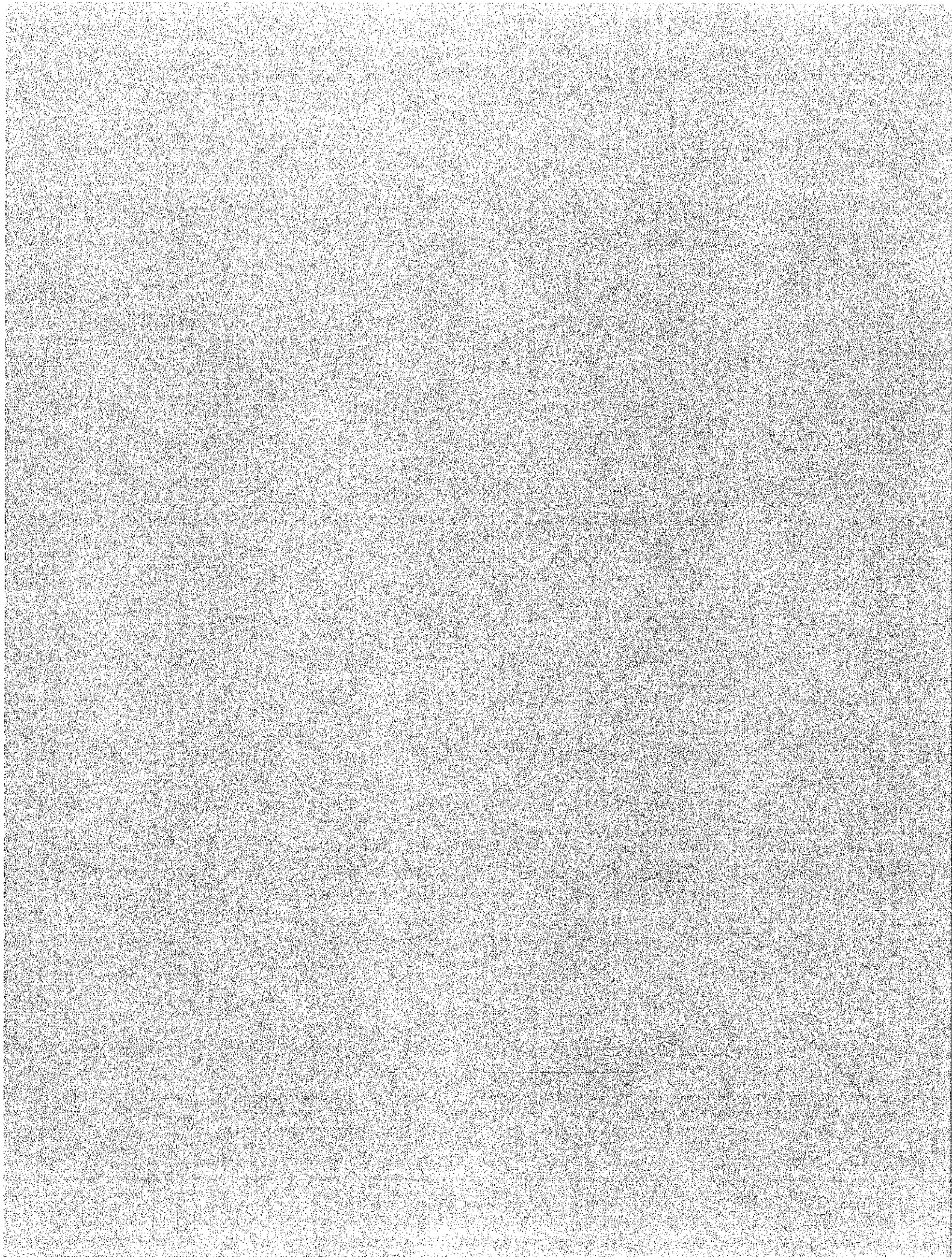
This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)



EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF MILFORD, OHIO AND
MICHAEL W. DOSS

THIS AGREEMENT is made this — day of December, 2021, by and between the CITY OF MILFORD, an Ohio municipal corporation, hereinafter called "Employer", and MICHAEL W. DOSS, hereinafter called "Employee."

WHEREAS, Employer desires to continue the employment of MICHAEL W. DOSS as the City Manager of the City of Milford, Ohio; and,

WHEREAS, Employee desires to continue his employment as the City Manager of the City of Milford, Ohio;

NOW, THEREFORE, in consideration of the mutual promises exchanged herein the parties hereto do hereby agree as follows:

Section 1: Duties

Employer hereby agrees to employ MICHAEL W. DOSS as City Manager of Employer to perform the functions and duties specified and set forth in Sec. 4.02 of the Charter of the Municipality of Milford, Ohio and to perform such other legally permissible and proper duties and functions as the Council shall from time to time direct and assign. Employee agrees that he will faithfully and diligently perform and fulfill all duties and obligations incumbent upon and assigned to him.

Section 2: Term

The term of employment of Employee shall be a three-year term effective January 1, 2022 subject, however, to the provisions of Sec. 4.03 of the City Charter and as may be otherwise provided for hereinbelow.

Section 3: Termination

Employee understands that he may be removed at any time as City Manager pursuant to Sec. 4.03 of the Milford City Charter. In the event that Employee is terminated by Council prior to the expiration date of the term of employment set forth above then, and in that event, Employer agrees to pay Employee a lump sum cash settlement in an amount equal to one month's salary for each year of service (the calculation for years of service shall start with the date of May 17, 2016, no matter the actual date of Employee's termination and regardless of the number of Employment Agreements that may be entered into between the City and Employee. Employee shall also be compensated for all earned sick leave, vacation, holidays, and other accrued benefits to date of termination. In the event that the

Employee is terminated for cause or for a conviction of a felony then, and in that event, Employer shall have no obligation to pay the severance pay set forth herein.

Section 4: Resignation

In the event Employee voluntarily resigns his position as City Manager with the City of Milford prior to the expiration date of the aforesaid term of his employment, then the Employee shall give Employer at least thirty days written notice in advance, unless the parties agree otherwise. In the event of the Employee's resignation, Employee shall not be entitled to receive any severance pay or compensation.

Section 5: Disability

If the Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued sick leave, Employer shall have the option to terminate this Agreement subject to the severance pay provisions of Section 3.

Section 6: Salary

Employee shall be compensated at the rate of \$107,000 for year one, \$109,000 for year two, and \$112,000 for year three. Employee's salary shall be payable in installments at the same time as other management employees of the Employer are paid. Nothing in this section or Employment Agreement shall be construed to prevent the Council from salary/benefit review and increase at any time that it may deem to be advisable, provided that the annual review shall be made at the same time as for other employees generally.

Section 7: Performance Evaluation

A. The Council shall review and evaluate the performance of the Employee at least once annually in advance of the adoption of the annual operating budget. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Employer and Employee. Said criteria may be added to or deleted from as the Council may from time to time determine, in consultation with the Employee. Further, the Mayor shall provide the Employee with a summary written statement of the findings of the Council and provide an adequate opportunity for the Employee to discuss her evaluation with the Council.

B. Annually, the Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City of Milford and in the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided. No later than the fifteenth day of February of each year, the Employee shall provide Council during a Regular or Special Meeting of Council with a State of the City presentation.

C. In effecting the provisions of the Section, the Council and Employee mutually agree to abide by the provision of applicable law.

Section 8: Automobile

The Employee shall receive an annual car allowance of \$3600

Section 9: Vacation and Sick Leave

A. The Employee shall receive two weeks paid vacation per year. Thereafter, vacation shall accrue pursuant to and in accordance with City Personnel Policies.

B. Employee shall earn sick leave at the same rate as other City of Milford department heads and the posting of sick leave accrual shall be in accordance with the normal practice for all City of Milford department heads.

C. Employee shall be entitled to an additional five personal days in addition to vacation days and sick days.

Section 10: Health and Life Insurance

Employer shall provide to Employee major medical insurance and life insurance equal to that which is provided for all other employees employed by the City of Milford.

Section 11: Dues and Subscriptions

Employer agrees to budget for and to pay professional dues and subscriptions of the Employee for his continuation and full participation in national, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Employer. Said provision will be made for the Ohio City Management Association, the International City Managers Association (ICMA) and not more than two other professional organizations at the option of the Employee.

Section 12: Professional Development

A. Employer hereby agrees to budget for and to pay for conference cost, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of employee and adequately pursue necessary official functions for Employer, including but not limited to the ICMA Annual Conference, the Ohio City Management Association Annual conference, the Ohio Municipal League Annual Meeting, and such other national, regional, state, and local governmental groups and committees thereof which Employee serves as a member.

B. Employer also agrees to budget for and to pay the training costs, travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Employer.

Section 13: Civic Club Membership

Employer recognizes the desirability of representation in and before local civic and other organizations, and Employee is authorized to become a member of the Chamber of Commerce and one other such civic club or organization at the option of Employee, for which Employer shall pay the membership dues. Employee shall report to the council with organization(s) he has become a member of at the expense of the Employer.

Section 14: Other Terms and Conditions of Employment

A. The council, in consultation with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the Charter of the City of Milford, or any other law.

B. All provisions of the City of Milford charter and code, and regulations and rules of the Employer relating to vacation and sick leave, retirement and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of Employer, in addition to said benefits enumerated specifically for the benefit of employee, except as herein provided.

C. Employee shall be entitled to receive the same vacation and sick leave benefits as are accorded department heads, including provisions governing accrual and payment therefore on termination of employment, except to the extent that such provisions are modified or enumerated herein, but in no case shall be less than those accorded to department heads.

Section 15: No Reduction of Benefits

Employer shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such condition across-the-board for all employees of Employer.

Section 16: Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, certified mail — return receipt requested, addressed as follows:

1) EMPLOYER

Mayor and City Council
CITY OF MILFORD
745 Center Street
Milford, Ohio 45150

2) EMPLOYEE

MICHAEL W. DOSS

Milford, OH 45150

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed to be given as of the date of personal service or as of the date of receipt of such written notice in the course of transmission by the United State Postal Service.

Section 17: General Provisions

A. The text herein shall constitute the entire agreement between the parties.

B. This agreement shall be biding upon and inure to the benefit of the heirs at law and the executors of Employee.

C. This agreement shall become effective January 1, 2019, even though signed on an earlier date.

D. If any provisions, or portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. This Agreement was prepared by Michael Minniear, City of Milford Law Director, is the result of mutual negotiations between the parties, and shall not be strictly construed against either party.

IN WITNESS WHEREOF, the City of Council has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its Clerk, and the Employee has signed and executed this Agreement, both in duplicate.

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