
Regular Council Meeting



Agenda

6:00 PM June 26, 2025

Teri Murphy, Mayor

Council Members:

Ora Allen..... At-Large
Donald Burchett..... At-Large
Mike Daugherty..... Ward 1
Dave Miller..... Ward 2
Shirley Whitt..... Ward 3
Jeanette Marcus..... Ward 4

Michael Davis, City Manager
Martina Dillon, Law Director

Payne Recreation Center • 3800 Main Street, Moraine, OH 45439

I. Public Hearing - Natural Gas Aggregation Plans of Operation and Governance

- A. Open Public Hearing
- B. Staff Report
- C. Opponents/Proponents
- D. Close Public Hearing - Natural Gas Aggregation Plans of Operation and Governance

II. Regular Meeting Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes
 - 1. Regular City Council Meeting Minutes - June 12, 2025 - Draft
- D. Special Presentations

III. Reports from the Following

- A. Finance Committee
- B. May Finance Director Report
- C. Committee of the Whole
- D. City Manager
 - 1. City Manager's Report - June 26, 2025
- E. Law Director
- F. Mayor
 - 1. Mayor's Court Monthly Report - April 2025

IV. Guest Speakers - None

V. Business

(Anyone wishing to raise a question about any piece of legislation listed on this agenda will have three (3) minutes at this time. All other topics to be addressed to Council will be heard later in this meeting.)

Ordinances

- 2177-25 An Ordinance amending Moraine Codified Ordinance Chapter 149 ("Merit System Commission") to incorporate updated Merit System Commission Rules and Regulations therein.
- 2189-25 An Ordinance approving amendment to the Table of Organization and approving a Memorandum of Understanding with the Dayton Public Service Union Ohio Council 8, Local 101, AFSCME, AFL-CIO.
- 2191-25 An Ordinance to amend Moraine Codified Ordinance Section 159.01 entitled "Competitive Bidding".

Resolutions

- 8162-25 A Resolution approving membership in the National League of Cities.
- 8163-25 A Resolution authorizing the City Manager to enter into a Memorandum of Understanding with the Board of Education of the West Carrollton City School District for the provision of a School Resource Officer for the 2025-2026 school year.
- 8164-25 A Resolution accepting the bid of and authorizing the City Manager to enter into a contract with Buck Pavement Restoration, LLC for the 2025 Crack Sealing Program for the total amount of \$69,600.00 and further authorizing the City Manager to execute needed change order(s), if any, in specified amount.

Voice Vote

- VI. Persons Appearing Before Council**
- VII. Any Other Business**
- VIII. Executive Session**
- IX. Adjournment**

Open Public Hearing

Department: Clerk of Council

Request: Presentation

Item Background and Purpose:

Pursuant to O.R.C. Section 4929-26 (C), the City of Moraine will hold two separate public meetings on the City's Natural Gas Aggregation Plans of Operation and Governance. The first hearing is at 6:00 pm on June 12, 2025. The second hearing is at 6:00 p.m. on June 26, 2025.

The City's Natural Gas Aggregation Plan of Operation and Governance describes the policies and procedures by which the City will carry out its government aggregation programs, including those policies and procedures which relate to rates and customer service.

Financial Impact:

Is Item Budgeted?: No

Funding Source: N/A

Attachments:

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Public Hearing - Natural Gas Aggregation Plans of Operation and Governance

Open Public Hearing

Mayor Murphy opened the Public Hearing concerning Natural Gas Aggregation Plans of Operation and Governance at 6:00 PM.

Law Director Martina Dillon administered an Oath to Mr. Phil Dysard of Palmer Energy.

Staff Report

Mr. Dysard explained that Palmer Energy is an independent energy consultant for Miami Valley Communications Council. He noted the City of Moraine is part of the electric aggregation program which has been successful. He said natural gas aggregation was passed on the ballot over 20 years ago, and Palmer has been waiting for the right time to start the program. He said it was decided now is the time. He said the process is the same as electric aggregation. He said prices will be presented to MVCC and the Director will approve and sign the agreement and then begin the process of getting folks into the program. He said residents in current utility agreements cannot be pulled from their current contracts into the aggregation. He stated eligible residents will be enrolled automatically but have the ability to opt out within 21 days. He reviewed the process and stated there is no early termination fee. He said as the terms begin in October, residents will begin receiving letters in August. He said with natural gas, the price constantly changes and the price might be higher in the aggregation program in the summer, but in the winter when the demand is up and the rates are higher, there will be stability with the aggregation program. He discussed the budget stability for participants. He said gas aggregation creates a cost ceiling.

City Manager Michael Davis confirmed that people can opt out for better rates and then come back to the aggregation program if those rates go up. He said there will be another public hearing in two weeks, and he asked Mr. Dysard to talk about what the City needs to do to become part of the aggregation program after those two hearings.

Mr. Dysard explained that in order to go forward, there needs to be a resolution that states the City of Moraine would like to join the natural gas aggregation program as well. He said the two public hearings are required by the Ohio Revised Code. He said Palmer Energy will submit the resolution to the Public Utilities Commission of Ohio (PUCO) on the City's behalf.

Mayor Murphy asked if the same cities that joined the electric aggregation program are joining the natural gas aggregation program?

Mr. Dysard said Clayton and Lewisburg have not joined yet but are looking into the program.

Mrs. Whitt said she is very pleased with the electric rates, and she hopes the natural gas rate program will give residents a good break also.

Mr. Dysard said the savings for electricity will not be as good moving forward, but there will still be savings.

Ms. Marcus asked if gas prices go down quite a bit will the contract pricing be adjusted to a lower price?

Mr. Dysard said the current contract recommendations are for 12 or 24 months. He noted that depending on the analytics, a shorter time period may be recommended; but once the contract is signed, the terms cannot be changed. He said anyone can opt out for lower pricing. He said the aggregation program does not auto-renew, and rates are reviewed before the next contract.

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Opponents/Proponents

No one spoke for or against naural gas aggregation.

Close Public Hearing - Natural Gas Aggregation Plans of Operation and Governance

Mayor Murphy closed the public hearing for Natural Gas Aggregation Plans of Operation and Governance at 6:21 PM.

Regular Meeting Call to Order

Meeting called to order 6:22 PM.

Roll Call

Teri Murphy	Mayor	Present
Donald Burchett	At-Large	Present
Ora Allen	At-Large	Present
Mike Daugherty	Ward 1	Absent
Dave Miller	Ward 2	Present
Shirley Whitt	Ward 3	Present
Jeanette Marcus	Ward 4	Present

City Manager Michael Davis	Law Director Martina Dillon
Police Chief Craig Richardson	Fire Chief Traci Kuzminski
Finance Director Annetta Williams	Street Superintendent Chris Dunn
Build. Maint. Superintendent Rocky Bangert	City Engineer Lauren Alvarado
City Planner Nick Sorice	Public Information Officer Aaron Vietor
Parks and Recreation Director Brent Shane	Clerk of Council Karen Powell
Build. & Zoning Admin. Brent Carpenter	

Mrs. Whitt moved to excuse Mr. Daugherty's absence.

RESULT: Passed (*Yes 6, No 0, Abstained 0*)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Pledge of Allegiance

Mayor Murphy led the Pledge of Allegiance.

Approval of Minutes

Regular City Council Meeting Minutes - May 22, 2025

Mayor Murphy asked if there were any changes or corrections to the May 22, 2025, Regular Council meeting minutes. Hearing none, the minutes were approved as submitted.

Special Presentations

Parks and Recreation

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Parks and Recreation Director Brent Shane said over the last couple years, the City of West Carrollton has been building new schools. He said the old baseball diamond had been torn down, and the varsity team has been playing at Wax Field. He introduced Head Varsity Baseball Coach, Mark Hill.

Mr. Hill said he appreciates everything the City of Moraine has done for the team. He stated the very first thing to go during the construction was the baseball diamond. He said Mr. Shane and Mr. Dunn have been a great help along with the Streets Division. He said it is a great thing to have a plan to fall back on and to call Wax Field home. He said this year a young man set the West Carrollton High School for stolen bases getting 97 stolen bases. He said once again he appreciates everything the City has done. He presented Ben Morgan with the stolen base.

Reports from the Following

Finance Committee

No report.

Finance Director

No report.

Committee of the Whole

Ms. Marcus noted the last Committee of the Whole meeting was on May 22, 2025. She reported there would be a meeting this evening.

City Manager

City Manager's Report - June 12, 2025

No report.

Law Director

Mrs. Dillon reported she has five pieces of legislation to add to the agenda.

She requested to add Ordinance 2190-25, an Ordinance prohibiting adult use cannabis cultivators, processors, and retail dispensaries within the City of Moraine, State of Ohio. She said if the item is added to the agenda, she can provide more information later.

Ms. Marcus moved to add Ordinance 2190-25 to the agenda.

RESULT: Passed (*Yes 6, No 0, Abstained 0*)
MOVER: Jeanette Marcus
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Mrs. Dillon requested to add Resolution 8157-25 to the agenda, which is a resolution authorizing and approving payments to the Premier Group for unrecoverable depreciation. She said there was a storm on April 3, 2025, which resulted in damage to structures and there is unrecoverable depreciation in the amount of \$13,996.00 which the City needs to pay to Premier.

Ms. Allen moved to add Resolution 8157-25 to the agenda.

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RESULT: Passed *(Yes 6, No 0, Abstained 0)*
MOVER: Ora Allen
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Mrs. Dillon said attached to Resolution 8157-25 is Exhibit A which itemizes amounts that were paid. She stated Council was provided a revised Exhibit A because there was one number which needed to be revised. She explained the revision. She requested a motion to replace the exhibit with the modified Exhibit A.

Mrs. Whitt moved to replace Exhibit A with the new Exhibit A.

RESULT: Passed *(Yes 6, No 0, Abstained 0)*
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Mrs. Dillon requested to add Resolution No. 8158-25 to the agenda which is a resolution to repeal Resolution No. 8146-25 adopted April 10, 2025. She said the original staff report had an incorrect amount as to the amount of the contract that was carried over into the resolution. She said the low bidder remains Barrett Paving.

Ms. Marcus moved to add Resolution No. 8158-25 to the agenda.

RESULT: Passed *(Yes 6, No 0, Abstained 0)*
MOVER: Jeanette Marcus
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Mrs. Dillon requested to add Resolution 8159-25 to the agenda, which repeals Resolution No. 8141-25 and replaces it with the current Resolution. She noted that in the staff report provided in the first resolution, the permit number was incorrectly identified by number.

Mrs. Whitt moved to add Resolution 8159-25 to the agenda.

RESULT: Passed *(Yes 6, No 0, Abstained 0)*
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Mrs. Dillon requested to add Resolution 8160-25 to the agenda rejecting the sole bid submitted by Barrett Paving Materials for the 2025 Parking Lot Paving Program. She said the one bid was ten percent over the Engineer's estimate. She stated she is requesting the resolution be added so the City can reject that sole bid and rebid the project.

Ms. Marcus moved to add Resolution 8160-25 to the agenda.

RESULT: Passed *(Yes 6, No 0, Abstained 0)*
MOVER: Jeanette Marcus

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AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Clerk of Council

Ms. Powell reported she attended the IIMC Conference last month in Missouri. She said it was a great educational experience and counts toward achieving the Master Municipal Clerk certification. She thanked Council for the opportunity and for having an interest in furthering her education.

Mayor

Mayor's Court Monthly Report - March 2025

Mayor Murphy reported for the month of March 2025, Mayor’s Court received \$23,977.35. She noted that after various expenses and disbursements, a total of \$18,761.03 was deposited into the General Fund. She read a letter the City Council received from the Ohio Treasurer, Robert Sprague, congratulating the City of Moraine in honor of its 60th Anniversary.

Guest Speakers - None

Business

Ordinances

2177-25 An Ordinance amending Moraine Codified Ordinance Chapter 149 (“Merit System Commission”) to incorporate updated Merit System Commission Rules and Regulations therein.

Mrs. Whitt said this legislation was tabled in February pending further review by the Law Director. She noted that passage will codify changes made in October 2024. She reported this is the first reading, and the second reading is scheduled for the June 26, 2025, Regular City Council meeting.

2187-25 An Ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Moraine, State of Ohio, for the period January 1, 2025, to December 31, 2025, and declaring an emergency.

Ms. Allen stated that this supplemental appropriation moves \$2,500.00 Grant Fund monies into the General Fund to purchase fitness equipment and fitness room upgrades at both fire stations and \$7,567.00 into the Capital Improvement Fund for a station alerting system upgrade. She reported that this is emergency legislation. Ms. Allen moved to suspend the rules to allow a second reading and adoption at this meeting.

After the second reading, Ms. Allen moved to approve.

RESULT: *(Yes 6, No 0, Abstained 0)*
MOVER: Ora Allen
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

2188-25 An Ordinance to make supplemental appropriations for current expenses and

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other expenditures of the City of Moraine, State of Ohio for the period January 1, 2025, to December 31, 2025, and declaring an emergency.

Mr. Burchett reported that this Ordinance requests supplemental appropriations in the amount of \$7,240.00 for the Then and Now Certificate requested in Resolution No. 8156-25 for the Police Division's mobile radio installation project and is an emergency ordinance. He moved to suspend the rules to allow second reading and final adoption.

RESULT: Passed (*Yes 6, No 0, Abstained 0*)
MOVER: Donald Burchett
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

After the second reading, Mr. Burchett moved to adopt.

RESULT: Passed (*Yes 6, No 0, Abstained 0*)
MOVER: Donald Burchett
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

2189-25 An Ordinance approving amendment to the Table of Organization and approving a Memorandum of Understanding with the Dayton Public Service Union Ohio Council 8, Local 101, AFSCME, AFL-CIO.

Ms. Marcus reported that this legislation allows for a change in the TO Chart with regard to the Streets Division. She noted that this is the first reading, and the second reading and vote for adoption will appear at the June 26, 2025, Regular City Council meeting.

2190-25 An Ordinance prohibiting adult use cannabis cultivators, processors, and retail dispensaries within the City of Moraine, Ohio, and declaring an emergency.

Mrs. Dillon remarked that Council adopted legislation establishing a temporary moratorium on adult use cannabis cultivators, processors, and retail dispensaries within the City. She said the moratorium was scheduled to expire in August 2025. She noted that Ohio Revised Code 3980.25, which governs adult use cannabis, currently provides the authority for municipalities and townships to prohibit or limit adult use cannabis cultivators, processors, and retail dispensaries within their jurisdiction. She said the current version of House Bill 96 contains a repealing of that provision. She said if the budget bill were to become effective July 1 of this year with that repeal section in there, as of July 1 the City would not be permitted to prohibit or limit adult use cannabis operators within the City. She said currently if a city does have one of those businesses within its jurisdiction, the city receives a percentage of the tax money. She said the current version of the House Bill also repeals that income tax money going to the City. She stated if businesses are not prohibited by July 1 within the city limits, a city will not be able to prohibit those businesses and will not receive tax money. She said the legislation was prepared to give Council an opportunity to vote on this item before July 1, 2025, which is why the legislation is styled as an emergency. She asked if either the Fire Division or Police Division Chiefs would like to provide some perspective.

Police Chief Craig Richardson reported that he gave testimony at a public hearing several months ago. He said not speaking on a legal, moral, or ethical response, just from a public safety perspective, the Police Division would be opposed to those businesses and would like to prohibit them in the City of Moraine. He said according to Dayton Daily News statistics, since Ohio approved medical marijuana, children's overdoses have increased 600 percent and went up 125 percent in 2024 alone based on the availability of medical marijuana and paraphernalia in

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the home. He said Colorado has half the population of Ohio, and after marijuana was legalized, marijuana related emergency room (ER) visits went up 200 percent, ER visits for children under 9 went up 500 percent, marijuana-related traffic deaths went up 62 percent, and work-related injuries went up 55 percent. He said it is a drain on public safety and public safety resources including Police, Fire, and EMS. He said Moraine may not be able to keep other cities from selling, but Moraine does not need to add to the problem.

Mrs. Dillon informed Council that home grow is still permitted and this legislation just prohibits cannabis cultivators, processors, and retail dispensaries.

Mr. Miller moved to suspend the rules to allow the second reading and adoption.

RESULT: Passed (*Yes 6, No 0, Abstained 0*)
MOVER: Dave Miller
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

After the second reading, Mr. Miller moved to approve the legislation.

RESULT: Passed (*Yes 6, No 0, Abstained 0*)
MOVER: Dave Miller
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

Resolutions

8156-25 A Resolution authorizing and approving purchase order.

Mrs. Whitt stated that this legislation is to correct a prematurely closed requisition in order to continue work on an approved long-term capital project. Mrs. Whitt moved to approve.

RESULT: Passed (*Yes 6, No 0, Abstained 0*)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

8157-25 A Resolution authorizing and approving payment to The Premier Group for unrecoverable depreciation.

Ms. Allen stated this Resolution requests authorization to pay the Premier Group \$13,996.10 for the unrecoverable depreciation that the insurance company deducted from the roof replacement cost for the roofs damaged during the April 3, 2025, weather event. Ms. Allen moved to approve.

RESULT: (*Yes 6, No 0, Abstained 0*)
MOVER: Ora Allen
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

8158-25 A Resolution to repeal Resolution No. 8146-25 adopted April 10, 2025 and to replace said Resolution No. 8146-25 with current Resolution No. 8158-25 accepting the bid

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of and authorizing the City Manager to enter into a contract with Barrett Paving Materials, Inc. for the 2025 Asphalt Paving Program for the total amount of \$611,148.76 and further authorizing the City Manager to execute needed change order(s), if any, in specified amount.

Mr. Burchett reported that due to an error in the calculation program, Resolution No. 8146-25 accepting the bid for the 2025 Asphalt Paving Program is repealed and replaced with this Resolution accepting the bid amount of \$611,148.76 and approving a total of \$672,263.64. Mr. Burchett moved to approve.

RESULT: (Yes 6, No 0, Abstained 0)
MOVER: Donald Burchett
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

8159-25 A Resolution to repeal Resolution No. 8141-25 and to replace same with current Resolution No. 8159-25 approving and authorizing the City Manager to sign an agreement with the Miami Conservancy District to obtain Land Use Permit No. 16-4007-1.

Mrs. Whitt said that the permit number issued for the Holes Creek Bridge Land Use Permit was different from the number listed in the original legislation. She noted this Resolution repeals and replaces the original legislation. Mrs. Whitt moved to approve.

RESULT: (Yes 6, No 0, Abstained 0)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

8160-25 A Resolution rejecting sole bid submitted by Barrett Paving Materials for the 2025 Parking Lot Paving Program.

Ms. Marcus reported that this Resolution rejects a sole bid for the 2025 Parking Lot Paving Program as the bid was more than 10 percent higher than the engineer's estimate. Ms. Marcus moved to approve.

RESULT: (Yes 6, No 0, Abstained 0)
MOVER: Jeanette Marcus
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

8161-25 A Resolution declaring the items listed on the attached 2025 list to be surplus and no longer needed for municipal purposes and authorizing the City Manager to dispose of such items through GovDeals Auction or donation to a non-profit organization or thru a trade-in program.

Mrs. Whitt stated that this legislation approves the disposal of items declared to be no longer of use or value to the City. Mrs. Whitt moved to approve.

RESULT: (Yes 6, No 0, Abstained 0)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Dave Miller, Shirley Whitt, Jeanette Marcus, Donald Burchett
NAYS: None
ABSTAIN: None

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Voice Vote - None

Persons Appearing Before Council - None

Any Other Business

Staff Reports

Mr. Rocky Bangert provided a PowerPoint update on the City Municipal Building renovation. He invited Council to reach out to him for a tour of the building.

Mr. Brent Shane thanked the West Carrollton Varsity Baseball Team for coming in. He thanked all of the departments for their help at the 60th Anniversary Celebration and said he felt the event was very successful. He reminded Council that July 4 is coming i[, and all departments are playing a big part in the event.

Police Chief Richardson congratulated Deputy Chief Jason Neubauer on his recent graduation from the FBI National Academy. He said it is a big accomplishment.

- Fire Department – No report.
- Streets Department – No report.
- Parks and Recreation Director – No report.
- Building and Zoning Administrator – No report.
- City Engineer – No report.
- City Planner – No report.
- City Manager – No report.
- Law Director – No report.
- Finance Director – No report.
- Clerk of Council – No report.

Council Reports

- Ms. Allen – No report.
- Ms. Marcus reminded everyone that school is out and to be mindful of children playing.
- Mrs. Whitt expressed her condolences to Chief Richardson and his wife Valerie on the loss of her stepfather. She congratulated Jason Neubauer. She expressed her gratitude and thanks for all of the participants who made the 60th Anniversary Celebration a success and made the committee look good.
- Mr. Miller thanked Winsupply and Wilcon for sponsoring the 60th Anniversary Event. He thanked all of the Planning Committee members, departments, and volunteers who made the event successful. He thanked Shirley Whitt for predicting a beautiful day according to the Farmers Almanac.
- Mr. Burchett – No report.
- Mayor Murphy said she appreciates Chandler Woodcock for being at the Gerhardt Civic Center. She said there have been problems within the past couple of weeks with someone having convulsions, and he was a great help. She expressed her appreciation for Winsupply's support with the 60th Anniversary Celebration. She said Winsupply had a grand opening for the new electric building, and it was a great success. She wished Ms. Marcus an early Happy Birthday. She wished all of the fathers a Happy Father's Day. Mayor Murphy thanked the Miami Valley

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Communications Council for broadcasting this meeting live as well as any future rebroadcasts.

Executive Session - None

Adjournment

Meeting adjourned at 7:09 PM.

City of Moraine

Finance Department



To: Mayor & City Council

From: Annetta Williams, Finance Director

Date: June 19, 2025

Subject: May 2025 Finance Director Report

Summary

The City is doing well operating within the budget with expenses under control at 35% of the budget overall and revenues slightly above target at 45%. Expenses in all the major funds are at or below the target of 42% year to date. and revenues are coming in strong. Capital improvement project budgets are 79% encumbered but only 21% of the budget has been spent year to date so we expect to see these expenditures pick up in the summer months. For income tax, net revenues are at 42% of the annual budget. Total gross income tax collections for the month of May are 25% more than those collected in May 2024. However, May year to date revenue is down 2% compared to 2024. This is a slight rebound from where we were year to date in April. For May, our fund balances decreased by \$595,552 due to capital project payments. For the year, we have increased our fund balances by \$1,782,515.

Finance Department Notes

The audit is in the final stages. The basic financial statements have been filed, and the Comprehensive Annual Financial Report is in draft form. The auditors are doing their final review of the statement variances and wrapping up compliance review and testing. We will be applying for the GFOA award before the June 30th deadline.

In May, Lora and I embarked on an upgrade of the financial analytics reporting system from the desktop version, to a more stable cloud environment. This has proven to be a lengthy process to train, re-create every report and troubleshoot issues along the way. This will give me access to the module which I currently do not have, and allow me to more efficiently run reports, perform analysis and prepare the budget.

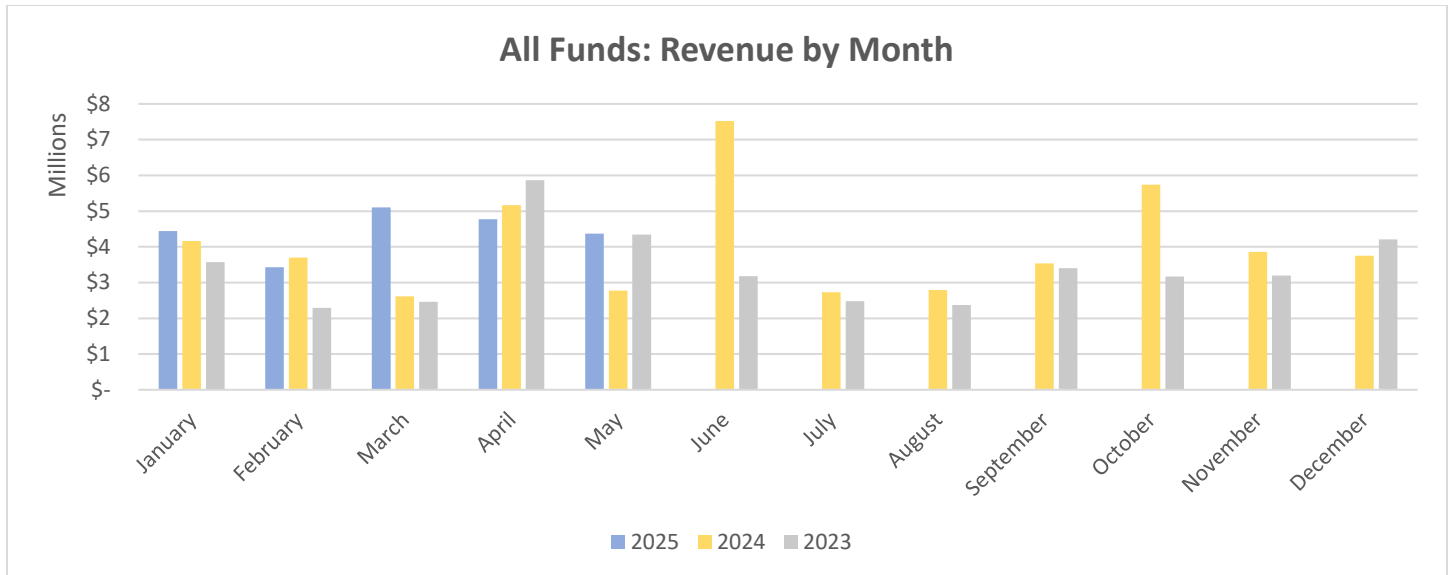
There are three interviews scheduled next week for the part-time Finance Clerk position which remains vacant.

Taxpayers can continue to use the drop box in addition to the methods indicated below. Documents can be sent by mail, email or uploaded to the online filing site. If you have any questions, call 937-535-1026 or email incometax@moraineoh.org. If you would like to file online or upload your documents: <https://www.mitstaxonline.com/moraine/>. Forms and information are available on the City website: <https://ci.moraine.oh.us/taxes/>.

ALL FUNDS

MAY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY CATEGORY (GROSS)	CURRENT		COLLECTED		
	MONTH	YEAR TO DATE	2025 BUDGET	UNDER / (OVER)	COLLECTED
Local Taxes	\$ 36,050	\$ 744,916	\$ 1,289,503	\$ 544,587	58%
Income Taxes	1,887,213	11,330,696	26,906,250	15,575,554	42%
State Shared Taxes & Fees	77,621	360,409	906,000	545,591	40%
Special Assessments	-	13,203	586,365	573,162	2%
Intergovernmental Aid	17,826	302,281	330,100	27,819	92%
Charges for Services	43,802	228,006	505,000	276,994	45%
Civic Center	2,079	9,291	17,500	8,209	53%
Payne Recreation Center	5,574	47,193	58,250	11,057	81%
Fines & Forfeitures	14,096	101,757	319,400	217,643	32%
Miscellaneous Receipts	447,738	2,682,683	5,183,100	2,500,417	52%
Interfund Transfers	1,840,000	6,300,800	12,870,000	6,569,200	49%
Total	\$ 4,371,998	\$ 22,121,234	\$ 48,971,468	\$ 26,850,234	45%

REVENUE COLLECTIONS – ALL CITY FUNDS

Gross Revenues: As of the end of May, 42% of the year is completed. Through May, our gross revenue collections for the year are at 45%, slightly above target. Gross income tax revenue for the year to date is at 42% of the estimated budget. The City has received a large amount of its grant funding for several street projects. The EMS Billing collected is at 45% of budget and the interest (in misc. receipts) collected is at 59%.

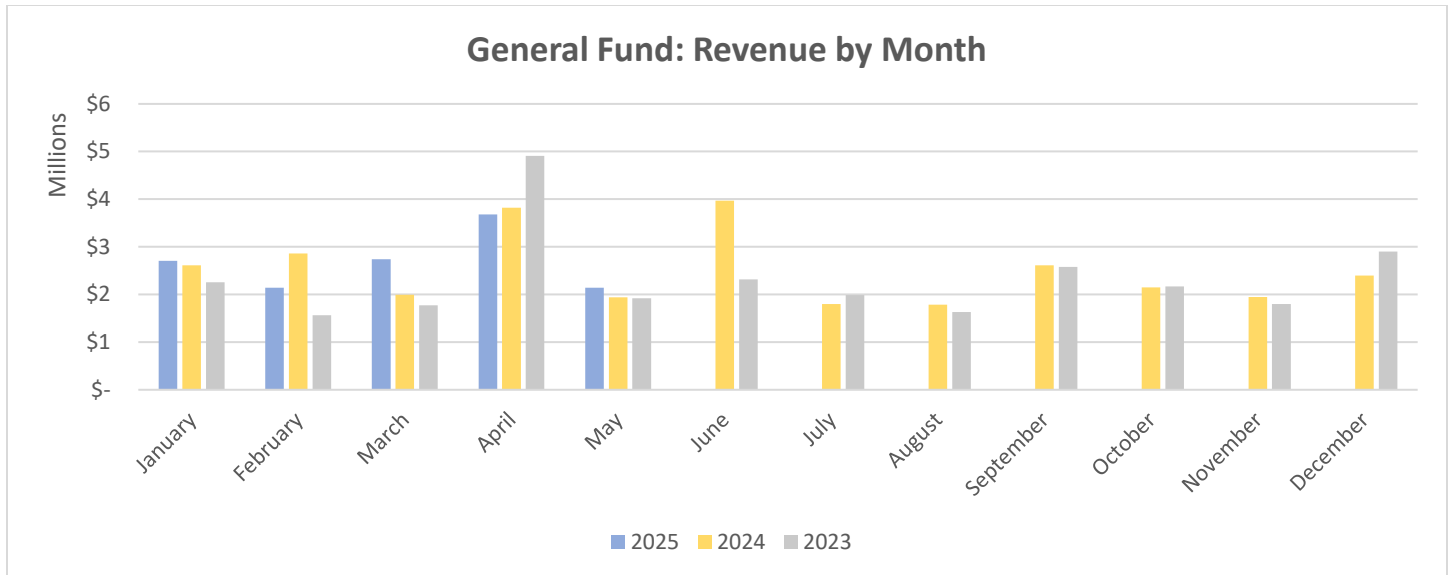
Net Revenue: After removing interfund transfers, May's Net Revenue was \$2,264,357 and 44% of budget. For the year, we have experienced a 2.8% increase in year-to-date revenues compared to this point in 2024.

Interfund Transfers: Year to date transfers is slightly above target at 47% due to several of the capital project budgets being encumbered.

GENERAL FUND

MAY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY CATEGORY (GROSS)	CURRENT		COLLECTED		
	MONTH	YEAR TO DATE	2025 BUDGET	UNDER / (OVER)	COLLECTED
Local Taxes	\$ 12,243	\$ 400,098	\$ 667,813	\$ 267,715	60%
Income Taxes	1,887,213	11,330,696	26,906,250	15,575,554	42%
State Shared Taxes & Fees	18,122	79,467	143,500	64,033	55%
Special Assessments	-	3,982	5,365	1,383	74%
Intergovernmental Aid	2,500	2,500	3,000	500	83%
Charges for Services	43,802	228,006	504,000	275,994	45%
Fines & Forfeitures	14,096	101,757	319,400	217,643	32%
Miscellaneous Receipts	162,493	1,258,152	1,464,500	206,348	86%
Total	\$ 2,140,469	\$ 13,404,658	\$ 30,013,828	\$ 16,609,170	45%

REVENUE COLLECTIONS – GENERAL FUND

Charges for Services: This category is primarily EMS billing receipts from Fire Department runs that can be billed to insurance. This revenue is slightly higher than budgeted due to a high volume of EMS runs.

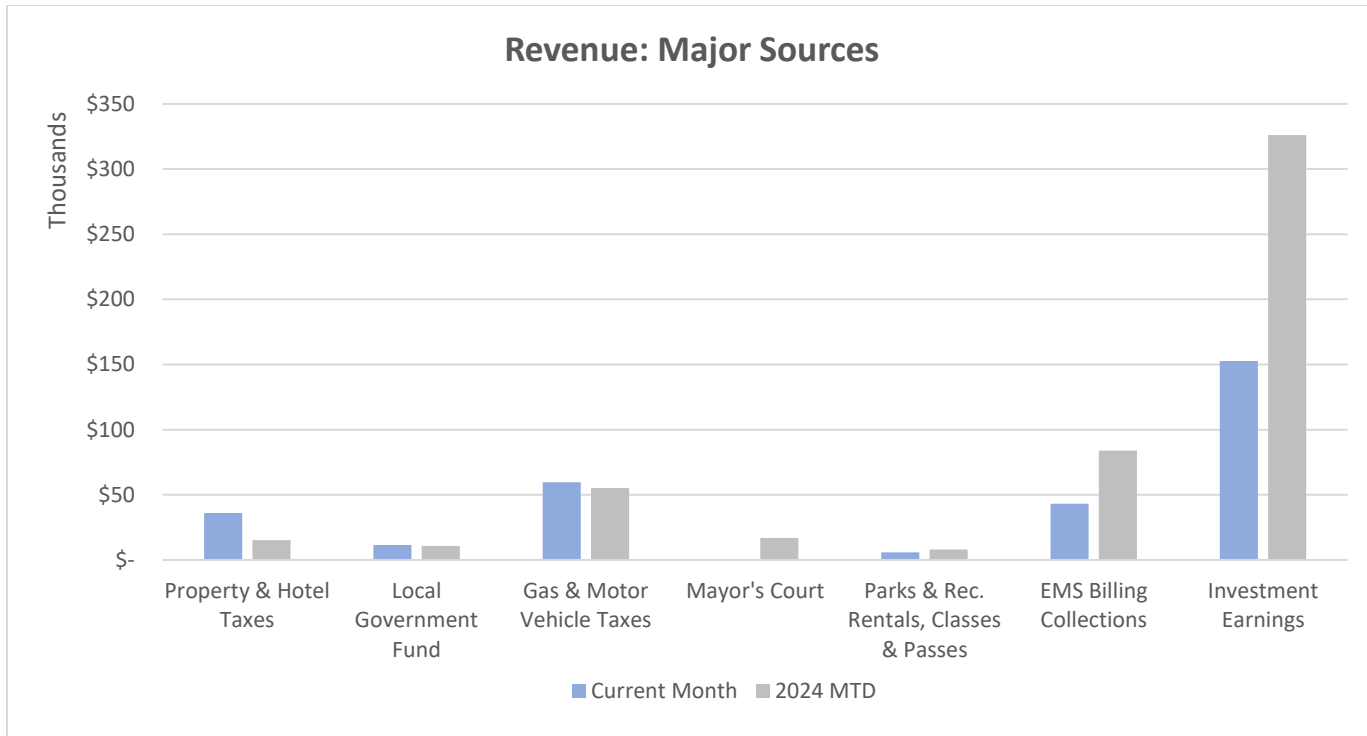
Fines & Forfeitures: This category includes the Mayor’s court revenue that is below target at 27% for the year however, in June thus far we have received revenue from the Court’s March and April activities which brings them up to 46% of the budget. Residential and Commercial Building Permits revenues are below target at 38% of budget.

Miscellaneous Receipts: This category is mostly made up of health care contributions from various funds and interest from investments. We received \$141,154, 59% of the budget, in interest into the General Fund in May. Also, the miscellaneous receipts year to date collected is at 86% due to the sale of 5540 Vance Road as this revenue was unbudgeted.

MAJOR SOURCES

MAY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY TYPE	CURRENT		COLLECTED UNDER /		
	MONTH	YEAR TO DATE	2025 BUDGET	(OVER)	COLLECTED
Property & Hotel Taxes	\$ 36,050	\$ 545,927	\$ 918,253	\$ 372,326	59%
Local Government Fund	11,588	52,446	113,000	60,554	46%
Gas & Motor Vehicle Taxes	59,499	280,941	727,500	446,559	39%
Mayor's Court	-	47,867	180,000	132,133	27%
Parks Rentals, Classes & Passes	5,893	46,944	69,000	22,056	68%
EMS Billing Collections	43,162	224,846	500,000	275,154	45%
Investment Earnings	152,631	797,001	1,357,350	560,349	59%
Total	\$ 308,822	\$ 1,995,972	\$ 3,865,103	\$ 1,869,131	52%

REVENUE COLLECTIONS – MAJOR SOURCES

Property Taxes: This revenue is paid to the City twice a year. The distribution for the 1st half of the year was posted in April so the collected % will remain at 56% until we receive the 2nd half in September.

Gas & Motor Vehicle Taxes: For the last several years, these taxes have been consistent. For the year, we expected to receive about \$60,625 per month. May was slightly below target at \$59,499.

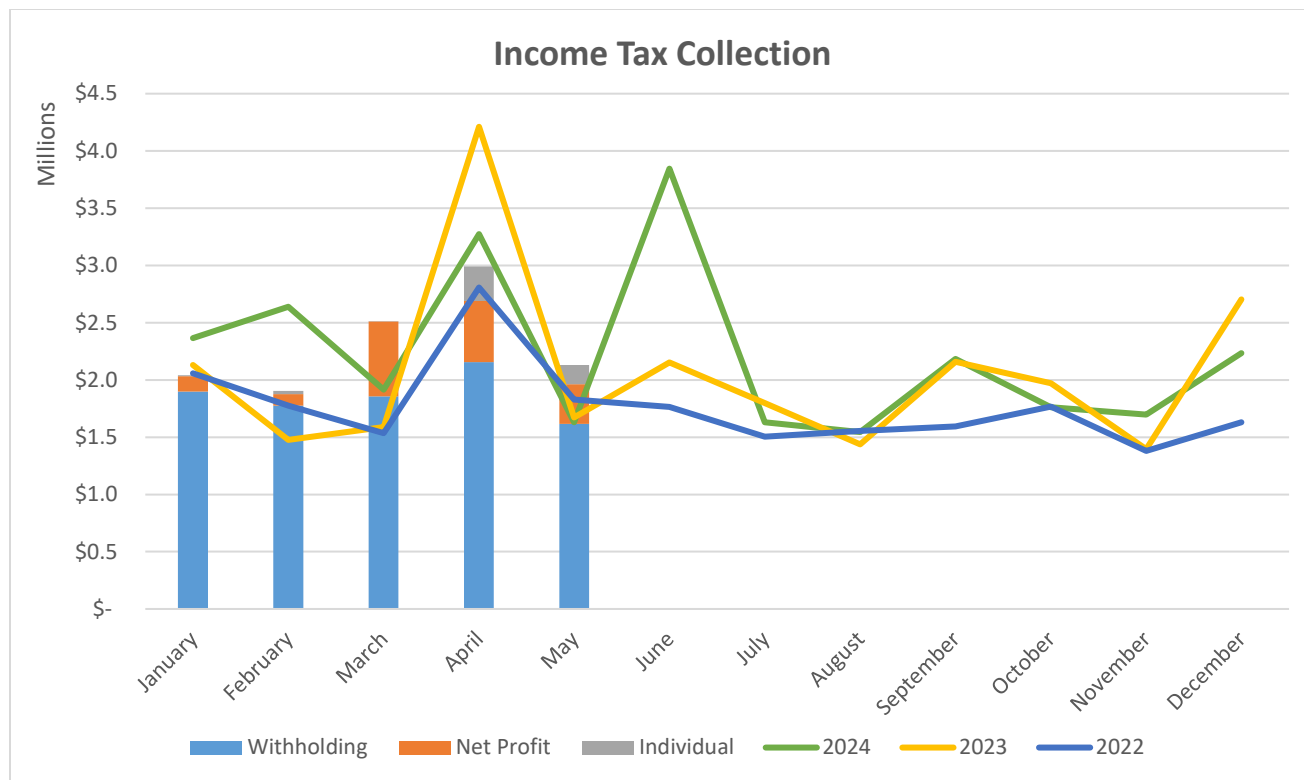
Parks Rentals & Season passes: These revenues are higher than expected at 68% of our expected budget. These line-item budgets were reduced in 2025 to account for the City's use of the building. Overall, class fees and rentals are down however, season passes and camps are up compared to last year at this time.

Investment Earnings: The interest earnings revenue received is higher than budgeted. We have collected 59% of our expected budget and are on track to exceed the estimated revenue budget.

INCOME TAX

MAY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY TYPE	CURRENT		COLLECTED		
	MONTH	YEAR TO DATE	2025 BUDGET	UNDER / (OVER)	COLLECTED
Electric Co. Income Tax	\$ 1,259	\$ 1,271	\$ 1,000	\$ (271)	127%
Income Tax Refunds	(145,321)	(251,150)	(700,000)	(448,850)	36%
Income Taxes	2,031,274	11,580,576	27,605,250	16,024,674	42%
Total	\$ 1,887,213	\$ 11,330,696	\$ 26,906,250	\$ 15,575,554	42%

REVENUE COLLECTIONS – INCOME TAX

2025 Collections: Through May, we expect to collect approximately 45% of our total estimated gross income tax revenue. We have collected \$11,580,576 and budgeted for \$12,363,802 through May. For the year we are at 42% of our target net budget amount and 2% below year-to-date 2024.

Net Profit: Through May, we anticipate collecting 44% of our estimated Net Profit taxes. So far, we have collected 28% of the gross expected taxes. For the year, we are below our budget amount by 35%. In the first quarter of 2024, we received a large irregular net profit payment.

Withholding: Through May, we anticipate collecting 44% of our estimated Withholding taxes. So far, we have collected 45% of the gross expected taxes. For the year, we are slightly above budget amount by 3%.

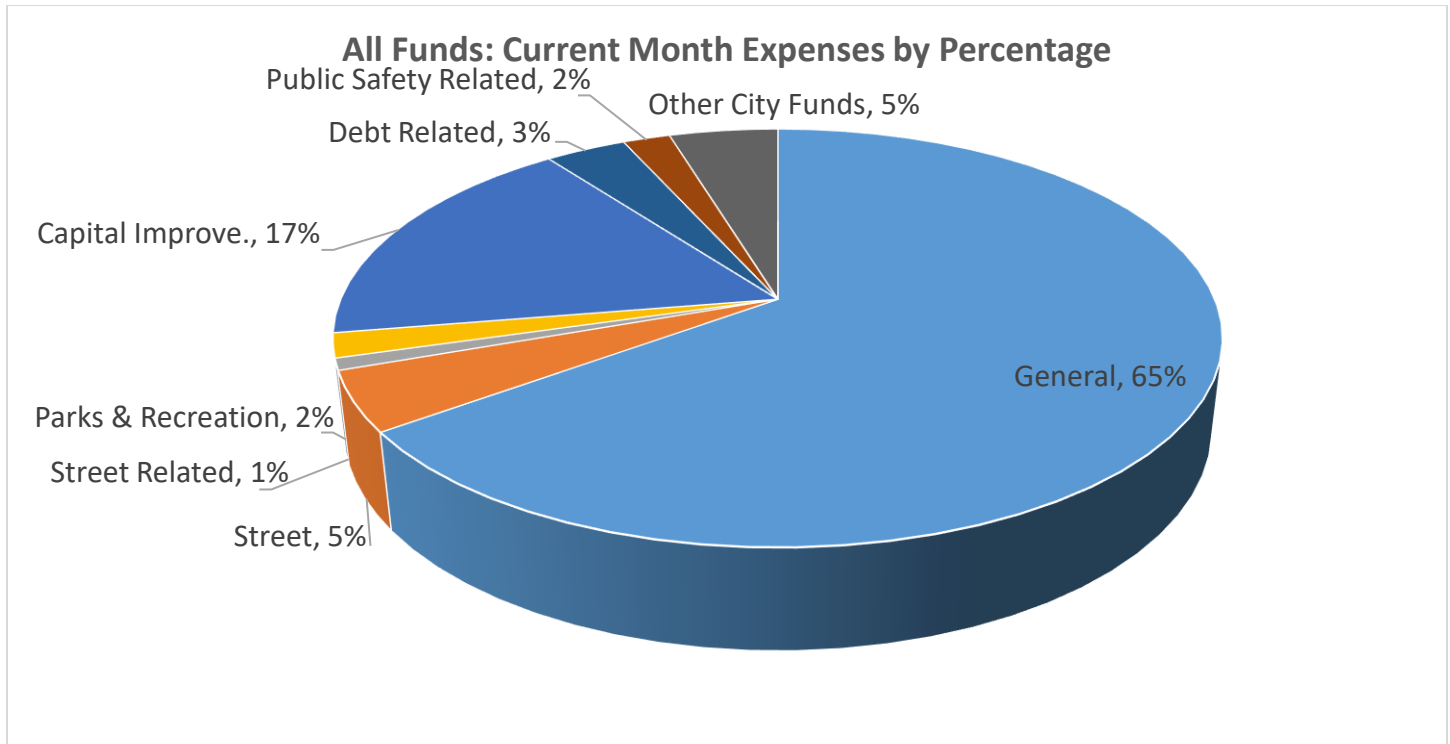
Individual: Through May, we anticipate collecting 68% of our estimated Individual taxes. So far, we have collected 60% of the gross expected taxes. For the year, we are below our budget by 11%.

Refunds: Through May, we have processed \$251,150 of Refunds. For the year, we have refunded 36% of the amount budgeted.

ALL FUNDS

MAY 2025

MONTHLY EXPENSES VS. BUDGET



EXPENSES BY FUND/TYPE	CURRENT MONTH	YEAR TO DATE	2025 BUDGET	AVAILABLE BALANCE	% EXPENSES TO BUDGET
General Fund	\$ 3,229,038	\$ 13,367,965	\$ 31,878,057	\$ 16,245,067	42%
Street Fund	229,509	978,073	2,598,522	1,481,430	38%
Street Related Funds	45,170	273,188	1,113,257	683,841	25%
Parks & Recreation Fund	93,822	519,238	1,579,148	846,899	33%
Capital Improvement Fund	859,506	2,679,480	12,952,847	2,682,442	21%
Debt Related Funds	174,350	177,220	1,011,700	10,130	18%
Public Safety Related Funds	101,839	557,388	1,478,780	914,292	38%
Other City Funds	234,316	1,786,169	5,501,924	2,912,975	32%
Total	\$ 4,967,550	\$ 20,338,719	\$ 58,114,235	\$ 25,777,076	35%

EXPENSES – ALL FUNDS

Net Expenses: After interfund transfers, our Net Expenses for May were \$4,967,550 and at 35% of the budget.

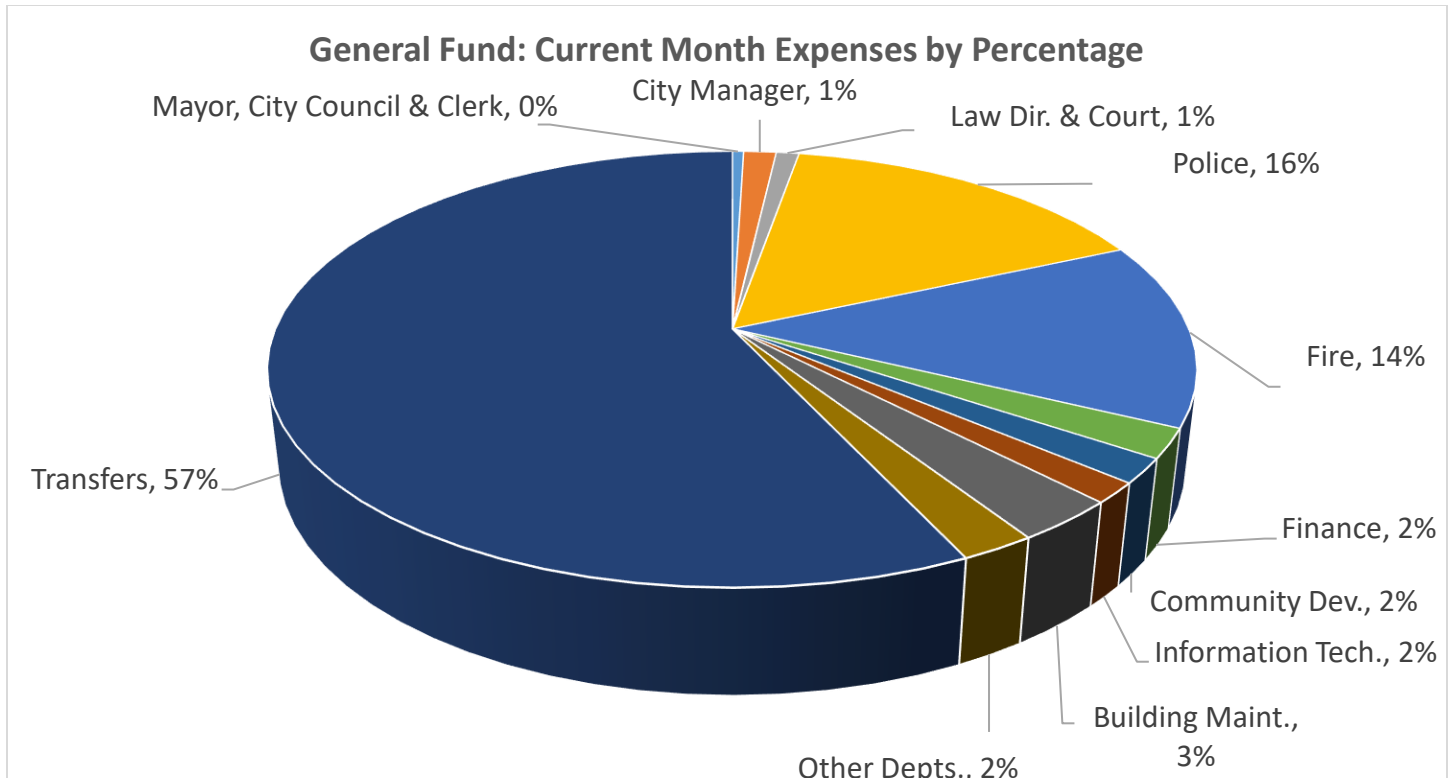
Large Expenses: In May, we paid the City's debt service payments. We also processed \$1,330,000 in transfers to cover encumbrances for large capital projects.

Budget Review: We are currently at 35% of the budget and 42% of the year has passed.

GENERAL FUND

MAY 2025

MONTHLY EXPENSES VS. BUDGET



EXPENSES BY DEPARTMENT	CURRENT MONTH	YEAR TO DATE	2025 BUDGET	AVAILABLE BALANCE	% EXPENSES TO BUDGET
Mayor, City Council & Clerk	\$ 14,900	\$ 68,296	\$ 231,009	\$ 137,006	30%
City Manager & Info. Center	43,552	212,121	672,649	330,886	32%
Law Director & Clerk of Courts	30,568	128,367	438,286	167,890	29%
Police	504,642	2,456,514	6,273,936	3,474,900	39%
Fire	444,741	2,067,682	4,733,168	2,516,200	44%
Finance	70,086	315,948	931,320	515,382	34%
Community & Economic Dev.	58,940	326,037	1,111,000	659,302	29%
Information Technology	49,248	343,370	1,122,720	374,015	31%
Building Maintenance	100,457	574,683	1,848,213	1,000,911	31%
Other Departments	71,904	574,148	2,015,755	869,374	28%
Transfers	1,840,000	6,300,800	12,500,000	6,199,200	50%
Total	\$ 3,229,038	\$ 13,367,965	\$ 31,878,057	\$ 16,245,067	42%

EXPENSES – GENERAL FUND

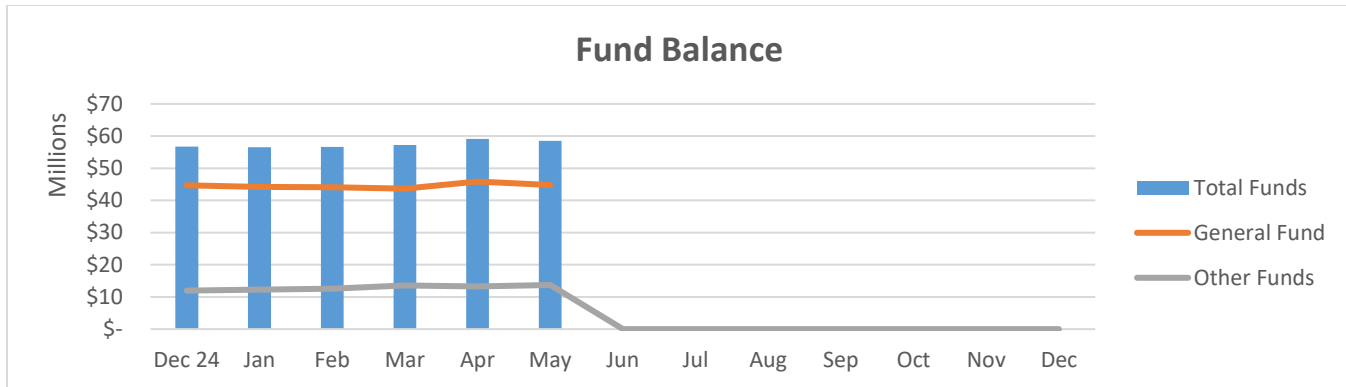
Budget Status: The General Fund is at 42% of expense budget which is right on target for this time of the year.

Transfers: Transfers are slightly above target for the year at 50%. We will continue to evaluate fund balances each month and transfer funds as necessary.

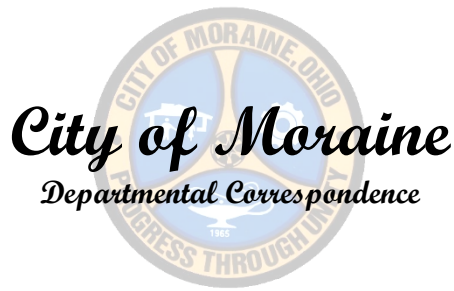
FUND BALANCES & CASH FLOW

MAY 2025

MONTH END BALANCES BY FUND



FUND	YEAR BEGIN BALANCE	MONTH BEGIN BALANCE	MONTH CHANGE BALANCE	MONTH END BALANCE	YEAR TO DATE CHANGE
General	\$ 44,743,031	\$ 45,868,293	\$ (1,088,569)	\$ 44,779,724	\$ 36,693
Street	287,303	195,501	106,548	302,049	14,746
State Highway	459,370	412,795	(1,002)	411,793	(47,577)
Parks & Recreation	227,480	235,445	55,956	291,402	63,921
Cemetery	96,875	92,618	480	93,098	(3,777)
Motor Vehicle License Tax	45,792	36,384	773	37,157	(8,635)
Enforcement & Education	72,551	73,458	325	73,783	1,232
Mayor's Court Computer	90,557	85,061	-	85,061	(5,496)
Clerk of Court Computer	60,372	56,709	-	56,709	(3,663)
Economic Development	484,336	622,766	-	622,766	138,431
Capital Improvement	5,969,408	7,539,305	485,820	8,025,125	2,055,717
Vance Darroch Project	57,381	57,381	-	57,381	-
Debt Service	187,127	189,281	(109,159)	80,122	(107,005)
Tax Increment Financing	48,682	244,419	(44,141)	200,278	151,596
Home Improvement Loan	700,563	708,626	1,837	710,464	9,901
City Garage	360,161	360,161	483	360,644	483
Miscellaneous Trust	45,654	45,754	(560)	45,194	(460)
Police Pension	52,200	106,285	(2,004)	104,281	52,080
Fire Pension	61,067	60,936	(5,519)	55,416	(5,651)
Insurance Reserve	1,464,773	1,464,251	(7,353)	1,456,898	(7,874)
Health Insurance	521,563	390,677	10,184	400,861	(120,701)
Federal Law Enforcement	42,290	42,777	111	42,888	598
State Law Enforcement Training	46,112	46,643	121	46,764	652
Drug Law Enforcement Trust	43,933	44,439	115	44,554	621
Local Fiscal Recovery	435,657	-	-	-	(435,657)
OneOhio Opioid Settlement	113,560	115,901	-	115,901	2,342
Total	\$ 56,717,797	\$ 59,095,864	\$ (595,552)	\$ 58,500,312	\$ 1,782,515



TO: Mayor
City Council

FROM: Michael Davis, City Manager

DATE: June 23, 2025

SUBJECT: City Manager's Report

1) City Manager

- a) Attended the MVCC City Managers GovTech meeting on June 9, 2025.
- b) Attended the Merit System commission meeting on June 11, 2025.
- c) MVCC provided notification on June 23, 2025, that Palmer Energy has indicated there may be a minor pause on gas aggregation due to the current events in the Middle East and the heatwave that are causing elevation in gas futures.
- d) Attended the park community event with the boys on Friday evening at Deer Meadow Park.

2) Parks and Recreation

- a) Final preparations for the Star-Spangled Boom are underway. Staff met with the Fire, Police, Maintenance, and Street Divisions to finalize plans for the event. Parks and Recreation are staying in contact with the food trucks and mapping out their locations.
- b) The Community Vision Plan is currently being researched. Director Brent Shane reports that FCS Construction Services will review the blueprints for the remaining Splash Moraine buildings and provide a quote. A design company has been contacted to obtain an estimated cost for a splash pad.
- c) The 3rd Annual Shane Miller Disc Golf Tournament is scheduled for June 28, 2025.
- d) The registration for the 2025 School Supply Giveaway will begin on Monday, July 14, 2025, and will continue until July 28, 2025, or until all slots are filled. The supplies will be available on August 8, 2025, at the Gerhardt Civic Center from 11:00 a.m. - 2:00 p.m.
- e) A Christmas Smiles program donation of \$500 was received from Meijer.
- f) The new park shelter reservation signs were installed at each of the City's reservable shelters last week.

3) Planning

- a) Phase 1 East signage will be installed later this month. Phase 2 West signage should begin within the next few weeks. Mr. Sorice will be onsite for the correct placement and if any issues arise.

4) Engineering

- a) The 2025 Asphalt paving program will begin in the coming weeks.
- b) RFP's for pedestrian improvements, Parking lot sealing, and Bike path sealing and striping were Advertised last week.
- c) The ODOT resurfacing project on the northern portion of Springboro Pike is being awarded this week. The bid was \$13,078 above the expected amount for the city's share but is still below the budgeted amount.

5) Police

- a) June 10: An attempted vehicle theft from Fat Boyz. The investigation is ongoing.
- b) June 13: A traffic stop resulted in an arrest of multiple subjects for felony crimes and warrants. A search warrant was served at Red Roof Inn for related criminal conduct.
- c) June 14: Dispatch received hoaxed 911 calls. This term is referred to as swatting where the caller appears to have an emergency to draw attention to law enforcement. An investigation is ongoing.
- d) June 15: Subject drove vehicle into the office area of the Red Horse Motel. The driver was removed and sent to the hospital. The investigation is ongoing.

A stolen vehicle from Holman Street was recovered at the Red Horse Motel. The suspect was identified. The investigation is ongoing.

A robbery was reported which was later determined to be a false complaint. The subject was charged with filing a false report.
- e) The Summer Camp children were introduced to public safety! The children explored police vehicles and participated in a mock crime scene investigation.
- f) The detective section assisted the Tactical Crime Suppression Unit with a homicide scene where evidence was collected.
- g) During this period, there were 12 calls for service at the Red Roof Inn, 22 calls at Walmart, 14 calls at Kroger, 8 calls the Red Horse Motel and 27 calls on I-75.

6) Street Division

- a) Potholes were patched Citywide
- b) Staff repaired a sinkhole on Clearview Avenue.
- c) Seasonal maintenance was performed including flower beds, mowing, park and baseball field, Ellerton Cemetery cleaned up and removed large road debris.

Bi-Monthly Report

To: Michael Davis, City Manager

From: Traci Kuzminski, Fire Chief 

Date: June 18th, 2025

Subject: Activity Report

The Fire Division responded to a total of 134 incidents from June 1st- June 14th 2025.

EMS/ Fire & Rescue –

- Division Responded to 7 Motor Vehicle Incidents
- Division responded to 97 EMS Incidents
- Division responded to 11 Fire Alarm/Detector Activations
- Division Responded to 19 all other calls

Long-term projects/issues:

- New Medic ordered. Still Waiting
- Tornado Siren replacement moving forward. Tornado upgrades for Germantown and Cobblegate (COMPLETE).
- Parts ordered for a new motor for Siren on Soldier Home and Pinnacle, and a new box and motor for siren on Dryden. Works intermittently.
- In house monitoring system ordered
- Received new Staff truck, waiting to outfit it
- Order of new ladder E-One Metro Quint Fire Truck through Vogelpohl Fire Equipment.

Full time hiring/promotions:

- Lieutenant Promotion-List is certified. Waiting to promote until July 27th.
- Two Full-time getting ready to start,.

Part time hiring:

- We have 7 part time personnel currently on the roster.(4 coming in for interviews next week)

Short term projects/issues:

- Beginning phase of Station 30 Bathroom remodel-Contract Signed
- Station 28 painting complete.

Number of Inspections/Re-Inspections:

- 54 Inspections

Meetings:

- Council Meeting / Committee of the Whole 6/12

Other:

- CPR Class for South Community 6/2
- Fire Department Appreciation luncheon @ Civic Center with Seniors 6/4
- CPR Class for Moraine City Summer Camp 6/5
- FF Nartker and Deputy Chief to Fire Training at Ohio Fire Academy
- Annual EMS training through Childrens
- CPR Class for Winn Supply on 6/13

MAYORS' COURT MONTHLY STATEMENT TO COUNCIL

Fines and Other Monies Collected or Received
Rev. Code Sec. 733.40

To the Council of The City of Moraine Ohio:

The following is a full statement of all fines, forfeitures, and costs in ordinance cases and all fees collected by me, or which have in any manner come to my hands, or which are due me as Mayor, Chief of Police or other officer of the city and any other fees and expenses which have been advanced out of the city treasury, and all monies received by me as Mayor for the use of the city and paid over by me to the Treasury of the city as required by law.

Prepared: June 10, 2025

BALANCING FOR MONTH OF: APRIL 2025

BOND ACCOUNT

Balance retained in Bond Account Beginning:	4/1/2025	\$	4,128.00
Amount received and deposited - CASH		+	33.00
Amount received and deposited - SURETY		+	4,378.00
Less amount returned to Defendants		-	7,040.00
Less amount retained in Bond Account (end of month)		-	304.00
Additions, Subtractions or Changes, etc.		+/-	-
EQUALS BONDS FORFEITED		\$	1,195.00

MAYOR'S ACCOUNT

Fines & Court Costs

Amount received and deposited	\$	19,385.00
Monthly reimbursement to City for Kett "LEAF"	(-)	0.00
Additions, Subtractions or Changes, etc.	+/-	-
EQUALS GROSS REVENUE		\$ 20,580.00

DISBURSEMENTS

Mo. Co. Booking Fees	Check #	4009	241.00
Police Dept Traffic School ACCT# 101-0600-40603	Check #	~	-
IDAM-Ind Drvrs Alc Mntr (15%) - Kettering \$\$	Check #	4010	123.00

Computer Fund:

B4 12-13-18	Computer Fund (CF)	ACCT# 301-0800-40820	\$	-		
12-13-18	Mayor's Court CF	208-0800-40820		330.00		
& AFTER	Clerk of Court CF	209-0800-40820		219.00	Check #	4011
						549.00

Treasurer of State:

Victims of Crime	\$	875.00		
IDSF-Ind Def Support Fund (50%)		2,441.00		
CJDE - Crim Just Drug Enf Fund (35%)		287.00		
Expungements		15.00		
Child Restraint		-		
Seatbelt Fines		-		
Attorney General Reimbursement		15.00	Check #	paid on-line
			\$	3,633.00

City-General Fund: Acct# 101-0600-40601

ADTS - Admin T/School Fee	\$	-		
City Fines		15,999.00		
Miscellaneous Fees		-		
Parking Tickets		35.00		
Truck Fund Overweights		-		
Witness Fees		-		
Kettering Fees		-	Check #	4012
			\$	16,034.00

An Ordinance amending Moraine Codified Ordinance Chapter 149 (“Merit System Commission”) to incorporate updated Merit System Commission Rules and Regulations therein.

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

This item was tabled in February pending further review by the Law Director. Council voted to bring this Ordinance back for vote. Passage will codify the changes made in October 2024 and bring the MSC Rules current in the Moraine Codified Ordinances.

Financial Impact:

Is Item Budgeted?: No

Funding Source: N/A

Attachments:

1. 2177-25 - Exhibit A
2. 2177-25 - Exhibit B

RECORD OF ORDINANCES

Ordinance No. 2177-25

AN ORDINANCE AMENDING MORaine CODIFIED ORDINANCE CHAPTER 149 (“MERIT SYSTEM COMMISSION”) TO INCORPORATE UPDATED MERIT SYSTEM COMMISSION RULES AND REGULATIONS THEREIN.

WHEREAS, Charter Section 7.3 authorizes the Merit System Commission to adopt rules “for determination of merit and fitness as the basis for appointment and promotion in the services of the City...”; and

WHEREAS, the Merit System Commission has duly revised the Merit System Commission Rules and Regulations codified at Moraine Codified Ordinance Chapter 149 (“Merit System Commission”), and Council desires to incorporate said revised and updated Merit System Commission Rules and Regulations into Chapter 149.

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

SECTION #1: That the current Merit System Commission Rules and Regulations codified at Moraine Codified Ordinances Chapter 149, a copy of which is appended hereto as **Exhibit A** are hereby repealed and replaced with the duly updated and revised Merit System Commission Rules and Regulations appended hereto as **Exhibit B**.

SECTION 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Ordinance to the City Manager and Clerk of the Merit System Commission.

Merit System Commission**149.01 Adoption of rules and regulations.****CROSS REFERENCES**

Creation, composition and terms - see CHTR. 7.7
 Duties - see CHTR. 7.8
 Classified service - see CHTR. 7.10, 7.12
 Unclassified service - see CHTR. 7.11, 7.13
 Civil Service Law - see Ohio R.C. Ch. 124
 Civil Service Commission - see Ohio R.C. 124.40

149.01 ADOPTION OF RULES AND REGULATIONS.**TABLE OF CONTENTS****PREAMBLE**

- RULE 1 - Application of rules.**
- RULE 2 - Definition of terms.**
- RULE 3 - Organization and administration of the Commission.**
- RULE 4 - Duties of the Commission.**
- RULE 5 - Duties of Examiners.**
- RULE 6 - Classification of service.**
- RULE 7 - Application for employment.**
- RULE 8 - Notice of exams.**
- RULE 9 - Conduct of examination.**
- RULE 10 - Promotional examinations.**
- RULE 11 - Eligible lists.**
- RULE 12 - Appointments in the classified service.**
- RULE 13 - Probationary period.**
- RULE 14 - Temporary appointment.**
- RULE 15 - Additional requirements for the Police Division.**
- RULE 16 - Additional requirements for the Fire Division.**
- RULE 17 - Additional requirements for Building and Park Maintenance Division.**
- RULE 18 - Additional requirements for the Street Division.**
- RULE 19 - Appeals.**
- RULE 20 - Reports.**
- RULE 21 - Papers, property of the Commission.**

EDITOR'S NOTE: The Rules and Regulations contained in Chapter 149 were adopted by Ordinance 1574-05, passed March 24, 2005. Subsequent amendments to Ordinance 1574-05 will be indicated by legislative histories placed at the end of the affected sections.

PREAMBLE

The following rules and regulations of the Merit System Commission of the City of Moraine are hereby adopted pursuant to the authority conferred upon said Commission by Article VII, Section 7.3 of the Charter of the City of Moraine, Ohio, and in accordance with the Constitution of the State of Ohio. The Merit System Commission rules will also comply with applicable provisions in the Ohio Revised Code and Ohio Administrative Code. Where the MSC rules and regulations are silent, Ohio civil service laws will govern. The general law applying to civil service remains in full force and effect for classified employees.

RULE 1**APPLICATION OF RULES**

Section 1: All previous rules for the classified service of the City of Moraine, and for employment and promotion therein, are hereby voided; provided, however, that nothing herein contained shall affect any examination held, or any grading had thereunder, or any eligible list theretofore formed, and every eligible list duly formed under previous regulations shall in all respects be deemed to be formed under these rules, and to be an eligible list for the position specified.

Section 2: These rules may be amended, repealed, supplemented, or new rules adopted by a majority vote of the Commission; provided, however, that no new rules, amendment, repeal, or supplement to an existing rule may be adopted at the meeting at which it was originally proposed and shall not be considered for final adoption except at a duly noticed meeting held at least seven (7) days after the original proposal.

Section 3: The present title, seniority and service rights of any employee occupying a position in the classified service to which he/she was appointed prior to the adoption of these rules, shall not be affected by the adoption of these rules.

RULE 2**DEFINITION OF TERMS**

Section 1: The terms as used in these rules and regulations have the meaning normally associated with terminology used in the civil service provisions of the Revised Code as supplemented by the City Charter of the City of Moraine and various sections of these rules.

Section 2: Where using these rules and regulations, the following terms shall mean:

- (a) Appointing Authority: The City Manager shall appoint and/or remove all officers and employees of the City in the classified service except those within the Departments of Finance and Law as provided in the Charter of the City of

Moraine. The officers and employees in these departments shall be appointed or removed by the respective director.

- (b) Classified Service: Those positions which are filled by competitive examination, and which are under the jurisdiction of the Merit System Commission.
- (c) Commission: Commission refers to the Merit System Commission of the City of Moraine.
- (d) Demotion: The act of placing an employee, at the request of the appointing authority or such employee, in a vacant or new position, the classification for which is assigned a lesser salary than the classification previously held.
- (e) Eligible List: The names of persons eligible for appointment to classified service. (Less than three eligible constitutes an incomplete list for an open competitive examination.)
- (f) Layoff: Defined in Section 124.321, Ohio Revised Code.
- (g) Merit System: The civil service provisions of the City of Moraine in accordance with the City Charter and the Ohio Revised Code, Chapter 124.
- (h) Open Competitive Examination: An examination open to anyone, whether already employed in the City service or not, who meets the minimum qualifications established for a given classification or position.
- (i) Position: Any specific employment or job calling for the performance of certain duties, and for the exercise of certain responsibilities by an individual.
- (j) Probationary Period: The period of time at the beginning of an original appointment, or immediately following a promotion, which constitutes a trial or testing period for the employee during which he/she may be terminated (in the case of original appointment) or reduced (in the case of promotion.)
- (k) Promotion: Placing an employee in a new or vacant position with new and increased responsibilities and a higher pay range.
- (l) Promotional Examination: An examination open only to persons already employed in the City service in specified classes or meeting specified qualifications, given for the purpose of determining eligibility for promotion to a higher position.
- (m) Reduction: A change in the classification held by an employee to one having a lower base pay or a lower number in a classified series, or any decrease in compensation for an employee.
- (n) Removal: Dismissal from duty for the following reasons: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, nonfeasance.
- (o) Suspension: Temporary loss of employment (without pay) as a disciplinary measure. Appealable by the employee if in excess of three (3) working days.
- (p) Temporary Appointment: Appointment for a limited period of time, fixed by the appointing authority and approved by the Commission, for a period not to exceed six (6) months.

RULE 3

ORGANIZATION AND ADMINISTRATION OF THE COMMISSION

Section 1: The Merit System Commission shall consist of five (5) members who are electors of the City of Moraine. Members shall be appointed for a term of two (2) years and until their successors have been appointed and qualified. Appointment terms will be staggered. The regular term of any member shall begin on the first of January of each year.

Section 2: At the first regular meeting held each year, the Commission shall elect one of their members as Chairperson for the ensuing year. It shall be the duty of the Chairperson to call such meetings as are necessary to transact the business and affairs of the Commission, to preside at all meetings of the Commission, to sign the minutes and formal actions taken by the Commission.

The Commission shall also elect a Vice-Chairperson who will act in the place of the Chairperson upon his/her absence.

Section 3: The Commission shall appoint a Secretary. The Secretary shall, under the supervision of the Commission, keep the minutes of all meetings and record all official actions of the commission in a book kept for that purpose; prepare and deliver notices and communications to the Commission, prepare and provide the appointing authority with eligible lists; maintain the records and files of the Commission; handle such correspondence as the Commission shall determine; and shall perform such other duties as may be required by the Commission.

Section 4: Three (3) members of the Commission shall constitute a quorum at a Commission meeting and it shall require the affirmative vote of a majority of the members present to adopt any motion or resolution.

RULE 4

DUTIES OF THE COMMISSION

Section 1: It shall be the duty of the Commission to determine the merit and fitness of candidates for positions within the classified civil service of the City of Moraine; supervise all examinations held under these rules; and certify the candidates who meet the qualifications for applicable positions.

Section 2: The Commission shall have the power to appoint such examiners, consultants, clerks, secretaries or stenographers as they deem necessary, and for which funds are provided by City Council.

Section 3: The Commission shall keep minutes of its meetings and maintain necessary records and files to carry out its responsibilities. The Commission shall make an annual report to the City Council, due in January of the following year, detailing its activities during the previous year.

Section 4: The Commission shall hear the appeal of employees who have completed the required probationary period in the classified service from the action of the Manager or other officer relative to reductions in pay or position, job abolishment, layoffs, suspensions in excess of three (3) working days, removals, and assignment or reassignment to a new classification, except that members of bargaining units must appeal under the terms established by their respective contracts. The Commission may affirm, disaffirm, or modify the decision of the Manager or other officer. The decision of the Commission shall be final.

Section 5: The Commission shall have other powers, duties and functions that are conferred upon it by the general law applying to civil service.

RULE 5

DUTIES OF EXAMINERS

Section 1: It shall be the duty of any examiner selected by and under the supervision of the Commission to prepare or provide the examinations for appointments or promotions in the classified service of the City, supervise the administering and evaluation of such examinations and perform such other duties as the Commission may designate or as may be necessary. The Commission shall approve an examination's format prior to the examination being given.

RULE 6

CLASSIFICATION OF SERVICE

Section 1: In accordance with the provisions of Article VII of the Charter of the City of Moraine, the Merit System Commission has jurisdiction over those positions that are in the classified merit service.

Section 2: The Classified Service shall include only the following full-time employees of the municipality:

- (a) Members, including officers, of the following departments and divisions:
 - i. Division of Streets
 - ii. Division of Park and Building Maintenance
 - iii. Department of Public Safety
- (b) Specifically excluded from the classified service are the following positions within the above departments and divisions:
 - i. Chiefs and Deputy Chiefs
 - ii. Directors and Assistant Directors
 - iii. Clerks, Secretaries and Receptionists
 - iv. Unsworn Community Services Officer
 - v. Superintendents and their assistants.

Section 3: The unclassified service shall include:

- (a) All officers elected by the people
- (b) All part-time and seasonal personnel
- (c) All positions not specifically included by the Charter in the classified service

RULE 7

APPLICATION FOR EMPLOYMENT

Section 1: Applicants for positions in the classified merit service shall be submitted by the applicant upon blank forms prescribed and furnished by the Commission, and at times specified by the Commission.

Section 2: Applications shall be required to provide all requested information in a complete and truthful nature.

Section 3: Applications, applicant qualifications, testing procedures, eligibility tests, and other procedures under these rules shall be received and/or established without regard to race, color, religion, national origin, sex, ancestry, political affiliation, or disability by the Commission or its examiners. Applicants may be asked to provide information for the sole purpose of maintaining equal employment opportunity statistics, but requests for this information will not identify the specific individual. Failure by an applicant to provide such data will not affect his/her status for the position.

Section 4: The Commission may refuse to examine, qualify, or certify as eligible after examination any applicant who:

- a) Does not possess the knowledge, skills, or abilities necessary to effectively perform the essential duties of the vacant position; with or without reasonable accommodation;
- b) Has made a false statement of material fact on the application form or other documents or materials submitted in connection with the application and selection process, or in the course of any interview or other portion of the selection process;
- c) Has committed or attempted to commit a fraudulent act at any stage of the selection process;
- d) Is an individual who is not a U.S. citizen and is not legally permitted to work in the United States; or
- e) Failed to comply with an order for payment of child support in the State of Ohio or another state.
- f) Is addicted to the habitual use of intoxicating liquors or drugs
- g) Has been dishonorably discharged from any military service obligation
- h) Has been convicted of a felony or involved in serious misconduct

Section 5: Applications must be filed with the Commission during office hours and at its official business address in accordance with the legal notice for examination and shall be considered completed at the time of filing.

Section 6: Any person who resigns under charges, or who has been dismissed for just cause, shall not, without special vote of the Commission, be reappointed, or readmitted to examinations for any position in the City's classified merit service for two (2) years from the date of such dismissal or resignation.

RULE 8

NOTICE OF EXAMS

Section 1: Notice of competitive examinations to be held shall be advertised in at least one (1) newspaper of general circulation in the City of Moraine on two (2) occasions, at least three (3) weeks prior to such examinations by the posting of appropriate bulletins at the municipal building, in the headquarters of the department offering the promotion, and at other locations as determined by the Commission.

Section 2: Notice of promotional examinations to be held shall be announced at least two (2) weeks prior to such examinations by the posting of appropriate bulletins at the municipal building, in the headquarters of the department or division offering the promotion, and at other locations as determined by the Commission.

RULE 9

CONDUCT OF EXAMINATION

Section 1: Examinations shall be conducted under the supervision and direction of the Commission, or its contracted agents. Applicants who desire to participate in a written examination under this Rule shall pay a fee, established by the Merit System Commission, and payable with the submission of the application packet. Said fee shall be payable to the City of Moraine. Applicants for appointment to the Fire Division may also be required to pay other fees associated with the conducting of a CPAT (Candidate Physical Ability Test) as part of their evaluation. The actual conduct of the examinations shall be free from interference, participating, or influence of the appointing authority, or of any other person. At least one member of the Commission is preferred to be present and/or its appointed secretary shall be present when an exam is administered.

Section 2: Examinations shall be designated to test the fitness and qualifications of applicants to discharge the duties of the position being filled. Examinations may include an evaluation of such factors as listed in Section 124.23 of the Ohio Revised Code. No questions in any examination shall relate to the race, color, religion, sex, national origin, ancestry, political affiliation or convictions.

Section 3: The content of each examination shall be based upon the duties, knowledge, skills and abilities of the position as noted in the position description.

Section 4: The schedule of subjects and weights shall be fixed by the examiners or experts hired for such purpose, subject to the approval of the Commission. In conjunction with such scheduling, minimum-passing score shall likewise be determined and approved.

Section 5: Each component of an examination shall be assigned a predetermined percentage ranking by the examiner or expert hired for such purpose, subject to the approval of the Commission.

Section 6: In original appointment examinations, an applicant with previous service in the Armed Forces as defined in Section 124.23 of the Ohio Revised Code, who has been honorably discharged or transferred to the reserves with proof of satisfactory service, shall upon presenting such certificate of honorable discharge or confirmation of transfer, be given credit for 20% of his/her total grade. Credit for military service will only be given if the applicant attains a passing grade on the examination.

Section 7: Before proceeding to answer the questions in an examination, each applicant shall fill out and sign an identification sheet, giving his or her name and address and such other information as may be required, and to seal the same in an official envelope bearing an identification number. All examination papers turned in by a candidate shall bear the same number at the top as appears on the envelope containing the identification sheet. Any examination paper bearing the name of an applicant or any other identification mark other than the number indicated above shall be rejected and the candidate so notified.

At the close of the examination, the envelopes shall be placed in a sealed package. The package shall not be opened until the examiner has provided a list of scores identified only by the identification numbers. In the presence of a member of the Commission, the package will be opened upon receipt of the list of scores. The Commission member and the appointed secretary will then match names and identification numbers for the purpose of establishing an eligible list.

Section 8: Where the Commission has determined that fitness and qualifications of applicants are best evaluated with a combination of a written test and a physical agility test or assessment center, the Commission may either:

- (a) Make passage of the written test a prerequisite to taking the physical agility test or assessment center, modifying this Rule 10, Section 6, to facilitate grading and notification of pass/fail prior to administration of the physical agility test or assessment center.
- (b) Conditionally certifying as eligible those applicants who pass the written test, subject to verification of qualifications, with appointments further subject to passage of the physical agility test which may be included in any post-offer, pre-placement physical examinations.

Section 9: After completion of an examination and the establishing of an eligible list, each candidate will be advised by mail by the Secretary of the Commission of the results of his or her examination, and if applicable, his or her relative standing on the eligible list.

RULE 10

PROMOTIONAL EXAMINATIONS

Section 1: Vacancies in positions above the lowest grades in the classified service, that are not filled by transfer, reinstatement, or reduction, shall be filled as far as practicable by competitive promotional examinations.

Section 2: No employee shall be eligible for promotion while they are serving a probationary period for another position.

Section 3: The probationary period for a promotion shall in all cases be twelve (12) months.

Section 4: Examinations for promotions shall be conducted under the control and direction of the Commission by such examiners as the Commission may designate. Such examination shall be conducted as set forth in Rules 8 and 9, and eligible lists for exams shall be established as set forth in Rule 11 with the following additions and/or exceptions. When the general rules regarding examinations and the sections of this rule conflict, the sections of this rule shall govern in the case of promotional examinations.

Section 5: Notice of promotional examination shall be by bulletins at least two (2) weeks prior to such examinations at the municipal building, and the department in which the promotion is being made, and in other locations as determined by the Commission, and shall indicate the required grade, rank, and qualifications for eligibility thereto. Applicants for promotional examinations shall make application to the Commission at least two (2) business days before the date for the examination.

Section 6: In any promotional examination, the applicant shall be examined by any combination of written, oral, physical, or skills demonstration testing as the Commission deems necessary to determine knowledge of the duties, responsibilities and requirements of the position to be filled, and his or her fitness and qualifications to discharge such duties and meet such requirements.

Section 7: When only one (1) person is eligible for promotion to fill a vacancy, and where consistent with these rules, he or she may be nominated to the Commission by the appointing authority and by a statement of facts may be promoted to the next higher grade after passing a non-competitive examination similar in scope, subject, and conditions as would have been prescribed in case of competition. In addition, if a current employee declines to participate in a closed, non-competitive or closed competitive examination, that employee is not eligible to take the open competitive examination that may be given.

- (a) In the event that no person qualifies for promotion, or in the event that one or more persons initially qualify for promotion but do not pass the promotional examinations noted in this section, then an open competitive examination will be administered.
- (b) If a current City employee does not pass a competitive or non-competitive promotional examination given for a vacant position, the employee is not eligible to take the open competitive examination that may be given to the public or to employees in the next lower rank for that vacant position.

Section 8: Applicants for promotional examinations may within ten (10) calendar days of the conclusion of the examination, file protests of any examination question or physical or skills demonstration test only on the grounds that a question or test does not fairly measure the duties, knowledge, skills and abilities of the position and the applicant's fitness and qualifications to discharge such duties and meet such requirements. Protests shall be filed on forms provided by the Commission. The Commission may take such action as it deems appropriate in regard to a protest. The decision of the Commission as to a protest shall be final and not subject to appeal.

RULE 11

ELIGIBLE LISTS

Section 1: Eligible lists shall be prepared under the supervision of the Commission, as the needs of the service may require, for each position in the classified service from the candidates who have attained at least the minimum passing score on the competitive examination, and in the order of merit and fitness as determined by a numerical ranking of such scores.

Section 2: In the event two (2) or more applicants receive identical scores on open- competitive examinations, priority shall be afforded to that person whose application was filed first. Seniority in the service shall determine the relative rankings on promotional examinations when identical scores exist.

Section 3: The term of an eligibility list of original and promotional appointment in the classified service shall be fixed at one year from the date of adoption; provided, however, that upon the recommendation of the appointing authority, the Merit System Commission may extend the term of an eligibility list for an additional one (1) year period, not to exceed a total of two (2) years from the date of certification of an eligible list. Eligible lists may be cancelled prior to the expiration date of the list if fewer than ten (10) eligible candidates remain on the list.

Section 4: A person whose name has been released from a certified eligible list more than four (4) times to the same appointing authority for the same or similar positions may be removed the eligible list, provided that release for a temporary appointment shall not be counted as one such release.

Section 5: If fewer than ten (10) names remain on an eligible list and at the request of the appointing authority, the Commission may declare the list null and void. The Commission may then arrange for a new examination.

RULE 12

APPOINTMENTS IN THE CLASSIFIED SERVICE

Section 1: Every vacancy in the classified merit service not filled by reinstatement or reduction shall be filled by appointment from an eligible list established for the position, or as provided elsewhere within these rules.

Section 2: Original appointments. Whenever the City Manager requests an eligible list from the Commission for an original appointment to a position in the classified service, he/she shall specify the title, duties, and compensation for such position.

Section 3: The Commission shall, as soon as practical, release to the City Manager the names, addresses and grades of the ten (10) candidates standing highest on the eligible appointment list. The Commission can certify less than ten (10) names if ten names are not available. If fewer than ten (10) names are certified to the City Manager, appointment is not mandatory.

If more than one vacancy is to be filled, the Commission will release names to the City Manager as follows:

- (a) For 2 to 4 vacancies, fifteen (15) names will be released.
- (b) For 5 to 8 vacancies, twenty (20) names will be released.
- (c) For 9 to 12 vacancies, twenty-five (25) names will be released.
- (d) For 13 to 16 vacancies, thirty (30) names will be released.

The City Manager will fill the position by selecting one of the ten persons on the eligible list released by the Commission within thirty (30) days. The City Manager will follow the "rule of ten," meaning that when a group of ten (10) available applicants is considered, one from the group must be appointed. Starting at the top of the list, every person who is available but not permanently appointed must be considered four (4) times in a group of ten before the person's name can be dropped from further consideration by the City Manager.

If additional names are included on the certification eligible list, the City Manager can consider additional persons, only if one or more persons in the original certification is unavailable or fails to reply to notice of certification.

Section 4: If an eligible person certified for appointment fails to accept an offer of appointment within four (4) business days of receipt of the notice of appointment, then such eligible person shall be deemed to have declined the appointment for that position, and the name of such applicant shall be moved to the bottom of the eligible list. All such offers of appointment shall be conditioned upon successful completion of any medical examination necessary to determine if the applicant is physically able to perform the essential functions of the job as well as criminal background and reference checks. If, however, it shall be shown to the satisfaction of the commission, within thirty (30) days after giving such notice that the person was unavailable and, without fault on his or her part, prevented from accepting an appointment, then the name shall be restored to its original position on the eligible list.

Section 5: When the City Manager makes a temporary appointment, a competitive examination will be held within 120 days. The temporary appointee will be eligible to take the examination. A temporary employee acquires unclassified status until the competitive examination for that position is held.

Section 6: To be eligible to apply, all applicants shall possess a current motor vehicle operator's license in the State of Ohio.

Section 7: The City Manager or other designated officer shall not appoint, employ, or promote any employee in the classified service, or in any way change the official status of any employee, except in accordance with these rules and in compliance with Ohio law. No such appointment, employment, promotion or other change in status, made in contravention of any provision of these rules, shall be valid.

Section 8: Promotional Appointments. Whenever the City Manager requests a certification list from the Commission for a promotional appointment to a position in the classified service, he/she shall specify the title, duties, and compensation for such position.

RULE 13

PROBATIONARY PERIOD

Section 1: All original and promotional appointments shall be for a probationary period of twelve (12) months. No appointment or promotion is final until the appointee has satisfactorily served his or her probationary period. Such satisfactory performance shall be evidenced by probationary evaluations to be completed by the appropriate department head at the completion of six and eleven months of service.

Section 2: If work performance is deemed unsatisfactory, the appointee may be removed (in the case of an original appointment) or reduced (in the case of a promotion) at any time by appointing authority during the probationary period. Such appointees shall be notified in writing of the reasons for the unsatisfactory performance. The employee may not appeal a probationary removal to the Merit System Commission.

Section 3: No probationary period is required following a demotion.

Section 4: If an employee is not in active pay status for any period of time during the probationary period, then the time of such leave or inactive status is not counted as part of the probationary period. For the purpose of extending the probationary period, any leave of less than one (1) day will not be considered.

RULE 14

TEMPORARY APPOINTMENT

Section 1: Temporary appointments may be made by the City Manager for a limited period of time, fixed by the appointing authority not to exceed six (6) months and approved by the Commission, when there are valid reasons to do so for the efficient operation of the City as set forth in Ohio Revised Code Section 124.30. The City Manager may select any individual on the eligible list for permanent appointment to serve in a temporary position.

Section 2: Such temporary appointment shall not count as time served towards the completion of a probationary period, not confer any vested rights in a full-time position of the same title, grade or classification.

Section 3: Temporary appointments made pursuant to this section must be terminated within the time limit originally specified at the time of the appointment. No temporary appointment shall exceed six (6) months. Successive temporary appointments to the same position shall not be made under this section.

RULE 15

ADDITIONAL REQUIREMENTS FOR THE POLICE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for Police Officer positions within the Police Division shall, in addition to the general requirements of Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be the age of 21 at the time of appointment, but cannot be 35 years of age or older at the time of the original appointment.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - iv. The applicant must pass a physical examination which complies with the Ohio Police & Fire Pension Fund rules and is conducted by a licensed physician no earlier than 30 days before appointment and no later than 7 days before employment begins.
 - v. The applicant must possess a valid Ohio Motor Vehicle Operator's License.
- (b) All applicants for the position within the Police Division of Police Cadet shall, in addition to the general requirements of Rule 7, meet the following requirements:
 - i. The applicant must possess a valid Ohio Motor Vehicle Operators' License.
 - ii. The applicant must be 18 years of age but no older than 19 years of age at the time of appointment to the Police Cadet position. As the Cadet Service is a training program, if a Cadet is not promoted to the rank of Patrol Officer, his/her employment shall end no later than 30 days following his/her 24th birthday.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than 7 days before employment begins.
 - iv. The applicant must be able to perform the essential functions of the position for which appointment is made, with or without reasonable accommodation.
- (c) All applicants for examination for the position within the Police Division of Dispatcher/Clerk shall, in addition to the general requirements of Rule 7, meet the following requirements:
 - i. The applicant must be capable of completing basic clerical tasks including, but not limited to using computer systems and software, basic record keeping, and filing.
 - ii. The applicant must be knowledgeable about basic police and fire procedures.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - iv. The applicant must be able to perform the essential functions of the position for which application is made, with or without reasonable accommodation.

Section 2: Promotions

- (a) On promotional examinations for the Police Division, applicants shall, in addition to passing their score on the written and/or practical examination, receive credit for seniority for any service with any political subdivision in the State of Ohio. Credit for seniority shall be as follows: one full percentage point (1%) of the total grade attainable shall be credited for the four full years of service; six-tenths percent (.6%) of the total grade attainable shall be credited for each full year of the next ten years of service. Points for service shall not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority shall be added to an examination score unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.
- (b) For promotions in ranks above the position of Police Officer, the Commission shall certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Police Division, the City Manager must appoint the individual to the position.
- (c) Every Cadet, prior to entry into the Cadet Service, shall pass all requirements of the Patrol Officer Entrance Written Examination. A police cadet hired prior to his/her twentieth (20th) birthday, who has served eighteen (18) months

or more, may, upon recommendation by the City Manager, and without further examination, be appointed to the rank of Police Officer if a vacancy exists. Seniority shall govern an appointment if two or more cadets are eligible. As the Cadet Service is a training program, if a Cadet is not promoted to the rank of Patrol Officer, his/her employment shall end no later than 30 days following his/her 24th birthday.

- (d) Because of the specialized knowledge, skills and abilities required for respective supervisory personnel, the Police Division shall have the following additional requirements:
 - i. A Patrol Officer applying for a promotion in the Police Division must have at least three (3) years of continuous service in the Police Division in the City of Moraine in order to be eligible to take an examination for promotion to the position of Sergeant, or any other promoted position in the Police Division. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. If there are less than two (2) persons willing and eligible to compete in the next lower rank than the position to be filled, the Commission must allow persons holding positions in the next lower rank, who are eligible, to compete with the persons in the next lower rank than the position being filled.
 - ii. A Police Sergeant must have served at least one (1) year in grade to be eligible to take an examination for the position of Lieutenant.

RULE 16

ADDITIONAL REQUIREMENTS FOR THE FIRE DIVISION

Section 1: Applications/Entry Level

All applicants for examination for the position of Firefighter/Paramedic shall, in addition to the general requirements in Rule 7, meet the following requirements:

- (a) The applicant must be a high school graduate or possess a GED.
- (b) The applicant must possess a valid Ohio Motor Vehicle Operators' License.
- (c) The applicant must not be less than eighteen (18) years of age at the time of appointment, but cannot be 36 years of age or older at the time of the original appointment.
- (d) The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
- (e) The applicant must have passed a physical examination that complies with the Ohio Police & Fire Pension Fund rules and is conducted by a licensed physician no earlier than 30 days before appointment and no later than 7 days before employment begins.
- (f) The applicant must be an Ohio-certified paramedic and must meet the certification requirements for full-time firefighters as established by the State of Ohio prior to original appointment.

Section 2: Promotions

- (a) On promotional examinations for applicants in the Fire Division, applicants shall, in addition to their passing score on the written and/or practical examination, receive credit for seniority for full-time service in a municipal or civil service township Fire Division and, if applicable, service in the Armed Forces due to an interruption in service in a municipal or civil service township Fire Division. Credit for seniority shall be as follows: one full percentage point (1%) of the total grade attainable shall be credited for the first four full years of service; six-tenths percent (.6%) of the total grade attainable shall be credited for each full year of the next ten years of service. Points for service shall not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority shall be added to an examination score, unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.
- (b) For promotions in ranks above the position of Firefighter/Paramedic, the Commission shall certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Fire Division, the City Manager must appoint the individual to the position.
- (c) Because of the specialized knowledge, skills and abilities required for supervisory personnel, the Fire Division shall have the following additional requirements for promotional testing:
 - i. Firefighter/Paramedic must have at least three (3) years of continuous service in the Department of Fire in the City of Moraine to be eligible to take an examination for promotion to the position of Fire Lieutenant. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. When filling vacancies immediately above the Firefighter rank, if there are less than two (2) persons willing and eligible to compete, the three (3) year eligibility requirement will not apply.
 - ii. When a vacancy exists in a promoted rank, other than the promoted rank immediately above the rank of Firefighter, the applicant must have served at least twelve (12) months in the rank from which the promotion is made in order to be eligible for the examination. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. If there are less than two (2) persons willing and eligible to compete in the next lower rank than the position to be filled, the Commission must allow persons holding positions in the next lower rank, who are eligible, to compete with the persons in the next lower rank than the position being filled.

RULE 17

ADDITIONAL REQUIREMENTS FOR BUILDING AND PARK MAINTENANCE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Maintenance Worker I shall, in addition to the general requirements in Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.

- ii. The applicant must be at least eighteen (18) years of age at the time of the original appointment.
 - iii. The applicant must possess a valid State of Ohio Operator's license at the time of appointment.
 - iv. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - v. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 30 days before appointment and no later than seven (7) days before employment begins.
- (b) In the event that an open, competitive examination is held for the position of Maintenance Worker II or Maintenance Worker III, all applicants for the position shall, in addition to the general requirements in Rule 7, meet the following requirements:
- i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of the original appointment.
 - iii. The applicant must possess a valid State of Ohio Operator's license at the time of appointment.
 - iv. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - v. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 30 days before appointment and no later than seven (7) days before employment begins.

Section 2: Promotions

All candidates for examination for promotion to Maintenance Worker II or Maintenance Worker III shall, in addition to the general requirements in Rule 7, meet the following requirements:

- (a) The candidate must have completed at least one (1) year of service and not be in probationary status in his/her current designation to be eligible to take the promotional examination for Maintenance Worker II or Maintenance Worker III.
- (b) When a vacancy exists in a higher designation, in the event that only one (1) candidate in the next lower rank has served the required one (1) year of service in his/her current designation and is not in probationary status, then a non-competitive examination may be held.
- (c) In the event that no one in the next lower rank has served the one (1) year of service in his/her designation and/or candidates are in probationary status, or in the event that one candidate initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in current designation status requirement shall be waived. If this waiver does not produce at least two eligible candidates who are willing to compete, then a non-competitive examination may be held.
- (d) If the above-referenced waiver does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by moving to successively lower designations until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.
- (e) In the event that no candidate qualifies for promotion, or in the event that one candidate initially qualifies for promotion but does not pass the non- competitive examination noted in this section, then an open competitive examination shall be administered.

RULE 18

ADDITIONAL REQUIREMENTS FOR THE STREET DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Semi-skilled Laborer shall, in addition to the general requirements in Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must not be less than eighteen (18) years of age at the time of appointment at the time of the original appointment.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - iv. The applicant must possess a State of Ohio Operator's License at the time of appointment and must obtain State of Ohio Class B (or higher) Commercial Driver's license within the probationary period.
 - v. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 120 days before appointment and no later than one day before employment begins.
- (b) All applicants for examination for the position of Mechanic's Apprentice, Mechanic and/or Chief Mechanic shall, in addition to the general requirements in Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of the original appointment.
 - iii. The applicant must possess current ASE certifications in Heating and Air Conditioning; Brakes; and Steering.
 - iv. The applicant must possess and provide all necessary operating hand tools. The City will provide all necessary specialized tools.
 - v. The applicant must possess a State of Ohio Operator's License at the time of appointment and must obtain State of Ohio Class B (or higher) Commercial Driver's license within the probationary period.
 - vi. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - vii. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 30 days before appointment and no later than 7 days before employment begins.

Section 2: Promotions

- (a) Because of the specialized knowledge, skills and abilities required for Equipment Operator positions, candidates for promotion

to Equipment Operator positions shall have the following additional requirements:

- i. An operator in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for the position of Operator II and Operator III.
 - ii. When a vacancy exists in a promoted rank, in the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
 - iii. In the event that no one in the next lower rank has served the one (1) year in grade after the twelve-month probationary period, or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in grade after the twelve-month probationary period requirement shall be waived. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least two eligible persons who are willing to compete, then a non-competitive examination may be held.
 - iv. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by going to successively lower ranks until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.
- (b) Because of the specialized knowledge, skills and abilities required for the Mechanic and Chief Mechanic positions, applicants for promotion shall have the following additional requirements:
- i. When a vacancy exists in a promoted rank, a Mechanic's Apprentice or Mechanic in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for a promoted rank.
 - ii. In the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
 - iii. A Mechanic's Apprentice or Mechanic in the Street Division must possess a valid State of Ohio Class B (or higher) Commercial Driver's License to be eligible to take an examination for a promoted rank.
 - iv. In the event that no person qualifies for promotion by passing either the non-competitive or competitive examinations noted in this section, then an open competitive examination will be administered.

RULE 19

APPEALS

Section 1: An employee who has completed the required probationary period in the classified service may appeal a transfer, a reduction in rank, a suspension of more than three (3) working days, or a dismissal by filing a written notice of appeal with the Commission within ten (10) calendar days from the date the official notification is filed with the Commission provided that members of bargaining units must appeal under the terms established by their respective contracts which may exclude the Commission from the appeal process. The Commission shall proceed within thirty (30) calendar days from receipt of such notice of appeal to hear such appeal. The Commission shall give written notice to the appointing authority, the Director of Law, the employee and his/her attorney, if known, of the time and place of the hearing.

Section 2: The Commission shall hear and be concerned only with evidence relating directly to the charges and specifications as are filed with it by the appointing authority. No additional charges or material amendments to said charges or specifications will be considered by the Commission.

Section 3: The hearing procedure and order of proof shall be as follows:

- (a) The City Manager or a department director shall first present evidence in support of the charges leading to the transfer, reduction, suspension, or dismissal.
- (b) The affected employee, or his/her attorney, shall then produce such evidence as he/she may wish in his/her defense.
- (c) The Commission may hear rebuttal evidence if offered.
- (d) The Commission in its discretion may hear arguments.

Section 4: The Commission may limit testimony and evidence based upon materiality, relevancy and competency. The Commission may limit the number of witnesses upon any issue and may require any party to present additional evidence on any issue. All witnesses shall be sworn or shall affirm.

Section 5: The City Manager or division head may be represented by the City Law Director or other counsel and the appellant may also be represented by counsel.

Section 6: The Commission, within thirty (30) calendar days from the date of the hearing, shall render its judgment in writing to the appellant, appointing authority and the City Law Director. The Commission may affirm, disaffirm or modify the action of the appointing authority. The action of the Commission is final.

RULE 20

REPORTS

Section 1: The appointing authorities shall notify the Commission on the following matters regarding positions within the Commission's jurisdiction.

- (a) Appointments.
- (b) Reinstatement appointments.
- (c) Transfer of any officer or employee from one department to another or from one position to another.
- (d) Reductions.
- (e) Suspensions.
- (f) Discharge or removal from the service and the cause for such.
- (g) Creation or abolishment of any position.
- (h) Any material change in the duties of an employee, or in an organization of a department.

Each report shall contain the name of the employee affected, the date upon which the action becomes effective, and such other facts as will make it possible for the Commission to fulfill its responsibilities.

RULE 21

PAPERS, PROPERTY OF THE COMMISSION

Section 1: All original papers, applications, examination questions and papers, certificates, etc., are the property of the Merit System Commission.



City of Moraine

Merit System Commission

Rules and Regulations

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PREAMBLE

The following rules and regulations of the Merit System Commission (“Commission”) of the City of Moraine are hereby adopted pursuant to the authority conferred upon said Commission by Article VII, Section 7.3 of the Charter of the City of Moraine, Ohio, and in accordance with the Constitution of the State of Ohio. Where the MSC rules and regulations are silent, Ohio Civil Service Laws will govern. The general law applying to civil service remains in full force and effect for classified employees.

RULE 1: APPLICATION OF RULES

Section 1: All previous rules for the classified service of the City of Moraine, and for employment and promotion therein, are hereby voided; provided, however, that nothing herein contained will affect any examination held, or any grading had thereunder, or any eligible list theretofore formed, and every eligible list duly formed under previous regulations will in all respects be deemed to be formed under these rules, and to be an eligible list for the position specified.

Section 2: These rules may be amended, repealed, supplemented, or new rules adopted by a majority vote of the Commission; provided, however, that no new rules, amendment, repeal, or supplement to an existing rule may be adopted at the meeting at which it was originally proposed and will not be considered for final adoption except at a duly noticed meeting held at least seven (7) days after the original proposal.

Section 3: The present title, seniority and service rights of any employee occupying a position in the classified service to which he/she was appointed prior to the adoption of these rules, will not be affected by the adoption of these rules.

Section 4: These rules are intended to cover all civil service matters and to displace the Ohio Revised Code as far as possible. When these rules are completely silent on an issue, provisions of the Ohio Revised Code will be applied.

RULE 2: DEFINITION OF TERMS

Section 1: The terms as used in these rules and regulations have the meaning normally associated with terminology used in the civil service provisions of the Ohio Revised Code as supplemented by the Charter of the City of Moraine and various sections of these rules.

Section 2: Where using these rules and regulations, the following terms will mean:

- (a) Appointing Authority: The City Manager will appoint and/or remove all officers and employees of the City in the classified service except those within the Departments of Finance and Law and the Clerk of Council as provided in the Charter. The officers and employees in these departments will be appointed or removed by the respective director.
- (b) Classified Service: Those positions which are filled by competitive examination, or by Lateral Entry as enumerated herein, and which are under the jurisdiction of the Merit System Commission.
- (c) Commission: Commission refers to the Merit System Commission of the City.

- (d) Demotion: The act of placing an employee, at the request of the appointing authority or such employee, in a vacant or new position, the classification for which is assigned a lesser salary than the classification previously held.
- (e) Eligible List: The names of persons eligible for appointment to classified service. Less than three eligible constitutes an incomplete list for an open competitive examination.
- (f) Layoff: Defined in Section 124.321, Ohio Revised Code.
- (g) Merit System: The civil service provisions of the City of Moraine in accordance with the Charter and Ohio Revised Code, Chapter 124.
- (h) Open Competitive Examination: An examination open to anyone, whether already employed in the City service or not, who meets the minimum qualifications established for a given classification or position.
- (i) Position: Any specific employment or job calling for the performance and exercise of certain duties and responsibilities by an individual.
- (j) Probationary Period: The period of time at the beginning of an original appointment, or immediately following a promotion, which constitutes a trial or testing period for the employee during which he/she may be terminated (in the case of original appointment) or reduced (in the case of promotion.)
- (k) Promotion: Placing an employee in a new or vacant position with new and increased responsibilities and a higher pay range.
- (l) Promotional Examination: An examination open only to persons already employed in the City service in specified classes or meeting specified qualifications.
- (m) Reduction: A change in the classification held by an employee to one having a lower base pay or a lower number in a classified series, or any decrease in compensation for an employee.
- (n) Removal: Dismissal from duty for the following reasons: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, nonfeasance.

- (o) Suspension: Temporary loss of employment (without pay) as a disciplinary measure. Appealable by the employee if in excess of three (3) working days.
- (p) Temporary Appointment: Appointment for a limited period of time fixed by the appointing authority and approved by the Commission, for a period not to exceed six (6) months.

RULE 3: ORGANIZATION & ADMINISTRATION OF THE COMMISSION

Section 1: The Merit System Commission will consist of five (5) members who are electors of the City of Moraine. Members will be appointed for a term of two (2) years and until their successors have been appointed and qualified. Appointment terms will be staggered. The regular term of any member will begin on the first of January of each year.

Section 2: In coordination with the City Manager and the Clerk of Council, the Commission will determine the schedule and frequency of Commission meetings. At the first regular meeting held each year, the Commission will elect one of their members as Chairperson and will elect another of their members as Vice Chairperson for the ensuing year. It will be the duty of the Chairperson to call such meetings as are necessary to transact the business and affairs of the Commission, to preside at all meetings and to sign the minutes and formal actions taken by the Commission. The Vice Chairperson will act as Chairperson upon the Chairperson's absence.

Section 3: The Clerk of Council, or designee, will be responsible for transcribing the minutes of all meetings which will officially record all actions taken by the Commission; prepare notices and communications for the Commission, prepare and provide the appointing authority with eligible lists; maintain the records and files of the Commission and perform such other duties as are requested by the Commission and related to the functions of the Commission.

Section 4: Three members of the Commission will constitute a quorum and the affirmative vote of a majority of the members present is required to adopt any motion.

Section 5: Commission meetings will be open to the public and the Clerk of Council will give public notice of Commission meetings in the same manner as regular City Council meetings. Under appropriate circumstances, the Commission may recess into an Executive Session. Meetings in Executive Session (closed/private/confidential) shall be held in accordance with Ohio Revised Code 121.22, the Ohio "Sunshine Law". A motion to move into Executive Session, to include the general purpose of the Executive Session, and passed by a majority vote taken by roll call, is required for recess into Executive Session. Executive Sessions may only be called for one of the enumerated reasons in Ohio Revised Code 121.22. Minutes of Executive Sessions shall not be kept. Neither shall any participant record

the proceedings of any Executive Session by any electrical, digital, or mechanical device. The minutes of the regular meetings of the Commission should reflect the general subject matter of discussions held in Executive Session authorized by Ohio Revised Code 121.22. Further, the minutes should reflect the commencement and termination time of the Executive Session. Discussion in Executive Session is confidential and no participant shall compromise the confidentiality of an Executive Session.

RULE 4: DUTIES OF THE COMMISSION

Section 1: It will be the duty of the Commission to determine the merit and fitness of candidates for positions within the classified civil service of the City and certify the candidates who meet the qualifications for applicable positions.

Section 2: The Commission will have the power to appoint such examiners, or consultants as they deem necessary. Funds are provided by City Council.

Section 3: The Commission will keep minutes of its meetings and maintain necessary records and files to carry out its responsibilities. Minutes will be approved at a subsequent Commission meeting. Once approved, the Minutes will be signed and dated by the Chairperson, or Vice Chairperson when the Chairperson is absent. The Commission will make an annual report to the City Council detailing its activities during the previous year.

Section 4: The Commission will hear the appeal of employees who have completed the required probationary period in the classified service from the action of the City Manager or other officer relative to reductions in pay or position, job abolishment, layoffs, suspensions in excess of three (3) working days, removals, and assignment or reassignment to a new classification, except that members of bargaining units must appeal under the terms established by their respective Collective Bargaining Agreements. The Commission may affirm, disaffirm, or modify the decision of the City Manager or other officer. The decision of the Commission will be final.

Section 5: The Commission will have other powers, duties and functions that are conferred upon it by the laws of the State of Ohio which apply to civil service.

RULE 5: PAPERS, PROPERTY OF THE COMMISSION

All original papers, applications, examination questions and papers, certificates, material, etc. are the official records of the Commission and considered City property. These records are maintained by the Clerk of Council in accordance with an approved Records Retention Schedule.

RULE 6: DUTIES OF EXAMINERS

It will be the duty of any examiner selected by and under the supervision of the Commission to prepare or provide the examinations in the classified service of the City, evaluate such examinations and perform other duties as may be necessary. The Commission will approve an examination's format prior to the examination being given.

The Commission will determine whether it is appropriate to engage the services of an outside organization to prepare an examination, or to have an examination prepared within the City organization.

RULE 7: CLASSIFICATION OF SERVICE

Section 1: In accordance with the provisions of Article VII of the City Charter, the Merit System Commission has jurisdiction over those positions that are in the classified merit service.

Section 2: The Classified Service will include only the following full-time employees of the municipality:

- (a) Members, including officers, of the following departments and divisions:
 - i. Division of Streets and Park Maintenance;
 - ii. Division of Building Maintenance;
 - iii. Department of Public Safety (Police and Fire).
- (b) Specifically excluded from the classified service are the following positions within the above departments and divisions:
 - i. Chiefs and Deputy Chiefs;
 - ii. Directors and Assistant Directors;
 - iii. Clerks, Secretaries and Receptionists;
 - iv. Unsworn Community Services Officer;
 - v. Superintendents and their assistants;
 - vi. Police Lieutenants appointed after January 1, 2009.

Section 3: The unclassified service will include:

- (a) All officials elected by the people;
- (b) All part-time and seasonal personnel;
- (c) All positions not specifically included by the Charter in the classified service.

RULE 8: APPLICATION FOR EMPLOYMENT

Section 1: Applications for positions in the classified merit service will be submitted by the applicant on line at times specified in the advertisement.

Section 2: Applicants shall complete all required steps and provide all requested information in a complete and truthful nature.

Section 3: Applications, applicant qualifications, testing procedures, eligibility tests, and other procedures under these rules will be received and/or established by the Commission or its examiners without regard to race, color, religion, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, ancestry, political affiliation, age, past or present military service, disability, or other applicable legally protected characteristics. Applicants may be asked to provide information for the sole purpose of maintaining equal employment opportunity statistics, but requests for this information will not identify the specific individual and is on a voluntary basis. Failure by an applicant to provide such data will not affect his/her status for the position.

Section 4: The Commission may refuse to qualify or certify as eligible after examination any applicant who:

- (a) Does not possess the knowledge, skills, or abilities necessary to effectively perform the essential duties of the vacant position, with or without reasonable accommodation;
- (b) Has made a false statement of material fact on the application form or other documents or materials submitted in connection with the application and selection process, or in the course of any interview or other portion of the selection process;
- (c) Has committed or attempted to commit a fraudulent act at any stage of the selection process;
- (d) Failed to comply with an order for payment of child support in the State of Ohio or another state;
- (e) Is addicted to the habitual use of intoxicating liquors or drugs; or
- (f) Has been dishonorably discharged from any military service obligation.

Section 5: Applications must be filed with the Commission electronically and will be considered completed if all required steps and paperwork are completed in accordance with the advertisement for the examination.

Section 6: Any person who resigns under charges, or who has been dismissed for just cause, will not, without special vote of the Commission, be reappointed or readmitted to examinations for any position in the City's classified merit service for two years from the date of such dismissal or resignation.

Section 7: Employees who resign or are terminated under special circumstances without delinquency or misconduct on their part may be considered for reinstatement to the same or similar position within one year. The decision whether to reinstate an employee who has resigned or been terminated by the City shall be solely at the discretion of the appointing authority. Prior notice of such intended reinstatement will be provided to the Commission by the appointing authority who will consult with the Commission upon request to advise the Commission regarding the reasons for his/her decision.

RULE 9: NOTICE OF EXAMS

Section 1: Advertisements for positions in the classified merit service will be approved by the Commission.

Section 2: Notice of competitive examinations must be advertised in at least one newspaper of general circulation in the City on two occasions, at least three (3) weeks prior to an examination and by posting appropriate notice on the City's website. In addition to advertising in the newspaper and on the City's website, the Commission may authorize advertising via other media formats. The department or division will notify their employees appropriately via email or whatever means necessary and at the discretion of the department/division head.

Section 3: Notice of promotional examinations will be announced at least two weeks prior to such examinations by posting appropriate notice on the City's website. In addition to advertising on the City's website, the Commission may authorize advertising via other media formats. The department or division will notify their employees appropriately via email or whatever means necessary and at the discretion of the department/division head.

RULE 10: CONDUCT OF EXAMINATION

Section 1: Examinations will be conducted under the supervision and direction of the Commission, or its contracted agents. Applicants who desire to participate in a written examination under this Rule will pay a fee, established by the Commission or its contracted agents, and payable with the submission of the application packet. Applicants for appointment to the Fire Division may also be required to pay other fees associated with the conducting of a CPAT (Candidate Physical Ability Test) as part of their evaluation. The actual conduct of the examinations will be free from interference, participating, or influence of the appointing authority, or of any other person. At least one member of the Commission is preferred to be present and/or its appointed secretary will be present when an exam is administered.

Section 2: Examinations will be designed to test the fitness and qualifications of applicants for the position being filled. Examinations may include an evaluation of such factors as listed in Section 124.23 of the Ohio Revised Code. For original appointment positions, examinations may consist of, but are not limited to, any one or more of the following types:

1. **Written Examination:** Designed to determine the familiarity of candidates with the knowledge required for the position sought, the range of their general information and to ascertain special aptitudes, when required.

2. Performance Examination: Includes such tests of performance as would determine the ability of candidates to perform the work involved.
3. Oral Examination: A personal interview designed to determine the ability of the candidates to perform the duties of the position to be filled, i.e., the ability to deal with others, to supervise, or other qualifications.
4. Experience and Competency Ratings: A structured format permitting the evaluation and rating of previous experience, education, or training in particular areas determined to be relevant and useful to executing the duties and responsibilities of the position to be filled. Experience ratings may be used to rank order candidates on eligible lists or for non-competitive classified positions where it is impractical to ascertain the merit and fitness of applicants through traditional examinations.

Examinations, administration of examinations, and action(s) taken upon examination results will not be designed, intended, or used to discriminate because of race, color, religion, sex or national origin.

Section 3: The content of each examination will be based upon the duties, knowledge, skills and abilities noted in the position description.

Section 4: The schedule of subjects and weights will be fixed by the examiners or experts hired for such purpose, subject to the approval of the Commission. In conjunction with such scheduling, a minimum-passing score will likewise be determined and approved.

Section 5: Each component of an examination will be assigned a predetermined percentage ranking by the examiner or expert hired for such purpose, subject to the approval of the Commission.

Section 6: In original appointment examinations, an applicant with previous service in the Armed Forces as defined in Section 124.23 of the Ohio Revised Code, who has been honorably discharged or transferred to the reserves will be required to present a certificate of honorable discharge or confirmation of transfer to be awarded a credit of 5% of his/her total grade. Credit for military service will only be given if the applicant attains a passing grade on the examination.

Section 7: Where the Commission has determined that fitness and qualifications of applicants are best evaluated with a combination of a written test and a physical ability test or assessment center, the Commission may either:

- (a) Make passage of the exam a prerequisite to taking the physical ability test or assessment center to facilitate grading and notification.
- (b) Conditionally certify as eligible those applicants who pass the exam, subject to verification of qualifications, with appointments further subject to passage of the physical ability test which may be included in any post-offer, pre-placement physical examinations.

Section 8: After completion of an examination and the establishing of an eligible list, each candidate will be advised by mail by the Secretary of the Commission of the results of his/her examination, and if applicable, his/her relative standing on the eligible list.

Section 9: See Rules 10, 16, 17, 18 and 24 for additional points awarded for Police and Firefighter exams.

RULE 11: PROMOTIONAL EXAMINATIONS

Section 1: Vacancies in positions above the lowest grades in the classified service not filled by transfer, reinstatement or reduction will be filled as far as practicable by competitive promotional examinations.

Section 2: No employee will be eligible for promotion while in probationary period.

Section 3: The probationary period in all cases is twelve months unless otherwise specified in the applicable Collective Bargaining Agreement.

Section 4: Examinations for promotions will be conducted under the control and direction of the Commission by its contracted agents. Such examination will be conducted as set forth in Rules 8, 9, and 10 and eligible lists for exams will be established as set forth in Rule 12 with the following additions and/or exceptions. When the general rules regarding examinations and the sections of this rule conflict, the sections of this rule will govern in the case of promotional examinations.

Section 5: Notice of a promotional examination will be by notice at least two weeks prior to such examination. This notice will appear on the City's website and at the headquarters of the department or division offering the promotional exam. The notice will indicate the required grade, rank and qualifications for eligibility. Applicants for promotional examinations will fill out an electronic application with the Clerk of Council at least two business days before the date of the examination.

Section 6: In any promotional examination, the applicant will be examined by any combination of written, oral, physical or skills demonstration testing as necessary to determine knowledge of the duties, responsibilities and requirements of the position to be filled, and his or her fitness and qualifications to discharge such duties and meet such requirements.

Section 7: When only one person is eligible for promotion to fill a vacancy, and where consistent with these rules, he/she may be nominated to the Commission by the appointing authority and by a statement of facts may be promoted to the next higher grade after passing a non-competitive examination similar in scope, subject, and conditions as would have been prescribed in a competitive examination. In addition, if a current employee declines to participate in a closed, non-competitive or closed competitive examination, that employee is not eligible to take the open competitive examination that may be given.

- (a) In the event no person qualifies for promotion, or in the event that one or more persons initially qualify for promotion but do not pass the promotional

examinations noted in this section, then an open competitive examination will be administered.

- (b) If a current City employee does not pass a competitive or non-competitive promotional examination given for a vacant position, the employee is not eligible to take the open competitive examination that may be given to the public or to employees in the next lower rank for that vacant position.

Section 8: Applicants for promotional examinations may within five (5) calendar days of the conclusion of the examination, file protests of any examination question only on the grounds that a question does not fairly measure knowledge to meet such requirements. Protests will be filed on forms provided by the Commission. The Commission may take such action as it deems appropriate in regard to a protest. The decision of the Commission as to a protest will be final and not subject to appeal.

Section 9: Promotional testing scores will be calculated as follows: 1/3 written exam, 1/3 assessment center and 1/3 department/division interview. Scores will be rounded up to the nearest .001 percentage point.

Section 10: Promotional Appointments. Whenever the City Manager requests a certified list from the Commission for a promotional appointment to a position in the classified service, he/she shall specify the title, duties and compensation for such position.

RULE 12: ELIGIBLE LISTS

Section 1: Eligible lists will be prepared and approved by the Commission from the candidates who have attained at least the minimum passing score on the competitive examination. Additional points, if applicable (See Rules 10, 16, 17, 18, and 24), will be added to passing scores only. Candidates will be ranked in the order of merit as determined by a numerical ranking of such scores.

Section 2: In the event two or more applicants receive identical scores on an open-competitive examination, priority will be given to the person whose application was filed electronically first. Seniority will determine the rankings on promotional examinations when identical scores exist.

Section 3: The term of an eligible list of original and promotional appointment in the classified service will be valid for one year from the date of certification. However, upon the recommendation of the appointing authority, the Commission may extend the term of an eligible list for an additional year, but not to exceed a total of two years from the date of certification. Eligible lists may be cancelled prior to the expiration date of the list if fewer than ten eligible candidates remain on the list.

Section 4: A person whose name has been released from a certified eligible list more than four times to the same appointing authority for the same or similar positions may be removed from the eligible list, provided that release for a temporary appointment will not be counted as one such release.

Section 5: If fewer than ten names remain on an eligible list and at the request of the appointing authority, the Commission may declare the list null and void. The Commission may then arrange for a new examination.

Section 6: If a candidate is deemed undesired for a position, written notice must be given to the Clerk of Council asking that the candidate be removed permanently from the eligible list with an explanation for the removal. This permanent removal negates Section 4.

RULE 13: APPOINTMENTS IN THE CLASSIFIED SERVICE

Section 1: Every vacancy in the classified merit service not filled by reinstatement or reduction will be filled by appointment from an eligible list established for the position, or as provided elsewhere within these rules.

Section 2: Original appointments. Whenever the City Manager requests an eligible list from the Commission for an original appointment to a position in the classified service, he/she will specify the title, duties, and compensation for such position.

Section 3: The Commission will, as soon as practical, release to the department/division head the names, addresses and scores of the ten candidates standing highest on the eligible list. The Commission can certify less than ten names if ten names are not available. If fewer than ten names are certified by the Commission, appointment is not mandatory. If more than one vacancy is to be filled, the Commission will release one additional name for each additional vacancy.

The City Manager, after a background check, follow-up testing and on recommendation of the department/division head, will fill the position by selecting the best candidate out of the ten candidates on the eligible list released by the Commission immediately after said background and follow-up testing is complete. The "rule of ten" will be followed. This means that when a group of ten eligible candidates are available and has been released by the Commission for consideration, one must be appointed. Starting at the top of the list, every candidate available, but not permanently appointed or permanently removed must be considered four (4) times before the candidate's name can be dropped from further consideration.

If additional candidates are requested from the current eligible list, the Commission may consider releasing additional candidates only if one or more of the candidates on the original certified and released eligible list is unavailable and unable to accept the appointment or has been removed from the eligible list.

Section 4: If a candidate has been certified for appointment and fails to accept an offer within five (5) business days of receipt of the notice of conditional appointment, then such eligible candidate will be deemed to have declined the appointment for that position, and the candidate will be moved to the bottom of the eligible list. All offers of appointment will be conditioned upon the candidate's successful completion of any medical examination necessary to determine physical ability to perform the essential functions of the job, a criminal background check, reference check, polygraph and interview. If, however, it is shown to the satisfaction of the Commission, within thirty (30) days after giving such notice, that the candidate was unavailable and, without fault on his/her part, were prevented from accepting an appointment, then the name will be restored to its original position on the eligible list.

Section 5: When the City Manager makes a temporary appointment, a competitive examination will be held within 120 days. The temporary appointee will be eligible to take the examination and acquires unclassified status until the competitive examination for that position is held.

Section 6: All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.

Section 7: The City Manager or other designated officer will not appoint, employ, or promote any employee in the classified service, or in any way change the official status of any employee, except in accordance with these rules and in compliance with the laws of the State of Ohio. No such appointment, employment, promotion or other change in status, made in contravention of any provision of these rules, will be valid.

RULE 14: PROBATIONARY PERIOD

Section 1: All original appointments will be for a probationary period of twelve months. No appointment is final until the appointee has satisfactorily served his/her probationary period. Such satisfactory performance will be evidenced by probationary evaluations to be completed by the appropriate department head at the completion of six and eleven months of service. The department or division head can extend the probationary period at their discretion for just reason.

All promotional appointments will be subject to a probationary period as established in the applicable Collective Bargaining Agreement.

Section 2: If work performance is deemed unsatisfactory, the appointee may be removed (in the case of an original appointment) or reduced (in the case of a promotion) at any time by the appointing authority during the probationary period. Such appointees will be notified in writing of the reasons for the unsatisfactory performance. The employee may not appeal a probationary removal to the Commission.

Section 3: No probationary period is required following a demotion.

Section 4: If an employee is not in active pay status for any period of time during the probationary period, then the time of such leave or inactive status is not counted as part of the probationary period. For the purpose of extending the probationary period, any leave of less than one day will not be considered.

RULE 15: TEMPORARY APPOINTMENT

Section 1: Temporary appointments may be made by the City Manager for a limited period of time, not to exceed six (6) months, and must be approved by the Commission when there are valid reasons to do so for the efficient operation of the City as set forth in Ohio Revised Code Section 124.30. The City Manager may select any individual on the eligible list for permanent appointment to serve in a temporary position.

Section 2: Such temporary appointment will not count as time served towards the completion of a probationary period, nor confer any vested rights in a full-time position of the same title, grade or classification.

Section 3: Temporary appointments made pursuant to this section must be terminated within the time limit originally specified at the time of the appointment. Successive temporary appointments to the same position may not be made under this section.

RULE 16: ADDITIONAL REQUIREMENTS FOR THE POLICE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for Police Officer positions within the Police Division will, in addition to the general requirements of Rule 8, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be the age of 21 at the time of appointment, but cannot be older than 50 years of age at the time of original appointment.
 - iii. The applicant must pass a physical examination which complies with the Ohio Police and Fire Pension Fund Rules and Regulations and conducted by a licensed physician or center of the appointing authority's choice and a physical abilities exam at the earliest time possible but no earlier than 120 days before, and no later than seven (7) days before employment is scheduled to begin.
 - iv. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
- (b) All applicants for the position within the Police Division of Police Cadet will, in addition to the general requirements of Rule 8, meet the following requirements:
 - i. The applicant must be 18 years of age but no older than 19 years of age at the time of appointment to the Police Cadet position.
 - ii. The applicant must be able to perform the essential functions of the position for which appointment is made, with or without reasonable accommodation.
 - iii. As the Police Cadet Service is a training program, if a Cadet is not promoted to the rank of Patrol Officer, his/her employment will end no later than 30 days following his/her 22nd birthday.

- (c) All applicants for examination for the position within the Police Division of Dispatcher/Clerk will, in addition to the general requirements of Rule 8, meet the following requirements:
 - i. The applicant must be capable of completing basic clerical tasks including, but not limited to using computer systems and software, basic record keeping, and filing.
 - ii. The applicant must be knowledgeable about basic police and fire procedures.
 - iii. The applicant must be able to perform the essential functions of the position for which the application is made, with or without reasonable accommodation.

Section 2: Promotions

- (a) On promotional examinations for the Police Division, applicants who achieve a passing score on the written and/or practical examination, will receive credit for seniority for any prior peace officer service with any political subdivision in the State of Ohio. Credit for seniority will be as follows: one full percentage point (1%) of the total grade attainable will be credited for the first four (4) full years of service; six-tenths percent (.6%) of the total grade attainable will be credited for each full year of the next ten (10) years of service. Points for service will not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority will be added to an examination score unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.
- (b) For promotions in ranks above the position of Police Officer, the Commission will certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Police Division, the City Manager must appoint the individual to the position.
- (c) Every Cadet, prior to entry into the Cadet Service, will be required to pass all requirements of the Patrol Officer Entrance Written Examination or a similar written examination authorized by the Commission. A police cadet hired prior to his/her twentieth (20th) birthday, who has served eighteen (18) months or more, may, upon recommendation by the City Manager, and without further examination, be appointed to the rank of Police Officer if a vacancy exists. Seniority will govern an appointment if two or more cadets are eligible.

- (d) Because of the specialized knowledge, skills and abilities required for respective supervisory personnel, the Police Division will have the following additional requirements:
 - i. A Patrol Officer applying for a promotion in the Police Division must have at least one (1) year of continuous service in the Police Division in the City of Moraine and at least three (3) years total service as a sworn and certified peace officer in order to be eligible to take an examination for promotion to the position of Sergeant. No competitive promotional examination shall be held unless there are at least two persons eligible and willing to compete.

RULE 17: ADDITIONAL REQUIREMENTS FOR THE FIRE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Firefighter/Paramedic will, in addition to the general requirements in Rule 8, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
 - iii. The applicant must not be less than eighteen (18) years of age at the time of appointment, but cannot be 40 years of age or older at the time of original appointment.
 - iv. The applicant must pass a physical examination which complies with the Ohio Police and Fire Pension Fund Rules and Regulations and conducted by a licensed physician or center of the appointing authority's choice and a physical abilities exam no earlier than 30 days before and no later than seven (7) days before employment is scheduled to begins.
 - v. The applicant must be an Ohio-certified paramedic and must meet the certification requirements for full-time firefighters as established by the State of Ohio prior to original appointment.

Section 2: Promotions

- (a) On promotional examinations for the Fire Division, applicants will, in addition to their passing score on the written and/or practical examination, receive credit for seniority for full-time service in a municipal or civil service township fire division and, if applicable, service in the Armed Forces due to

an interruption in service in a municipal or civil service township fire division. Credit for seniority will be as follows: one full percentage point (1%) of the total grade attainable will be credited for the first four (4) full years of service; six-tenths percent (.6%) of the total grade attainable will be credited for each full year of the next ten (10) years of service. Points for service will not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority will be added to an examination score, unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.

- (b) For promotions in ranks above the position of Firefighter/Paramedic, the Commission will certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Fire Division, the City Manager must appoint the individual to the position.
- (c) Because of the specialized knowledge, skills and abilities required for supervisory personnel, the Fire Division will have the following additional requirements for promotional testing:
 - i. Firefighter/Paramedic must have at least three (3) years of continuous service in the City of Moraine Fire Division to be eligible to take an examination for promotion to the position of Fire Lieutenant. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. When filling vacancies immediately above the Firefighter rank, if there are less than two (2) persons willing and eligible to compete, the three (3) year eligibility requirement will not apply.
 - ii. When a vacancy exists in a promoted rank, other than the promoted rank immediately above the rank of Firefighter, the applicant must have served at least twelve (12) months in the rank from which the promotion is made in order to be eligible for the examination. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. If there are less than two (2) persons willing and eligible to compete in the next lower rank than the position to be filled, the Commission must allow persons holding positions in the next lower rank, who are eligible, to compete with the persons in the next lower rank than the position being filled.

RULE 18: ADDITIONAL EXAMINATION CREDIT FOR PART-TIME FIREFIGHTERS

Part-time firefighters who take and receive a passing examination score on the entry level examination for full-time firefighter shall receive a half-point credit to their examination score for each consecutive, full year (12 months) of continuous City service up to a maximum of five (5)

points. These points shall be credited to the passing examination score based on the time period from the date hired as a part-time firefighter to the date the eligible list is certified by the Commission. No points will be credited for any period of time less than one full year (12 months). Such credit is retroactive for current City part-time firefighters. If a part-time firefighter leaves City employment and is in good standing with the Division- his/her credit for part-time service with the Division will be made whole if he/she returns to City employment within one year from the separation date. If a part-time firefighter leaves City employment and is not in good standing with the Division or does not return to City employment within one year, his/her service time will be eliminated (reduced to zero) and will not count if the firefighter later returns to the City as a part-time firefighter.

RULE 19: NON-COMPETITIVE APPOINTMENTS (LATERAL ENTRY) FOR POLICE AND FIRE DIVISIONS

Section 1: The process of Lateral Entry is established as a method for hiring full-time Police Patrol Officers, Firefighters, EMT/Paramedics, and/or EMT/Basics, who have already been trained by other jurisdictions or this jurisdiction.

Section 2: This form of initial appointment meets the criteria of a non-competitive selection process into the classified Civil Service for Police Patrol Officers, Firefighters, EMT/Paramedics, and/or EMT/Basics since it is recognized that trained Police Patrol Officers, Firefighters, EMT/Paramedics, and/or EMT/Basics possess unique and exceptional qualifications and experience for which it is impracticable to ascertain the merit and fitness of applicants through competitive examinations. Qualifications which are impracticable to test for include, but are not limited to, past performance and behavior and demonstrated success as an employee.

Section 3: The Commission shall establish the criteria required for a candidate to qualify for consideration and selection under a Lateral Entry process and the Commission will oversee the lateral entry process.

Section 4: The Lateral Entry process may be applied to the classified positions of Fire Lieutenant and Police Sergeant only when an emergency situation is deemed to exist by the Commission. Such an emergency situation would include lack of internal candidates applying for the position.

Lateral entry supervisor candidates should have qualifications including, but not limited to: experience at another agency acting in a supervisory capacity and/or three (3) or more years of service experience with another agency.

The Commission, prior to authorizing a lateral entry process for Fire Lieutenant or Police Sergeant, may consider modifying the MSC promotion rules regarding minimum time of service to allow possible in-house candidates an opportunity to apply and compete in a standard promotional process.

Section 5: Police Patrol Officer Lateral Entry Criteria:

Applicants will submit an employment application and all applicants for lateral entry shall meet the follow pre-requisites:

- (a) Minimum of one-year service as a full-time peace officer or as a US Federal Agent or Federal Law Enforcement Officer;
- (b) Certified as a law enforcement officer by the Ohio Peace Officer's Training Commission or substantially similar and equivalent police training program and/or certification from another state or federal agency and be current with all applicable continuing education requirements;
- (c) Must not have been out of active law enforcement status for more than two years at time of appointment at Moraine; and
- (d) Consideration of past experience, evaluations, training and discipline will be reviewed in the pre-employment background process.

The Chief of Police will initially review resumes and applications to determine which applicants meet the lateral entry criteria and will advise the Commission accordingly. Lateral entry candidates shall be required to submit to the following, including but not limited to, a thorough background investigation, polygraph examination, psychological and medical evaluation/physical, oral interview and drug screening.

Section 6: Firefighter Lateral Entry Criteria:

Applicants will submit an employment application and all applicants for lateral entry shall meet the follow pre-requisites:

- (a) Minimum of one-year service as a full-time Firefighter;
- (b) Minimum Ohio-certified EMT/Basic and Ohio Firefighter Level II. All full-time firefighters hired via Lateral Entry are required to be Ohio-certified EMT/Paramedics within three (3) years of the date of initial employment. This three (3) year period may be extended for good cause shown at the discretion of the Fire Chief;
- (c) Applicant must be current with all applicable continuing education requirements;
- (d) Must not have been out of active fire service status for more than two (2) years at time of appointment at Moraine; and
- (e) Consideration of past experience, evaluations, training and discipline will be reviewed in the pre-employment background process.

The Fire Chief will initially review resumes and applications to determine which applicants meet the lateral entry criteria and will advise the Commission accordingly. Lateral entry candidates shall be required to submit to the following, including but not limited to, a thorough background investigation, polygraph examination, psychological and medical evaluation/physical and/or physical ability evaluation, oral interview and drug screening.

Section 7: Positions filled through these procedures are therefore exempt from competitive examination.

Section 8: Employees hired within the Lateral Entry Program will complete the standard training programs utilized by the City of Moraine while concurrently serving a one (1) year probationary period.

Section 9: Employees selected through these lateral entry procedures shall obtain and retain all other rights attributed to the classified service, following successful completion of the probationary period.

Section 10: Consideration of past experience, evaluations, training and discipline shall be used to determine the beginning level of compensation (salary, sick leave accrual and vacation accrual) for a lateral entry applicant. Maximum starting compensation will not be greater than the equivalent step of a four-year Moraine employee.

Section 11: The City of Moraine does not accept the transfer of unused vacation or paid time off credit from a previous employer and does not transfer unused vacation time or paid time off, other than unused sick leave, to another entity. Unused vacation time will be paid out at the employee's current hourly rate.

Section 12: An employee who has had prior service with another Ohio public agency may receive credit for all unused sick leave earned while in such service. Only accumulated and unused sick leave recognized by the immediately preceding employer will be eligible for transfer to the City. The employee, within one (1) year of hire by the City, must furnish a properly certified letter from the previous employer stating the amount of sick leave so accumulated if the employee wishes to have that accrued sick leave balance credited to their Moraine sick leave balance. Accumulated sick leave so certified shall be credited to the employee's record as of the date received by the City. (ORC124.38)

Section 13: Lateral entry hires shall receive no other special consideration for seniority within their department. All employees, regardless of the means of entry into the department, shall have their seniority with the department calculated from their date of appointment to the City of Moraine.

RULE 20: ADDITIONAL REQUIREMENTS FOR BUILDING MAINTENANCE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Maintenance Worker I will participate in a two-part exam consisting of a written examination and department/division interview. Each portion of the exam will equal $\frac{1}{2}$ of the total grade and the score will be rounded up to the nearest 100th percentage point. In-addition to the general requirements in Rule 8, applicants must meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.

- ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
 - iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (b) In the event no applicant obtains a passing score on the written examination, then, with Commission approval, a competitive exam may be administered to include a performance examination including a demonstration of skills necessary for performance of the duties of Maintenance Worker I and an evaluation of training and experience. Applicants will also be required to participate in a department/division interview. Each portion of the exam will equal 1/2 of the total grade and the score will be rounded up to the nearest 100th percentage point. Each applicant, in addition to satisfying the requirements of Rule 8, must also meet the following requirements:
- i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
 - iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (c) In the event that an open, competitive examination is held for the position of Maintenance Worker II or Maintenance Worker III, all applicants for the position will, in addition to the general requirements in Rule 8, meet the following requirements:
- i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.

- iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.

Section 2: Promotions

- (a) All candidates for examination for promotion to Maintenance Worker II or Maintenance Worker III will, in addition to the general requirements in Rule 8, meet the following requirements:
 - i. The candidate must have completed at least one (1) year of service and not be in probationary status in his/her current designation to be eligible to take the promotional examination for Maintenance Worker II or Maintenance Worker III.
 - ii. When a vacancy exists in a higher designation, in the event that only one (1) candidate in the next lower rank has served the required one (1) year of service in his/her current designation and is not in probationary status, then a non-competitive examination may be held.
 - iii. In the event that no one in the next lower rank has served the one (1) year of service in his/her designation and/or candidates are in probationary status, or in the event that one candidate initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in current designation status requirement will be waived. If this waiver does not produce at least two eligible candidates who are willing to compete, then a non-competitive examination may be held.
 - iv. If the above-referenced waiver does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by moving to successively lower designations until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.
 - v. In the event that no candidate qualifies for promotion, or in the event that one candidate initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then an open competitive examination will be administered.

RULE 21: ADDITIONAL REQUIREMENTS FOR THE STREET DIVISION

Section 1: Entry Level

- (a) All applicants for examination for the position of Street Maintenance Worker and Operator I will participate in a two-part exam consisting of a written examination and department/division interview. Each portion of the exam will equal $\frac{1}{2}$ of the total grade and the score will be rounded up to the nearest 100th percentage point. In addition to the general requirements in Rule 8, applicants must meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must not be less than eighteen (18) years of age at the time of the original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment and must have a State of Ohio Class B (or higher) Commercial Driver's license.
 - iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (b) All applicants for the position of Mechanic's Apprentice, Mechanic and/or Chief Mechanic will, in addition to the general requirements in Rule 8, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. The applicant must possess current ASE certifications in Heating and Air Conditioning; Brakes; and Steering or obtain said certifications prior to expiration of his/her probationary period if hired.
 - iv. The applicant must possess and provide all necessary operating hand tools. The City will provide all necessary specialized tools.
 - v. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment and must obtain State of Ohio Class B (or higher) Commercial Driver's license within the probationary period.
 - vi. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (c) All applicants for examination for the position of Facility Grounds Keeper will participate in a two-part exam consisting of a written examination and

department/division interview. Each portion of the exam will equal ½ of the total grade and the score will be rounded up to the nearest 100th percentage point. In addition to the general requirements in Rule 8, applicants must meet the following requirements:

- i. The applicant must be a high school graduate or possess a GED.
- ii. The applicant must not be less than eighteen (18) years of age at the time of the original appointment.
- iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
- iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.

Section 2: Promotions

- (a) Because of the specialized knowledge, skills and abilities required for Equipment Operator positions, candidates for promotion to Equipment Operator positions will have the following additional requirements:
 - i. An operator in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for the position of Operator II and Operator III.
 - ii. When a vacancy exists in a promoted rank, in the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
 - iii. In the event that no one in the next lower rank has served the one (1) year in grade after the twelve-month probationary period, or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in grade after the twelve-month probationary period requirement will be waived. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least two eligible persons who are willing to compete, then a non-competitive examination may be held.
 - iv. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure

will be followed by going to successively lower ranks until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.

(b) Because of the specialized knowledge, skills and abilities required for the Mechanic and Chief Mechanic positions, applicants for promotion will have the following additional requirements:

- i. When a vacancy exists in a promoted rank, a Mechanic's Apprentice or Mechanic in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for a promoted rank.
- ii. In the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
- iii. A Mechanic's Apprentice or Mechanic in the Street Division must possess a valid State of Ohio Class B (or higher) Commercial Driver's License to be eligible to take an examination for a promoted rank.
- iii. In the event that no person qualifies for promotion by passing either the non-competitive or competitive examinations noted in this section, then an open competitive examination will be administered.

(c) Because of the specialized knowledge, skills and abilities required for the Street Maintenance Worker positions, applicants for promotion will have the following additional requirements:

- i. An employee in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for the position of Street Maintenance Worker.
- ii. When a vacancy exists in a promoted rank, in the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
- iii. In the event that no one in the next lower rank has served the one (1) year in grade after the twelve-month probationary period, or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in grade after the twelve-month probationary period requirement will be waived. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least two eligible

persons who are willing to compete, then a non-competitive examination may be held.

iv. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by going to successively lower ranks until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.

RULE 22: APPEALS

Section 1: An employee who has completed the required probationary period in the classified service may appeal a transfer, a reduction in rank, a suspension of more than three (3) working days or a dismissal by filing a written notice of appeal with the Commission within ten (10) calendar days from the date the official notification is filed with the Commission. Members of bargaining units must appeal under the terms established by their respective Collective Bargaining Agreement(s) which may exclude the Commission from the appeal process. The Commission will proceed within thirty (30) calendar days from receipt of such notice of appeal to hear such appeal. The Commission will give written notice to the appointing authority, the Director of Law, the employee and his/her attorney, if known, of the time and place of the hearing.

Section 2: The Commission will hear and be concerned only with evidence relating directly to the allegations and specifications filed by the appointing authority. No additional charges, material amendments or specifications will be considered by the Commission.

Section 3: The hearing procedure and order of proof will be as follows:

- (a) The City Manager or a department/division head will present evidence in support of the charges leading to the transfer, reduction, suspension or dismissal;
- (b) The affected employee, or his/her attorney, will then produce such evidence as he/she may wish in his/her defense;
- (c) The Commission may hear rebuttal evidence if offered;
- (d) The Commission in its discretion may hear arguments.

Section 4: The Commission may limit testimony and evidence based upon materiality, relevancy and competency. The Commission may limit the number of witnesses upon any issue and may require any party to present additional evidence on any issue. All parties will be sworn or will affirm.

Section 5: The City Manager or department/division head may be represented by the City Law Director or other counsel. The appellant may also be represented by counsel of their choosing and at their cost.

Section 6: The Commission, within thirty (30) calendar days from the date of the hearing, will render its judgment in writing to the appellant, appointing authority and the City Law Director. The Commission may affirm, disaffirm or modify the action of the appointing authority. The action of the Commission is final.

RULE 23: REPORTS

Section 1: The appointing authorities will notify the Commission on the following matters regarding positions within the Commission's jurisdiction.

- (a) Appointments.
- (b) Reinstatement appointments.
- (c) Transfer of any officer or employee from one department to another or from one position to another.
- (d) Reductions.
- (e) Suspensions.
- (f) Discharge or removal from the service and the cause for such.
- (g) Creation or abolishment of any position.
- (h) Any material change in the duties of an employee, or in an organization of a department.

Each report will contain the name of the employee affected, the date upon which the action becomes effective and other facts that will make it possible for the Commission to fulfill its responsibilities.

RULE 24: ADDITIONAL EXAMINATION CREDIT FOR APPLICANTS FOR ORIGINAL APPOINTMENT IN THE POLICE & FIRE DIVISIONS

A. In original appointment examinations in the Police Division, an applicant who attains a passing examination score on the entry level examination for full-time Police Patrol Officer, and who has been awarded any degree in Criminal Justice (or equivalent police related degree) from a college or university will receive an additional five (5%) percentage points to his/her base exam score.

B. In original appointment examinations in the Police Division, an applicant who attains a passing examination score on the entry level examination for full-time Police Patrol Officer, and who possesses a current certification as an Ohio Peace Officer will receive an additional five (5%) percentage points to his/her base exam score.

C. In original appointment examinations in the Fire Division, an applicant who attains a passing examination score on the entry level examination for full-time Firefighter/Paramedic, and who has been awarded a bachelor's degree in a Fire or EMS degree from a college or university will receive an additional five (5%) percentage points to his/her base exam score.

APPROVED:


Mary Woeste, Chair


James Kempe, Commission Member


Dave Rodehaver, Commission Member

DATE: 10-3-24

An Ordinance approving amendment to the Table of Organization and approving a Memorandum of Understanding with the Dayton Public Service Union Ohio Council 8, Local 101, AFSCME, AFL-CIO.

Department: Street Division

Request: Action Item

Item Background and Purpose:

Due to changes for CDL requirements, the Streets Division feels that it is in the best interest of the City to require new-hire employees to obtain a CDL prior to employment within the Street Division.

Financial Impact:

Is Item Budgeted?: No

Funding Source: (i.e. Capital, Operating, etc...)

Attachments:

1. Exhibit A - Table of Organization Effective xx-xx-25- Revised 5-29-2025
2. Exhibit A - Strikethrough-Table of Organization Effective xx-xx-25- Revised 5-29-2025
3. Exhibit B - 2189-25

RECORD OF ORDINANCES

Ordinance No. 2189-25

AN ORDINANCE APPROVING AMENDMENT TO THE TABLE OF ORGANIZATION AND APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE DAYTON PUBLIC SERVICE UNION OHIO COUNCIL 8, LOCAL 101, AFSCME, AFL-CIO.

WHEREAS, City staff has requested amendment of the Table of Organization as indicated on the attached Exhibit A with respect to Street Division position(s) and further requests approval of the Memorandum of Understanding attached hereto as Exhibit B, both related to the removal of the Groundskeeper position from the Table of Organization.

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

- SECTION 1:

That the amended Table of Organization attached hereto as Exhibit A is hereby approved and the Memorandum of Understanding attached hereto as Exhibit B is approved.
- SECTION 2:

That the Clerk be and is hereby authorized and directed to forward a certified copy of this Ordinance to the City Manager, Street Superintendent, and Finance Director.
- SECTION 3:

That any Ordinance in conflict with this Ordinance is hereby repealed.

COLA 1.0100

ADMINISTRATION

Previous Step A

ADMINISTRATION

Step A Step B Step C Step D Step E Step F Step G Step H Step I

City Manager 1 Full-time	See Contract or Resolution									\$	79.80
										\$	165,984
Executive Secretary 1 Full-time	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$	26.06
	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$	54,205
Human Resources Administrator 1 Part-time	\$ 34.54	\$ 36.27	\$ 38.08	\$ 39.98	\$ 41.98	\$ 44.08				\$	34.20
Secretary I 2 Part-time	\$ 16.03	\$ 16.83	\$ 17.67	\$ 18.55	\$ 19.48	\$ 20.45				\$	15.87
Volunteer Coordinator 1 Part-time	\$ 23.93	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.10	\$ 30.56				\$	23.69

DEPARTMENT OF FINANCE

Step A Step B Step C Step D Step E Step F Step G Step H Step I

Finance Director 1 Full-time	See Contract or Resolution									\$	53.10
										\$	110,448
Deputy Finance Director 1 Full-time	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.98	\$ 43.03	\$ 45.18				\$	35.05
	\$ 73,632	\$ 77,314	\$ 81,182	\$ 85,238	\$ 89,502	\$ 93,974				\$	72,904
Income Tax Administrator 1 Full-time	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$	26.06
	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$	54,205
Financial Assistant 3 Full-time	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$	26.06
	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$	54,205
Finance Clerk 2 Part-time	\$ 17.71	\$ 18.60	\$ 19.53	\$ 20.51	\$ 21.54	\$ 22.62				\$	17.53

DEPARTMENT OF LAW	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
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Law Director See Contract or Resolution

1 Part-time

Assistant Law Director/Prosecutor (Per Week)	\$ 1,153.85	See Contract or Resolution for Additional Legal Work
1 Part-time	\$ 60,000	

CLERK OF COURTS	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
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Clerk of Court	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$ 26.06
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$ 54,205

Deputy Clerk of Court	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11				\$ 23.36
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629				\$ 48,589

Magistrate - Juvenile Court \$500.00 per month

1 Part-time

CLERK OF COUNCIL	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
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Clerk of Council	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$ 26.06
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$ 54,205

INFORMATION TECHNOLOGY	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
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Manager of Information Technology	\$ 41.15	\$ 43.21	\$ 45.37	\$ 47.64	\$ 50.02	\$ 52.52				\$ 40.74
1 Full-time	\$ 85,592	\$ 89,877	\$ 94,370	\$ 99,091	\$ 104,042	\$ 109,242				\$ 84,739

Public Information Officer	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.98	\$ 43.03	\$ 45.18				\$ 35.05
1 Full-time	\$ 73,632	\$ 77,314	\$ 81,182	\$ 85,238	\$ 89,502	\$ 93,974				\$ 72,904

Information Technology Specialist	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$ 26.06
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$ 54,205

DEPARTMENT OF PUBLIC SERVICE

DIVISION OF COMMUNITY DEVELOPMENT	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I		
Director of Community Development	\$ 41.15	\$ 43.21	\$ 45.37	\$ 47.64	\$ 50.02	\$ 52.52				\$ 40.74	
1 Full-time	\$ 85,592	\$ 89,877	\$ 94,370	\$ 99,091	\$ 104,042	\$ 109,242				\$ 84,739	
Building & Zoning Administrator	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.98	\$ 43.03	\$ 45.18				\$ 35.05	
1 Full-time	\$ 73,632	\$ 77,314	\$ 81,182	\$ 85,238	\$ 89,502	\$ 93,974				\$ 72,904	
Building & Zoning Inspector	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$ 26.06	
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$ 54,205	
City Planner	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.98	\$ 43.03	\$ 45.18				\$ 35.05	
1 Full-time	\$ 73,632	\$ 77,314	\$ 81,182	\$ 85,238	\$ 89,502	\$ 93,974				\$ 72,904	
City Engineer	\$ 41.15	\$ 43.21	\$ 45.37	\$ 47.64	\$ 50.02	\$ 52.52				\$ 40.74	
1 Full-time	\$ 85,592	\$ 89,877	\$ 94,370	\$ 99,091	\$ 104,042	\$ 109,242				\$ 84,739	
Secretary III	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11				\$ 23.36	
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629				\$ 48,589	
Engineering Assistant	\$ 24.69	\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.01	\$ 31.51				\$ 24.45	
1 Part-time											

DIVISION OF STREETS & PARKS MAINTENANCE	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I		
Streets & Park Maintenance Superintendent	\$ 41.15	\$ 43.21	\$ 45.37	\$ 47.64	\$ 50.02	\$ 52.52				\$	40.74
1 Full-time	\$ 85,592	\$ 89,877	\$ 94,370	\$ 99,091	\$ 104,042	\$ 109,242				\$	84,739
Secretary III	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11				\$	23.36
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629				\$	48,589
Equipment Operator I	See Union Contract										
4 Full-time											
Equipment Operator II	See Union Contract										
4 Full-time											
Chief Mechanic	See Union Contract										
1 Full-time											
Mechanic	See Union Contract										
2 Full-time											
Street Maintenance Worker	See Union Contract										
7 Full-time											
Mechanic Apprentice	See Union Contract										
1 Full-time											
Street Maintenance Worker	\$ 14.89	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.99	\$	14.74
2 Part-time											

DIVISION OF BUILDING MAINTENANCE	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I		
Superintendent of Building Maintenance	\$ 41.15	\$ 43.21	\$ 45.37	\$ 47.64	\$ 50.02	\$ 52.52				\$	40.74
1 Full-time	\$ 85,592	\$ 89,877	\$ 94,370	\$ 99,091	\$ 104,042	\$ 109,242				\$	84,739
Maintenance Supervisor	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.98	\$ 43.03	\$ 45.18				\$	35.05
1 Full-time	\$ 73,632	\$ 77,314	\$ 81,182	\$ 85,238	\$ 89,502	\$ 93,974				\$	72,904
Secretary III	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11				\$	23.36
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629				\$	48,589
Maintenance Worker I	See Union Contract										
2 Full-time											
Maintenance Worker II	See Union Contract										
2 Full-time											
Maintenance Worker III	See Union Contract										
3 Full-time											
Maintenance Worker	\$ 14.89	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.99	\$	14.74
2 Part-time											

DIVISION OF PARKS & RECREATION	Step A		Step B		Step C		Step D		Step E		Step F		Step G		Step H		Step I			
Director of Parks and Recreation	\$	41.15	\$	43.21	\$	45.37	\$	47.64	\$	50.02	\$	52.52							\$	40.74
1 Full-time	\$	85,592	\$	89,877	\$	94,370	\$	99,091	\$	104,042	\$	109,242							\$	84,739
Operations Manager	\$	26.32	\$	27.64	\$	29.02	\$	30.47	\$	31.99	\$	33.59							\$	26.06
1 Full-time	\$	54,746	\$	57,491	\$	60,362	\$	63,378	\$	66,539	\$	69,867							\$	54,205
Recreation Program Coordinator	\$	26.32	\$	27.64	\$	29.02	\$	30.47	\$	31.99	\$	33.59							\$	26.06
2 Full-time	\$	54,746	\$	57,491	\$	60,362	\$	63,378	\$	66,539	\$	69,867							\$	54,205
Secretary II	\$	23.59	\$	24.77	\$	26.01	\$	27.31	\$	28.68	\$	30.11							\$	23.36
1 Full-time	\$	49,067	\$	51,522	\$	54,101	\$	56,805	\$	59,654	\$	62,629							\$	48,589
Recreation Monitor Supervisor	\$	13.99	\$	14.69	\$	15.42	\$	16.19	\$	17.00	\$	17.85	\$	18.74	\$	19.68	\$	20.66	\$	13.85
5 Part-time																				
Recreation Services (Front Desks)	\$	12.78	\$	13.42	\$	14.09	\$	14.79	\$	15.53	\$	16.31	\$	17.13	\$	17.99	\$	18.89	\$	12.65
10 Part-time																				
Recreation Monitor	\$	11.99	\$	12.59	\$	13.22	\$	13.88	\$	14.57	\$	15.30	\$	16.07	\$	16.87	\$	17.71	\$	11.87
32 Part-time 33 Seasonal																				

DEPARTMENT OF PUBLIC SAFETY

POLICE DIVISION	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I		
Police Chief	\$ 52.53	\$ 55.16	\$ 57.92	\$ 60.82	\$ 63.86	\$ 67.05				\$	52.01
1 Full-time	\$ 109,262	\$ 114,733	\$ 120,474	\$ 126,506	\$ 132,829	\$ 139,464				\$	108,181
Deputy Police Chief	\$ 46.83	\$ 49.17	\$ 51.63	\$ 54.21	\$ 56.92	\$ 59.77				\$	46.37
1 Full-time	\$ 97,406	\$ 102,274	\$ 107,390	\$ 112,757	\$ 118,394	\$ 124,322				\$	96,450
Administrative Secretary	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$	26.06
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$	54,205
Police Sergeant	See Union Contract										
6 Full-time											
Police Officer	See Union Contract										
24 Full-time											
Community Service Officer (Unsworn)	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59				\$	26.06
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867				\$	54,205
Dispatcher	See Union Contract										
5 Full-time											
Police Cadet	\$ 17.05	\$ 17.90	\$ 18.80	\$ 19.74	\$ 20.73	\$ 21.77				\$	16.88
2 Full-time	\$ 35,464	\$ 37,232	\$ 39,104	\$ 41,059	\$ 43,118	\$ 45,282				\$	35,110
Records Clerk	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11				\$	23.36
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629				\$	48,589
POLICE PROBATIONARY RATES											
Police Officer	\$ 30.19									\$	29.89
	\$ 62,795									\$	62,171
Dispatcher	\$ 25.11									\$	24.86
	\$ 52,229									\$	51,709

FIRE DIVISION	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	
Fire Chief	\$ 52.53	\$ 55.16	\$ 57.92	\$ 60.82	\$ 63.86	\$ 67.05				\$ 52.01
1 Full-time	\$ 109,262	\$ 114,733	\$ 120,474	\$ 126,506	\$ 132,829	\$ 139,464				\$ 108,181
Deputy Fire Chief	\$ 46.83	\$ 49.17	\$ 51.63	\$ 54.21	\$ 56.92	\$ 59.77				\$ 46.37
1 Full-time	\$ 97,406	\$ 102,274	\$ 107,390	\$ 112,757	\$ 118,394	\$ 124,322				\$ 96,450
Fire Marshal/Inspector 1 Full-time	See Union Contract									
Fire Lieutenant 6 Full-time	See Union Contract									
Firefighter/Paramedic/EMT 21 Full-time	See Union Contract									
Firefighter-Level 1	\$ 16.83	\$ 17.29	\$ 17.75	\$ 18.21	\$ 18.69	\$ 19.14				See PT Fire Scale Tab
Firefighter-Level 2	\$ 17.99	\$ 18.44	\$ 18.92	\$ 19.37	\$ 19.85	\$ 20.30				See PT Fire Scale Tab
Firefighter-Level 3	\$ 19.14	\$ 19.60	\$ 20.07	\$ 20.53	\$ 21.00	\$ 21.47				See PT Fire Scale Tab
Firefighter-Level 4 20 Part-time	\$ 20.30	\$ 20.78	\$ 21.23	\$ 21.68	\$ 22.16	\$ 22.62				See PT Fire Scale Tab
Fire Secretary II	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11				\$ 23.36
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629				\$ 48,589
FIRE PROBATIONARY RATES										
Firefighter	See Union Contract									\$ 26.59
										\$ 55,307
Firefighter/Paramedic	See Union Contract									\$ 27.70
										\$ 57,616
Fire Inspector	See Union Contract									\$ 27.00
										\$ 56,160
Approved Positions										
Full-time 128										
Part-time 81										
Seasonal 33										
Total Approved Positions 242										

ADMINISTRATION

ADMINISTRATION	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
City Manager 1 Full-time	See Contract or Resolution								
Executive Secretary 1 Full-time	\$ 26.32 \$ 54,746	\$ 27.64 \$ 57,491	\$ 29.02 \$ 60,362	\$ 30.47 \$ 63,378	\$ 31.99 \$ 66,539	\$ 33.59 \$ 69,867			
Human Resources Administrator 1 Part-time	\$ 34.54	\$ 36.27	\$ 38.08	\$ 39.98	\$ 41.98	\$ 44.08			
Secretary I 2 Part-time	\$ 16.03	\$ 16.83	\$ 17.67	\$ 18.55	\$ 19.48	\$ 20.45			
Volunteer Coordinator 1 Part-time	\$ 23.93	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.10	\$ 30.56			

DEPARTMENT OF FINANCE	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
Finance Director 1 Full-time	See Contract or Resolution								
Deputy Finance Director 1 Full-time	\$ 35.40 \$ 73,632	\$ 37.17 \$ 77,314	\$ 39.03 \$ 81,182	\$ 40.98 \$ 85,238	\$ 43.03 \$ 89,502	\$ 45.18 \$ 93,974			
Income Tax Administrator 1 Full-time	\$ 26.32 \$ 54,746	\$ 27.64 \$ 57,491	\$ 29.02 \$ 60,362	\$ 30.47 \$ 63,378	\$ 31.99 \$ 66,539	\$ 33.59 \$ 69,867			
Financial Assistant 3 Full-time	\$ 26.32 \$ 54,746	\$ 27.64 \$ 57,491	\$ 29.02 \$ 60,362	\$ 30.47 \$ 63,378	\$ 31.99 \$ 66,539	\$ 33.59 \$ 69,867			
Finance Clerk 2 Part-time	\$ 17.71	\$ 18.60	\$ 19.53	\$ 20.51	\$ 21.54	\$ 22.62			

DEPARTMENT OF LAW		Step A		Step B		Step C		Step D		Step E		Step F		Step G		Step H		Step I	
Law Director 1 Part-time		See Contract or Resolution																	
Assistant Law Director/Prosecutor (Per Week) 1 Part-time		\$ 1,153.85		See Contract or Resolution for Additional Legal Work															
		\$ 60,000																	
CLERK OF COURTS		Step A		Step B		Step C		Step D		Step E		Step F		Step G		Step H		Step I	
Clerk of Court 1 Full-time		\$ 26.32		\$ 27.64		\$ 29.02		\$ 30.47		\$ 31.99		\$ 33.59							
		\$ 54,746		\$ 57,491		\$ 60,362		\$ 63,378		\$ 66,539		\$ 69,867							
Deputy Clerk of Court 1 Full-time		\$ 23.59		\$ 24.77		\$ 26.01		\$ 27.31		\$ 28.68		\$ 30.11							
		\$ 49,067		\$ 51,522		\$ 54,101		\$ 56,805		\$ 59,654		\$ 62,629							
Magistrate - Juvenile Court 1 Part-time		\$500.00 per month																	
CLERK OF COUNCIL		Step A		Step B		Step C		Step D		Step E		Step F		Step G		Step H		Step I	
Clerk of Council 1 Full-time		\$ 26.32		\$ 27.64		\$ 29.02		\$ 30.47		\$ 31.99		\$ 33.59							
		\$ 54,746		\$ 57,491		\$ 60,362		\$ 63,378		\$ 66,539		\$ 69,867							
INFORMATION TECHNOLOGY		Step A		Step B		Step C		Step D		Step E		Step F		Step G		Step H		Step I	
Manager of Information Technology 1 Full-time		\$ 41.15		\$ 43.21		\$ 45.37		\$ 47.64		\$ 50.02		\$ 52.52							
		\$ 85,592		\$ 89,877		\$ 94,370		\$ 99,091		\$ 104,042		\$ 109,242							
Public Information Officer 1 Full-time		\$ 35.40		\$ 37.17		\$ 39.03		\$ 40.98		\$ 43.03		\$ 45.18							
		\$ 73,632		\$ 77,314		\$ 81,182		\$ 85,238		\$ 89,502		\$ 93,974							
Information Technology Specialist 1 Full-time		\$ 26.32		\$ 27.64		\$ 29.02		\$ 30.47		\$ 31.99		\$ 33.59							
		\$ 54,746		\$ 57,491		\$ 60,362		\$ 63,378		\$ 66,539		\$ 69,867							

DEPARTMENT OF PUBLIC SERVICE

DIVISION OF COMMUNITY DEVELOPMENT		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I		
Director of Community Development												
1 Full-time	\$	41.15	\$	43.21	\$	45.37	\$	47.64	\$	50.02	\$	52.52
	\$	85,592	\$	89,877	\$	94,370	\$	99,091	\$	104,042	\$	109,242
Building & Zoning Administrator												
1 Full-time	\$	35.40	\$	37.17	\$	39.03	\$	40.98	\$	43.03	\$	45.18
	\$	73,632	\$	77,314	\$	81,182	\$	85,238	\$	89,502	\$	93,974
Building & Zoning Inspector												
1 Full-time	\$	26.32	\$	27.64	\$	29.02	\$	30.47	\$	31.99	\$	33.59
	\$	54,746	\$	57,491	\$	60,362	\$	63,378	\$	66,539	\$	69,867
City Planner												
1 Full-time	\$	35.40	\$	37.17	\$	39.03	\$	40.98	\$	43.03	\$	45.18
	\$	73,632	\$	77,314	\$	81,182	\$	85,238	\$	89,502	\$	93,974
City Engineer												
1 Full-time	\$	41.15	\$	43.21	\$	45.37	\$	47.64	\$	50.02	\$	52.52
	\$	85,592	\$	89,877	\$	94,370	\$	99,091	\$	104,042	\$	109,242
Secretary III												
1 Full-time	\$	23.59	\$	24.77	\$	26.01	\$	27.31	\$	28.68	\$	30.11
	\$	49,067	\$	51,522	\$	54,101	\$	56,805	\$	59,654	\$	62,629
Engineering Assistant												
1 Part-time	\$	24.69	\$	25.92	\$	27.22	\$	28.58	\$	30.01	\$	31.51

DIVISION OF STREETS & PARKS MAINTENANCE	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
Streets & Park Maintenance Superintendent	\$ 41.15	\$ 43.21	\$ 45.37	\$ 47.64	\$ 50.02	\$ 52.52			
1 Full-time	\$ 85,592	\$ 89,877	\$ 94,370	\$ 99,091	\$ 104,042	\$ 109,242			
Secretary III	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11			
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629			
Equipment Operator I	See Union Contract								
4 Full-time									
Equipment Operator II	See Union Contract								
4 Full-time									
Chief Mechanic	See Union Contract								
1 Full-time									
Mechanic	See Union Contract								
2 Full-time									
Street Maintenance Worker	See Union Contract								
5 Full-time (revising to 7 Full-time)									
Groundskeeper (eliminating)	See Union Contract								
1 Full-time									
Mechanic Apprentice	See Union Contract								
1 Full-time									
Street Maintenance Worker	\$ 14.89	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.99
2 Part-time									

DIVISION OF BUILDING MAINTENANCE	Step A		Step B		Step C		Step D		Step E		Step F		Step G		Step H		Step I	
Superintendent of Building Maintenance	\$	41.15	\$	43.21	\$	45.37	\$	47.64	\$	50.02	\$	52.52						
1 Full-time	\$	85,592	\$	89,877	\$	94,370	\$	99,091	\$	104,042	\$	109,242						
Maintenance Supervisor	\$	35.40	\$	37.17	\$	39.03	\$	40.98	\$	43.03	\$	45.18						
1 Full-time	\$	73,632	\$	77,314	\$	81,182	\$	85,238	\$	89,502	\$	93,974						
Secretary III	\$	23.59	\$	24.77	\$	26.01	\$	27.31	\$	28.68	\$	30.11						
1 Full-time	\$	49,067	\$	51,522	\$	54,101	\$	56,805	\$	59,654	\$	62,629						
Maintenance Worker I	See Union Contract																	
2 Full-time																		
Maintenance Worker II	See Union Contract																	
2 Full-time																		
Maintenance Worker III	See Union Contract																	
3 Full-time																		
Maintenance Worker	\$	14.89	\$	15.63	\$	16.41	\$	17.23	\$	18.09	\$	18.99	\$	19.94	\$	20.94	\$	21.99
2 Part-time																		

DIVISION OF PARKS & RECREATION		Step A		Step B		Step C		Step D		Step E		Step F		Step G		Step H		Step I	
Director of Parks and Recreation		\$	41.15	\$	43.21	\$	45.37	\$	47.64	\$	50.02	\$	52.52						
1 Full-time		\$	85,592	\$	89,877	\$	94,370	\$	99,091	\$	104,042	\$	109,242						
Operations Manager		\$	26.32	\$	27.64	\$	29.02	\$	30.47	\$	31.99	\$	33.59						
1 Full-time		\$	54,746	\$	57,491	\$	60,362	\$	63,378	\$	66,539	\$	69,867						
Recreation Program Coordinator		\$	26.32	\$	27.64	\$	29.02	\$	30.47	\$	31.99	\$	33.59						
2 Full-time		\$	54,746	\$	57,491	\$	60,362	\$	63,378	\$	66,539	\$	69,867						
Secretary II		\$	23.59	\$	24.77	\$	26.01	\$	27.31	\$	28.68	\$	30.11						
1 Full-time		\$	49,067	\$	51,522	\$	54,101	\$	56,805	\$	59,654	\$	62,629						
Recreation Monitor Supervisor		\$	13.99	\$	14.69	\$	15.42	\$	16.19	\$	17.00	\$	17.85	\$	18.74	\$	19.68	\$	20.66
5 Part-time																			
Recreation Services (Front Desks)		\$	12.78	\$	13.42	\$	14.09	\$	14.79	\$	15.53	\$	16.31	\$	17.13	\$	17.99	\$	18.89
10 Part-time																			
Recreation Monitor		\$	11.99	\$	12.59	\$	13.22	\$	13.88	\$	14.57	\$	15.30	\$	16.07	\$	16.87	\$	17.71
32 Part-time 33 Seasonal																			

DEPARTMENT OF PUBLIC SAFETY

POLICE DIVISION	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
Police Chief	\$ 52.53	\$ 55.16	\$ 57.92	\$ 60.82	\$ 63.86	\$ 67.05			
1 Full-time	\$ 109,262	\$ 114,733	\$ 120,474	\$ 126,506	\$ 132,829	\$ 139,464			
Deputy Police Chief	\$ 46.83	\$ 49.17	\$ 51.63	\$ 54.21	\$ 56.92	\$ 59.77			
1 Full-time	\$ 97,406	\$ 102,274	\$ 107,390	\$ 112,757	\$ 118,394	\$ 124,322			
Administrative Secretary	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59			
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867			
Police Sergeant	See Union Contract								
6 Full-time									
Police Officer	See Union Contract								
24 Full-time									
Community Service Officer (Unsworn)	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59			
1 Full-time	\$ 54,746	\$ 57,491	\$ 60,362	\$ 63,378	\$ 66,539	\$ 69,867			
Dispatcher	See Union Contract								
5 Full-time									
Police Cadet	\$ 17.05	\$ 17.90	\$ 18.80	\$ 19.74	\$ 20.73	\$ 21.77			
2 Full-time	\$ 35,464	\$ 37,232	\$ 39,104	\$ 41,059	\$ 43,118	\$ 45,282			
Records Clerk	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11			
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629			
POLICE PROBATIONARY RATES									
Police Officer	\$ 30.19								
	\$ 62,795								
Dispatcher	\$ 25.11								
	\$ 52,229								

FIRE DIVISION	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
Fire Chief	\$ 52.53	\$ 55.16	\$ 57.92	\$ 60.82	\$ 63.86	\$ 67.05			
1 Full-time	\$ 109,262	\$ 114,733	\$ 120,474	\$ 126,506	\$ 132,829	\$ 139,464			
Deputy Fire Chief	\$ 46.83	\$ 49.17	\$ 51.63	\$ 54.21	\$ 56.92	\$ 59.77			
1 Full-time	\$ 97,406	\$ 102,274	\$ 107,390	\$ 112,757	\$ 118,394	\$ 124,322			
Fire Marshal/Inspector	See Union Contract								
1 Full-time									
Fire Lieutenant	See Union Contract								
6 Full-time									
Firefighter/Paramedic/EMT	See Union Contract								
21 Full-time									
Firefighter-Level 1	\$ 16.83	\$ 17.29	\$ 17.75	\$ 18.21	\$ 18.69	\$ 19.14			
Firefighter-Level 2	\$ 17.99	\$ 18.44	\$ 18.92	\$ 19.37	\$ 19.85	\$ 20.30			
Firefighter-Level 3	\$ 19.14	\$ 19.60	\$ 20.07	\$ 20.53	\$ 21.00	\$ 21.47			
Firefighter-Level 4	\$ 20.30	\$ 20.78	\$ 21.23	\$ 21.68	\$ 22.16	\$ 22.62			
20 Part-time									
Fire Secretary II	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11			
1 Full-time	\$ 49,067	\$ 51,522	\$ 54,101	\$ 56,805	\$ 59,654	\$ 62,629			

FIRE PROBATIONARY RATES

Firefighter	See Union Contract
Firefighter/Paramedic	See Union Contract
Fire Inspector	See Union Contract

Approved Positions	
Full-time	126
Part-time	81
Seasonal	33
Total Approved Positions	240

EXHIBIT B – 2189-25

MEMORANDUM OF UNDERSTANDING

City of Moraine, Ohio and the Dayton Public Service Union, Ohio Local 101, AFSCME, AFL-CIO

This Memorandum of Understanding ("MOU") is entered into this ____ day of **June, 2025** by and between the **City of Moraine** ("Employer") and the **Dayton Public Service Union, Ohio Local 101, AFSCME, AFL-CIO** ("Union"). The Employer and Union are collectively referred to as the "Parties."

WHEREAS, Employer and Union are parties to a Collective Bargaining Agreement ("CBA") approved by Union and by Employer dated September 1, 2024 - August 28, 2027 governing "all regular full-time blue collar employees of the City, employed in the Department of Public Service, Division of Streets and Parks, regardless of job assignments, but excluding probationary employees with less than six months service, temporary, seasonal, and part-time employees, unclassified employees, management and supervisory employees"; and

WHEREAS, appended to said CBA is a Memorandum of Understanding dated June 9, 2023 between the parties which amended the *Street Department Addendum 1-Wage Rates* also appended to the CBA, the effect of which was to add thereto the Groundskeeper position and wage rates for said Groundskeeper position; and

WHEREAS, in accordance with the attached Ordinance No. _____ (**Exhibit A**), adopted June 26, 2025, the Parties hereby agree to revoke and nullify the aforementioned Memorandum of Understanding dated June 9, 2023, and to further amend the *Street Department Addendum 1 -Wage Rates* to remove all references to the Groundskeeper position therein, including the wage rates for said position.

NOW THEREFORE BE IT RESOLVED THAT, the Parties agree, as follows:

1. The Parties agree to revoke and nullify the aforementioned Memorandum of Understanding dated June 9, 2023, and to further amend the *Street Department Addendum 1 -Wage Rates* contained within the current CBA in order to remove therefrom all references to the Groundskeeper position, including the wage rates for said position, as indicated on the attached **Exhibit B**.
2. The Parties agree this MOU shall not be used as precedent in any future negotiations between the Parties.
3. Nothing in this Memorandum of Understanding shall in any way be interpreted to void, negate, alter, or waive any Management Rights guaranteed the City by law and by the parties' Collective Bargaining Agreement, including but not limited to, Article 3, Section 3 of the parties' Collective Bargaining Agreement. City specifically retains all such Management Rights.
4. All other provisions of said CBA remain unchanged and in full force and effect.
5. Following adoption of Ordinance No. _____ on June 26, 2025, the Parties agree to sign this MOU and append a true and accurate copy of this MOU to the current CBA.

For the Employer:

Michael Davis, City Date
Manager

Chris Dunn, Street Date
Superintendent

Annetta Williams, Date
Finance Director

For the Union:

Stephen Keeney, Staff Date
Representative

Corey Jones, Date
Employee Representative

Street Department
Addendum I - Wage Rates- Hired before September 1, 2024

Current Wage Rates

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
Groundskeeper	\$ 41,516.80 \$ 19.96	\$ 43,180.80 \$ 20.76	\$ 44,907.20 \$ 21.59	\$ 46,696.00 \$ 22.45	\$ 48,568.00 \$ 23.35	\$ 50,502.40 \$ 24.28	\$ 52,520.00 \$ 25.25	\$ 54,620.80 \$ 26.26	\$ 56,804.80 \$ 27.31	\$ 59,072.00 \$ 28.40	\$ 61,443.20 \$ 29.54	\$ 63,897.60 \$ 30.72	\$ 66,456.00 \$ 31.95	\$ 69,118.40 \$ 33.23	\$ 71,884.80 \$ 34.56
Mechanic Apprentice	\$ 43,201.60 \$ 20.77	\$ 45,281.60 \$ 21.77	\$ 47,424.00 \$ 22.80	\$ 49,504.00 \$ 23.80	\$ 51,646.40 \$ 24.83	\$ 53,768.00 \$ 25.85	\$ 55,473.60 \$ 26.67	\$ 57,990.40 \$ 27.88	\$ 60,028.80 \$ 28.86	\$ 62,171.20 \$ 29.89	\$ 64,272.00 \$ 30.90	\$ 66,393.60 \$ 31.92	\$ 68,681.60 \$ 33.02	\$ 71,094.40 \$ 34.18	\$ 80,412.80 \$ 38.66
Street Maintenance Worker	\$ 43,201.60 \$ 20.77	\$ 45,281.60 \$ 21.77	\$ 47,424.00 \$ 22.80	\$ 49,504.00 \$ 23.80	\$ 51,646.40 \$ 24.83	\$ 53,768.00 \$ 25.85	\$ 55,473.60 \$ 26.67	\$ 57,990.40 \$ 27.88	\$ 60,028.80 \$ 28.86	\$ 62,171.20 \$ 29.89	\$ 64,272.00 \$ 30.90	\$ 66,393.60 \$ 31.92	\$ 68,681.60 \$ 33.02	\$ 71,094.40 \$ 34.18	\$ 80,412.80 \$ 38.66
Mechanic	\$ 44,720.00 \$ 21.50	\$ 46,924.80 \$ 22.56	\$ 49,025.60 \$ 23.57	\$ 51,230.40 \$ 24.63	\$ 53,289.60 \$ 25.62	\$ 55,473.60 \$ 26.67	\$ 57,616.00 \$ 27.70	\$ 59,800.00 \$ 28.75	\$ 61,984.00 \$ 29.80	\$ 64,126.40 \$ 30.83	\$ 66,393.60 \$ 31.92	\$ 68,556.80 \$ 32.96	\$ 70,761.60 \$ 34.02	\$ 73,236.80 \$ 35.21	\$ 82,825.60 \$ 39.82
Equipment Operator I	\$ 44,720.00 \$ 21.50	\$ 46,924.80 \$ 22.56	\$ 49,025.60 \$ 23.57	\$ 51,230.40 \$ 24.63	\$ 53,289.60 \$ 25.62	\$ 55,473.60 \$ 26.67	\$ 57,616.00 \$ 27.70	\$ 59,800.00 \$ 28.75	\$ 61,984.00 \$ 29.80	\$ 64,126.40 \$ 30.83	\$ 66,393.60 \$ 31.92	\$ 68,556.80 \$ 32.96	\$ 70,761.60 \$ 34.02	\$ 73,236.80 \$ 35.21	\$ 82,825.60 \$ 39.82
Equipment Operator II	\$ 53,040.00 \$ 25.50	\$ 54,766.40 \$ 26.33	\$ 56,388.80 \$ 27.11	\$ 58,094.40 \$ 27.93	\$ 59,675.20 \$ 28.69	\$ 61,360.00 \$ 29.50	\$ 63,065.60 \$ 30.32	\$ 64,667.20 \$ 31.09	\$ 66,352.00 \$ 31.90	\$ 68,036.80 \$ 32.71	\$ 69,680.00 \$ 33.50	\$ 71,344.00 \$ 34.30	\$ 73,070.40 \$ 35.13	\$ 75,628.80 \$ 36.36	\$ 85,550.40 \$ 41.13
Chief Mechanic	\$ 55,328.00 \$ 26.60	\$ 57,241.60 \$ 27.52	\$ 59,092.80 \$ 28.41	\$ 60,944.00 \$ 29.30	\$ 62,836.80 \$ 30.21	\$ 64,667.20 \$ 31.09	\$ 66,560.00 \$ 32.00	\$ 68,432.00 \$ 32.90	\$ 70,324.80 \$ 33.81	\$ 72,176.00 \$ 34.70	\$ 74,048.00 \$ 35.60	\$ 75,961.60 \$ 36.52	\$ 77,771.20 \$ 37.39	\$ 80,516.80 \$ 38.71	\$ 91,104.00 \$ 43.80

3% Increase Implement on September 1, 2024

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
Groundskeeper	\$ 42,762.72 \$ 20.56	\$ 44,476.64 \$ 21.38	\$ 46,255.04 \$ 22.24	\$ 48,097.92 \$ 23.12	\$ 50,026.08 \$ 24.05	\$ 52,016.64 \$ 25.01	\$ 54,096.64 \$ 26.01	\$ 56,259.84 \$ 27.05	\$ 58,508.32 \$ 28.13	\$ 60,844.16 \$ 29.25	\$ 63,286.08 \$ 30.43	\$ 65,815.36 \$ 31.64	\$ 68,450.72 \$ 32.91	\$ 71,192.16 \$ 34.23	\$ 74,041.76 \$ 35.60
Mechanic Apprentice	\$ 44,497.44 \$ 21.39	\$ 46,639.84 \$ 22.42	\$ 48,846.72 \$ 23.48	\$ 50,989.12 \$ 24.51	\$ 53,196.00 \$ 25.58	\$ 55,382.08 \$ 26.63	\$ 57,137.60 \$ 27.47	\$ 59,729.28 \$ 28.72	\$ 61,830.08 \$ 29.73	\$ 64,036.96 \$ 30.79	\$ 66,200.16 \$ 31.83	\$ 68,386.24 \$ 32.88	\$ 70,742.88 \$ 34.01	\$ 73,226.40 \$ 35.21	\$ 82,825.60 \$ 39.82
Street Maintenance Worker	\$ 44,497.44 \$ 21.39	\$ 46,639.84 \$ 22.42	\$ 48,846.72 \$ 23.48	\$ 50,989.12 \$ 24.51	\$ 53,196.00 \$ 25.58	\$ 55,382.08 \$ 26.63	\$ 57,137.60 \$ 27.47	\$ 59,729.28 \$ 28.72	\$ 61,830.08 \$ 29.73	\$ 64,036.96 \$ 30.79	\$ 66,200.16 \$ 31.83	\$ 68,386.24 \$ 32.88	\$ 70,742.88 \$ 34.01	\$ 73,226.40 \$ 35.21	\$ 82,825.60 \$ 39.82
Mechanic	\$ 46,061.60 \$ 22.15	\$ 48,332.96 \$ 23.24	\$ 50,496.16 \$ 24.28	\$ 52,767.52 \$ 25.37	\$ 54,889.12 \$ 26.39	\$ 57,137.60 \$ 27.47	\$ 59,344.48 \$ 28.53	\$ 61,595.04 \$ 29.61	\$ 63,843.52 \$ 30.69	\$ 66,050.40 \$ 31.76	\$ 68,386.24 \$ 32.88	\$ 70,613.92 \$ 33.95	\$ 72,885.28 \$ 35.04	\$ 75,433.28 \$ 36.27	\$ 85,311.20 \$ 41.02
Equipment Operator I	\$ 46,061.60 \$ 22.15	\$ 48,332.96 \$ 23.24	\$ 50,496.16 \$ 24.28	\$ 52,767.52 \$ 25.37	\$ 54,889.12 \$ 26.39	\$ 57,137.60 \$ 27.47	\$ 59,344.48 \$ 28.53	\$ 61,595.04 \$ 29.61	\$ 63,843.52 \$ 30.69	\$ 66,050.40 \$ 31.76	\$ 68,386.24 \$ 32.88	\$ 70,613.92 \$ 33.95	\$ 72,885.28 \$ 35.04	\$ 75,433.28 \$ 36.27	\$ 85,311.20 \$ 41.02
Equipment Operator II	\$ 54,631.20 \$ 26.27	\$ 56,409.60 \$ 27.12	\$ 58,079.84 \$ 27.92	\$ 59,837.44 \$ 28.77	\$ 61,466.08 \$ 29.55	\$ 63,200.80 \$ 30.39	\$ 64,958.40 \$ 31.23	\$ 66,607.84 \$ 32.02	\$ 68,342.56 \$ 32.86	\$ 70,077.28 \$ 33.69	\$ 71,770.40 \$ 34.51	\$ 73,484.32 \$ 35.33	\$ 75,262.72 \$ 36.18	\$ 77,898.08 \$ 37.45	\$ 88,117.12 \$ 42.36
Chief Mechanic	\$ 56,987.84 \$ 27.40	\$ 58,959.68 \$ 28.35	\$ 60,864.96 \$ 29.26	\$ 62,772.32 \$ 30.18	\$ 64,721.28 \$ 31.12	\$ 66,607.84 \$ 32.02	\$ 68,556.80 \$ 32.96	\$ 70,484.96 \$ 33.89	\$ 72,433.92 \$ 34.82	\$ 74,341.28 \$ 35.74	\$ 76,269.44 \$ 36.67	\$ 78,241.28 \$ 37.62	\$ 80,104.96 \$ 38.51	\$ 82,931.68 \$ 39.67	\$ 93,837.12 \$ 45.11

Street Department
Addendum I - Wage Rates- Hired before September 1, 2024

2% Increase		Implement on August 31, 2025														
Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O	
Groundskeeper	\$ 43,617.60	\$ 45,364.80	\$ 47,174.40	\$ 49,067.20	\$ 51,022.40	\$ 53,060.80	\$ 55,182.40	\$ 57,387.20	\$ 59,675.20	\$ 62,067.20	\$ 64,542.40	\$ 67,121.60	\$ 69,825.60	\$ 72,612.80	\$ 75,524.80	
	\$ 20.97	\$ 21.81	\$ 22.68	\$ 23.59	\$ 24.53	\$ 25.51	\$ 26.53	\$ 27.59	\$ 28.69	\$ 29.84	\$ 31.03	\$ 32.27	\$ 33.57	\$ 34.91	\$ 36.31	
Mechanic Apprentice	\$ 45,385.60	\$ 47,569.60	\$ 49,816.00	\$ 52,000.00	\$ 54,267.20	\$ 56,492.80	\$ 58,281.60	\$ 60,923.20	\$ 63,065.60	\$ 65,312.00	\$ 67,516.80	\$ 69,763.20	\$ 72,155.20	\$ 74,692.80	\$ 84,489.60	
	\$ 21.82	\$ 22.87	\$ 23.95	\$ 25.00	\$ 26.09	\$ 27.16	\$ 28.02	\$ 29.29	\$ 30.32	\$ 31.40	\$ 32.46	\$ 33.54	\$ 34.69	\$ 35.91	\$ 40.62	
Street Maintenance Worker	\$ 45,385.60	\$ 47,569.60	\$ 49,816.00	\$ 52,000.00	\$ 54,267.20	\$ 56,492.80	\$ 58,281.60	\$ 60,923.20	\$ 63,065.60	\$ 65,312.00	\$ 67,516.80	\$ 69,763.20	\$ 72,155.20	\$ 74,692.80	\$ 84,489.60	
	\$ 21.82	\$ 22.87	\$ 23.95	\$ 25.00	\$ 26.09	\$ 27.16	\$ 28.02	\$ 29.29	\$ 30.32	\$ 31.40	\$ 32.46	\$ 33.54	\$ 34.69	\$ 35.91	\$ 40.62	
Mechanic	\$ 46,987.20	\$ 49,296.00	\$ 51,500.80	\$ 53,830.40	\$ 55,993.60	\$ 58,281.60	\$ 60,528.00	\$ 62,836.80	\$ 65,124.80	\$ 67,371.20	\$ 69,763.20	\$ 72,030.40	\$ 74,339.20	\$ 76,939.20	\$ 87,027.20	
	\$ 22.59	\$ 23.70	\$ 24.76	\$ 25.88	\$ 26.92	\$ 28.02	\$ 29.10	\$ 30.21	\$ 31.31	\$ 32.39	\$ 33.54	\$ 34.63	\$ 35.74	\$ 36.99	\$ 41.84	
Equipment Operator I	\$ 46,987.20	\$ 49,296.00	\$ 51,500.80	\$ 53,830.40	\$ 55,993.60	\$ 58,281.60	\$ 60,528.00	\$ 62,836.80	\$ 65,124.80	\$ 67,371.20	\$ 69,763.20	\$ 72,030.40	\$ 74,339.20	\$ 76,939.20	\$ 87,027.20	
	\$ 22.59	\$ 23.70	\$ 24.76	\$ 25.88	\$ 26.92	\$ 28.02	\$ 29.10	\$ 30.21	\$ 31.31	\$ 32.39	\$ 33.54	\$ 34.63	\$ 35.74	\$ 36.99	\$ 41.84	
Equipment Operator II	\$ 55,723.20	\$ 57,532.80	\$ 59,238.40	\$ 61,027.20	\$ 62,691.20	\$ 64,459.20	\$ 66,248.00	\$ 67,932.80	\$ 69,700.80	\$ 71,468.80	\$ 73,216.00	\$ 74,963.20	\$ 76,772.80	\$ 79,456.00	\$ 89,876.80	
	\$ 26.79	\$ 27.66	\$ 28.48	\$ 29.34	\$ 30.14	\$ 30.99	\$ 31.85	\$ 32.66	\$ 33.51	\$ 34.36	\$ 35.20	\$ 36.04	\$ 36.91	\$ 38.20	\$ 43.21	
Chief Mechanic	\$ 58,136.00	\$ 60,132.80	\$ 62,088.00	\$ 64,022.40	\$ 66,019.20	\$ 67,932.80	\$ 69,929.60	\$ 71,884.80	\$ 73,881.60	\$ 75,836.80	\$ 77,792.00	\$ 79,809.60	\$ 81,702.40	\$ 84,593.60	\$ 95,721.60	
	\$ 27.95	\$ 28.91	\$ 29.85	\$ 30.78	\$ 31.74	\$ 32.66	\$ 33.62	\$ 34.56	\$ 35.52	\$ 36.46	\$ 37.40	\$ 38.37	\$ 39.28	\$ 40.67	\$ 46.02	

2% Increase		Implement on August 30, 2026														
Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O	
Groundskeeper	\$ 44,491.20	\$ 46,280.00	\$ 48,110.40	\$ 50,044.80	\$ 52,041.60	\$ 54,121.60	\$ 56,284.80	\$ 58,531.20	\$ 60,860.80	\$ 63,315.20	\$ 65,832.00	\$ 68,473.60	\$ 71,219.20	\$ 74,068.80	\$ 77,043.20	
	\$ 21.39	\$ 22.25	\$ 23.13	\$ 24.06	\$ 25.02	\$ 26.02	\$ 27.06	\$ 28.14	\$ 29.26	\$ 30.44	\$ 31.65	\$ 32.92	\$ 34.24	\$ 35.61	\$ 37.04	
Mechanic Apprentice	\$ 46,300.80	\$ 48,526.40	\$ 50,814.40	\$ 53,040.00	\$ 55,348.80	\$ 57,616.00	\$ 59,446.40	\$ 62,150.40	\$ 64,334.40	\$ 66,622.40	\$ 68,868.80	\$ 71,156.80	\$ 73,590.40	\$ 76,190.40	\$ 86,174.40	
	\$ 22.26	\$ 23.33	\$ 24.43	\$ 25.50	\$ 26.61	\$ 27.70	\$ 28.58	\$ 29.88	\$ 30.93	\$ 32.03	\$ 33.11	\$ 34.21	\$ 35.38	\$ 36.63	\$ 41.43	
Street Maintenance Worker	\$ 46,300.80	\$ 48,526.40	\$ 50,814.40	\$ 53,040.00	\$ 55,348.80	\$ 57,616.00	\$ 59,446.40	\$ 62,150.40	\$ 64,334.40	\$ 66,622.40	\$ 68,868.80	\$ 71,156.80	\$ 73,590.40	\$ 76,190.40	\$ 86,174.40	
	\$ 22.26	\$ 23.33	\$ 24.43	\$ 25.50	\$ 26.61	\$ 27.70	\$ 28.58	\$ 29.88	\$ 30.93	\$ 32.03	\$ 33.11	\$ 34.21	\$ 35.38	\$ 36.63	\$ 41.43	
Mechanic	\$ 47,923.20	\$ 50,273.60	\$ 52,540.80	\$ 54,912.00	\$ 57,116.80	\$ 59,446.40	\$ 61,734.40	\$ 64,084.80	\$ 66,435.20	\$ 68,723.20	\$ 71,156.80	\$ 73,465.60	\$ 75,816.00	\$ 78,478.40	\$ 88,774.40	
	\$ 23.04	\$ 24.17	\$ 25.26	\$ 26.40	\$ 27.46	\$ 28.58	\$ 29.68	\$ 30.81	\$ 31.94	\$ 33.04	\$ 34.21	\$ 35.32	\$ 36.45	\$ 37.73	\$ 42.68	
Equipment Operator I	\$ 47,923.20	\$ 50,273.60	\$ 52,540.80	\$ 54,912.00	\$ 57,116.80	\$ 59,446.40	\$ 61,734.40	\$ 64,084.80	\$ 66,435.20	\$ 68,723.20	\$ 71,156.80	\$ 73,465.60	\$ 75,816.00	\$ 78,478.40	\$ 88,774.40	
	\$ 23.04	\$ 24.17	\$ 25.26	\$ 26.40	\$ 27.46	\$ 28.58	\$ 29.68	\$ 30.81	\$ 31.94	\$ 33.04	\$ 34.21	\$ 35.32	\$ 36.45	\$ 37.73	\$ 42.68	
Equipment Operator II	\$ 56,846.40	\$ 58,676.80	\$ 60,424.00	\$ 62,254.40	\$ 63,939.20	\$ 65,748.80	\$ 67,579.20	\$ 69,284.80	\$ 71,094.40	\$ 72,904.00	\$ 74,672.00	\$ 76,460.80	\$ 78,312.00	\$ 81,036.80	\$ 91,665.60	
	\$ 27.33	\$ 28.21	\$ 29.05	\$ 29.93	\$ 30.74	\$ 31.61	\$ 32.49	\$ 33.31	\$ 34.18	\$ 35.05	\$ 35.90	\$ 36.76	\$ 37.65	\$ 38.96	\$ 44.07	
Chief Mechanic	\$ 59,300.80	\$ 61,339.20	\$ 63,336.00	\$ 65,312.00	\$ 67,329.60	\$ 69,284.80	\$ 71,323.20	\$ 73,320.00	\$ 75,358.40	\$ 77,355.20	\$ 79,352.00	\$ 81,411.20	\$ 83,345.60	\$ 86,278.40	\$ 97,635.20	
	\$ 28.51	\$ 29.49	\$ 30.45	\$ 31.40	\$ 32.37	\$ 33.31	\$ 34.29	\$ 35.25	\$ 36.23	\$ 37.19	\$ 38.15	\$ 39.14	\$ 40.07	\$ 41.48	\$ 46.94	

Street Department
Addendum I - Wage Rates- Hired after September 1, 2024

Current Wage Rates

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N
Groundskeeper	\$ 43,180.80	\$ 44,907.20	\$ 46,696.00	\$ 48,568.00	\$ 50,502.40	\$ 52,520.00	\$ 54,620.80	\$ 56,804.80	\$ 59,072.00	\$ 61,443.20	\$ 63,897.60	\$ 66,456.00	\$ 69,118.40	\$ 71,884.80
	\$ 20.76	\$ 21.59	\$ 22.45	\$ 23.35	\$ 24.28	\$ 25.25	\$ 26.26	\$ 27.31	\$ 28.40	\$ 29.54	\$ 30.72	\$ 31.95	\$ 33.23	\$ 34.56
Mechanic Apprentice	\$ 45,281.60	\$ 47,424.00	\$ 49,504.00	\$ 51,646.40	\$ 53,768.00	\$ 55,889.60	\$ 57,990.40	\$ 60,028.80	\$ 62,171.20	\$ 64,272.00	\$ 66,393.60	\$ 68,681.60	\$ 71,094.40	\$ 80,412.80
	\$ 21.77	\$ 22.80	\$ 23.80	\$ 24.83	\$ 25.85	\$ 26.87	\$ 27.88	\$ 28.86	\$ 29.89	\$ 30.90	\$ 31.92	\$ 33.02	\$ 34.18	\$ 38.66
Street Maintenance Worker	\$ 45,281.60	\$ 47,424.00	\$ 49,504.00	\$ 51,646.40	\$ 53,768.00	\$ 55,889.60	\$ 57,990.40	\$ 60,028.80	\$ 62,171.20	\$ 64,272.00	\$ 66,393.60	\$ 68,681.60	\$ 71,094.40	\$ 80,412.80
	\$ 21.77	\$ 22.80	\$ 23.80	\$ 24.83	\$ 25.85	\$ 26.87	\$ 27.88	\$ 28.86	\$ 29.89	\$ 30.90	\$ 31.92	\$ 33.02	\$ 34.18	\$ 38.66
Mechanic	\$ 46,924.80	\$ 49,025.60	\$ 51,230.40	\$ 53,289.60	\$ 55,473.60	\$ 57,616.00	\$ 59,800.00	\$ 61,984.00	\$ 64,126.40	\$ 66,393.60	\$ 68,556.80	\$ 70,761.60	\$ 73,236.80	\$ 82,825.60
	\$ 22.56	\$ 23.57	\$ 24.63	\$ 25.62	\$ 26.67	\$ 27.70	\$ 28.75	\$ 29.80	\$ 30.83	\$ 31.92	\$ 32.96	\$ 34.02	\$ 35.21	\$ 39.82
Equipment Operator I	\$ 46,924.80	\$ 49,025.60	\$ 51,230.40	\$ 53,289.60	\$ 55,473.60	\$ 57,616.00	\$ 59,800.00	\$ 61,984.00	\$ 64,126.40	\$ 66,393.60	\$ 68,556.80	\$ 70,761.60	\$ 73,236.80	\$ 82,825.60
	\$ 22.56	\$ 23.57	\$ 24.63	\$ 25.62	\$ 26.67	\$ 27.70	\$ 28.75	\$ 29.80	\$ 30.83	\$ 31.92	\$ 32.96	\$ 34.02	\$ 35.21	\$ 39.82
Equipment Operator II	\$ 54,766.40	\$ 56,388.80	\$ 58,094.40	\$ 59,675.20	\$ 61,360.00	\$ 63,065.60	\$ 64,667.20	\$ 66,352.00	\$ 68,036.80	\$ 69,680.00	\$ 71,344.00	\$ 73,070.40	\$ 75,628.80	\$ 85,550.40
	\$ 26.33	\$ 27.11	\$ 27.93	\$ 28.69	\$ 29.50	\$ 30.32	\$ 31.09	\$ 31.90	\$ 32.71	\$ 33.50	\$ 34.30	\$ 35.13	\$ 36.36	\$ 41.13
Chief Mechanic	\$ 57,241.60	\$ 59,092.80	\$ 60,944.00	\$ 62,836.80	\$ 64,667.20	\$ 66,560.00	\$ 68,432.00	\$ 70,324.80	\$ 72,176.00	\$ 74,048.00	\$ 75,961.60	\$ 77,771.20	\$ 80,516.80	\$ 91,104.00
	\$ 27.52	\$ 28.41	\$ 29.30	\$ 30.21	\$ 31.09	\$ 32.00	\$ 32.90	\$ 33.81	\$ 34.70	\$ 35.60	\$ 36.52	\$ 37.39	\$ 38.71	\$ 43.80

3% Increase

Implement on September 1, 2024

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N
Groundskeeper	\$ 44,476.64	\$ 46,255.04	\$ 48,097.92	\$ 50,026.08	\$ 52,016.64	\$ 54,096.64	\$ 56,259.84	\$ 58,508.32	\$ 60,844.16	\$ 63,286.08	\$ 65,815.36	\$ 68,450.72	\$ 71,192.16	\$ 74,041.76
	\$ 21.38	\$ 22.24	\$ 23.12	\$ 24.05	\$ 25.01	\$ 26.01	\$ 27.05	\$ 28.13	\$ 29.25	\$ 30.43	\$ 31.64	\$ 32.91	\$ 34.23	\$ 35.60
Mechanic Apprentice	\$ 46,639.84	\$ 48,846.72	\$ 50,989.12	\$ 53,196.00	\$ 55,382.08	\$ 57,566.08	\$ 59,729.28	\$ 61,830.08	\$ 64,036.96	\$ 66,200.16	\$ 68,386.24	\$ 70,742.88	\$ 73,226.40	\$ 82,825.60
	\$ 22.42	\$ 23.48	\$ 24.51	\$ 25.58	\$ 26.63	\$ 27.68	\$ 28.72	\$ 29.73	\$ 30.79	\$ 31.83	\$ 32.88	\$ 34.01	\$ 35.21	\$ 39.82
Street Maintenance Worker	\$ 46,639.84	\$ 48,846.72	\$ 50,989.12	\$ 53,196.00	\$ 55,382.08	\$ 57,566.08	\$ 59,729.28	\$ 61,830.08	\$ 64,036.96	\$ 66,200.16	\$ 68,386.24	\$ 70,742.88	\$ 73,226.40	\$ 82,825.60
	\$ 22.42	\$ 23.48	\$ 24.51	\$ 25.58	\$ 26.63	\$ 27.68	\$ 28.72	\$ 29.73	\$ 30.79	\$ 31.83	\$ 32.88	\$ 34.01	\$ 35.21	\$ 39.82
Mechanic	\$ 48,332.96	\$ 50,496.16	\$ 52,767.52	\$ 54,889.12	\$ 57,137.60	\$ 59,344.48	\$ 61,595.04	\$ 63,843.52	\$ 66,050.40	\$ 68,386.24	\$ 70,613.92	\$ 72,885.28	\$ 75,433.28	\$ 85,311.20
	\$ 23.24	\$ 24.28	\$ 25.37	\$ 26.39	\$ 27.47	\$ 28.53	\$ 29.61	\$ 30.69	\$ 31.76	\$ 32.88	\$ 33.95	\$ 35.04	\$ 36.27	\$ 41.02
Equipment Operator I	\$ 48,332.96	\$ 50,496.16	\$ 52,767.52	\$ 54,889.12	\$ 57,137.60	\$ 59,344.48	\$ 61,595.04	\$ 63,843.52	\$ 66,050.40	\$ 68,386.24	\$ 70,613.92	\$ 72,885.28	\$ 75,433.28	\$ 85,311.20
	\$ 23.24	\$ 24.28	\$ 25.37	\$ 26.39	\$ 27.47	\$ 28.53	\$ 29.61	\$ 30.69	\$ 31.76	\$ 32.88	\$ 33.95	\$ 35.04	\$ 36.27	\$ 41.02
Equipment Operator II	\$ 56,409.60	\$ 58,079.84	\$ 59,837.44	\$ 61,466.08	\$ 63,200.80	\$ 64,958.40	\$ 66,607.84	\$ 68,342.56	\$ 70,077.28	\$ 71,770.40	\$ 73,484.32	\$ 75,262.72	\$ 77,898.08	\$ 88,117.12
	\$ 27.12	\$ 27.92	\$ 28.77	\$ 29.55	\$ 30.39	\$ 31.23	\$ 32.02	\$ 32.86	\$ 33.69	\$ 34.51	\$ 35.33	\$ 36.18	\$ 37.45	\$ 42.36
Chief Mechanic	\$ 58,959.68	\$ 60,864.96	\$ 62,772.32	\$ 64,721.28	\$ 66,607.84	\$ 68,556.80	\$ 70,484.96	\$ 72,433.92	\$ 74,341.28	\$ 76,269.44	\$ 78,241.28	\$ 80,104.96	\$ 82,931.68	\$ 93,837.12
	\$ 28.35	\$ 29.26	\$ 30.18	\$ 31.12	\$ 32.02	\$ 32.96	\$ 33.89	\$ 34.82	\$ 35.74	\$ 36.67	\$ 37.62	\$ 38.51	\$ 39.87	\$ 45.11

Street Department
Addendum I - Wage Rates- Hired after September 1, 2024

2% Increase		Implement on August 31, 2025													
Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	
Groundskeeper	\$ 45,364.80	\$ 47,174.40	\$ 49,067.20	\$ 51,022.40	\$ 53,060.80	\$ 55,182.40	\$ 57,387.20	\$ 59,675.20	\$ 62,067.20	\$ 64,542.40	\$ 67,121.60	\$ 69,825.60	\$ 72,612.80	\$ 75,524.80	
	\$ 21.81	\$ 22.68	\$ 23.59	\$ 24.53	\$ 25.51	\$ 26.53	\$ 27.59	\$ 28.69	\$ 29.84	\$ 31.03	\$ 32.27	\$ 33.57	\$ 34.91	\$ 36.31	
Mechanic Apprentice	\$ 47,569.60	\$ 49,816.00	\$ 52,000.00	\$ 54,267.20	\$ 56,492.80	\$ 58,718.40	\$ 60,923.20	\$ 63,065.60	\$ 65,312.00	\$ 67,516.80	\$ 69,763.20	\$ 72,155.20	\$ 74,692.80	\$ 84,489.60	
	\$ 22.87	\$ 23.95	\$ 25.00	\$ 26.09	\$ 27.16	\$ 28.23	\$ 29.29	\$ 30.32	\$ 31.40	\$ 32.46	\$ 33.54	\$ 34.69	\$ 35.91	\$ 40.62	
Street Maintenance Worker	\$ 47,569.60	\$ 49,816.00	\$ 52,000.00	\$ 54,267.20	\$ 56,492.80	\$ 58,718.40	\$ 60,923.20	\$ 63,065.60	\$ 65,312.00	\$ 67,516.80	\$ 69,763.20	\$ 72,155.20	\$ 74,692.80	\$ 84,489.60	
	\$ 22.87	\$ 23.95	\$ 25.00	\$ 26.09	\$ 27.16	\$ 28.23	\$ 29.29	\$ 30.32	\$ 31.40	\$ 32.46	\$ 33.54	\$ 34.69	\$ 35.91	\$ 40.62	
Mechanic	\$ 49,296.00	\$ 51,500.80	\$ 53,830.40	\$ 55,993.60	\$ 58,281.60	\$ 60,528.00	\$ 62,836.80	\$ 65,124.80	\$ 67,371.20	\$ 69,763.20	\$ 72,030.40	\$ 74,339.20	\$ 76,939.20	\$ 87,027.20	
	\$ 23.70	\$ 24.76	\$ 25.88	\$ 26.92	\$ 28.02	\$ 29.10	\$ 30.21	\$ 31.31	\$ 32.39	\$ 33.54	\$ 34.63	\$ 35.74	\$ 36.99	\$ 41.84	
Equipment Operator I	\$ 49,296.00	\$ 51,500.80	\$ 53,830.40	\$ 55,993.60	\$ 58,281.60	\$ 60,528.00	\$ 62,836.80	\$ 65,124.80	\$ 67,371.20	\$ 69,763.20	\$ 72,030.40	\$ 74,339.20	\$ 76,939.20	\$ 87,027.20	
	\$ 23.70	\$ 24.76	\$ 25.88	\$ 26.92	\$ 28.02	\$ 29.10	\$ 30.21	\$ 31.31	\$ 32.39	\$ 33.54	\$ 34.63	\$ 35.74	\$ 36.99	\$ 41.84	
Equipment Operator II	\$ 57,532.80	\$ 59,238.40	\$ 61,027.20	\$ 62,691.20	\$ 64,459.20	\$ 66,248.00	\$ 67,932.80	\$ 69,700.80	\$ 71,468.80	\$ 73,216.00	\$ 74,963.20	\$ 76,772.80	\$ 79,456.00	\$ 89,876.80	
	\$ 27.66	\$ 28.48	\$ 29.34	\$ 30.14	\$ 30.99	\$ 31.85	\$ 32.66	\$ 33.51	\$ 34.36	\$ 35.20	\$ 36.04	\$ 36.91	\$ 38.20	\$ 43.21	
Chief Mechanic	\$ 60,132.80	\$ 62,088.00	\$ 64,022.40	\$ 66,019.20	\$ 67,932.80	\$ 69,929.60	\$ 71,884.80	\$ 73,881.60	\$ 75,836.80	\$ 77,792.00	\$ 79,809.60	\$ 81,702.40	\$ 84,593.60	\$ 95,721.60	
	\$ 28.91	\$ 29.85	\$ 30.78	\$ 31.74	\$ 32.66	\$ 33.62	\$ 34.56	\$ 35.52	\$ 36.46	\$ 37.40	\$ 38.37	\$ 39.28	\$ 40.67	\$ 46.02	
2% Increase		Implement on August 30, 2026													
Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	
Groundskeeper	\$ 46,280.00	\$ 48,110.40	\$ 50,044.80	\$ 52,041.60	\$ 54,121.60	\$ 56,284.80	\$ 58,531.20	\$ 60,860.80	\$ 63,315.20	\$ 65,832.00	\$ 68,473.60	\$ 71,219.20	\$ 74,068.80	\$ 77,043.20	
	\$ 22.25	\$ 23.13	\$ 24.06	\$ 25.02	\$ 26.02	\$ 27.06	\$ 28.14	\$ 29.26	\$ 30.44	\$ 31.65	\$ 32.92	\$ 34.24	\$ 35.61	\$ 37.04	
Mechanic Apprentice	\$ 48,526.40	\$ 50,814.40	\$ 53,040.00	\$ 55,348.80	\$ 57,616.00	\$ 59,883.20	\$ 62,150.40	\$ 64,334.40	\$ 66,622.40	\$ 68,868.80	\$ 71,156.80	\$ 73,590.40	\$ 76,190.40	\$ 86,174.40	
	\$ 23.33	\$ 24.43	\$ 25.50	\$ 26.61	\$ 27.70	\$ 28.79	\$ 29.88	\$ 30.93	\$ 32.03	\$ 33.11	\$ 34.21	\$ 35.38	\$ 36.63	\$ 41.43	
Street Maintenance Worker	\$ 48,526.40	\$ 50,814.40	\$ 53,040.00	\$ 55,348.80	\$ 57,616.00	\$ 59,883.20	\$ 62,150.40	\$ 64,334.40	\$ 66,622.40	\$ 68,868.80	\$ 71,156.80	\$ 73,590.40	\$ 76,190.40	\$ 86,174.40	
	\$ 23.33	\$ 24.43	\$ 25.50	\$ 26.61	\$ 27.70	\$ 28.79	\$ 29.88	\$ 30.93	\$ 32.03	\$ 33.11	\$ 34.21	\$ 35.38	\$ 36.63	\$ 41.43	
Mechanic	\$ 50,273.60	\$ 52,540.80	\$ 54,912.00	\$ 57,116.80	\$ 59,446.40	\$ 61,734.40	\$ 64,084.80	\$ 66,435.20	\$ 68,723.20	\$ 71,156.80	\$ 73,465.60	\$ 75,816.00	\$ 78,478.40	\$ 88,774.40	
	\$ 24.17	\$ 25.26	\$ 26.40	\$ 27.46	\$ 28.58	\$ 29.68	\$ 30.81	\$ 31.94	\$ 33.04	\$ 34.21	\$ 35.32	\$ 36.45	\$ 37.73	\$ 42.68	
Equipment Operator I	\$ 50,273.60	\$ 52,540.80	\$ 54,912.00	\$ 57,116.80	\$ 59,446.40	\$ 61,734.40	\$ 64,084.80	\$ 66,435.20	\$ 68,723.20	\$ 71,156.80	\$ 73,465.60	\$ 75,816.00	\$ 78,478.40	\$ 88,774.40	
	\$ 24.17	\$ 25.26	\$ 26.40	\$ 27.46	\$ 28.58	\$ 29.68	\$ 30.81	\$ 31.94	\$ 33.04	\$ 34.21	\$ 35.32	\$ 36.45	\$ 37.73	\$ 42.68	
Equipment Operator II	\$ 58,676.80	\$ 60,424.00	\$ 62,254.40	\$ 63,939.20	\$ 65,748.80	\$ 67,579.20	\$ 69,284.80	\$ 71,094.40	\$ 72,904.00	\$ 74,672.00	\$ 76,460.80	\$ 78,312.00	\$ 81,036.80	\$ 91,665.60	
	\$ 28.21	\$ 29.05	\$ 29.93	\$ 30.74	\$ 31.61	\$ 32.49	\$ 33.31	\$ 34.18	\$ 35.05	\$ 35.90	\$ 36.76	\$ 37.65	\$ 38.96	\$ 44.07	
Chief Mechanic	\$ 61,339.20	\$ 63,336.00	\$ 65,312.00	\$ 67,329.60	\$ 69,284.80	\$ 71,323.20	\$ 73,320.00	\$ 75,358.40	\$ 77,355.20	\$ 79,352.00	\$ 81,411.20	\$ 83,345.60	\$ 86,278.40	\$ 97,635.20	
	\$ 29.49	\$ 30.45	\$ 31.40	\$ 32.37	\$ 33.31	\$ 34.29	\$ 35.25	\$ 36.23	\$ 37.19	\$ 38.15	\$ 39.14	\$ 40.07	\$ 41.48	\$ 46.94	

An Ordinance to amend Moraine Codified Ordinance Section 159.01 entitled “Competitive Bidding” .

Department: Law Director

Request: Action Item

Item Background and Purpose:

Law Director Martina Dillon is requesting an amendment to Moraine Codified Ordinance (MCO) 159.01 entitled "Competitive Bidding". A draft Ordinance is attached and represents the proposed changes. The reason for changes will be discussed in the Committee of the Whole meeting.

Financial Impact:

Is Item Budgeted?: No

Funding Source: N/A

Attachments:

1. Ordinance (Amend MCO 159.01)

RECORD OF ORDINANCES

Ordinance No. 2191-25

AN ORDINANCE TO AMEND MORaine CODIFIED ORDINANCE SECTION 159.01 ENTITLED “COMPETITIVE BIDDING” .

WHEREAS, upon recommendation of staff, the following amendment to Section 159.01 of the Moraine Codified Ordinances is hereby approved for enactment.

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

SECTION 1: That Moraine Codified Ordinance Section 159.01 is hereby amended by adding the language in **boldtype** and deleting the language in ~~strikethrough~~:

159.01 COMPETITIVE BIDDING.

(a) Except as herein otherwise set forth, the minimum threshold for competitive bidding for goods and services for the City of Moraine, Ohio shall be fifty thousand dollars (\$50,000).

(b) The following expenditures may be exempted by Council from competitive bidding:

(1) Goods and services which can be at State Bid Pricing pursuant to Ohio R.C. 125.04 and goods and services which can be obtained from sources at a price less than the State bid price as provided for in Ohio R.C. 125.04(B) may be purchased by the City of Moraine, Ohio, without the necessity of competitive bidding provided the request to Council contains all appropriate information demonstrating compliance with this provision;

(2) Intergovernmental contracts or expenditures and purchases and expenditures made via participation in a cooperative purchasing program;

(3) Where there exists only a sole source to provide the needed goods or services;

(4) Emergency contracts or expenditures authorized by a vote of two-thirds of the members of Council;

(5) Other exceptions to the requirements of competitive bidding as set forth by the general laws or established by the common law of the State of Ohio.

(c) When an expenditure or contract is required to be competitively bid under the provisions of this Chapter, the City may solicit competitive bids without prior approval of Council. The award will be made by the City Manager after approval by majority vote of Council to the lowest and best, responsive bid submitted by a responsible bidder. The City shall have the right to waive defects in a bid and to reject any and all bids.

(d) For purposes of this Section “lowest and best” shall mean that bid which provides the best combination of quality and service to the City taking into such factors as, but not limited to, past performance, price, warranty, reliability, delivery date, adequacy of equipment, bidder’s experience, financial solvency, adherence to specifications, and any other factor determined to be relevant.

(Ord. 2137-23 ____ . Passed 5-11-23. ____)

SECTION 2: That the remaining provisions of MCO Chapter 159 not amended hereby shall remain unchanged and in full force and effect.

SECTION 3: That this Ordinance shall become effective 30 days after its second reading and adoption by Council.

RECORD OF ORDINANCES

Ordinance No. **2191-25**

SECTION 4: The Clerk is hereby directed to forward a certified copy of this Ordinance to the City Manager.

AN ORDINANCE TO AMEND MORaine CODIFIED ORDINANCE SECTION 159.01 ENTITLED “COMPETITIVE BIDDING”

WHEREAS, upon recommendation of staff, the following amendment to Section 159.01 of the Moraine Codified Ordinances is hereby approved for enactment.

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

SECTION 1: That Moraine Codified Ordinance Section 159.01 is hereby amended by adding the language in **boldtype** and deleting the language in ~~strikethrough~~:

=====

159.01 COMPETITIVE BIDDING.

(a) Except as herein otherwise set forth, the minimum threshold for competitive bidding for goods and services for the City of Moraine, Ohio shall be fifty thousand dollars (\$50,000).

(b) The following expenditures may be exempted by Council from competitive bidding:

(1) Goods and services which can be at State Bid Pricing pursuant to Ohio R.C. 125.04 and goods and services which can be obtained from sources at a price less than the State bid price as provided for in Ohio R.C. 125.04(B) may be purchased by the City of Moraine, Ohio, without the necessity of competitive bidding provided the request to Council contains all appropriate information demonstrating compliance with this provision;

(2) Intergovernmental contracts or expenditures and purchases and expenditures made via participation in a cooperative purchasing program;

(3) Where there exists only a sole source to provide the needed goods or services;

(4) Emergency contracts or expenditures authorized by a vote of two-thirds of the members of Council;

(5) Other exceptions to the requirements of competitive bidding as set forth by the general laws or established by the common law of the State of Ohio.

(c) When an expenditure or contract is required to be competitively bid under the provisions of this Chapter, the City may solicit competitive bids without prior approval of Council. The award will be made by the City Manager after approval by majority vote of Council to the lowest and best, responsive bid submitted by a responsible bidder. The City shall have the right to waive defects in a bid and to reject any and all bids.

(d) For purposes of this Section “lowest and best” shall mean that bid which provides the best combination of quality and service to the City taking into such factors as, but

not limited to, past performance, price, warranty, reliability, delivery date, adequacy of equipment, bidder's experience, financial solvency, adherence to specifications, and any other factor determined to be relevant.

(Ord. ~~2137-23~~ ____ . Passed ~~5-11-23~~. ____)

=====

SECTION 2: That the remaining provisions of MCO Chapter 159 not amended hereby shall remain unchanged and in full force and effect.

SECTION 3: That this Ordinance shall become effective 30 days after its second reading and adoption by Council.

SECTION 4: The Clerk is hereby directed to forward a certified copy of this Ordinance to the City Manager and Chief of Police.

APPROVED:

MAYOR

ATTEST:

CLERK OF COUNCIL

APPROVED AS TO FORM:

LAW DIRECTOR

CERTIFICATE OF THE CLERK

I, ____, Clerk of the City of Moraine, Ohio, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. _____ passed by the Moraine City Council on the ____ day of ____, 2025.

IN TESTIMONY WHEREOF, witness my hand and official seal this ____ day of ____, 2025.

CLERK

A Resolution approving membership in the National League of Cities.

Department: Administration

Request: Resolution

Item Background and Purpose:

City Council reviewed and decided in the June 12, 2025, Committee of the Whole Meeting to prepare legislation to vote on rejoining National League of Cities.

Financial Impact:

Is Item Budgeted?: No

Funding Source: General Fund

Attachments:

RECORD OF RESOLUTIONS		
	Resolution No. 8162-25	
A RESOLUTION APPROVING MEMBERSHIP IN THE NATIONAL LEAGUE OF CITIES. NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO: <u>SECTION 1:</u> That membership in the National League of Cities and payment of dues for 2025 in the amount of \$1,314.00 is hereby approved, said payment to be made from the General Fund. <u>SECTION 2:</u> That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager and Finance Director. <u>SECTION 3:</u> That this Resolution shall take effect from and after the date of its passage.		

A Resolution authorizing the City Manager to enter into a Memorandum of Understanding with the Board of Education of the West Carrollton City School District for the provision of a School Resource Officer for the 2025-2026 school year.

Department: Police Division

Request: Action Item

Item Background and Purpose:

This is a contract with West Carrollton City Schools to continue School Resource Officer (SRO) services for the 2025-2026 school year. The contract is unchanged from the previous year.

Financial Impact:

Is Item Budgeted?: No

Funding Source: Operating to be reimbursed by WC Schools

Attachments:

1. Exhibit A - 8163-25

RECORD OF RESOLUTIONS

Resolution No. 8163-25

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE BOARD OF EDUCATION OF THE WEST CARROLLTON CITY SCHOOL DISTRICT FOR THE PROVISION OF A SCHOOL RESOURCE OFFICER FOR THE 2025-2026 SCHOOL YEAR.

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

SECTION 1: That the City Manager is authorized to enter into a Memorandum of Understanding in substantially similar form as the Agreement appended hereto as *Exhibit A* with the Board of Education of the West Carrollton City School District for the provision of a School Resource Officer (SRO) for the 2025-2026 school year and including the provision that the City will be reimbursed by the West Carrollton City School District for the cost of all hours worked by the SRO, including wages and benefits.

SECTION 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager, Finance Director, and Chief of Police.

SECTION 3: That this Resolution shall take effect and be in full force from and after the date of its passage

SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING

THIS SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING (hereinafter "SRO MOU") is made and entered into by and between the City of Moraine, an Ohio municipal corporation (hereinafter "City"), and approved on _____, 2025, and the Board of Education of the West Carrollton City School District, a political subdivision of the State of Ohio (hereinafter "School District"), and approved on _____, 2025.

WITNESSETH:

WHEREAS, the City, through its Police Department (hereinafter "Police Department"), and the School District desire to establish and delineate an SRO Program in accordance with the terms of this SRO MOU; and

WHEREAS, the School District and the City desire to set forth in this SRO MOU the specific terms and conditions of the services to be performed and provided pursuant to the SRO Program.

NOW, THEREFORE, the parties agree as follows:

1. Purpose and Goals. The SRO Program is a joint cooperative effort between the Police Department and the School District to provide law enforcement information and advice to students, staff and parents, to provide a positive law enforcement presence in the school community, to build positive relationships between law enforcement, students, and school staff, to reduce incidents of school violence, to assist in creating and maintaining a safe, secure and positive learning environment for students and staff, to respond to criminal acts which may occur in the school environment, and to reduce the number of youths formally referred to the juvenile justice system.
2. Term of MOU. This MOU shall commence on the 1st day of July, 2025, and terminate on July 31, 2026, subject to renewal by mutual agreement of the parties.
3. Services to be Performed by the Police Department. The Police Department will supply to the School District one (1) sworn Moraine police officer to be the SRO, appropriately equipped as determined by the Police Department, to perform the duties of a sworn police officer at West Carrollton High School in accordance with the provisions of the Ohio Revised Code and operation manuals of the Moraine Police Department.
4. Payment for Services to be Performed by the Police Department. The School District will reimburse the City for the cost of all hours worked by the SRO under this MOU, including the hourly wage paid to the SRO and the cost of fringe benefits provided by the City to the SRO. The School District will furnish the City with an accounting of the hours worked by the SRO each bi-weekly pay period during the term of this MOU, and the City will invoice the School District for said costs on a four (4) week cycle. The parties recognize that the cost of the hourly wage and fringe benefits may increase during the term of this MOU due to collective bargaining.

5. Responsibilities of the City.

- A. The City will remain the employer of the SRO for all purposes. The City shall be solely responsible for worker's compensation coverage for the SRO while performing duties pursuant to this MOU. The right to manage and control the SRO assigned to the School District hereunder shall be exclusively that of the Chief of Police and carried out in accordance with established policies and procedures of the Police Department. The Police Department will be responsible for evaluating the work performance of the SRO, and upon request, the School District will provide input regarding the performance of the SRO's duties under this MOU. The SRO shall in no way be considered as an agent or employee of the School District. The SRO shall not be subject to the direction or control of any School District official or administrator, except that the SRO will be expected to comply with the established rules and regulations of the School District to the extent the same does not interfere with the SRO's police duties.
- B. The Police Department will provide and maintain a standard patrol vehicle for the SRO to use in the performance of the duties under this MOU and shall maintain automobile insurance on said vehicle. The Police Department will also be responsible for the cost of gasoline, oil, replacement tires and other maintenance and/or repair expenses associated with the operation of such vehicle.
- C. The Police Department will be responsible for providing the SRO with mandatory training and testing to maintain Ohio law enforcement certification. Such training will be scheduled so that it causes the least interference possible with the duties of the SRO hereunder.

6. Responsibilities of the School District.

- A. The School District's Superintendent will set the schedule of the SRO, subject to approval of the Chief of Police, and generally will conform to the days and hours that school is in session, and also attendance at school events, including meetings, sporting events or other functions deemed appropriate by the Superintendent. The SRO will not be regularly assigned lunch room, hall, bus, or other monitoring duties. If there is an emergency or an unusual temporary situation, the SRO may be assigned to assist high school administrators until the problem is solved.
- B. The SRO shall meet the background and training requirements as specified by ORC Section 3313.951, including an understanding of child and adolescent development. 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. The District will reimburse the City for the cost of any and all training to the SRO that is related to the SRO position, including but not limited to the training required under ORC Section 3313.951.

- C. The School District will provide the SRO with a private, secure office and equipment, including a desk, telephone, filing space, and access to a computer that can be password protected, as necessary to perform the duties under this SRO MOU.
 - D. The SRO is not a school disciplinarian and violations of the student code of conduct, School District policy or other School District regulations that are not criminal matters should be handled by School District administration and/or faculty, not by SROs. The School District recognizes that a student's violation of the High School's student conduct code is separate and independent from a violation of municipal or state law. The School District will conduct independent inquiries regarding school discipline matters and should not rely solely on information gathered by the SRO. The SRO may be requested to give testimony at student disciplinary hearings. School District administrators may request that the SRO attend expulsion hearings to provide security for School District personnel and preserve the peace, when indications are such that the student or other attendees may react in a threatening or physical manner. The SRO will obtain approval from the Chief of Police prior to attending expulsion hearings. School District discipline is the responsibility of the appropriate School District administrator and clear guidelines on SRO involvement should be developed and distributed to School District staff. The SRO will report violations of the student code of conduct, School District policy, or School District regulations through the proper channels to be handled by School District administration. It is the responsibility of the SRO to become familiar with the Student Handbook and/or Student Code of Conduct, but it is not the responsibility of the SRO to enforce the rules in these documents. School District administration will have final decision-making authority regarding all matters of School District discipline.
7. Duties of the SRO. The Duties of the SRO assigned to the School District shall be determined by the Chief of Police and may include, but not necessarily be limited to, the following:
- A. Patrol school property or assigned areas on foot or by operating a vehicle or bicycle to promote a safety presence within the school building and on school property.
 - B. Prevent or discover commission of crimes, search for suspicious activity or situations, apprehend criminals, and enforce motor vehicle operation and parking regulations on school property.
 - C. Act as a liaison between students, parents, school administration and the Police Department.
 - D. Meet directly with school administrators and/or staff members to discuss activities or problems within the school and respond to requests from school officials.
 - E. Assist school administrators in searches of person(s), property or vehicles and/or conduct lawful searches of his/her own. Specifically, the SRO will not be involved in searches conducted by School District personnel unless a criminal act is involved or

unless School District personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight.

- F. Attend after-school functions as requested by school administrators, such as sporting events, concerts, plays, dances, parades, etc.
- G. Act as a direct line of communication between the Police Department and school administrators concerning acts of or threats of violence to students, school building or faculty.
- H. Provide programs to the school community of an educational nature concerning issues on such topics as drug use and abuse, violence prevention, safety and security as well as other topics that may be requested or are deemed to be relevant.
- I. Cooperate with and abide by school policies and procedures, to the extent they do not conflict with the Police Department's General Orders.
- J. Confer with school administrators to develop plans and strategies to prevent and/or minimize dangerous situations on or near school property or involving students at school-related activities.
- K. Advise and update school administrators in as timely a manner as possible when an investigation or arrest is taking place at the school.
- L. Defer to school administrators when disruptions are caused by students with disabilities.
- M. Investigate all criminal offenses on school property, to include notifications to pertinent parties (parent/legal guardian, school officials, police administration, social service agencies, etc.).
- N. Prepare and review all necessary reports and records; perform other administrative duties as required.
- O. Prepare criminal, traffic and civil cases and testify in court when necessary.
- P. Interview complainants, witnesses, suspects and prisoners to obtain information about crimes.
- Q. Secure found, confiscated, and evidentiary property, safeguarding the property to either return to the owner or present as evidence in a court of law.
- R. Enforce federal, state and local laws, statutes and ordinances.
- S. Participate in special events when necessary.
- T. Develop policing objectives and problem-solving practices within the school.

- U. Coordinate crisis planning and updating of school crisis plans. The SRO shall consult with local law enforcement officials and first responders when assisting the School District's administrators in the development of the comprehensive Emergency Management Plan.
 - V. Attend West Carrollton Board of Education and other meetings as directed by the Chief of Police.
 - W. Respond to complaints from students, school staff, parents or other citizens.
8. Transporting Students. The SRO will not transport students in the City-provided vehicle, except:
- A. When the student is a victim of a crime, under arrest, or some other emergency circumstances exist; or
 - B. When a student is suspended and sent home from school pursuant to school disciplinary action, if the student's parent/guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and the student's continued presence on school grounds is a threat to the safety and welfare of other students and school personnel.

If circumstances require the SRO to transport a student, a high school administrator will designate a school employee of the same gender as the student to accompany the SRO in the vehicle.

The SRO shall not transport a student in his/her personal vehicle.

The SRO shall notify a school administrator before removing a student from school property.

9. Access to Education Records.

- A. School officials shall allow the SRO to inspect and copy any public records maintained by the school to the extent allowed by law. In addition, SROs can have access to information designated by the School District as "directory information" about students, such as yearbooks.
- B. To the extent allowed by applicable law, the School District shall identify the SRO as a "school official" in the annual FERPA notice of rights given to parents and eligible students subsequent to the execution of this MOU. The SRO is acting as a school official with a legitimate educational interest in student personally identifiable information ("PII") when 1) the information is necessary to perform services pursuant to this MOU that would otherwise be performed by School District employees; 2) the SRO is under the School District's direct control in the use and maintenance of the records; and 3) the SRO will only use PII for the use for which it was provided and may not redisclose the PII without consent. The City acknowledges that, under the terms of this paragraph, the SROs may be receiving PII. The City agrees that it shall not, and shall ensure that the SRO does not, access, use or disseminate or otherwise

redisclose any student information deemed personally identifiable, as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g, 34 C.F.R. Part 99) and Ohio R.C. §3319.321, in violation of the terms of those laws or other law applicable to the School District with respect to such information. The parties shall ensure that the SRO who is provided with access to personally identifiable student information will be trained in FERPA requirements and his/her duties to handle such information in compliance with those requirements. Information obtained from these databases and other education record information are protected, not subject to public record requests or release and therefore shall not become a public record by means of police reporting.

- C. When not acting as a school official with a legitimate educational interest, the SRO may not inspect and/or copy confidential student education records except in emergency situations to protect the health and safety of the student or other individuals. In that event, school officials may disclose to the SRO that information needed to respond to the emergency situation, taking into consideration (1) the seriousness of the threat to someone's health or safety; (2) the need for the information to meet the emergency situation; and (3) the extent to which time is of the essence.
- D. If confidential student information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

10. Insurance.

- A. The City shall maintain in full force and effect during the term of this SRO MOU a commercial general liability insurance policy with coverage in an amount of not less than one million dollars (\$1,000,000) per occurrence or claim and three million dollars (\$3,000,000) in the annual aggregate for claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the City or its employees, officers, or agents. The City hereby grants a waiver of any right to subrogation which any insurer of the City may acquire against the School District by virtue of the payment of any loss under such insurance. The City agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from its insurer(s).
- B. The School District shall maintain in full force and effect during the term of this SRO MOU a commercial general liability insurance policy with coverage in an amount of not less than one million dollars (\$1,000,000) per occurrence or claim and three million dollars (\$3,000,000) in the annual aggregate for any claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the School District or its employees, officers, or agents. The School District hereby grants a waiver of any right to subrogation which any insurer of the School District may acquire against the City by virtue of the payment of any loss under such insurance. The School District agrees to obtain any endorsement that may be necessary to affect this

waiver of subrogation, but this provision applies regardless of whether or not the School District has received a waiver of subrogation endorsement from its insurer(s).

11. Termination. This SRO MOU may be terminated without cause by either party upon 180 days' prior written notice.
12. Applicable Law. This SRO MOU shall be governed, construed and enforced under Ohio law.
13. Notices. Notices under this SRO MOU shall be in writing and may be delivered in person or by email. If hand-delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent.

If to the City:

Craig A. Richardson.
4200 Dryden Rd.
Moraine, OH 45439
937/535-1150
crichardson@moraineoh.org

If to the School District:

Dr. Andrea Townsend, Superintendent
430 East Pease Avenue
West Carrollton, OH 45449
937/859-5121, Ext. 1118
atownsend@wcsd.k12.oh.us

IN WITNESS WHEREOF, the parties have caused duplicate originals of this SRO MOU to be executed by their duly authorized officers.

BOARD OF EDUCATION OF THE
WEST CARROLLTON CITY SCHOOL DISTRICT

By _____ Date _____
Nate Mundy, President

By _____ Date _____
Ryan Slone, Treasurer

CITY OF MORaine

By _____ Date _____
Michael Davis, City Manager

By _____ Date _____
Craig A. Richardson, Chief of Police

A Resolution accepting the bid of and authorizing the City Manager to enter into a contract with Buck Pavement Restoration, LLC for the 2025 Crack Sealing Program for the total amount of \$69,600.00 and further authorizing the City Manager to execute needed change order(s), if any, in specified amount.

Department: Community Development
Request: Action Item

Item Background and Purpose:

This project consists of road maintenance in the form of crack sealing on roads throughout the City of Moraine.

Both of the bids submitted were identical in pricing and both companies have done satisfactory work in Moraine in past projects. With no apparent low bidder, we reviewed and compared all submitted documents.

The only notable difference was the specified material that each company planned to use for the crack sealant. Buck Pavement Restoration, LLC specified Crafcote type 4- Fiber asphalt sealant 34540-3 while Scodeller specified Crack Seal Type II. It is my professional opinion that the material specified by Buck is the better option for our project.

Including a 10% contingency amount that the City Manager can use to authorize potential change orders, the total amount approved would be \$76,560.00. This is below the existing budget of \$80,000.00.

I recommend awarding the 2025 Crack Sealing Program to Buck Pavement Restoration, LLC with the accepted bid amount of \$69,600.00 and approving a total of \$76,560.00.

Financial Impact:

Is Item Budgeted?: Yes

Funding Source: The total amount of \$76,560.00 would come out of the Capital Improvement Fund, Engineer, Pavement Sealing and Striping (301-1305-50002)

Attachments:

1. 2025-006 Bid Results Memo to CM

RECORD OF RESOLUTIONS

Resolution No. 8164-25

A RESOLUTION ACCEPTING THE BID OF AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BUCK PAVEMENT RESTORATION, LLC FOR THE 2025 CRACK SEALING PROGRAM FOR THE TOTAL AMOUNT OF \$69,600.00 AND FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE NEEDED CHANGE ORDER(S), IF ANY, IN SPECIFIED AMOUNT.

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

SECTION 1: Bids were requested and received for the 2025 Crack Sealing Program and upon review and recommendation by staff, and determination that the bid of Buck Pavement Restoration, LLC in the amount of \$69,600.00 is hereby deemed to be the lowest and best responsive bid submitted by a responsible bidder and same is hereby accepted, and the City Manager is authorized to enter into a contract therewith in accordance with the terms of the bid specifications, said costs to be paid from the Capital Improvement Fund.

SECTION 2: That the City Manager is further authorized to expend up to an additional 10% of the bid amount of \$69,600.00 for additional work, if necessary, making the total amount approved to be \$76,560.00.

SECTION 3: That the Clerk is hereby directed to forward a certified copy of this Resolution to the City Manager, City Engineer, and Finance Director

SECTION 4: That this Resolution shall take effect from and after the date of its passage.



CITY OF MORaine DEPARTMENTAL CORRESPONDENCE

DATE: May 30th, 2025

TO: Michael Davis, City Manager

FROM: Lauren Alvarado, City Engineer

SUBJECT: 2025 Crack Sealing Program

Bids for the subject project were received on Wednesday, May 14th, 2025 at 4:00 PM. The following bids were received:

COMPANY	BID TOTAL
Buck Pavement Restoration, LLC	\$69,600.00
Scodeller Construction Inc	\$69,600.00
ENGINEERS ESTIMATE	\$75,000.00

This project consists of road maintenance in the form of crack sealing on roads throughout the City of Moraine.

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