



🏠 Location: 1 Benjamin Franklin Way
📅 Date: Monday, June 21, 2021
🕒 Time: 6:00 PM

CITY COUNCIL REGULAR MEETING AGENDA

- A. Call to Order.
- B. Roll Call.
- C. Pledge of Allegiance.
- D. Approve the Clerk’s Journal and Accept the Tapes as the Official Minutes of the June 7, 2021 Meeting.
- E. Reception of Visitors.
- F. Presentation.
 - A. None.
- G. **Public Hearing.**
 - A. ORDINANCE 2021-09 REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 911.11 TITLED “BACKFLOW PREVENTION DEVICE” OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO (Barry Conway)
 - a. Exhibit A
 - b. Exhibit B
 - B. ORDINANCE 2021-10 REPEALING AND RESTATING PART THIRTEEN, BUILDING CODE, TITLE SEVEN, PROPERTY MAINTENANCE CODE, CHAPTER 1375, REFERENCED STANDARDS UNDER NEW CHAPTER 1376 AND ENACTING NEW CHAPTER 1375, PRE-SALE INSPECTION AND CERTIFICATE OF OCCUPANCY REQUIRED FOR NEW OWNERS AND TENANTS (Jonathan Westendorf)
 - a. Exhibit A
 - b. Exhibit B
 - C. ORDINANCE 2021-11 AUTHORIZING THE ESTABLISHMENT OF THE “AMERICAN RESCUE PLAN ACT FUND” FOR THE PURPOSE OF SEPARATELY ACCOUNTING FOR FEDERAL FUNDS RECEIVED UNDER THE AMERICAN RESCUE PLAN ACT AND IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO (Cindy Ryan)
 - D. ORDINANCE 2021-12 AMENDING AND RESTATING TITLE THREE – UTILITIES, CHAPTER 911 – WATER SERVICE, SECTION 911.10 SERVICE APPLICATION AND DEPOSIT REQUIREMENTS AND CHAPTER 919 – SEWER RENTAL, SECTION 919.05 SERVICE APPLICATION AND DEPOSIT REQUIREMENTS OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO (Cindy Ryan)



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E. ORDINANCE 2021-13 AUTHORIZING THE ESTABLISHMENT OF THE “WATER SECURITY DEPOSIT FUND” AND THE “SEWER SECURITY DEPOSIT FUND” THROUGH AMENDMENT AND RESTATEMENT OF TITLE FIVE – ADMINISTRATIVE CODE, CHAPTER 162, WATER AND SEWER DIVISION FOR THE PURPOSE OF HOLDING WATER AND SEWER SECURITY DEPOSITS PAID BY CUSTOMERS IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO (Cindy Ryan)

a. Exhibit A

F. ORDINANCE 2021-14 AMENDING ORDINANCE 2021-02 TO PROVIDE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF FRANKLIN, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY (Cindy Ryan)

a. Exhibit A

G. RESOLUTION 2021-45 ADOPTING THE TAX BUDGET FOR THE CITY OF FRANKLIN, OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022, AND AUTHORIZING THE FINANCE DIRECTOR TO SUBMIT IT TO THE WARREN COUNTY AUDITOR (Cindy Ryan)

a. Exhibit A

H. **New Business.**

A. Franklin Township Senior Levy Endorsement Discussion

a. Exhibit A

B. RESOLUTION 2021-46 AMENDING RESOLUTION 2021-14 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN PERSONNEL FOR THE YEAR 2021 (Jonathan Westendorf)

C. RESOLUTION 2021– 47 AMENDING RESOLUTION 2021-21 ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN OFFICIALS AND EMPLOYEES FOR THE YEAR 2021 (Jonathan Westendorf)

a. Exhibit A

D. RESOLUTION 2021-48 AMENDING POSITION DESCRIPTIONS FOR CITY ENGINEER AND INCOME TAX CLERK (Jonathan Westendorf)

a. Exhibit A

b. Exhibit B

E. RESOLUTION 2021–49 ADOPTING POSITION DESCRIPTIONS FOR HUMAN RESOURCE SPECIALIST, SEASONAL INTERN, ACCOUNTS PAYABLE CLERK, PAYROLL CLERK, FINANCE CLERK, CODE OFFICIAL, ZONING OFFICIAL AND PROPERTY ROOM AND EVIDENCE MANAGER. (Jonathan Westendorf)

a. Exhibit A

b. Exhibit B



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- c. Exhibit C
- d. Exhibit D
- e. Exhibit E
- f. Exhibit F
- g. Exhibit G
- h. Exhibit H

F. RESOLUTION 2021-50 CONCURRING WITH THE CITY MANAGER FOR THE APPOINTMENT OF KYLE LOVELACE AS A CITY CODE OFFICIAL TO ENFORCE THE CITY’S PROPERTY MAINTENANCE CODE (Jonathan Westendorf)

I. Introduction of New Legislation.

A. ORDINANCE 2021-15 – AUTHORIZING THE ESTABLISHMENT OF THE “CREDIT MEMO CLEARING FUND” FOR THE PURPOSE OF HOLDING OVERPAYMENT OF UTILITY BILLS AND APPLYING THOSE CREDITS BACK TO THE CUSTOMERS IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO (Cindy Ryan)

B. ORDINANCE 2021-16 – AMENDING “APPENDIX A” OF CHAPTER 1701 OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO, CAPTIONED “RATES AND FEES” TO INCLUDE FEES UNDER PART THIRTEEN, TITLE SEVEN OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO, CAPTIONED “PROPERTY MAINTENANCE CODE” (Jonathan Westendorf)

- a. Exhibit A

J. City Manager’s Report.

K. Council Comments.

L. Adjournment.



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CLERK’S JOURNAL

CITY COUNCIL

Brent Centers, Mayor
Todd Hall, Vice Mayor
Michael Aldridge
Denny Centers
Debbie Fouts
Paul Ruppert
Matt Wilcher

CITY STAFF

Jonathan Westendorf, City Manager
Karisa Steed, Assistant to the City Manager
Lynnette Dinkler, Law Director
Cindy Ryan, Finance Director
Brian Pacifico, Acting Police Chief
Barry Conway, City Engineer
Steve Inman, Public Works Director
Khristi Dunn, Clerk of Council

Members of the Franklin City Council met in regular session on Monday, June 7, 2021, 6:00 PM in the Council Chambers located at 1 Benjamin Franklin Way, Franklin, Ohio 45005.

1. **Call to Order.** Mayor Brent Centers called the regularly scheduled meeting of the Franklin City Council on Monday, June 7, 2021 to order at 6:05 PM.

2. **Roll Call.** Ms. Dunn called roll which showed:

VICE MAYOR TODD HALL	PRESENT
MAYOR BRENT CENTERS	PRESENT
MR. MICHAEL ALDRIDGE	PRESENT
MRS. DEBBIE FOUTS	PRESENT
MR. MATT WILCHER	PRESENT
MR. DENNY CENTERS	PRESENT
MR. PAUL RUPPERT	PRESENT

Mr. Conway, Ms. Dinkler, Ms. Dunn, Lt. Pacifico, Ms. Ryan and Mr. Westendorf were also present. There were eight guests and one member of the press in attendance.

3. **Pledge of Allegiance.** The pledge of allegiance was led by Mayor B. Centers.

4. **Approve the Clerk’s Journal and Accept the Tapes as the Official Minutes of the May 17, 2021 Meeting.** Mayor B. Centers asked if there were any amendments to the Clerk’s Journal. Hearing none, he called for a motion. Mr. D. Centers made the motion to approve the Clerk’s Journal and accept the tapes as the Official Minutes of the May 17, 2021 general meeting; seconded by Mr. Wilcher. The vote:

MAYOR BRENT CENTERS yes

MR. MICHAEL ALDRIDGE	yes
MRS. DEBBIE FOUTS	yes
MR. MATT WILCHER	yes
MR. DENNY CENTERS	yes
MR. PAUL RUPPERT	yes
VICE MAYOR TODD HALL	yes

Motion passed.

5. **Reception of Visitors.** Mayor Brent Centers opened and closed the Reception of Visitors at 6:06 PM as none asked to be heard.

6. **Presentation.**
A. None.

7. **Public Hearing.**
A. None.

8. **New Business.**
A. RESOLUTION 2021-43 AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION FOR THE OHIO PUBLIC WORKS COMMISSION’S STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS AND TO EXECUTE CONTRACTS, AS REQUIRED, FOR PROGRAM YEAR 2023 (PY 37) FOR THE STATE ROUTE 123 AT COMMUNITY PARK INTERSECTION IMPROVEMENT PROJECT (Barry Conway)

The OPWC’s Issue II process operates on a two-year cycle. Projects submitted this year are considered for funding two years from now. A pre-application is due for any projects requesting funding in Program Year 2023 (PY 37). City staff recommends submitting the State Route 123 at Community Park Intersection Improvement Project for funding.

The State Route 123 at Community Park Intersection Improvement Project includes the construction of a roundabout at the intersection. The new Franklin High School driveway will also be located at this roundabout. A Rectangular Rapid Flashing Beacon will be installed to help with pedestrian traffic crossing SR 123.

The State Route 123 at Community Park Intersection Improvement Project would cost an estimated total of \$2,113,000, which would be paid as follows:

- 30% in CMAQ funds (\$628,000)
- 41% in local share/City funds (\$866,330)
- 29% in OPWC funds (\$618,670)



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Mr. D. Centers asked if the school board would be sharing the 41% local share. Mr. Westendorf confirmed. The Mayor asked if the school board had voted on the issue, and Mr. Westendorf responded that they had not. He added that this is just the grant application and is not a commitment to the roundabout. Vice Mayor Hall made the motion to adopt **RESOLUTION 2021-43** as submitted; seconded by Mrs. Fouts. The vote:

MR. MICHAEL ALDRIDGE	yes
MRS. DEBBIE FOUTS	yes
MR. MATT WILCHER	yes
MR. DENNY CENTERS	yes
MR. PAUL RUPPERT	yes
VICE MAYOR TODD HALL	yes
MAYOR BRENT CENTERS	yes

Motion passed.

B. RESOLUTION 2021-44 AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION FOR THE OHIO PUBLIC WORKS COMMISSION’S STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS AND TO EXECUTE CONTRACTS, AS REQUIRED, FOR PROGRAM YEAR 2023 (PY 37) FOR THE BEAL ROAD RESURFACING PROJECT (Barry Conway)

The OPWC’s Issue II process operates on a two-year cycle. Projects submitted this year are considered for funding two years from now. A pre-application is due for any projects requesting funding in Program Year 2023 (PY 37).

City staff recommends submitting the Beal Road Resurfacing Project for funding.

Beal Road would be milled and resurfaced from just east of the Beal Road Bridge to the eastern Corporation Limit. Thermoplastic centerline and edge lines would be included in the project.

The Beal Road Resurfacing Project would cost an estimated total of \$440,000, which would be paid as follows:

- 51% in local share/City funds (\$225,000)
- 49% in OPWC funds (\$215,000)

Mr. Wilcher asked if this project also included Scholl Road. Mr. Conway replied that it only included Beal Road. Mr. D. Centers asked if it included widening the road so that it could be striped. Mr. Conway replied

that it was striped last year. Mr. Aldridge would like the trees in the right of way to be addressed. Mr. Conway said that the trees would be addressed in another project and a traffic light will be installed at the intersection.

The Mayor asked if there were any additional questions or discussion. Hearing none, he called for a motion. Mr. Ruppert made the motion to adopt **RESOLUTION 2021-44** as submitted; seconded by Mr. Aldridge. The vote:

MRS. DEBBIE FOUTS	yes
MR. MATT WILCHER	yes
MR. DENNY CENTERS	yes
MR. PAUL RUPPERT	yes
VICE MAYOR TODD HALL	yes
MAYOR BRENT CENTERS	yes
MR. MICHAEL ALDRIDGE	yes

Motion passed.

9. Introduction of New Legislation.

A. ORDINANCE 2021-09 REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 911.11 TITLED “BACKFLOW PREVENTION DEVICE” OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO (Barry Conway)

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- b. Exhibit B

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- a. Exhibit B

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a. Exhibit A

10. City Manager’s Report. Mr. Westendorf had nothing to report.

11. Council Comments.

Mr. Wilcher reported that the Memorial Day parade was a great time, and the weather was perfect. It was nice to see people out for the event.

Mrs. Fouts was not able to attend the Memorial Day parade but is looking forward to the Independence Day parade.

Mr. Aldridge would like to have more discussion regarding the roundabout.

Mr. D. Centers reported that the City Manager gave a nice review of items during the Finance Committee meeting that evening. There are a lot of exciting projects, and he wants to ensure that money is closely watched.

Mr. Ruppert had no comments.

Vice Mayor Hall said that the Memorial Day parade was great, especially when it proceeded through downtown.

There is a right of way issue on Clearbrook Drive where trees need to be cut back.

The Mayor would also like further discussion regarding the roundabout.

The Memorial Day parade was incredible, and he is also looking forward to the Independence Day parade.

12. Executive Session. Mayor Brent Centers called for a motion to enter into executive session to consider the purchase of property for public purposes and to consider the sale of property at competitive bidding as premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. To consider the appointment and employment and compensation of a public employee or official.

Mr. Aldridge made the motion to enter into executive session; seconded by Mr. Ruppert. The vote:

MR. MATT WILCHER	yes
MR. DENNY CENTERS	yes
MR. PAUL RUPPERT	yes
VICE MAYOR TODD HALL	yes
MAYOR BRENT CENTERS	yes
MR. MICHAEL ALDRIDGE	yes
MRS. DEBBIE FOUTS	yes

Motion passed.

Council entered into executive session at approximately 6:18 PM.

Mr. D. Centers made the motion to adjourn out of executive session; seconded by Mr. Aldridge. The vote:

MR. DENNY CENTERS	yes
MR. PAUL RUPPERT	yes
VICE MAYOR TODD HALL	yes
MAYOR BRENT CENTERS	yes
MR. MICHAEL ALDRIDGE	yes
MRS. DEBBIE FOUTS	yes
MR. MATT WILCHER	yes

Motion passed.

Council adjourned out of executive session at approximately 10:37 PM.

The Mayor called for a motion to allow the City Manager to enter into contract with Ben Yoder and Brickler and Eckler for legal services. Mrs. Fouts made the motion, seconded by Mr. Wilcher. The vote:

VICE MAYOR TODD HALL	yes
MAYOR BRENT CENTERS	yes



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MR. MICHAEL ALDRIDGE	yes
MRS. DEBBIE FOUTS	yes
MR. MATT WILCHER	yes
MR. DENNY CENTERS	yes
MR. PAUL RUPPERT	yes

Motion passed.

13. Adjournment. The Mayor called for a motion to adjourn the meeting. Vice Mayor Hall made the motion; seconded by Mr. Aldridge. The Mayor called for a voice vote and by voice vote the motion was approved 7-0.

Mayor B. Centers adjourned the meeting at 10:38 PM.

Brent Centers, Mayor

Khristi Dunn, Clerk of Council



Legislative Cover Memo

Introduction: June 7, 2021
Public Hearing: June 21, 2021
Effective Date: July 21, 2021

Agenda Item: **Ordinance 2021-09**
REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 911.11 TITLED “BACKFLOW PREVENTION DEVICE” OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

Submitted by: Barry Conway, City Engineer

Scope/Description: These proposed changes were directed by Ohio Environmental Protection Agency (OEPA). The OEPA directs the City of Franklin to have a more comprehensive and enforceable Backflow Prevention Ordinance to improve protection to the public potable water supply from contaminants or pollutants which could backflow through the service connection of a consumer’s water system into the public potable water system.

Vote Required for Passage: Per Section 4.03 of the City Charter, the approval of a majority of the members of Council present is required for passage.

Exhibits: Exhibits A and B.

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-09

**REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 911.11 TITLED “BACKFLOW PREVENTION DEVICE” OF
THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO**

WHEREAS, the City of Franklin must comply with the directives of the Ohio Environmental Protection Agency (OEPA); and

WHEREAS, as a result, the City’s regulations regarding Backflow Prevention must be updated to remain in compliance with the Drinking Water Standards of the OEPA; and

WHEREAS OEPA has issued directives regarding more comprehensive and enforceable Backflow Prevention Device local legislation to improve protection to the public potable water supply from contaminants or pollutants which could compromise the public potable water system absent proper backflow protection.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Franklin, Ohio, a majority of the members elected thereto concurring, that:

Section 1. Existing Chapter 911.11, of the Codified Ordinances of the City of Franklin, Ohio, attached hereto as Exhibit A, is repealed in its entirety.

Section 2. The attached Exhibit B, Chapter 911.11, titled “Backflow Prevention Device,” replaces the repealed Chapter 911.11 and is enacted into law. Said Chapter shall be added to the Codified Ordinances of the City of Franklin under Part Nine – Streets, Utilities and Public Service Code, Title Three – Utilities, Chapter 911 – Water Services.

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

Section 4. This Ordinance shall become effective on July 21, 2021.

INTRODUCED: June 7, 2021

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council do hereby certify that the foregoing is a true and correct copy of Ordinance 2021-09 passed by that body on June 21, 2021.

Khristi Dunn, Clerk of Council

Approved as to form: _____
Lynnette Dinkler, Law Director

Exhibit A

911.11 Backflow Prevention Device

1. ~~Authority of the Service Director: If, in the judgment of the Public Works Director, an approved backflow prevention device is necessary for the safety of the public water system, the Director will give notice to the water consumer to install such an approved device. The water consumer, at his or her expense, shall install such an approved device at a location and in a manner approved by the Director, and shall have inspections and tests made of such approved devices, as required by the Director.~~
2. ~~Inspection Fees: All backflow devices that require testing by the Ohio EPA shall provide proof of an annual inspection by a certified plumber and shall pay a twenty five dollar (\$25) administrative fee for each backflow device that requires testing.~~

(Ord. 1994-29. Passed 6-20-94; Ord. 2010-10. Passed 4-19-10; Ord. 2017-26. Passed 11-20-17.)

Exhibit B

911.11 BACKFLOW PREVENTION DEVICE

- (a) **INSTALL PREVENTION DEVICE:** If, in the judgment of the supplier of water an approved backflow prevention device is necessary for the safety of the public water system, the supplier of water will give notice to the water consumer to install such an approved device immediately. The water consumer shall, at their own expense, install such an approved device at a location and in a manner approved by the supplier of water and shall have inspections and tests made of such approved devices as required by the supplier of water. All backflow devices that require testing by the Ohio EPA shall provide proof of an annual inspection by a certified plumber and shall pay a twenty-five dollar (\$25) administrative fee for each backflow device that requires testing.
- (b) **UNAUTHORIZED CONNECTIONS:** No persons, firm or corporation, shall establish or permit to be established or maintain or permit to be maintained any connection whereby a private, auxiliary or emergency water supply other than the regular public water supply of the City of Franklin may enter the supply or distributing system of the municipality, unless such private, auxiliary or emergency water supply and method of connection and use of such supply shall have been approved by the supplier of water of the City of Franklin and by the Ohio Environmental Protection Agency.
- (c) **SURVEYS AND INVESTIGATIONS:** It shall be the duty of the supplier of water to cause surveys and investigations to be made of industrial and other properties served by the public water supply where actual or potential hazards to the public water supply may exist. Such surveys and investigations shall be made a matter of public record and shall be repeated as often as the supplier of water shall deem necessary.
- (d) **INSPECTIONS:** The supplier of water of the City of Franklin or his or its duly authorized representative shall have the right to enter at any reasonable time any property served by a connection to the public water supply or distributing system of the City for the purpose of inspecting the piping system or systems thereof. On demand, the owner, lessees, or occupants of any property so served shall furnish to the supplier of water any information which he may request regarding the piping system or systems, or water use on such property. The refusal of such information, when demanded, shall, within the discretion of the supplier of water, be deemed evidence of the presence of improper connections as provided in this chapter.
- (e) **DISCONNECTIONS:** The supplier of water in the City of Franklin is hereby authorized and directed to discontinue, after reasonable notice to the occupant thereof, the water service to any property wherein any connection in violation of the provisions of this chapter is known to exist, and to take such other precautionary measures as he may deem necessary to eliminate any danger of contamination of the public water supply distribution mains. Water service to such property shall not be restored until such conditions shall have been eliminated or corrected in compliance with the provisions of this chapter.
- (f) **RULES AND REGULATIONS FOR CROSS CONNECTION CONTROL:**
- (1) Cross Connection Control: General Policy.

- (A) Purpose: The purpose of these rules and regulations is:
- (i) To protect the public potable water supply from contamination or pollution by isolating within the consumer's water system contaminants or pollutants which could backflow through the service connection into the public potable water system.
 - (ii) To promote the elimination or control of existing cross-connection, actual or potential, between the public or consumer's potable water system and non-potable water systems. Plumbing fixtures and sources or systems containing process fluids.
 - (iii) To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of the public and consumer's potable water systems.
- (B) Application: These rules and regulations shall apply to all premises served by the public potable water system of the City of Franklin.
- (C) Policy: The supplier of water shall be responsible for protection of the public potable water system from contamination due to backflow of contaminants through the water service connection. If, in the judgment of the supplier of water or his authorized representative a backflow prevention device is needed they shall give notice to the consumer to install such approved backflow prevention device at each service connection to his premises. The consumer shall immediately install such approved device or services at his own expense, and failure, refusal or inability on the part of the consumer to install such device or devices immediately shall constitute grounds for discontinuing water service to the premises until such devices have been installed.
- (2) Definitions. The following definitions shall apply in the interpretation and enforcement of these rules and regulations:
- (A) "Administrator" means the City of Franklin City Manager or his duly authorized representative.
 - (B) "Air gap separation" means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supply water to a tank, plumbing fixture, or other device and the flood level rim of the receptacle.
 - (C) "Approved" means that a backflow prevention device or method has been accepted by the water purveyor and the Administrator as suitable for the proposed use.
 - (D) "Auxiliary water system" means any water system on or available to the premises other than the public water system and includes the water supplied by the system.

These auxiliary waters may include water from another purveyor's public water system; or water from a source such as wells, lakes, or streams or process fluids or used water. They may be polluted or contaminated or objectionable or constitute a water source or system over which the water purveyor does not have control.

- (E) "Backflow" means the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable water supply from any source other than the intended source of the potable water supply.
- (F) "Backflow prevention device" means any device, method, or type of construction intended to prevent backflow into a potable water system.
- (G) "Consumer" means the owner or person in control of any premises supplied by or in any manner connected to a public water system.
- (H) "Consumer's water system" means any water system, located on the consumer's premises, supplied by or in any manner connected to a public water system. A household plumbing system is considered to be a consumer's water system.
- (I) "Contamination" means an impairment of the quality of the water by sewage or process fluids or waste to a degree which could create an actual hazard to the public health through poisoning or through spread of disease by exposure.
- (J) "Cross-connection" means any arrangement whereby backflow can occur.
- (K) "Degree or hazard" is a term derived from an evaluation of the potential risk to health and the adverse effect upon the potable water system.
- (L) "Director" means the Director of the Ohio Environmental Protection Agency.
- (M) "Double check valve assembly" means an assembly composed of two single, independently acting, check valves including tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the water-tightness of each check valve.
- (N) "Health hazard" means any condition, device, or practice in a water system or its operation that creates, or may create, a danger to the health and well being of users. The word "severe" as used to qualify "health hazard" means a hazard to the health of the user that could reasonably be expected to result in significant morbidity or death.
- (O) "Interchangeable connection" means an arrangement or device that will allow alternate but not simultaneous use of two sources of water.
- (P) "Non-potable water" means water not safe for drinking, personal, or culinary use.

- (Q) "Person" means the state, any political subdivision, public or private corporation, individual, partnership, or other legal entity.
- (R) "Pollution" means the presence in water of any foreign substance that tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health, but which does adversely and unreasonably affect such waters for domestic use.
- (S) "Potable water" means which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the Ohio EPA.
- (T) "Process fluids" means any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration such as would constitute a health, pollutional, or system hazard if introduced into the public or a potable consumer's water system. This includes, but is not limited to:
- (i) Polluted or contaminated waters;
 - (ii) Process waters;
 - (iii) Used waters originating from the public water system which may have deteriorated in sanitary quality;
 - (iv) Cooling waters;
 - (v) Contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
 - (vi) Chemicals in solution or suspension;
 - (vii) Oils, gases, acids, alkalis, and other liquid and gaseous fluids used in industrial or other processes, or for firefighting purposes.
- (U) "Public water system" means any publicly or privately owned potable water system subject to Ohio R.C. 6109.13.
- (V) "Reduced pressure principle backflow prevention device" means a device containing a minimum of two independently acting check valves together with an automatically operated pressure differential relief valve located between the two check valves. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure between the check valves at less than the supply pressure. The unit must include tightly closing shutoff valves located at each end of the device, and each device shall be fitted with properly located test cocks.

- (W) "Service connection" means the terminal end of a service line from the public water system. If a meter is installed at the end of the service, then the service connection means the downstream end of the meter.
 - (X) "Supplier of water" means the owner or operator of a public water system.
 - (Y) "System hazard" means a condition posing an actual or potential threat of damage to the physical properties of the public water system or a potable consumer's water system.
 - (Z) "Pollution hazard" means a condition through which an anesthetically objectionable or degrading material not dangerous to health may enter the public water system or a potable consumer's water system.
 - (AA) "Used water" means any water supplied by a water purveyor from a public water system to a consumer's water system after it has passed through the service connection and is no longer under the control of the water purveyor.
 - (BB) "Water purveyor" means the owner or operator of a public water system.
- (3) Water System.
- (A) The water system shall be considered as made up of two parts: the public potable water system and the consumer's water system.
 - (B) The public potable water system shall consist of the source facilities and the distribution system and shall include all those facilities of the potable water system under the control of the supplier of water up to the point where the consumer's water system begins.
 - (C) The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the public distribution system.
 - (D) The public distribution system shall include the network of conduits used for delivery of water from the source to the consumer's water system.
 - (E) The consumer's water system shall include those parts of the facilities beyond the service connection which are utilized in conveying water from the public distribution system to points of use.
- (4) Cross Connection Prohibited.
- (A) No water service connection shall be installed or maintained to any premises where actual or potential cross-connection to the public potable or consumer's water system may exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the supplier of water.

- (B) No connection shall be installed or maintained whereby an auxiliary water supply may enter a public potable or consumer's water system unless such auxiliary supply and the method of connection and use of such supply shall have been approved by the supplier of water and by the Director of the Environmental Protection Agency as required by Ohio R.C. 6111.15.

(5) Survey and Investigations.

- (A) The consumer's premises shall be open at all reasonable times to the supplier of water, or his authorized representative, for the conduction of surveys and investigations of water use practices within the consumer's premises to determine whether there are actual or potential cross connections to the consumer's water system through which contaminants, or pollutants could backflow into the public potable water system.
- (B) On request by the supplier of water, the consumer shall furnish information on water use practices within his premises.
- (C) It shall be the responsibility of the water consumer to conduct periodic surveys of water use practices on his premises to determine whether there are actual or potential cross-connections to their water system through which contaminants or pollutants could backflow into his or the public potable water system.

(6) Where Protection is Required.

- (A) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises, where in judgment of the supplier of water or the director, actual or potential hazards to the public potable water system exist.
- (B) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises where the following conditions exist:
 - (i) Premises having an auxiliary water supply, unless such auxiliary supply is accepted as an additional source by the supplier of water and the source is approved by the Ohio Environmental Protection Agency.
 - (ii) Premises on which any substance is handled in such a fashion as to create an actual or potential hazard to the public potable water system. This shall include premises having sources or systems containing process fluids or waters originating from the public potable water system which are no longer under the sanitary control of the supplier of water.
 - (iii) Premises having internal cross-connections that, in the judgment of the supplier of water are not correctible or intricate plumbing arrangements which make it impractical to determine whether or not cross-connections exist.

- (iv) Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross-connection survey.
 - (v) Premises having a repeated history of cross-connections being established or re-established.
 - (vi) Others specified by the supplier of water or the director.
- (C) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving, but not necessarily limited to, the following types of facilities unless the supplier of water or the director determines that no actual or potential hazard to the public potable water system exists.
- (i) Hospitals, mortuaries, clinics, nursing homes.
 - (ii) Laboratories
 - (iii) Piers, docks, waterfront facilities.
 - (iv) Sewage treatment plant, sewage pumping station or storm water pumping station.
 - (v) Food or beverage processing plants.
 - (vi) Chemical plants.
 - (vii) Metal plating industries
 - (viii) Petroleum processing or storage plants.
 - (ix) Radioactive materials processing plants or nuclear reactors.
 - (x) Car wash.
 - (xi) Others specified by the supplier of water or the director.
- (D) An approved backflow prevention device shall be installed at any point of connection between the public potable or consumer's water system and an auxiliary water supply, unless such auxiliary supply is accepted as an additional source by the supplier of water and the source is approved by the Ohio Environmental Protection Agency.
- (7) Type of Protection Required.

- (A) The type of protection required under subsection (6)(A), (B) and (C) of these regulations shall depend on the degree of hazard which exists as follows:
- (i) An approved air gap separation shall be installed where the public potable water system may be contaminated with substances that could cause a severe health hazard.
 - (ii) An approved air gap separation or an approved reduced pressure principle backflow prevention device shall be installed where the public potable water system may be contaminated with a substance that could cause a system or health hazard.
 - (iii) An approved air gap separation or an approved reduced pressure principle backflow prevention device or an approved double check valve assembly shall be installed where the public potable water system may be polluted with substances that could cause a pollution hazard not dangerous to health.
- (B) The type of protection required under subsection (6)(D) of these regulations shall be an approved air gap separation or an approved interchangeable connection.
- (C) Where an auxiliary water supply is used as a secondary source of water for a fire protection system, the provisions of subsection (7)(B) for an approved air gap separation or an approved interchangeable connection may not be required providing:
- (i) At premises where the auxiliary water supply may be contaminated with substances that could cause a system or health hazard, the public or consumer's potable water system shall be protected against backflow by installation of an approved reduced pressure principle backflow prevention device.
 - (ii) At all other premises, the public or consumer's potable water system shall be protected against backflow by installation of either an approved reduced pressure principle backflow prevention device or an approved double check valve assembly.
 - (iii) The public or consumer's potable water system shall be the primary source of water for the fire protection system.
 - (iv) The fire protection system shall be normally filled with water from the public or consumer's potable water system.
 - (v) The water in the fire protection system shall be used for fire protection only with no regular use of water from the fire protection system downstream from approved backflow prevention device.
 - (vi) The water in the fire protection system shall contain no additives.

(8) Backflow Prevention Devices.

(A) Any backflow prevention device required by these rules and regulations shall be of a model or construction approved by the supplier of water and director and shall comply with the following:

- (i) An air gap separation to be approved shall be at least twice the diameter of the supply pipe, measured vertically above the top rim of the vessel, but in no case less than one inch.
- (ii) A double check valve assembly or a reduced pressure principle backflow prevention device shall be approved by the supplier of water and shall appear on the current "list of approved backflow prevention devices" of the Ohio Environmental Protection Agency.
- (iii) An interchangeable connection to be approved shall be either a swing type connector or a four-way valve of the lubricated plug type that operates through a mechanism which unseats the plug, turns it ninety degrees and reseats the plug. Four-way valves shall not be used as stop valves but must have separate stop valves on each pipe connected to the valve. The tell-tale port on the four-way valve shall have no piping connected and the threads or flange on this port shall be destroyed so that a connection cannot be made.

(B) Existing backflow prevention devices approved by the supplier of water or the Ohio Environmental Protection Agency at the time of installation and properly maintained shall, except for inspection and maintenance requirements, be excluded for the requirement of subsection (8)(A) of this regulation providing the supplier of water is assured that they will satisfactorily protect the public water system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or when the supplier of water finds that the maintenance of the device constitutes a hazard to health, the device shall be replaced by a backflow prevention device meeting the requirements of these regulations.

(9) Installation.

(A) Backflow prevention devices required by these rules and regulations shall be installed at a location and in a manner approved by the supplier of water and shall be installed by and at the expense of the water consumer. In addition, any backflow prevention device required by subsection (6) hereof of these regulations shall be installed at a location and in a manner approved by the Ohio Environmental Protection Agency as required by Ohio R.C. 6111.15.

- (B) Backflow prevention devices installed on the service line to a consumer's water system shall be located on the consumer's side of the water meter, as close to the meter as is reasonably practical, and prior to any other connection.
- (C) Pits or vaults shall be of water-tight construction, be so located and constructed as to prevent flooding and shall be maintained free from standing water by means of either a sump pump or a suitable drain. Such sump pump or drain shall not connect to a sanitary sewer nor permit flooding of the pit or vault by reverse flow from its point of discharge. An access ladder and adequate natural or artificial lighting shall be provided to permit inspection and testing of the backflow prevention device.

(10) Inspection and Maintenance.

- (A) It shall be the duty of the consumer at any premises on which backflow prevention devices required by these regulations are installed to have inspections, tests and overhauls made in accordance with the following schedule or more often where inspections indicate a need.
 - (i) Air separation shall be inspected at time of installation and at least every twelve months thereafter.
 - (ii) Double check valve assemblies shall be inspected and tested for tightness at time of installation and at least every twelve months thereafter, they shall be dismantled, inspected internally, cleaned, and repaired whenever needed and at least every thirty months.
 - (iii) Reduced pressure principle backflow prevention devices shall be inspected and tested for tightness at time of installation and at least every twelve months thereafter. They shall be dismantled, inspected internally, cleaned, and repaired whenever needed and at least every five years.
 - (iv) Interchangeable connections shall be inspected at time of installation and at least every twelve months thereafter.
- (B) Inspections, tests, and overhaul of backflow prevention devices shall be made at the expense of the water consumer and shall be performed by the supplier of water or a person approved by the supplier of water as qualified to inspect, test and overhaul backflow prevention devices.
- (C) Whenever backflow prevention devices required by these regulations are found to be defective, they shall be repaired, or replaced at the expense of the consumer without delay.
- (D) The water consumer must maintain a complete record of each backflow prevention device from purchase to retirement. This shall include a comprehensive listing that includes a record of all tests, inspections, and repairs. Records of inspections, tests, repairs, and overhaul shall be submitted to the supplier of water.

- (E) Backflow prevention device shall not be bypassed, made inoperative, removed, or otherwise made ineffective without specific authorization by the supplier of water.

(11) Booster Pumps.

- (A) Where a booster pump has been installed on the service line to or within any premises, such pump shall be equipped with a low-pressure cut-off device designed to shut-off the booster pump when the pressure in the service line on the suction side of the pump drops to ten pounds per square inch gage or less.
- (B) It shall be the duty of the water consumer to maintain the low-pressure cut-off device in proper working order and to certify to the supplier of water at least once a year, that the device is operable.

(12) Violations.

- (A) The supplier of water shall deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises where any backflow prevention device required by these regulations is not installed, tested and maintained in a manner acceptable to the supplier of water or if it is found that the backflow prevention device has been removed or by-passed, or if unprotected cross-connection exists on the premises, or if a low pressure cut-off required by these regulations is not installed and maintained in working order.
- (B) Water service to such premises shall not be restored until the consumer has corrected or eliminated such conditions or defects in conformance with these regulations and to the satisfaction of the supplier of water.

(Ord. 1994-29. Passed 6-20-94; Ord. 2010-10. Passed 4-19-10; Ord. 2017-26. Passed 11-20-17; Ord. 2021-09. Passed 6-21-21.)



Legislative Cover Memo

Introduction: June 7, 2021
Public Hearing: June 21, 2021
Effective Date: July 21, 2021

Agenda Item: **Ordinance 2021-10**
REPEALING AND RESTATING PART THIRTEEN, BUILDING CODE, TITLE SEVEN, PROPERTY MAINTENANCE CODE, CHAPTER 1375, REFERENCED STANDARDS UNDER NEW CHAPTER 1376 AND ENACTING NEW CHAPTER 1375, PRE-SALE INSPECTION AND CERTIFICATE OF OCCUPANCY REQUIRED FOR NEW OWNERS AND TENANTS

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: This Ordinance will relocate a chapter and enact a new chapter in the City's Property Maintenance Code. The City of Franklin does not currently have an ordinance in its Property Maintenance Code requiring owners of real estate to first obtain a pre-sale inspection and a certificate of occupancy before selling to new owners and/or leasing to new tenants. This pre-sale inspection program is expected to increase property values, reduce nuisance and blight, and reduce crime. Influenced by the success in the City of Oakwood, Ohio, it would be in the City of Franklin's best interest to similarly pass an ordinance enacting a new section in the City's Property Maintenance Code. Since 1968, the City of Oakwood has operated a successful pre-sale inspection program as part of its property maintenance code. Before an owner of real estate is permitted to transfer title or lease to a new tenant, that owner must first arrange for a pre-sale inspection to then obtain a certificate of occupancy. Violation of such is a minor misdemeanor. Due to its long-standing pre-sale inspection and certificate of occupancy program, the City of Oakwood has experienced years of virtually no substandard housing or commercial premises, due in large part to the fact residents and property owners are encouraged to maintain their surroundings by the pre-sale inspection and certificate of occupancy program.

Exhibits: EXHIBIT A – Part Thirteen, Building Code, Title Seven, Property Maintenance Code, Chapter 1375, Referenced Standards, is hereby repealed and restated in its entirety as Chapter 1376
EXHIBIT B - Part Thirteen, Building Code, Title Seven, Property Maintenance Code, Chapter 1375, Pre-Sale Inspection and Certificate of Occupancy Required for New Owners and Tenants

Budgetary Impact: This program will require some additional staff hours, which have been discussed in Finance Committee.

Vote Required for Passage: Per Section 4.03(b) of the City Charter, the passage of this Ordinance requires the affirmative vote of a majority of the members of Council present.



Legislative Cover Memo

Recommendation:

Passage is in the best interest of the City of Franklin. With a pre-sale inspection and certificate of occupancy requirement before transferring title to new owners or changing tenants in residential and business uses premises, the City will experience improved property maintenance, which in turn will protect the health, safety, and welfare of the City's residents and those working and frequenting commercial premises.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-10

**REPEALING AND RESTATING PART THIRTEEN, BUILDING CODE, TITLE SEVEN,
PROPERTY MAINTENANCE CODE, CHAPTER 1375, REFERENCED STANDARDS
UNDER NEW CHAPTER 1376 AND ENACTING NEW CHAPTER 1375, PRE-SALE
INSPECTION AND CERTIFICATE OF OCCUPANCY REQUIRED FOR NEW OWNERS
AND TENANTS**

WHEREAS, Council believes it is in the City's best interest, and is beneficial to the public health, safety, and welfare, to enact and operate a pre-sale inspection and certificate of occupancy program that includes an administrative search warrant procedure; and

WHEREAS, the pre-sale inspection and certificate of occupancy program is in the City's best interest because it will list repairs and other work necessary to eliminate any unsafe or hazardous conditions existing on both residential and commercial real estate premises, including rental premises, to ensure that real estate premises are in compliance with all applicable Property Maintenance Code, Fire Code, Zoning Code, and other ordinances; and

WHEREAS, the housing stock and commercial real estate stock primarily consists of older structures which require frequent and proper upkeep and maintenance, issues which will be timely and consistently addressed through the administration of a pre-sale inspection and certificate of occupancy program that aims to maintain health, safety and welfare issues related to enforcement of standards such as property maintenance, fire, electrical, plumbing, structural, access and paint, all of which impact and affect a person's health, safety and welfare, aid in preventing fires and collapsing structures upon residential and commercial premises, and impact neighboring homes and businesses due to the fact many structures in the City are situated close together; and

WHEREAS, residential and commercial sellers, buyers, tenants and occupants, as well as the community as a whole, will be protected by the implementation of this pre-sale inspection and certificate of occupancy program because most sellers, buyers, tenants and occupants do not know what to specifically look for in order to maintain, or make corrections to assure, a premise's structural and other safety; and

WHEREAS, the pre-sale inspection and certificate of occupancy program is reasonably expected to maintain and increase over time residential and commercial real estate values in the City as a result of improved property upkeep and maintenance, and is reasonably expected to decrease the amount of substandard housing in the City; and

WHEREAS, the pre-sale inspection and certificate of occupancy program will require sellers and owners of real estate to undergo a code compliance inspection which contains an administrative search warrant provision to protect and balance Fourth Amendment constitutional interests, correct any noted defects, and obtain a certificate of occupancy for their buyers and tenants; and

WHEREAS, inspections and permits will protect the public’s safety as structures are updated and maintained over the course of time.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FRANKLIN, WARREN COUNTY, OHIO, a majority of the members of the Council present concurring, that:

Section 1. Part Thirteen, Building Code, Title Seven, Property Maintenance Code, Chapter 1375, Referenced Standards, is hereby repealed and restated in its entirety as Chapter 1376, and shall be codified as set forth in Exhibit A, attached.

Section 2. Part Thirteen, Building Code, Title Seven, Property Maintenance Code, Chapter 1375, Pre-Sale Inspection and Certificate of Occupancy Required for New Owners and Tenants, is hereby enacted and shall be codified as set forth in Exhibit B, attached.

Section 3. All ordinances or parts of ordinances that conflict with this ordinance are hereby repealed.

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

Section 5. This Ordinance shall go into effect on July 21, 2021

INTRODUCED: June 7, 2021

ADOPTED: June 21, 2021

ATTEST: _____
 Khristi Dunn, Clerk of Council

APPROVED: _____
 Brent Centers, Mayor

APPROVED AS TO FORM:

Lynnette Dinkler, Law Director

Exhibit A

Repealed:

CHAPTER 1375 Referenced Standards

City of Franklin Building Code

~~1332.03, 1338.01.5, 1343.03, 1346.01.1, 1346.19, 1347.01.3, 1348.01.1, 1352.03, 1357.05, 1360.01, 1360.05.1, 1364.02, 1364.03, 1366.03.1.1, 1366.03.2.1, 1371.03, 1372.07, 1373.01.2, 1373.04.2~~

City of Franklin Zoning Code

~~1332.03, 1343.03, 1360.05.1, 1364.02, 1364.03~~

Ohio Fire Code

~~1332.03, 1338.01.5, 1343.03, 1360.05.1, 1364.02, 1364.03, 1336.03.1.1, 1366.03.2.1, 1371.01, 1371.02, 1371.03, 1372.02, 1372.07, 1373.01, 1373.01.2, 1373.01.3, 1373.03, 1373.03.1, 1373.04.2, 1373.04.3, 1373.05.1, 1373.06.4, 1374.01~~

Warren County Combined Health District Regulation for the Installation, Maintenance, Testing and Inspection of Plumbing

~~1357.05, 1360.01, 1360.05.1, 1364.02, 1364.03~~

~~(Ord. 2009-21 Passed 10-05-09; E-Ord. 2019-06 Passed 8-05-19; E-Ord. 2019-07 Passed 8-05-19; E-Ord. 2019-08 Passed 8-05-19; Res. 2019-41 Passed 8-5-19; Res. 2019-42 Passed 8-05-19; Ord. 2019-09 Passed 8-19-19; Ord. 2019-10 Passed 8-19-19; Ord. 2019-11 Passed 8-19-19)~~

Restated and Replaced:

CHAPTER 1376 Referenced Standards

City of Franklin Building Code

1332.03, 1338.01.5, 1343.03, 1346.01.1, 1346.19, 1347.01.3, 1348.01.1, 1352.03, 1357.05, 1360.01, 1360.05.1, 1364.02, 1364.03, 1366.03.1.1, 1366.03.2.1, 1371.03, 1372.07, 1373.01.2, 1373.04.2

City of Franklin Zoning Code

1332.03, 1343.03, 1360.05.1, 1364.02, 1364.03

Ohio Fire Code

1332.03, 1338.01.5, 1343.03, 1360.05.1, 1364.02, 1364.03, 1336.03.1.1, 1366.03.2.1, 1371.01, 1371.02, 1371.03, 1372.02, 1372.07, 1373.01, 1373.01.2, 1373.01.3, 1373.03, 1373.03.1, 1373.04.2, 1373.04.3, 1373.05.1, 1373.06.4, 1374.01

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EXHIBIT B

**CHAPTER 1375 PRE-SALE INSPECTION AND CERTIFICATE OF OCCUPANCY
REQUIRED FOR NEW OWNERS AND TENANTS**

**1375.01 Pre-Sale Inspection and Certificate of Occupancy Required Before Transfer of
Title to New Owners or Change of Tenants**

1375.02 After Vacancy Inspections for Residential Rental Premises

1375.03 After Vacancy Inspections for Business Uses Premises

1375.04 Notices, Orders and Pre-Sale Inspection

1375.05 Responsibility for Correcting Defective Items

1375.06 Water and Sewer Bills to be Paid Immediately as a Condition of Occupancy Certificate

1375.07 Certificate of Occupancy Required for New Owner or Change of Tenant

1375.08 Disclosure of Violations to New Owner

1375.09 Fees for Inspections and Certificates of Occupancy

**1375.01 Pre-Sale Inspection and Certificate of Occupancy Required Before Transfer of
Title to New Owners or Change of Tenants**

- (a) *It shall be unlawful for the owner of any real estate premises to transfer legal or equitable ownership of that premises ("title"), or change of tenant, without having obtained a pre-sale inspection of it under this Property Maintenance Code. This inspection will enable the Code Official to work toward accomplishing and enforcing the purposes of this Property Maintenance Code and other relevant ordinances by listing any violations, repairs or other work necessary to correct and eliminate any unlawful nuisance, unsafe or hazardous conditions. Such an inspection and list shall be part of the process of issuing the required certificate of occupancy.*
- (b) *Application for a pre-sale inspection shall be made on such form and in such manner as may be prescribed from time to time by the Code Official. The City may charge a fee for this service as provided for under Chapter 1701.*
- (c) *Within 21 days after application was made for a pre-sale inspection, the Code Official shall have completed the inspection, compiled a list of any items to be brought into compliance with this Code and applicable provisions of the Fire Code, Zoning Code and other ordinances, and shall have issued a violation letter to the owner or lienholder of a premises. This period of time may be extended by the Code Official if a delay is caused by any matter beyond the reasonable control of that official.*
- (d) *A certificate of occupancy shall be valid for one year after the violations have been corrected to the satisfaction of the Code Official or until 60 days after the premises may be transferred to a new owner or tenant, whichever occurs sooner.*
- (e) *If the owner, occupant, or agent thereof does not consent to the proposed inspection, the Code Official may appear before any judge in a court of competent jurisdiction and seek*

an administrative search warrant to allow an inspection in accordance with Section 1334.03 Right of Entry and the following additional obligations which apply only to Chapter 1375.

(1) The administrative search warrant application shall be made within 10 calendar days after the non-consent. The application for the administrative search warrant shall specify the basis upon which the warrant is being sought and shall include a statement that the inspection will be limited to a determination whether there are violations of the Code provisions identified in Chapter 1375. The court may consider any of the following factors along with such other matters as it deems pertinent in its decision as to whether an administrative search warrant shall issue:

- i. Eyewitness account of violation;*
- ii. Citizen complaints;*
- iii. Tenant complaints;*
- iv. Plain view violations;*
- v. Violations apparent from city records;*
- vi. Property deterioration;*
- vii. Age of property;*
- viii. Nature of alleged violation;*
- ix. Condition of similar properties in the area;*
- x. Documented violations on similar properties in the area;*
- xi. Passage of time since last inspection;*
- xii. Previous violations on the property.*

(2) If a warrant is issued, no owner, occupant, or agent thereof shall fail or neglect, upon presentation of an administrative search warrant, to properly permit entry therein by the Code Official or his/her duly authorized designee for the purpose of inspection and examination pursuant to Chapter 1375 in general, this Section in particular, and consistent with the terms of the administrative search warrant. If the court declines to issue an administrative search warrant, or if no warrant is sought, the inspection shall still take place, but the scope thereof shall be limited to such areas as are in plain view and otherwise consistent with the protections afforded under the Fourth Amendment of the United States Constitution. A limited-scope inspection conducted pursuant to this paragraph shall be considered an "inspection" for purposes of Chapter 1375 and all other applicable provisions of the Property Maintenance Code as they apply to Chapter 1375. No criminal penalty shall attach, nor shall any certificate of occupancy be denied, solely by reason of the owner's, occupant's, or agent's refusal to consent to a full inspection.

(f) A certificate of occupancy signed by the Code Official shall be evidence that the premises comply with the requirements of this Code and all other applicable ordinances; provided, however, that if a limited-scope inspection is conducted pursuant to subsection (e)(2) above, the certificate of occupancy shall note that fact and shall not constitute evidence of Code compliance as to any uninspected portions of the premises. If the

inspection disclosed aspects of the premises not in compliance, the certificate shall only constitute a conditional certificate of occupancy. The condition shall be that the defective aspects of the premises must be brought into compliance with this Code within such reasonable length of time as may be set forth in the certificate.

- (g) *Such a conditional certificate shall be deemed to be a notice under Sections Chapter 1337 Notices and Orders, and Sections 1375.04 and/or 1375.05 of the Codified Ordinances of the City of Franklin that the premises and its owners are in violation of this Code or other applicable ordinances and that the unlawful conditions must be corrected.*

1375.02 After Vacancy Inspections for Residential Rental Premises

Pre-sale inspections applicable to residential rental premises shall be conducted as soon as reasonably practicable after the tenants have vacated a dwelling unit. Included in this inspection is inspection of the dwelling unit and any other areas of the premises available for use by the tenants of that dwelling unit (“accessory property”). The owner or operator of the dwelling shall complete an inspection form upon notice of change of occupancy of any dwelling unit and schedule an appointment for a time during normal business hours for the owner or operator to admit the Code Official.

The owner or operator of a premise with a rental unit is subject to have the interior of its structures and rental units inspected, at any time, in responses to a complaint of an alleged violation of any of the provisions of this Chapter or the provisions of the applicable City of Franklin code. For purposes of this provision, a complaint shall be deemed to have been “received” if it is:

- (a) Submitted in writing;*
- (b) Includes a description of the real estate or dwelling premise sufficient for identification;*
- (c) Includes the name of the landlord, managing agent, or operator and contact information sufficient to contact the landlord, managing agent, or operator;*
- (d) Includes a clear statement of the alleged violation or condition that leads to the belief that a violation exists.*

Where an inspection of an occupied residential rental premises is required under this Chapter and absent the existence of emergency measures, the Code Official shall first make a reasonable effort to locate the occupant, giving at least 24-hours notice of right to refuse entry before conducting the inspection.

All non-conflicting provisions within this Chapter apply to all inspections of residential rental premises, including but not limited to the administrative warrant provision.

1375.03 After Vacancy Inspections for Business Uses Premises

Pre-sale inspections applicable to business uses premises shall be conducted upon a change of tenant or ownership.

All inspections must be conducted as soon as reasonably practical after being vacated by tenants or in contemplation of a change in ownership as required by 1375.01. Such commercial rental units must be

brought into compliance with requirements of this Property Maintenance Code in connection with each change of occupancy by new tenants.

All non-conflicting provisions within this Chapter apply to all inspections of business uses premises, including but not limited to the administrative warrant provision.

1375.04 Notices, Orders and Pre-Sale Inspection

In addition to the requirements and restrictions contained in Chapter 1337 and 1338, notices and orders issued by the Code Official under Chapter 1375 shall also be controlled by and comply with the following:

- (a) With regard to notices, the Code Official shall include explanations, where relevant, as provided below:
 - (1) Where the notice is in the form of a conditional occupancy certificate resulting from a pre-sale inspection under this Chapter which lists aspects of the premises not in compliance with other sections of this code, it shall include an explanation of the certificate of occupancy procedures and the possibility of the owner shifting responsibility for correcting those unsafe or unlawful items to the new owner through a written agreement between the parties under 1375.05 as well as a warning regarding Section 1337.06 Transfer of Ownership.*
 - (2) All notices shall include an explanation warning of Sections 1333.05 Fees, 1335.05 Abatement of Violations, and Chapter 1339 Emergency Measures, and provide at least a period of 30 days for corrective action except for where emergency measures exist.*
 - (3) All notices shall include an explanation that, as an alternative to performing the corrective work within the reasonable time allowed in the notice (and to avoid the City entering upon the property to perform that work if the owner fails to do so), the owner or any lienholder of record may enter into a written contract to be negotiated with the City in which that owner or lienholder gives a written promise, guaranteed by a sufficient surety (described below), that the work will be completed within such additional reasonable time as may be agreed to between those parties. Such a sufficient surety must be a performance bond, letter of credit or cash deposited with the City in the amount of one and one-half times the cost of the work, as reasonably estimated by the City, with the terms, conditions and issuing company or bank to be satisfactory to the City Law Director.**
- (b) With regard to orders, the Code Official shall include an explanation of the owner's and any lienholder's right to appeal the decision of the Code Official under Chapter 1341 Means of Appeal.*
- (c) With regard to notices and orders directed to lienholders in addition to all others provided for in this code, service upon lienholder shall comply with Section 1337.03 Method of Service.*
- (d) Where inspection reveals the premises requires the Code Official to take action under Chapters 1338 Unsafe Structures and Equipment and/or 1339 Emergency Measures, any notice or order issued under this Chapter 1375 will be in addition to those required under Chapters 1338 and 1339.*

1375.05 Responsibility for Correcting Defective Items

The responsibility for making repairs or completing such work as may be necessary to correct any defective aspects of the premises shall rest upon the person who was the owner immediately before the inspection which was the basis for a notice under 1375.01 or who remains the owner where the premises is a residential or business uses dwelling. Such responsibility may be shifted to a new owner in compliance with Section 1337.04. Transfer of Ownership in addition to entering into a written agreement in which that new owner assumes the responsibility, after having been given a copy of the conditional certificate of occupancy including the list of violations. A signed copy of such agreement shall be filed with the Code Official. A written assumption by the new owner shall release the previous owner from responsibility to the City under this code.

If responsibility is so assumed, the new owner shall be obligated to comply with the requirements of the conditional certificate of occupancy within the time required by the Code Official.

1375.06 Water and Sewer Bills to be Paid Immediately as a Condition of Occupancy Certificate

To obtain either a certificate of occupancy or a conditional certificate of occupancy, all outstanding water and sewer bills for the property must be paid at once and in full.

1375.07 Certificate of Occupancy Required for New Owner or Change of Tenant

It shall be unlawful for any person who requires legal or equitable title to a premise, or change of tenant, to occupy or to use the premises without having obtained from the Code Official or other previous owner a valid certificate of occupancy (absolute or conditional) for that premises. As explained in 1375.01, a certificate of occupancy is valid for only one year after its date or until 60 days after title to the premises is transferred to a new owner, or change of tenant, whichever occurs sooner. No new occupancy certificate shall be issued for the premises without a new inspection (which may or may not reveal and require correction of additional unsafe or unlawful matters).

1375.08 Disclosure of Violations to New Owner

It shall be unlawful for the owner of any property upon whom a notice of violation has been served (in the form of a list of defects or violations attached to a conditional certificate of occupancy or as a result of violations otherwise noted by the Code Official) to transfer legal or equitable ownership title of the property to another, or change of tenant, until the defects and violations listed in that notice have been corrected, or until the owner or a lien holder has entered into a written contract to make the corrections in accordance with 1375.04, or until such owner furnishes the proposed new owner a true copy of that notice and obtains a signed receipt that he has done so and that the proposed new owner is aware of the pending notice and it's requirement of corrective work.

1375.09 Fees for Inspections and Certificates of Occupancy

Fees to be charged for inspections and the issuance of occupancy permits under Chapter 1375 shall be as set by Section 1333.05 and Appendix A of Part 17, Title 1, Chapter 1701. These fees shall be paid at the

time an individual requests an inspection under Chapter 1375 and no inspection required under Chapter 1375 shall be conducted until such time as the required fee is received by the City.

No fee, however, shall be required for a residential rental unit interior inspection prompted by a complaint submitted under Section 1375.02 unless violations are noted. Where violations are noted because of the residential rental unit interior inspection prompted by a complaint the inspection fee shall be charged.

Money collected under this Section shall be used exclusively for purposes of conducting inspections and issuing certificates of occupancy in accordance with Chapter 1375.



Legislative Cover Memo

Introduction: June 7, 2021
Public Hearing: June 21, 2021
Effective Date: July 21, 2021

Agenda Item: **Ordinance 2021-11**
AUTHORIZING THE ESTABLISHMENT OF THE “AMERICAN RESCUE PLAN ACT FUND” FOR THE PURPOSE OF SEPARATELY ACCOUNTING FOR FEDERAL FUNDS RECEIVED UNDER THE AMERICAN RESCUE PLAN ACT AND IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

Submitted by: Cindy, Ryan Finance Director

Scope/Description: This governmental fund is necessary to account for funds received under the American Rescue Plan Act.

Vote Required: At least four (4) members of the Council elected thereto concurring.

Exhibits: None.

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-11

AUTHORIZING THE ESTABLISHMENT OF THE “AMERICAN RESCUE PLAN ACT FUND” FOR THE PURPOSE OF SEPARATELY ACCOUNTING FOR FEDERAL FUNDS RECEIVED UNDER THE AMERICAN RESCUE PLAN ACT AND IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

WHEREAS, Chapter 141 Finance Division, Section 141.03(b)(6)(B) of the City’s Codified Ordinances states:

(6) Other Special Funds -

- (A) The Finance Director is hereby authorized to create other special funds which are established or required by law, either specifically or in general.
- (B) Council may establish, with the approval of and in the manner prescribed by the Ohio State Auditor, other such special funds that are not established by law, either specifically or in general, as may be needed or desirable. Special funds which are needed for a period of less than five (5) years may be established by resolution, and special funds which are needed for a period of five (5) years or more shall be established by ordinance. Any ordinance or resolution establishing a special fund may provide that money derived from specified sources other than the general property tax shall be paid directly into such special fund;

and

WHEREAS, the City of Franklin must comply with local, state and federal law and administrative orders and guidelines directing and requiring the establishment of certain funds to maintain financial integrity of the public monies it receives and spends; and

WHEREAS, in order to comply with mandates and guidelines requiring American Rescue Plan Act funds to be held separately to allow for the audit of fund spending, and in the absence of conclusive federal and/or state guidance related to same, the creation of this fund, the “American Rescue Plan Act Fund,” is necessary; and

WHEREAS, this type of fund, a government fund, is authorized under Ohio Revised Code Section 5705.12.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF FRANKLIN, WARREN COUNTY, OHIO THAT:

Section 1. In accordance with Chapter 141 Finance Division, Section 141.03(b)(6)(B), Ohio Revised Code Section 5705.12, the American Rescue Plan Act, and all relevant federal and state law and mandatory guidance, the Finance Director is authorized to establish a fund called the “American Rescue Plan Act Fund.”

Section 2. The purpose of this fund shall be to separately account for funds received and spent under the American Rescue Plan Act.

Section 3. Interest earned to this fund shall be handled in accordance with governing law.

Section 4. Auditor of State approval for the creation of this permanent fund is not required.

Section 5. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 6. This Ordinance shall become effective on July 21, 2021.

INTRODUCED: June 7, 2021

ADOPTED: June 21, 2021

ATTEST: _____
 Khristi Dunn, Clerk of Council

APPROVED: _____
 Brent Centers, Mayor

Approved as to form:

Lynnette Dinkler, Law Director



Legislative Cover Memo

Introduction: June 7, 2021
Public Hearing: June 21, 2021
Effective Date: July 21, 2021

Agenda Item: **Ordinance 2021-12**
AMENDING AND RESTATING TITLE THREE – UTILITIES,
CHAPTER 911 – WATER SERVICE, SECTION 911.10 SERVICE
APPLICATION AND DEPOSIT REQUIREMENTS AND CHAPTER
919 – SEWER RENTAL, SECTION 919.05 SERVICE
APPLICATION AND DEPOSIT REQUIREMENTS OF THE
CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

Submitted by: Cindy Ryan, Finance Director

Scope/Description: The amendment to Sections 911.10 and 919.05 are required to correct errors. Section 911.10 needs to properly reflect the existence of a “fund” as opposed to an “account.” Section 919.05 needs to be amended to correct a verbiage error. These corrections were discovered when investigating the need to create separate water and sewer security deposit funds, the subject of Ordinance 2021-13.

Budget Impact: None.

Exhibits: None.

Vote Required: At least four (4) members of the Council elected thereto concurring.

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-12

AMENDING AND RESTATING TITLE THREE – UTILITIES, CHAPTER 911 – WATER SERVICE, SECTION 911.10 SERVICE APPLICATION AND DEPOSIT REQUIREMENTS AND CHAPTER 919 – SEWER RENTAL, SECTION 919.05 SERVICE APPLICATION AND DEPOSIT REQUIREMENTS OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

WHEREAS, amendment to Sections 911.10 and 919.05 are required to correct errors discovered when investigating the need to create separate water and sewer security deposit funds; and

WHEREAS, amendment to Section 911.10 is necessary to properly reflect the existence of a “fund” as opposed to an “account;” and

WHEREAS, amendment to Section 919.05 is necessary to correct a verbiage error.

WHEREAS, the City of Franklin must comply with local, state and federal law and administrative orders and guidelines directing and requiring the establishment of certain funds to maintain financial integrity of the public monies it receives and spends; and

WHEREAS, in order to create a separate Water Security Deposit Fund and a Sewer Security Deposit Fund, these two corrections must first be made to each respective Section.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FRANKLIN, WARREN COUNTY, OHIO, at least four (4) members of the Council elected thereto concurring, that:

Section 1. Section 911.10 (b)(2) is amended and restated, and codified in the City of Franklin Ordinances, as follows:

911.10 SERVICE APPLICATION AND DEPOSIT REQUIREMENTS.

(a) Service Application: Application for water service shall be made by the owner of the premises, a tenant or occupant. Prior to service being rendered, one of the below-listed alternatives shall be complied with:

(1) The owner of the premises shall sign a service agreement, stating that the owner is responsible for and shall pay all water services rendered to the premises. The bills shall be sent to the owner, tenant or occupant, as the owner shall direct.

(2) In the alternative, the tenant or occupant of any leased or rented premises shall deposit with the Utility Billing Administrator a fee to assure payment for water service in accordance with the following schedule of deposit fees:

A. Each dwelling unit - \$100.00.

B. All other users - \$100.00 for each 1,333 cubic feet, as measured by the water meter, estimated to be used in a one-month period.

(3) The required service agreement or security deposit shall be received by the Utility Billing Administrator before service shall be provided.

(b) Security Deposits.

(1) Depositors whose accounts, including relocations within the City, were opened after January 1, 1980, that have not been charged for delinquencies or late payments for eight consecutive quarters (2 years) shall receive, upon request, a refund equal to the full amount of the water security deposit made. Depositors who fulfill the requirements of receiving a refund of their water security deposit shall not be required to make an additional deposit should they relocate within the City limits.

(2) All security deposits required under this Section shall be placed in a separate ~~account~~ **fund** and used for no other purpose than to offset any unpaid bills. Upon cessation of water services, any unpaid amounts may be deducted from the security deposit before the balance is returned to the depositor. The posting of the deposit and the use of the deposit to offset unpaid amounts shall not relieve the depositor of the liability for amounts due in excess of the security deposit.

(3) If water service is discontinued under Section [911.09](#), the security deposit may be applied to the delinquency.

(4) The depositor shall receive no interest on the deposit.

(c) **Liability for Unpaid Service:** The owner of the property, as well as the lessee, tenant or occupant, shall be liable to the City for unpaid charges made for such service, in accordance with Section [911.09](#).

(Ord. 1984-37. Passed 9-17-84; Ord. 2000-61. Passed 1-15-01; Ord. 2010-10. Passed 4-19-10; Ord. 2017-26. Passed 11-20-17.)

Section 2. Section 919.05 (b)(2) is amended and restated, and codified in the City of Franklin Ordinances, as follows:

919.05 SERVICE APPLICATION AND DEPOSIT REQUIREMENTS.

(a) **Service Application.** Application for sewer service shall be made by the owner of the premises, a tenant or occupant. Prior to service being rendered, one of the below-listed alternatives shall be complied with.

(1) The owner of the premises shall sign a service agreement, stating that the owner is responsible for and shall pay all sewer services rendered to the premises. The bills shall be sent to the owner, tenant or occupant, as the owner shall direct and with the concurrence of the Utility Billing Administrator.

(2) In the alternative, the tenant or occupant of any leased or rented premises shall deposit with the Utility Billing Administrator a fee to assure payment for sewer service in accordance with the following schedule of deposit fees:

A. Each dwelling unit - \$100.00.

B. All other users - \$100.00 for each 1,333 cubic feet, as measured by the water meter, estimated to be used in a one-month period.

(3) The required service agreement or security deposit shall be received by the Utility Billing Administrator before service shall be provided.

(b) **Security Deposits:**

(1) Depositors whose accounts, including relocations within the City, were opened after January 1, 1980, that have not been charged for delinquencies or late payments for eight consecutive quarters (2 years) shall receive, upon request, a refund equal to the full amount of the sewer security deposit.

(2) All security deposits required under this section shall be placed in a separate fund and used for no other **purposed** than to offset any unpaid bills, or returned to the depositor upon cessation of services, after deduction of any unpaid balance. The posting of the deposit and the use of the deposit to offset unpaid amounts shall not relieve the depositor of any liability for amounts due in excess of the security deposit.

(3) If sewer service is discontinued under Section [919.04](#), the security deposit may be applied to the delinquency.

(4) The depositor shall receive no interest on the deposit.

(c) **Liability for Unpaid Service:** The owner of the property, as well as the lessee, tenant or occupant, shall be liable to the City for unpaid charges made for such service, in accordance with Section [919.03](#).

(Ord. 1980-41. Passed 11-3-80; Ord. 1984-38. Passed 9-17-84; Ord. 2000-62. Passed 1-15-01; Ord. 2008-08. Passed 3-3-08; Ord. 2017- 26. Passed 11-20-17.)

Section 3. All ordinances in conflict with this ordinance are hereby repealed.

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

Section 5. This Ordinance shall become effective on July 21, 2021.

INTRODUCED: June 7, 2021

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

Approved as to form:

Lynnette Dinkler, Law Director



Legislative Cover Memo

Introduction: June 7, 2021
Public Hearing: June 21, 2021
Effective Date: July 21, 2021

Agenda Item: **Ordinance 2021-13**
AUTHORIZING THE ESTABLISHMENT OF THE “WATER SECURITY DEPOSIT FUND” AND THE “SEWER SECURITY DEPOSIT FUND” THROUGH AMENDMENT AND RESTATEMENT OF TITLE FIVE – ADMINISTRATIVE CODE, CHAPTER 162, WATER AND SEWER DIVISION FOR THE PURPOSE OF HOLDING WATER AND SEWER SECURITY DEPOSITS PAID BY CUSTOMERS IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

Submitted by: Cindy Ryan, Finance Director

Scope/Description: The creation of separate funds to hold Water Security Deposits and Sewer Security Deposits is necessary to segregate these funds which shall only be used to offset any unpaid utility bills.

Vote Required: At least four (4) members of the Council elected thereto concurring.

Exhibits: Exhibit A – AMENDMENT TO CHAPTER 162

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-13

AUTHORIZING THE ESTABLISHMENT OF THE “WATER SECURITY DEPOSIT FUND” AND THE “SEWER SECURITY DEPOSIT FUND” THROUGH AMENDMENT AND RESTATEMENT OF TITLE FIVE – ADMINISTRATIVE CODE, CHAPTER 162, WATER AND SEWER DIVISION FOR THE PURPOSE OF HOLDING WATER AND SEWER SECURITY DEPOSITS PAID BY CUSTOMERS IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

WHEREAS, Chapter 141 Finance Division, Section 141.03(b)(6)(B) of the City’s Codified Ordinances states:

(6) Other Special Funds -

- (A) The Finance Director is hereby authorized to create other special funds which are established or required by law, either specifically or in general.
- (B) Council may establish, with the approval of and in the manner prescribed by the Ohio State Auditor, other such special funds that are not established by law, either specifically or in general, as may be needed or desirable. Special funds which are needed for a period of less than five (5) years may be established by resolution, and special funds which are needed for a period of five (5) years or more shall be established by ordinance. Any ordinance or resolution establishing a special fund may provide that money derived from specified sources other than the general property tax shall be paid directly into such special fund;

and

WHEREAS, the City of Franklin must comply with local, state and federal law and administrative orders and guidelines directing and requiring the establishment of certain funds to maintain financial integrity of the public monies it receives and spends; and

WHEREAS, the creation of separate funds to hold Water Security Deposits and Sewer Security Deposits is necessary to segregate these funds which shall only be used to offset any unpaid utility bills; and

WHEREAS, These types of funds, proprietary funds, are authorized under Ohio Revised Code Section 5705.12; and

WHEREAS, amendment to Title Five – Administrative Code, Chapter 162, Water and Sewer Division for the purpose of holding water and sewer security deposits paid by customers in compliance with law is required.

THE CITY OF FRANKLIN HEREBY ORDAINS, at least four (4) members of the Council elected thereto concurring, that:

Section 1. Certain Sections of Title Five – Administrative Code, Chapter 162, Water and Sewer Division, for the purpose of holding water and sewer security deposits paid by customers in compliance with law, are amended and restated, and shall be codified in the City of Franklin Ordinances, as reflected in Exhibit A, attached.

Section 2. In accordance with Chapter 141 Finance Division, Section 141.03(b)(6)(B), Title Five – Administrative Code, Chapter 162, Water and Sewer Division, and Ohio Revised Code Section 5705.12 the Finance Director is authorized to establish a fund called “Water Security Deposit Fund” and “Sewer Security Deposit Fund.”

Section 3. The purpose of these funds shall be to serve as a holding fund for security deposits of newly established water sewer accounts respectively.

Section 4. No Interest earned shall be credited to this fund.

Section 5. The Finance Director shall forward a copy of this Ordinance to the Auditor of State and shall perform all required action and execute any required applications to the Ohio Auditor of State in order to obtain all necessary approval for the creation of the Water Security Deposit Fund and Sewer Security Deposit Fund.

Section 6. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 7. All ordinances in conflict with this Ordinance are hereby repealed.

Section 8. This Ordinance shall become effective on July 21, 2021.

INTRODUCED: June 7, 2021

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

Approved as to form:

Lynnette Dinkler, Law Director

EXHIBIT A

CHAPTER 162 Water & Sewer Division

[162.01](#) Establishment.

[162.02](#) Water & Sewer Superintendent.

[162.03](#) Functions.

[162.04](#) Water Fund.

[162.05](#) Water System Improvement Fund.

[162.06](#) *Water Security Deposit Fund.*

[162.067](#) *Sewer Fund.*

[162.078](#) *Sewer System Improvement Fund.*

[162.09](#) *Sewer Security Deposit Fund.*

162.01 ESTABLISHMENT.

In accordance with Section [6.01](#) of the City's Charter, a Division of Water & Sewer is hereby created within the Public Works Department, which shall have such officers, deputies, clerks, and other employees as may from time-to-time be determined by the Council. All such employees shall be appointed by the City Manager and shall be under the supervision and control of the Public Works Director.

(Ord. 2016-16. Passed 11-21-16.)

162.02 WATER & SEWER SUPERINTENDENT.

(a) Appointment: The Water & Sewer Superintendent shall be appointed by the City Manager, with the consent of the Public Works Director.

(b) Powers and Duties: The Water & Sewer Superintendent shall perform such duties and have such obligations and responsibilities as are set forth in the City's Streets, Utilities and Public Services Code and all other ordinances and resolutions passed by the Council, or applicable statutes of this State relative to the provision and establishment of municipal water and sewer services.

(c) Reports to Public Works Director: The Water & Sewer Superintendent shall be under the supervision and control of the Public Works Director.

(d) Unclassified Service: In accordance with Section [8.02](#) of the City's Charter, the position of Water & Sewer Superintendent shall be in the unclassified service.

(Ord. 2016-16. Passed 11-21-16.)

162.03 FUNCTIONS.

(a) Powers and Duties: The Water & Sewer Division, under the supervision and direction of the Water & Sewer Superintendent, shall perform the following functions:

- (1) Manage and control the operation of the City's water and sewer systems;
- (2) Administer and carry out the provisions of all agreements, contracts, and other legal obligations pertaining to the City's water and sewer systems;
- (3) Control and maintain all property and equipment of the City's water and sewer systems;
- (4) Perform and comply with any necessary EPA tests or requirements;
- (5) Control and maintain all property and equipment associated with the City's well fields; and
- (6) Manage or supervise all extensions, repairs, improvements, or construction related to the City's water and sewer systems.

(b) Additional Powers and Duties: The Water & Sewer Division may also perform any other functions consistent with the maintenance and control of the City's water and sewer systems as may be necessary or as the Council, City ordinances, State law or Federal law may designate.

(Ord. 2016-16. Passed 11-21-16.)

162.04 WATER FUND.

(a) Establishment: There is hereby established the Water Fund to account for moneys received from the collection of charges for use of the City's water service, along with such other amounts as are collected for tap-in charges or from any operation of the City's water system.

(b) Use of Fund:

(1) Amounts within the Water Fund shall be used only for the payment of costs and expenses including, but not limited to, administration and personnel expenses, related to the operation, maintenance, construction, enlargement, extension, repair, and management of the City's water works system, and to the extinguishment of any indebtedness created therefor.

(2) After payment of the expenses of conducting and managing the City's water works system, any surplus may be applied to the repairs, enlargement, or extension of the system, the payment of debt charges on bonds issued for construction, enlargement, or extension of the system and/or any parts thereof, or for the creation of a sinking fund for the payment of any indebtedness so incurred.

(Ord. 2016-16. Passed 11-21-16.)

Statutory reference:

Water supply, see ORC 715.08

Disposition of surplus funds, see ORC 743.05

Proceeds from water works to be a separate fund, see ORC 743.06

Establishment of funds, see ORC 5705.09

162.05 WATER SYSTEM IMPROVEMENT FUND.

(a) Establishment: There is hereby established a Water System Improvement Fund to account for moneys transferred from the Water Fund and the General Fund, and to receive Federal or State grant and/or loan moneys for capital improvement projects related to the City's water system.

(b) Use of Fund: Moneys within the Water System Improvement Fund may only be used for the installation, improvement, repair and maintenance of the City's water system including, but not limited to, acquisition of property or materials having a life expectancy of over five (5) years, the purchase of vehicles or equipment used in installing, improving, maintaining or repairing, when such vehicles or equipment have a life expectancy of over five (5) years, services related to planning, engineering, legal or other services required for installation, improvement, repair and maintenance projects. Any moneys within the Water System Improvement Fund that are received from a Federal or State grant and/or loan shall only be used in accordance with the terms of the Federal or State grant and/or loan.

(Ord. 2016-16. Passed 11-21-16.)

Statutory reference:

Reserve balance accounts - special revenue fund - capital projects fund, see ORC 5705.13

162.06 WATER SECURITY DEPOSIT FUND.

(a) Establishment: There is hereby established the Water Security Deposit Fund to account for moneys received from tenants or occupants of any leased or rented premises under Chapter 911.10, Service Application and Deposit Requirements.

(b) Use of Fund:

(1) Amounts within the Water Security Deposit Fund shall be used for no other purpose than to offset any unpaid bills.

(2) All terms and conditions created under 911.10 apply to the administration of the Water Security Deposit Fund.

162.07 SEWER FUND.

(a) Establishment: There is hereby established the Sewer Fund for moneys received from the collection of charges for use of the City's sanitary sewer service, along with such other amounts as are collected for tap-in charges or from any operation of the City's sanitary sewer system.

(b) Use of Fund:

(1) Amounts within the Sewer Fund may only be used for the payment of costs and expenses including, but not limited to, administration and personnel expenses, related to the management, maintenance, operation, and repair of the City's sanitary sewer system and sewage pumping, treatment, and disposal works.

(2) After payment of the expenses of conducting and managing the City's sanitary sewer system, any surplus may be used for the enlargement or replacement of the system and works; for construction and reconstruction of mains and interceptors, for the payment of debt charges on bonds issued for construction, enlargement, or extension of the system and/or any parts thereof, or for the creation of a sinking fund for the payment of any indebtedness so incurred.

(Ord. 2016-16. Passed 11-21-16.)

Statutory reference:

Funds from sewer rentals deposited into sewer fund, see ORC 729.52

Establishment of funds, see ORC 5705.09

162.08 SEWER SYSTEM IMPROVEMENT FUND.

(a) Establishment: There is hereby established a Sewer System Improvement Fund to account for moneys transferred from the Sewer Fund and to receive Federal or State grant and/or loan moneys for capital improvement projects related to the City's sanitary sewer system.

(b) Use of Fund: Moneys within the Sewer System Improvement Fund may only be used for the installation, improvement, repair and maintenance of the City's sanitary sewer system including, but not limited to, acquisition of property or materials having a life expectancy of over five (5) years, the purchase of vehicles or equipment used in installing, improving, maintaining or repairing, when such vehicles or equipment have a life expectancy of over five (5) years, services related to planning, engineering, legal or other services required for installation, improvement, repair and maintenance projects. Any moneys within the Sewer System Improvement Fund that are received from a Federal or State grant and/or loan shall only be used in accordance with the terms of the Federal or State grant and/or loan.

(Ord. 2016-16. Passed 11-21-16.)

Statutory reference:

Reserve balance accounts - special revenue fund - capital projects fund, see ORC 5705.13

162.09 SEWER SECURITY DEPOSIT FUND.

(a) Establishment: There is hereby established the Sewer System Security Deposit Fund to account for moneys received from tenants or occupants of any leased or rented premises under Chapter 919.05, Service Application and Deposit Requirements.

(b) Use of Fund:

(1) Amounts within the Sewer Security Deposit Fund shall be used for no other purpose than to offset any unpaid bills.

(2) All terms and conditions created under 919.05 apply to the administration of the Water Security Deposit Fund.



Legislative Cover Memo

Meeting Date: June 21, 2021

Agenda Item: **Ordinance 2021-14**
AMENDING ORDINANCE 2021-02 TO PROVIDE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF FRANKLIN, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY

Submitted by: Cindy Ryan, Finance Director

Scope/Description: This ordinance will adjust appropriations to the following funds:

- **General Fund** Increase of \$65,000 to Police Division-Other for additional expenses and training requests.
- **General Fund** Increase of \$50,000 to City Manager-Personal Services for new positions salaries and benefits.
- **General Fund** Increase of \$10,000 to City Manager-Other for furniture and computer purchases.
- **General Fund** Increase of \$15,000 to Finance-Personal Services to account for new position salaries and benefits.
- **General Fund** Increase of \$125,000 to Law Department-Other to account for legal fees.
- **General Fund** Increase of \$43,360 to Building Division-Personal Services for new position salary and benefits and change in benefit election of existing employee.
- **General Fund** Increase of \$4,500 to Building & Zoning-Other for computer purchase.
- **FEMA Fund** Increase of \$9,636 to Transfers and Advances-Other to account for the reimbursement grant received.
- **Drug Law Enforcement Fund** Increase of \$6,000 to Police Division-Other to purchase 2 bikes for officers.
- **Recreation Fund** Increase of \$70,000 to Parks & Recreation-Other to account for Bathroom repairs and Park Improvements reimbursed by Nature Works Grant.
- **Capital Improvement Fund** Increase of \$82,500 to Other Government-Other
 - \$20,000 for City Manager vehicle
 - \$16,000 for new server & rack for City Administration
 - \$6,500 for 75" Touch Monitor
 - \$40,000 for Inspector vehicle
- **ODOT Program Fund** Increase of \$685,000 to Street Construction, Maintenance & Repair-Other.
 - Increase of \$485,000 to post payments made by ODOT to contractors on-behalf of the City during 2020; a corresponding revenue line item will be posted as well.
 - Increase of \$200,000 for design costs for various projects moving forward more quickly than previously expected.
- **Economic Development Fund** Increase of \$50,000 to Economic Development-Other for additional demolitions.
- **TIF Fund** Increase of \$278,373 to Other-Other to post an audit correction from 2014 that was not posted to the finance system. These funds will be moved to Fund 215 which will allow the finance system to match the audit report.
- **Sewer Replacement Fund** Increase of \$343,440 to Transfers and Advances-Other to reimburse the General Fund for the Sewer portion of the Third Street Lift Station Project.
- **Water Fund** Increase of \$2,500 to Water Division-Other to account for Shoring project which is reimbursed by Worker's Comp Grant.
- **Sewer Fund** Increase of \$22,000 to Sewer-Other to account for receipt and refund paid to City by mistake.
- **Storm Water Fund** Increase of \$2,500 to Stormwater Utility-Other to account for Shoring project which is reimbursed by Worker's Comp Grant.

Emergency Legislation: Yes – Necessary to provide for the financial operations of the City through the end of the fiscal year.

Vote Required for Passage: Per Section 4.14 of the City Charter, the passage of this Ordinance requires the affirmative vote of at least FOUR (4) members of Council.

Recommendation: Staff recommends adoption.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-14

AMENDING ORDINANCE 2021-02 TO PROVIDE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF FRANKLIN, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY

WHEREAS, the Council of the City of Franklin finds it necessary, upon the recommendation of the Finance Committee, the City Manager and the Finance Director, to make certain amendments to the appropriations made by Ordinance 2021-02, passed on March 15, 2021, which provides appropriations for the fiscal year ending December 31, 2021, in order to meet current expenses and to authorize certain other expenditures; and

WHEREAS, Section 4.14 of the City's Charter authorizes emergency appropriations, when such appropriations are made pursuant to an emergency ordinance,

THE CITY OF FRANKLIN HEREBY ORDAINS, at least four (4) members of Council elected thereto concurring, that:

Section 1. This Ordinance is an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the City of Franklin, Ohio. The reason for such necessity arises from the need to provide appropriations for current expenses and other expenditures for the fiscal year ending December 31, 2021, to ensure the continued, usual, daily operation of the City Government.

Section 2. To provide for current expenses and other expenditures of the City of Franklin, Ohio, for the fiscal year ending December 31, 2021, the sums contained within the attached Exhibit A, as amended, are hereby appropriated.

Section 3. Existing Ordinance 2021-02 is hereby repealed.

Section 4. The Finance Director is hereby authorized to make payments from any of the appropriations herein made, upon receiving proper claims, certificates and or vouchers approved by the officials, department heads, or their respective designees, authorized by law to approve the same, or upon an ordinance or resolution of Council to make expenditures; provided, however, that no payments for salaries or wages shall be made except to persons employed in accordance with the ordinances of the City of Franklin and/or laws of the State of Ohio.

Section 5. The Finance Director is hereby authorized to adjust appropriations within any Fund or Department, so long as the adjustments made do not exceed the total appropriations authorized within any Fund. In addition, the Finance Director is hereby authorized to establish additional

accounts within any Fund as may from time to time be required to ensure proper accounting or by the State of Ohio.

Section 6. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Chapter 121 of the Ohio Revised Code, and the Rules of Council.

Section 7. This Ordinance shall take effect immediately upon its adoption and, in accordance with Sections 4.05 and 4.14 of the City's Charter, shall not be automatically repealed.

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of Ordinance 2021-14 passed by that body on June 21, 2021.

APPROVED AS TO FORM:

Khristi Dunn, Clerk of Council

_____ Law Director

FUND	ACTIVITY	PERSONAL SERVICES	OTHER	TOTAL
100	<u>GENERAL FUND</u>			
	<u>Public Safety</u>			
	Police Division	\$3,887,600	\$684,200	\$4,571,800
	Reserve Police	\$4,300	\$3,375	\$7,675
	Total	\$3,891,900	\$687,575	\$4,579,475
	<u>General Government</u>			
	Economic Development	\$0	\$53,000	\$53,000
	Clerk & Council	\$177,220	\$95,320	\$272,540
	Municipal Court	\$740,350	\$245,405	\$985,755
	Probation Division	\$269,700	\$14,050	\$283,750
	City Manager	\$361,610	\$26,050	\$387,660
	Finance Department	\$361,820	\$101,650	\$463,470
	Income Tax Division	\$196,400	\$300,222	\$496,622
	Law Department	\$37,770	\$390,130	\$427,900
	Civil Service Commission	\$0	\$30,000	\$30,000
	Planning Commission	\$0	\$9,200	\$9,200
	Building & Grounds	\$63,600	\$162,530	\$226,130
	Other Government	\$0	\$310,000	\$310,000
	Building Division	\$193,980	\$115,855	\$309,835
	Total	\$2,402,450	\$1,853,412	\$4,255,862
	<u>Transfers</u>			
	Transfers & Advances	\$0	\$4,653,611	\$4,653,611
	Total	\$0	\$4,653,611	\$4,653,611
	TOTAL GENERAL FUND	\$6,294,350	\$7,194,598	\$13,488,948
200	<u>STREET FUND</u>			
	Street Constr, Maint, & Repair	\$699,500	\$1,206,818	\$1,906,318
	Total	\$699,500	\$1,206,818	\$1,906,318
210	<u>STATE HIGHWAY FUND</u>			
	Street Constr, Maint, & Repair	\$0	\$62,000	\$62,000
	Total	\$0	\$62,000	\$62,000
212	<u>FIRE & EMS LEVY FUND</u>			
	Fire & EMS Division (Includes Grant)	\$1,905,550	\$615,800	\$2,521,350
	Volunteer Firefighters	\$767,000	\$1,800	\$768,800
	Transfers & Advances	\$0	\$683,000	\$683,000
	Total	\$2,672,550	\$1,300,600	\$3,973,150
215	<u>ISSUE TWO FUND</u>			
	Street Constr, Maint, & Repair	\$0	\$150,000	\$150,000
	Transfers & Advances	\$0	\$500,000	\$500,000
	Total	\$0	\$650,000	\$650,000
219	<u>E 9-1-1 WIRELESS FUND</u>			
	Police Division	\$95,600	\$11,200	\$106,800
	Total	\$95,600	\$11,200	\$106,800
220	<u>JOINT RECREATION FUND</u>			
	Swimming Pool	\$124,900	\$150,305	\$275,205
	Transfers & Advances	\$0	\$0	\$0
	Total	\$124,900	\$150,305	\$275,205

225	<u>COMPUTER RESEARCH FUND</u>			
	Municipal Court	\$0	\$2,400	\$2,400
	Total	\$0	\$2,400	\$2,400
230	<u>COURT SPECIAL PROJECTS</u>			
	Municipal Court	\$95,760	\$107,000	\$202,760
	Probation Division	\$24,656	\$118,000	\$142,656
	Total	\$120,416	\$225,000	\$345,416
235	<u>CLERK'S COMPUTERIZATION</u>			
	Municipal Court	\$0	\$90,327	\$90,327
	Total	\$0	\$90,327	\$90,327
238	<u>FEMA FUND</u>			
	Fire & EMS Division	\$0	\$0	\$0
	Transfers & Advances	\$0	\$443,105	\$443,105
	Total	\$0	\$443,105	\$443,105
239	<u>LOCAL CORONAVIRUS RELIEF FUND</u>			
	Police Division	\$0	\$0	\$0
	Fire & EMS Division (Includes Volunteers)	\$0	\$0	\$0
	Total	\$0	\$0	\$0
240	<u>COUNTY VEHICLE TAX FUND</u>			
	Street & Road Repair	\$0	\$0	\$0
	Total	\$0	\$0	\$0
250	<u>DRUG LAW ENFORCEMENT</u>			
	Police Division	\$0	\$8,000	\$8,000
	Total	\$0	\$8,000	\$8,000
255	<u>LAW ENFORCEMENT FUND</u>			
	Police Division	\$0	\$45,000	\$45,000
	Total	\$0	\$45,000	\$45,000
260	<u>RECREATION FUND</u>			
	Parks & Recreation	\$255,090	\$221,300	\$476,390
	Special Events	\$0	\$110,600	\$110,600
	Total	\$255,090	\$331,900	\$586,990
265	<u>LAW ENFORCEMENT ASST. FUND</u>			
	Police Division	\$0	\$10,000	\$10,000
	Total	\$0	\$10,000	\$10,000
270	<u>IDAT FUND</u>			
	Health	\$0	\$7,000	\$7,000
	Total	\$0	\$7,000	\$7,000
272	<u>IDIAM FUND</u>			
	Health	\$0	\$20,250	\$20,250
	Total	\$0	\$20,250	\$20,250
275	<u>ENFORCEMENT & EDUCATION</u>			
	Health	\$0	\$3,000	\$3,000
	Total	\$0	\$3,000	\$3,000

277	<u>IN HOUSE MONITORING FUND</u>			
	Municipal Court	\$0	\$7,000	\$7,000
	Total	\$0	\$7,000	\$7,000
290	<u>EMPLOYEE BENEFITS RESERVE FUND</u>			
	Police Division	\$216,550	\$0	\$216,550
	Parks & Recreation	\$41,600	\$0	\$41,600
	Sanitary Sewer	\$0	\$0	\$0
	Water	\$49,250	\$0	\$49,250
	Street Constr, Maint, & Repair	\$0	\$0	\$0
	Clerk & Council	\$0	\$0	\$0
	Municipal Court	\$8,700	\$0	\$8,700
	City Manager	\$39,600	\$0	\$39,600
	Finance Department	\$24,350	\$0	\$24,350
	Building Division	\$56,800	\$0	\$56,800
	Total	\$436,850	\$0	\$436,850
310	<u>BOND RETIREMENT FUND</u>			
	Bond Retirement	\$0	\$561,000	\$561,000
	Total	\$0	\$561,000	\$561,000
320	<u>SPECIAL ASSESSMENT BOND RETIREMENT</u>			
	Bond Retirement	\$0	\$45,000	\$45,000
	Total	\$0	\$45,000	\$45,000
400	<u>CAPITAL IMPROVEMENTS FUND</u>			
	Police Division	\$0	\$304,500	\$304,500
	Fire & EMS Division	\$0	\$0	\$0
	Economic Development	\$0	\$0	\$0
	Other Government	\$0	\$539,203	\$539,203
	Total	\$0	\$843,703	\$843,703
401	<u>ODOT PROGRAM FUND</u>			
	Street Constr, Maint, & Repair	\$0	\$2,318,882	\$2,318,882
	Total	\$0	\$2,318,882	\$2,318,882
403	<u>ECONOMIC DEVELOPMENT & REHABILITATION FUND</u>			
	Economic Development	\$0	\$545,000	\$545,000
	Total	\$0	\$545,000	\$545,000
410	<u>TIF FUND</u>			
	Other	\$0	\$278,373	\$278,373
	Total	\$0	\$278,373	\$278,373
412	<u>FIRE & EMS REPLACEMENT FUND</u>			
	Fire & EMS Division	\$0	\$436,965	\$436,965
	Total	\$0	\$436,965	\$436,965
420	<u>SEWER REPLACEMENT FUND</u>			
	Transfers & Advances	\$0	\$343,440	\$343,440
	Total	\$0	\$343,440	\$343,440
430	<u>WATERWORKS REPLACEMENT FUND</u>			
	Water	\$0	\$1,075,000	\$1,075,000
	Total	\$0	\$1,075,000	\$1,075,000
440	<u>STORMWATER REPLACEMENT FUND</u>			
	Stormwater Utility	\$0	\$0	\$0
	Total	\$0	\$0	\$0

520	<u>STREET LIGHTING FUND</u>				
	Street Lighting	\$0	\$520,000	\$520,000	
	Total	\$0	\$520,000	\$520,000	
530	<u>MIAMI CONSERVANCY DISTRICT</u>				
	Flood Control	\$0	\$59,650	\$59,650	
	Total	\$0	\$59,650	\$59,650	
610	<u>WATER FUND</u>				
	Water Division (Includes Water Treatment Plant)	\$970,610	\$1,164,230	\$1,161,730	\$2,134,840
	Bond Retirement	\$0	\$389,750		\$389,750
	Transfers & Advances	\$0	\$1,100,000		\$1,100,000
	Total	\$970,610	\$2,653,980		\$3,624,590
620	<u>SEWER FUND</u>				
	Sewer Division	\$311,005	\$2,589,320	\$2,567,320	\$2,900,325
	Transfers & Advances	\$0	\$180,000		\$180,000
	Total	\$311,005	\$2,769,320		\$3,080,325
630	<u>TRASH COLLECTION FUND</u>				
	Trash Collection	\$57,150	\$861,434		\$918,584
	Total	\$57,150	\$861,434		\$918,584
640	<u>STORMWATER UTILITY FUND</u>				
	Stormwater Utility	\$311,400	\$303,479	\$300,979	\$614,879
	Other Financing Uses	\$0	\$25,000		\$25,000
	Total	\$311,400	\$328,479		\$639,879
810	<u>POLICE PENSION FUND</u>				
	Police Division	\$507,911	\$1,000		\$508,911
	Total	\$507,911	\$1,000		\$508,911
820	<u>FIRE PENSION FUND</u>				
	Fire & EMS Division (Includes Grant)	\$351,400	\$1,000		\$352,400
	Total	\$351,400	\$1,000		\$352,400
825	<u>F.C. DIAL TRUST FUND</u>				
	Parks & Recreation	\$0	\$550,000		\$550,000
	Total	\$0	\$550,000		\$550,000
835	<u>UNCLAIMED MONIES FUND</u>				
	Unclaimed Funds	\$0	\$1,000		\$1,000
	Transfers & Advances	\$0	\$10,500		\$10,500
	Total	\$0	\$11,500		\$11,500
840	<u>INSURANCE RESERVE FUND</u>				
	Insurance Demolition	\$0	\$20,000		\$20,000
	Total	\$0	\$20,000		\$20,000
845	<u>BUILDING STANDARDS FUND</u>				
	Building Division	\$0	\$3,000		\$3,000
	Total	\$0	\$3,000		\$3,000
	TOTAL BUDGET	\$13,208,732	\$25,995,229		\$39,203,961



Legislative Cover Memo

Meeting Date: June 21, 2021

Agenda Item: **Resolution 2021-45**
ADOPTING THE TAX BUDGET FOR THE CITY OF FRANKLIN, OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022, AND AUTHORIZING THE FINANCE DIRECTOR TO SUBMIT IT TO THE WARREN COUNTY AUDITOR

Submitted by: Cindy Ryan, Finance Director

Scope/Description: State law requires that City Council adopt a tax budget for the next fiscal year by July 15th of the current year and then file it with the County Auditor by July 20th. This is the first legally-required step in the annual budget process. The Warren County Budget Commission uses the tax budget to issue a Certificate of Estimated Resources for the City, which details the amount of property tax and local government funds that the City will receive in the next fiscal year. Many of the figures in this tax budget will be amended as actual 2021 revenues and expenditures become clearer and as City staff begins working on the 2022 annual budget. This process will additionally be further impacted by the financial effects and consequences of COVID-19.

The Ohio Revised Code requires that Council hold a public hearing on this Resolution.

Budget Impact: Warren County Budget Commission will use the approved tax budget to determine how much property tax and local government revenues the City will receive.

Exhibits: Exhibit A – Tax Budget

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-45

**ADOPTING THE TAX BUDGET OF THE CITY OF FRANKLIN, OHIO, FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2022, AND AUTHORIZING THE FINANCE DIRECTOR TO SUBMIT IT TO THE WARREN
COUNTY AUDITOR**

WHEREAS, pursuant to Ohio Revised Code Section 5705.28, City Council is required to adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July;

WHEREAS, the Finance Director has prepared the required tax budget, presenting the information required by Ohio Revised Code Section 5705.29;

WHEREAS, this Council held a public hearing on the budget on June 21, 2021, after giving public notice of said hearing not less than ten (10) days prior to the date of the hearing, as required by Ohio Revised Code Section 5705.30;

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

Section 1. The tax budget of the City of Franklin, Ohio, for the fiscal year beginning January 1, 2022, attached hereto as Exhibit A, is hereby adopted as the official tax budget of the City of Franklin, for the fiscal year beginning January 1, 2022.

Section 2. The Finance Director is directed to submit two (2) copies of the City's adopted tax budget, along with a certified copy of this Resolution, to the Warren County Auditor on or before July 20, 2021.

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

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

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on June 21, 2021

Khristi Dunn, Clerk of Council

Revised County Auditor's Form No. Aud 622
Prepare in triplicate
On or before July 20th two copies of this Budget must be submitted to County Auditor

Form Prescribed by the Auditor of State

City of FRANKLIN

WARREN County, Ohio

(Date) June 21, 2021

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. FAILURE TO COMPLY WITH SEC. 5705.28 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.

To the Auditor of said County:

The following Budget year beginning January 1, 2022 has been adopted by Council and is herewith submitted for consideration of the County Budget Commission.

Signed _____
Title FINANCE DIRECTOR

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED RATES

For Municipal Use		For Budget Commission Use		For County Auditor Use	
FUND (Include only those funds that are requesting general property tax revenue)	Budget Year Amount Requested of Budget Commission Inside/Outside	Budget Year Amount Approved by Budget Commission Inside 10 Mill Limitation	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's estimate of Tax Rate to be Levied	
				Inside 10 Mill Limit Budget Year	Outside 10 Mill Limit Budget Year
	Column 1	Column 2	Column 3	Column 4	Column 5
GOVERNMENT FUNDS					
GENERAL FUND	\$ 519,000				
FIRE & EMS LEVY FUND	\$ 1,494,500				
SPECIAL ASSESSMENT BOND RET FUND	\$ 57,000				
STREET LIGHTING FUND	\$ 151,900				
MIAMI VALLEY CONSERV DISTRCT FUND	\$ 49,000				
	\$ -				
	\$ -				
PROPRIETARY FUNDS					
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
FIDUCIARY FUNDS					
POLICE PENSION FUND	\$ 63,000				
FIRE PENSION FUND	\$ 63,000				
	\$ -				
TOTAL ALL FUNDS	\$ 2,397,400				

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to be Levied	Tax Year County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column 3)
GENERAL FUND:		
Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C.		
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION		
SPECIAL LEVY FUNDS:		
Fund, Levy authorized by voters on / / , not to exceed years. Authorized under Section , R.C.		
FIRE/EMS - CONT 05/07/2002		
FIRE/EMS - CONT 08/07/2012		

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL

This Exhibit is to be used for the General Fund Only

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
REVENUES				
Local Taxes				
General Property Tax ----Real Estate	462,073	462,181	482,000	475,000
Tangible Personal Property Tax	-	-	-	-
Other Local Taxes	63,021	32,669	50,000	65,000
Municipal Income Tax	8,624,867	8,479,946	7,650,000	8,585,000
Total Local Taxes	\$ 9,149,961	\$ 8,974,796	\$ 8,182,000	\$ 9,125,000
Intergovernmental Revenues				
State Shared Taxes & Permits				
Local Government	193,250	223,311	151,596	165,000
Estate Tax	-	-	-	-
Cigarette Tax	821	677	700	700
Liquor & Beer Permits	11,072	2,484	12,000	12,000
Homestead/Rollback	47,217	46,010	44,000	44,000
Other State Shared Taxes & Permits	-	-	-	-
Total State Shared Taxes & Permits	\$ 252,360	\$ 272,482	\$ 208,296	\$ 221,700
Federal Grants or Aid	-	19,046	-	-
State Grants or Aid	-	149,705	-	-
Other Grants or Aid	255,149	-	-	-
Total Intergovernmental Revenues	\$ 507,509	\$ 441,233	\$ 208,296	\$ 221,700
Special Assessments	-	-	-	-
Charges for Services	34,954	30,032	230,300	230,300
Fines, Licenses, & Permits	799,689	714,604	739,350	739,350
Reimbursements	178,749	312,563	78,000	78,000
Miscellaneous	346,487	192,824	160,500	145,000
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	39,361	28,915	139,588	29,000
Advances	-	400,000	500,000	-
Other Sources	29,601	21,914	1,000	1,000
Total Other Financing Sources	\$ 68,962	\$ 450,829	\$ 640,588	\$ 30,000
TOTAL REVENUE	11,086,311	11,116,881	10,239,034	10,569,350

FUND NAME: GENERAL FUND, CONTINUED

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL

This Exhibit is to be used for the General Fund Only

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
EXPENDITURES				
Security of Persons & Property				
Personal Services	3,188,045	2,706,016	3,891,900	4,086,000
Travel Transportation	-	-	-	-
Contractual Services	349,659	336,854	375,275	375,000
Supplies & Materials	130,774	97,911	147,300	145,000
Capital Outlay	-	87,283	100,000	-
Total Security of Persons & Property	\$ 3,668,478	\$ 3,228,064	\$ 4,514,475	\$ 4,606,000
Public Health Services				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies & Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Public Health Services	\$ -	\$ -	\$ -	\$ -
Leisure Time Activities				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies & Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	\$ -	\$ -	\$ -	\$ -
Community Environment				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	8,794	8,610	19,000	19,000
Supplies & Materials	24,714	5,770	34,000	34,000
Capital Outlay	-	-	-	-
Total Community Environment	\$ 33,508	\$ 14,380	\$ 53,000	\$ 53,000
Basic Utility Services				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies & Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Basic Utility Services	\$ -	\$ -	\$ -	\$ -

FUND NAME: GENERAL FUND, CONTINUED

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL

This Exhibit is to be used for the General Fund only

DESCRIPTION (1)	Budget Year Actual 2019 (2)	Budget Year Actual 2020 (3)	Budget Year Estimated for 2021 (4)	Budget Year Estimated for 2022 (5)
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportations	\$ -	\$ -	\$ -	\$ -
General Government				
Personal Services	1,962,555	2,010,729	2,294,090	2,410,000
Travel Transportation	-	-	-	-
Contractual Services	677,408	679,896	1,175,942	1,200,000
Supplies and Materials	232,815	345,744	469,970	485,000
Capital Outlay	7,229	19,913	15,000	15,000
Total General Government	\$ 2,880,007	\$ 3,056,282	\$ 3,955,002	\$ 4,110,000
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	\$ -	\$ -	\$ -	\$ -
Other Uses of Funds				
Transfers	3,616,469	3,403,586	4,153,611	4,000,000
Advances	-	900,000	500,000	-
Contingencies	-	-	-	-
Other Uses of Funds	-	-	-	-
Total Other Uses of Funds	\$ 3,616,469	\$ 4,303,586	\$ 4,653,611	\$ 4,000,000
TOTAL EXPENDITURES	10,198,462	10,602,312	13,176,088	12,769,000
Revenues over/(under) Expenditures	887,849	514,569	(2,937,054)	(2,199,650)
Beginning Unencumbered (Cash) Balance	7,243,356	8,131,205	8,645,774	5,708,720
Ending Cash Fund Balance	8,131,205	8,645,774	5,708,720	3,509,070
Estimated Encumbrances (outstanding at year end)	-	110,256	70,000	70,000
Estimated Ending Unencumbered Fund Balance	8,131,205	8,535,518	5,638,720	3,439,070

FUND NAME: FIRE & EMS LEVY FUND (212)
 FUND TYPE/CLASSIFICATION: SPECIAL REVENUE

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund
 Reproduce as needed

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
REVENUE				
Property Taxes - Fire & EMS Levy Proceeds	1,306,992	1,305,070	1,351,000	1,367,500
Property Tax Allocation - Homestead/Rollback	125,630	122,486	127,000	127,000
Other Local Taxes	-	-	-	-
State Grants or Aid	30,000	9,026	-	-
Licenses & Permits	-	-	-	-
Charges for Services	449,612	364,650	518,000	518,000
Miscellaneous	55,157	108,273	30,000	30,000
Other Financing Sources	502,000	430,964	900,213	900,000
TOTAL REVENUE	\$ 2,469,391	\$ 2,340,469	\$ 2,926,213	\$ 2,942,500
EXPENDITURES (PROGRAM) (OBJECT)	(Identify each program & object code at the same level show on Exhibit I)			
Security of Persons & Property				
Personal Services	1,808,514	1,581,374	2,672,550	2,779,452
Travel Transportation	-	-	-	-
Contractual Services	368,444	294,050	449,050	438,500
Supplies & Materials	125,954	98,217	168,550	200,050
Capital Outlay	-	-	-	-
Total Security of Persons & Property	\$ 2,302,912	\$ 1,973,641	\$ 3,290,150	\$ 3,418,002
Other Uses of Funds				
Transfers	92,019	223,067	683,000	293,000
Advances	-	-	-	-
Contingencies	-	-	-	-
Other Uses of Funds	-	-	-	-
Total Other Uses of Funds	\$ 92,019	\$ 223,067	\$ 683,000	\$ 293,000
TOTAL EXPENDITURES	\$ 2,394,931	\$ 2,196,708	\$ 3,973,150	\$ 3,711,002
Revenues Over (Under) Expenditures	74,460	143,761	(1,046,937)	(768,502)
Beginning Unencumbered Fund Balance (Use Actual Cash Balance in Col. 2 and 3)	2,096,672	2,171,132	2,314,893	1,267,956
Ending Cash Balance	2,171,132	2,314,893	1,267,956	499,454
Estimated Encumbrances (outstanding at year end)	-	74,164	50,000	50,000
Estimated Ending Unencumbered Fund Balance	2,171,132	2,240,729	1,217,956	449,454

FUND NAME: SPECIAL ASSESSMENT BOND RETIREMENT FUND (320)

FUND TYPE/CLASSIFICATION: DEBT

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund
Reproduce as needed

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
REVENUE				
Special Assessments	57,395	44,076	57,000	57,000
Miscellaneous	-	-	-	-
TOTAL REVENUE	\$ 57,395	\$ 44,076	\$ 57,000	\$ 57,000
EXPENDITURES (PROGRAM) (OBJECT)	(Identify each program & object code at the same level show on Exhibit I)			
Debt Service				
Bond Retirement	51,464	44,100	45,000	45,000
Total Debt Service	\$ 51,464	\$ 44,100	\$ 45,000	\$ 45,000
TOTAL EXPENDITURES	\$ 51,464	\$ 44,100	\$ 45,000	\$ 45,000
Revenues Over (Under) Expenditures	5,931	(24)	12,000	12,000
Beginning Unencumbered Fund Balance	194,375	200,306	200,282	212,282
(Use Actual Cash Balance in Col. 2 and 3)	194,375	200,306	200,282	212,282
Ending Cash Balance	200,306	200,282	212,282	224,282
Estimated Encumbrances (outstanding at year end)	-	-	-	-
Estimated Ending Unencumbered Fund Balance	200,306	200,282	212,282	224,282

FUND NAME: STREET LIGHTING FUND (520)
 FUND TYPE/CLASSIFICATION: SPECIAL REVENUE

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund
 Reproduce as needed

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
REVENUE				
Special Assessments	168,297	167,042	151,900	151,900
Other Financing Sources	3,100	300,000	3,100	3,100
TOTAL REVENUE	\$ 171,397	\$ 467,042	\$ 155,000	\$ 155,000
EXPENDITURES (PROGRAM) (OBJECT)	(Identify each program & object code at the same level show on Exhibit I)			
Security of Persons & Property				
Contractual Services	143,590	143,158	520,000	170,000
Total Security of Persons & Property	\$ 143,590	\$ 143,158	\$ 520,000	\$ 170,000
TOTAL EXPENDITURES	\$ 143,590	\$ 143,158	\$ 520,000	\$ 170,000
Revenues Over (Under) Expenditures	27,807	323,884	(365,000)	(15,000)
Beginning Unencumbered Fund Balance	87,410	115,217	439,101	74,101
(Use Actual Cash Balance in Col. 2 and 3)	87,410	115,217	439,101	74,101
Ending Cash Balance	115,217	439,101	74,101	59,101
Estimated Encumbrances (outstanding at year end)	-	-	-	-
Estimated Ending Unencumbered Fund Balance	115,217	439,101	74,101	59,101

FUND NAME: MIAMI CONSERVANCY DISTRICT FUND (530)

FUND TYPE/CLASSIFICATION: SPECIAL REVENUE

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund
 Reproduce as needed

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
REVENUE				
Local Taxes				
Property Tax	48,443	48,456	43,000	49,000
Other Local Taxes	-	-	-	-
State Shared Taxes				
Homestead/Rollback	4,952	4,825	4,500	4,900
Other Financing Sources	-	-	11,000	11,000
TOTAL REVENUE	\$ 53,395	\$ 53,281	\$ 58,500	\$ 64,900
EXPENDITURES (PROGRAM) (OBJECT)	(Identify each program & object code at the same level show on Exhibit I)			
Community Environment				
Contractual Services	521	594	650	650
Special Assessments	55,721	55,736	59,000	59,000
Total Community Environment	\$ 56,242	\$ 56,330	\$ 59,650	\$ 59,650
TOTAL EXPENDITURES	\$ 56,242	\$ 56,330	\$ 59,650	\$ 59,650
Revenues Over (Under) Expenditures	(2,847)	(3,049)	(1,150)	5,250
Beginning Unencumbered Fund Balance	8,318	5,471	2,422	1,272
(Use Actual Cash Balance in Col. 2 and 3)	8,318	5,471	2,422	1,272
Ending Cash Balance	5,471	2,422	1,272	6,522
Estimated Encumbrances (outstanding at year end)	-	-	-	-
Estimated Ending Unencumbered Fund Balance	5,471	2,422	1,272	6,522

FUND NAME: POLICE PENSION FUND (810)
 FUND TYPE/CLASSIFICATION: SPECIAL REVENUE

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund
 Reproduce as needed

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
REVENUE				
Local Taxes				
Property Tax	66,058	66,077	63,000	63,000
Other Local Taxes	-	-	-	-
State Shared Taxes				
Homestead/Rollback	6,752	6,580	6,400	6,400
Other State Shared Taxes	-	-	-	-
Other Financing Sources	323,369	305,586	439,511	454,748
TOTAL REVENUE	\$ 396,179	\$ 378,243	\$ 508,911	\$ 524,148
EXPENDITURES (PROGRAM) (OBJECT)	(Identify each program & object code at the same level show on Exhibit I)			
Security of Persons & Property				
Personal Services	395,468	377,433	507,911	523,148
Contractual Services	711	810	1,000	1,000
Total Security of Persons & Property	\$ 396,179	\$ 378,243	\$ 508,911	\$ 524,148
TOTAL EXPENDITURES	\$ 396,179	\$ 378,243	\$ 508,911	\$ 524,148
Revenues Over (Under) Expenditures	-	-	-	-
Beginning Unencumbered Fund Balance (Use Actual Cash Balance in Col. 2 and 3)	-	-	-	-
Ending Cash Balance	-	-	-	-
Estimated Encumbrances (outstanding at year end)	-	-	-	-
Estimated Ending Unencumbered Fund Balance	-	-	-	-

FUND NAME: FIRE PENSION FUND (820)
FUND TYPE/CLASSIFICATION: SPECIAL REVENUE

This Exhibit is to be used for any fund receiving property tax revenue, except the General Fund
Reproduce as needed

DESCRIPTION (1)	Budget Year Actual <u>2019</u> (2)	Budget Year Actual <u>2020</u> (3)	Budget Year Estimated for <u>2021</u> (4)	Budget Year Estimated for <u>2022</u> (5)
REVENUE				
Local Taxes				
Property Tax	66,058	66,077	63,000	63,000
Other Local Taxes	-	-	-	-
State Shared Taxes				
Homestead/Rollback	6,752	6,580	6,400	6,400
Other State Shared Taxes	-	-	-	-
Other Financing Sources	92,020	123,067	283,000	293,542
TOTAL REVENUE	\$ 164,830	\$ 195,724	\$ 352,400	\$ 362,942
EXPENDITURES (PROGRAM) (OBJECT)	(Identify each program & object code at the same level show on Exhibit I)			
Security of Persons & Property				
Personal Services	164,119	194,914	351,400	361,942
Contractual Services	711	810	1,000	1,000
Total Security of Persons & Property	\$ 164,830	\$ 195,724	\$ 352,400	\$ 362,942
TOTAL EXPENDITURES	\$ 164,830	\$ 195,724	\$ 352,400	\$ 362,942
Revenues Over (Under) Expenditures	-	-	-	-
Beginning Unencumbered Fund Balance (Use Actual Cash Balance in Col. 2 and 3)	-	-	-	-
Ending Cash Balance	-	-	-	-
Estimated Encumbrances (outstanding at year end)	-	-	-	-
Estimated Ending Unencumbered Fund Balance	-	-	-	-

EXHIBIT III

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2022	Budget Year Estimated Receipt	Total Available for Expenditures	Budget Year Expenditures and Encumbrances			Estimated Unencumbered Balance 12/31/2022
				Personal Services	Other	Total	
SPECIAL REVENUE:							
Street	509,176	1,500,000	2,009,176	728,000	1,000,000	1,728,000	281,176
State Highway	61,652	48,600	110,252	-	30,000	30,000	80,252
Issue II	512,714	-	512,714	-	-	-	512,714
E 9-1-1 Wireless	144,948	109,000	253,948	101,000	11,000	112,000	141,948
Joint Recreation	71,777	250,000	321,777	125,000	100,000	225,000	96,777
Computer Research	17,952	3,100	21,052	2,400	-	2,400	18,652
Court Special Projects	547,818	250,000	797,818	125,000	225,500	350,500	447,318
Clerks Computerization	69,605	50,000	119,605	-	50,000	50,000	69,605
FEMA Fund	-	110,000	110,000	-	110,000	110,000	-
Drug Law Enforcement	15,813	2,500	18,313	-	2,000	2,000	16,313
Law Enforcement	39,461	6,000	45,461	-	10,000	10,000	35,461
Recreation	515,319	450,000	965,319	265,200	150,000	415,200	550,119
Law Enforcement Assistance	14,116	12,000	26,116	-	10,000	10,000	16,116
IDAT	73,354	5,000	78,354	-	7,000	7,000	71,354
IDIAM	36,870	16,000	52,870	-	20,250	20,250	32,620
Enforcement & Education	4,526	500	5,026	-	3,000	3,000	2,026
In-House Monitoring	37,617	7,000	44,617	-	7,000	7,000	37,617
Employee Benefits Fund	274,538	155,000	429,538	250,000	-	250,000	179,538
TOTAL SPECIAL REVENUE FUNDS	\$ 2,947,253	\$ 2,974,700	\$ 5,921,953	\$ 1,596,600	\$ 1,735,750	\$ 3,332,350	\$ 2,589,603
DEBT SERVICE FUNDS:							
Bond Retirement Fund	16,907	540,000	556,907	-	486,000	486,000	70,907
TOTAL DEBT SERVICE FUNDS	16,907	540,000	556,907	-	486,000	486,000	70,907
CAPITAL PROJECT FUNDS:							
Capital Improvement	127,089	400,000	527,089	-	385,000	385,000	142,089
ODOT Program	35,442	4,600,000	4,635,442	-	4,621,000	4,621,000	14,442
Economic Development & Rehabilitation	277,839	100,000	377,839	-	100,000	100,000	277,839
TIF	362,277	-	362,277	-	-	-	362,277
Fire & EMS Replacement Fund	128,889	400,000	528,889	-	380,250	380,250	148,639
Sewer Replacement	356,755	10,000	366,755	-	-	-	366,755
Waterworks Replacement	51,008	250,000	301,008	-	285,000	285,000	16,008
Stormwater Replacement	50,000	25,000	75,000	-	-	-	75,000
TOTAL CAPITAL PROJECTS	1,389,300	5,785,000	7,174,300	-	5,771,250	5,771,250	1,403,050

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2022	Budget Year Estimated Receipt	Total Available for Expenditures	Budget Year Expenditures and Encumbrances			Estimated Unencumbered Balance 12/31/2022
				Personal Services	Other	Total	
PROPRIETARY:							
ENTERPRISE FUNDS							
Water Operating	1,247,072	2,850,000	4,097,072	1,008,800	1,755,000	2,763,800	1,333,272
Sewer Operating	525,606	2,750,000	3,275,606	325,000	2,700,000	3,025,000	250,606
Trash Collection	222,065	900,000	1,122,065	60,000	875,000	935,000	187,065
Storm Water Utility	603,293	620,000	1,223,293	325,000	175,000	500,000	723,293
			-			-	-
			-			-	-
			-			-	-
			-			-	-
			-			-	-
			-			-	-
			-			-	-
TOTAL ENTERPRISE FUNDS	\$ 2,598,036	\$ 7,120,000	\$ 9,718,036	\$ 1,718,800	\$ 5,505,000	\$ 7,223,800	\$ 2,494,236
FIDUCIARY:							
TRUST AND AGENCY FUNDS							
FC Dial Trust	295,510	-	295,510	-	-	-	295,510
Unclaimed Monies	33,499	5,000	38,499	-	5,000	5,000	33,499
Building Standards	2,328	3,000	5,328		3,000	3,000	2,328
			-			-	-
			-			-	-
			-			-	-
			-			-	-
			-			-	-
TOTAL TRUST AND AGENCY FUND	\$ 331,337	\$ 8,000	\$ 339,337	\$ -	\$ 8,000	\$ 8,000	\$ 331,337

STATEMENT OF PERMANENT IMPROVEMENTS

(Do Not Include Expense to be Paid from Bond Issues)

(Section 5705.29. Revised Code)

DESCRIPTION	Estimated Cost of Permanent Improvement	Amount to be Budgeted During Current Year	Name of Paying Fund
Street Resurfacing	400,000	400,000	Street Fund
Clearcreek Bikeway	2,716,415	2,474,000	ODOT
Curb Replacement	100,000	100,000	Stormwater Utility Fund
Police Vehicles & Equipment	105,000	105,000	Capital Improvement
Water Plant Filter Media	25,000	25,000	Water
Police Building Addition	200,000	200,000	Capital Improvement
Sewer Vac Truck	297,730	59,546	Street/Water/Sewer/Stormwater
Ambulance	178,859	63,680	Fire Replacement
Rescue Engine 16	533,140	133,285	Fire Replacement
Rescue Engine 17	533,140	133,285	Fire Replacement
Playground - Community Park	300,000	300,000	Parks
SR 123 at Shotwell/Beal Improvement	2,097,000	2,097,000	ODOT
Millard Lane Water Line	35,000	35,000	Water Replacement
4th Street Water Tower Painting	250,000	250,000	Water Replacement
Clean Wells	30,000	30,000	Water
Xtreme Vac Truck Leaf Collector	218,410	43,682	Street/Stormwater
TOTAL	\$ 8,019,694	\$ 6,449,478	

For the year being budgeted, list each contemplated disbursement for permanent improvements, exclusive of any expense to be paid from bond issues, by the fund from which the expenditures are to be made. Examples for describing the permanent improvements are: window replacement, vehicle purchase, furnishing offices, appliances for fire department kitchen.

								BUDGET YEAR	
PURPOSE OF BONDS AND NOTES	Authority for Levy Outside 10 Mill Limit*	Date of Issue	Date Due	Ordinance or Resolution	Serial or Term	Rate of Interest	Amounts of Bonds and Notes Outstanding at Beginning of Budgeted	Amount Required for Principal and Interest	Amount Receivable from Other Sources to Meet Debt Payments
INSIDE 10 MILL LIMIT:	XXXXXXXX	XXXXXX	XXXXXX	XXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
								-	
								-	
								-	
TOTAL							-	-	-
OUTSIDE 10 MILL LIMIT:	XXXXXXXX	XXXXXX	XXXXXX	XXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
TOTAL							-	-	-

*If the levy is outside the 10 mill limit by vote enter the words "by vote" and the date of the election.
 If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit.

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Budget Commission of Warren County, Ohio, hereby makes the following Official Certificate of Estimated Resources for the City of Franklin for the BUDGET YEAR beginning January 1st, 2021

FUND	Estimated Unencumbered Balance 1/1/2021	Real Estate Property Tax	Personal Property Tax	Local Government Money	Rollback, Homestead Personal Property Tax Exemption	Other Sources	Total
GOVERNMENTAL FUND TYPE							
General Fund	5,708,720						
Special Revenue Funds	4,290,582						
Debt Service Funds	229,189						
Capital Project Funds	1,389,300						
PROPRIETARY FUND TYPE							
Enterprise Funds	2,598,036						
Internal Service Funds	-						
FIDUCIARY FUND TYPE							
Trust and Agency Funds	331,337						
TOTAL ALL FUNDS	\$ 14,547,164						

The Budget Commission further certifies that its action on the foregoing budget and the County Auditor's estimate of the rate of each tax necessary to be levied within and outside the 10 mill limitation is set forth in the proper columns of the preceding pages and the total amount approved for each fund must govern the amount of appropriation from such fund.

Date _____, _____ Year

 Budget
 Commission

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES, continued

FUND	Estimated Unencumbered Balance 1/1/2021	Real Estate Property Tax	Personal Property Tax	Local Government Money	Rollback, Homestead Personal Property Tax Exemption	Other Sources	Total
GOVERNMENTAL FUNDS:							
GENERAL FUND							
General Fund	5,708,720						
SPECIAL REVENUE FUNDS:							
Street	509,176						
State Highway	61,652						
Fire & EMS Levy	1,267,956						
Issue II	512,714						
E-911	144,948						
Joint Recreation	71,777						
Computer Research	17,952						
Court Special Projects	547,818						
Clerks	69,605						
Drug Law Enforcement	15,813						
Law Enforcement	39,461						
Recreation Fund	515,319						
Law Enforcement Assistance	14,116						
Indigent Drivers Alcohol Monitoring	73,354						
IDAM Fund	36,870						
Enforcement & Education	4,526						
In-House Monitoring	37,617						
TOTAL SPECIAL REVENUE FUNDS	\$ 3,940,672						
DEBT SERVICE FUNDS							
Bond Retirement	16,907						
Special Assessment Bond Retirement	212,282						
TOTAL DEBT SERVICE FUNDS	\$ 229,189						
CAPITAL PROJECT FUNDS:							
Capital Improvement	127,089						
ODOT Escrow Account	35,442						
Property Acquisition	277,839						
TIF Fund	362,277						
Sewer Replacement	356,755						
Waterworks Replacement	50,000						
TOTAL CAPITAL PROJECT FUNDS	\$ 1,209,402						

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES - continued

FUND	Estimated Unencumbered Balance 1/1/2021	Real Estate Property Tax	Personal Property Tax	Local Government Money	Rollback, Homestead Personal Property Tax Exemption	Other Sources	Total
SPECIAL ASSESSMENT FUNDS:							
Street Lighting	74,101						
Miami Conservancy District	1,272						
TOTAL SPECIAL ASSESSMENT	\$ 75,373						
ENTERPRISE FUNDS							
Water Operating	1,247,072						
Sewer Operating	525,606						
Trash Collection	222,065						
Storm Water Utility	603,293						
	-					-	-
	-					-	-
	-					-	-
	-					-	-
	-					-	-
	-					-	-
	-					-	-
	-					-	-
	-					-	-
TOTAL ENTERPRISE FUNDS	\$ 2,598,036					-	-
INTERNAL SERVICE FUNDS							
TOTAL INTERNAL SERVICE FUNDS	\$ -						

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES, continued

FUND	Estimated Unencumbered Balance 1/1/2021	Real Estate Property Tax	Personal Property Tax	Local Government Money	Rollback, Homestead Personal Property Tax Exemption	Other Sources	Total
TRUST AND AGENCY FUNDS:							
Police Pension	-						
Fire Pension	-						
FC Dial Trust	295,510						
Unclaimed Monies	33,499						
Building Standards	2,328						
TOTAL TRUST & AGENCY FUNDS	\$ 331,337						
TOTAL ESTIMATED RESOURCES (memorandum only)	\$ 14,092,728						

COUNTY AUDITOR'S ESTIMATE

Tax Levies and Rates for _____, in _____ City/Village
Year

Tax Valuation \$ _____

	Amount Approved By Budget Commission	County Auditor's Estimate of Rate in Mills
LEVIES WITHIN 10 MILL LIMITATION	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
County		
Township		
School		
Village		
City		
TOTAL		
LEVIES OUTSIDE OF 10 MILL LIMITATION	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
County		
Township		
School		
Village		
City		
TOTAL		
TOTAL LEVY FOR ALL PURPOSES		

Deputy Auditor	County Auditor	_____ Year	_____ City/Village FOR FISCAL YEAR BEGINNING JANUARY 1, _____ _____ BUDGET OF _____ COUNTY



DEARDOFF SENIOR CENTER

605 S. River Street • Franklin, Ohio 45005 • (937) 743-8100

June 11, 2021

Franklin City Council
1 Benjamin Way
Franklin OH 45005

Dear Franklin City Council,

Elections are coming up again this November. We hope we can count on you for a letter or an email of endorsement for the Franklin Township Senior Levy Renewal. Franklin Township places this levy on the ballot. The levy supports the Franklin Township Senior Bus. This transportation serves the senior citizens and the disabled living in Franklin Township, the City of Franklin and the Village of Carlisle for medical appointments, grocery trips, beauty/barber shop appointments and transports them to the Deardoff Senior Center. The Levy also supports the Walter and Audrey Deardoff Senior Centers operating fund. In addition, other senior monies are available through the Franklin Township Trustees.

This is the third time we are asking for a renewal of the Franklin Township Senior Levy, and again there is no increase in taxes.

If you have any further questions or would like a representative to make a presentation to your organization, please contact us at 937-743-8100 and ask for Charlene Newman, director.

We would appreciate a response, positive or negative, by June 30 so we can get your endorsement on our literature. We are making this request quite early due to absentee ballots and early voters.

Best regards,

Will and Kathleen Lapp, Co-Chair Levy Committee

Email: dsc45005@gmail.com
937-743-8100



Legislative Cover Memo

Meeting Date: June 21, 2021

Agenda Item: **Resolution 2021-46**
AMENDING RESOLUTION 2021-14 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN PERSONNEL FOR THE YEAR 2021

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: This Resolution provides for the re-organization of titles and/or positions and/or creation of new positions. The title of Code Official and Zoning Official are assigned to more than one already established position (Fire Department Lt and City Engineer), both of which were assigned to the City Engineer on one line; and the addition of the following positions: Human Resources Specialist, Finance Clerk, Payroll Clerk, Accounts Payable Clerk, Property Room and Evidence Manager, Seasonal Intern. These changes serve to reflect the need for updated business operations.

Budget Impact: Human Resources Specialist \$49,920 - \$56,185/year
Seasonal Interns \$12.00/hour
Accounts Payable Clerk \$20.38-22.81/hour
Code Official \$28.99-32.26/hour

Exhibits: None.

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-46

REPEALING AND REPLACING RESOLUTION 2021-14 AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN PERSONNEL FOR THE YEAR 2021

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

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

WHEREAS, on March 1, 2021 this Council passes Resolution 2021-14 Authorizing position titles for each title for City of Franklin personnel for the Year 2021

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

Section 2. Resolution 2021-41 is hereby repealed in its entirety and replacing as shown below; and

Section 2. The following list of position titles and the number of positions to be filled under each title for the year 2021 is hereby authorized and approved, subject to the availability of funds authorized in the Annual Appropriations Ordinance:

	<u>Full -Time</u>	<u>Part-Time</u>	<u>Volunteer</u>
A. Council:			
Clerk of Council	1	0	
B. Administration:			
City Manager	1	0	
Admin. Assistant to City Manager	1	0	
Secretary to City Manager	0	1	
<u>Human Resources Specialist</u>	<u>1</u>	<u>0</u>	
<u>Seasonal Intern</u>	<u>0</u>	<u>4</u>	
C. Finance Department:			
Finance Director	1	0	
<u>Finance Division:</u>			
Secretary to Director	1	0	
Assistant to Finance Director <u>Finance Clerk</u>	0	1	
Utility/Income Tax Clerk <u>Payroll Clerk</u>	1	0	
<u>Accounts Payable Clerk</u>	<u>1</u>	0	
<u>Income Tax Division:</u>			
Income Tax Administrator	1	0	

	<u>Full -Time</u>	<u>Part-Time</u>	<u>Volunteer</u>
Income Tax Clerk	0 <u>1</u>	1	
Seasonal Income Tax Clerk	0	1	
<u>Utility Billing Division:</u>			
Utility Billing Administrator	1	0	
Utility Clerk	1	1	
D. Law Department:			
Law Director	0	1 (contractual)	
Prosecutor	0	1	
E. Public Works Department:			
Public Works Director	1	0	
Secretary to Director	1	0	
City Engineer/Zoning Official	1	0	
Custodian	1	0	
Seasonal Labor	0	10	
<u>Parks Division:</u>			
Park Worker/Lead	1	0	
Park Worker	1	0	
Pool Manager	0	1	
Asst. Pool Manager	0	1	
Pool Personnel (including Lifeguards)	0	40	
<u>Stormwater Division:</u>			
Utility Person – Stormwater	2	0	
<u>Streets Division:</u>			
Street Superintendent	1	0	
Utility Person – Street	4	0	
<u>Water Division & Sewer Division:</u>			
Water & Sewer Superintendent	1	0	
Utility Person	7	0	
<u>Water Treatment Division:</u>			
Water Treatment Superintendent	1	0	
F. Safety Department:			
Safety Director	0	0	
Assistant to the Safety Director	0	0	

	<u>Full -Time</u>	<u>Part-Time</u>	<u>Volunteer</u>
<u>Fire & EMS Division:</u>			
Chief	1	0	
Secretary to Fire & EMS Division	0	1	
Captain	1	0	
Lieutenant	2 <u>3</u>	0	
Firefighter	12	0	
Second Lieutenant	0	0	9
Volunteer Firefighter	0	0	65
Fire Inspector	0	1	
<u>Police Division:</u>			
Chief	1	0	
Captain	0	0	
Lieutenant	3	0	
Sergeant	3	0	
Patrol Officer	20	0	
Dispatcher	7	0	
<u>Property Room and Evidence Manager</u>	<u>0</u>	<u>1</u>	
<u>Police Division</u>			
Reserve Officer	0	0	12
Reserve Dispatcher	0	0	5
<u>Zoning & Building Division:</u> <u>Building & Zoning Division:</u>			
(See City Engineer/Zoning Official)			
<u>City Engineer</u>	1	0	
<u>Zoning Official</u>	<u>0</u>	<u>0</u>	
<u>Code Official</u>	<u>1</u>	<u>0</u>	
G. Boards & Commissions:			
Planning Comm. Secretary	0	1	
Civil Service Comm. Secretary	0	1	
H. Municipal Court:			
Judge	0	1	
Magistrate	1	0	
Chief Bailiff	1	0	
Deputy Bailiff	0	2	
Security Officer	0	1	
Clerk of Courts	1	0	
Chief Deputy Clerk	1	0	
Deputy Clerk	6	1	
Chief Probation Officer	1	0	
Probation Officer II	1	0	
Probation Officer I	1	0	

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

Section 3. The changes set forth in this Resolution will be administered on June 21, 2021.

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of Resolution 2021-46 passed by that body on June 21, 2021.

Khristi Dunn, Clerk of Council



Legislative Cover Memo

Meeting Date: June 21, 2021

Agenda Item: **Resolution 2021-47**
AMENDING RESOLUTION 2021-21 ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN OFFICIALS AND EMPLOYEES FOR THE YEAR 2021

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: Resolution 2021-21 is being amended to set the rates of pay for 2021. New positions include Human Resources Specialist, Seasonal Interns, Accounts Payable Clerk and Code Official. Chief of Fire and Police are updated. Other changes have been made to update position descriptions and department placement.

Budget Impact: Human Resources Specialist: \$49,920 - \$56,185/year
Seasonal Interns: Educational Credit Only - \$15.00/hour
Accounts Payable Clerk: \$20.38-22.81/hour
Code Official: \$28.99-32.26/hour

Chief of Police & Fire: Added Steps 5, 6 & 7 at \$3,000 per step

Exhibits: Exhibit A: 2021 Payroll Rates

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-47

**AMENDING RESOLUTION 2021-21 ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR
CITY OF FRANKLIN OFFICIALS AND EMPLOYEES FOR THE YEAR 2021**

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

WHEREAS, Resolution 2021-21 established pay rates for City of Franklin Officials and Employees for the year 2021 and now needs amended to include new positions for Human Resources Specialist, Seasonal Interns, Accounts Payable Clerk and Code Official as well as increased steps for Chiefs of Police and Fire;

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

Section 1. The compensation hereafter provided in Exhibit A shall apply to the listed positions for and during the year 2021.

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

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

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on June 21, 2021

Khristi Dunn, Clerk of Council

Resolution 2021-47

R-21-47
Exhibit A

Exhibit A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
Council										
Mayor	\$8,500									
Council Member	\$8,000									
Clerk of Council	\$56,375	\$58,066	\$59,814	\$61,614						
Acting Clerk	\$100 (per meeting)									
Administration										
City Manager	\$115,000 (per employment contract)									
Admin. Asst. to City Manager	\$59,809	\$61,005	\$62,225	\$63,470	\$64,739	\$66,034	\$67,355	\$68,702		
Secretary to City Manager	\$37,196	\$37,940	\$38,699	\$39,473	\$40,262	\$41,067	\$41,889	\$42,727		
Secretary to City Manager, P/T	\$17.16	\$18.07	\$19.00	\$20.98	\$21.61					
Human Resources Specialist	\$49,920	\$51,418	\$52,960	\$54,549	\$56,185					
Seasonal Intern (per hour)	Educational Credit Only	\$12.00	\$13.00	\$14.00	\$15.00					
Finance Department										
Finance Director	\$79,752	\$83,342	\$87,093	\$91,012	\$95,108	\$99,388				
Asst to Finance Director, Finance Clerk P/T	\$16.26	\$17.12	\$18.00	\$18.54						
Finance Division										
Secretary to Finance Director	\$48,855	\$50,320	\$51,829	\$53,384	\$54,986	\$56,636	\$58,335	\$69,221		
Utility/Income Tax Clerk Payroll Clerk*		\$20.38	\$21.64	\$22.81						
Accounts Payable Clerk*		\$20.38	\$21.64	\$22.81						
Income Tax Division										
Income Tax Administrator	\$53,426	\$55,029	\$56,183	\$57,336	\$58,490	\$59,759	\$61,028	\$62,297	\$63,535	
Income Tax Clerk* (per hour)		\$20.38	\$21.64	\$22.81						
Income Tax Clerk, part-time (per hr)	\$17.17	\$18.08	\$19.01	\$20.99						
Income Tax Clerk, seasonal (per hr)	\$16.26	\$16.75	\$17.25	\$17.77						
Utility Billing Division										
Utility Billing Administrator	\$53,426	\$55,029	\$56,183	\$57,336	\$58,490	\$59,759	\$61,028	\$62,297	\$63,535	
Utility Clerk* (per hour)		\$20.38	\$21.64	\$22.81						
Utility Clerk, part-time (per hour)	\$17.17	\$18.08	\$19.01	\$20.99						
Law Department										
Law Director		(per employment contract)								
Prosecutor, part-time	\$30,859	(per employment contract)								

Resolution 2021-47
Exhibit A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Public Works Department									
Public Works Director	\$87,430	\$90,053	\$92,755	\$95,538	\$98,404				
Secretary to PW Director	\$37,644	\$38,773	\$40,802	\$42,951	\$45,099				
City Engineer/Zoning Official	\$82,219	\$84,762	\$87,385	\$92,377	\$94,874				
Custodian* (per hour)		\$16.67	\$17.65	\$18.66					
Seasonal Labor (per hour)	\$11.51	\$12.08	\$12.73	\$13.40					
Parks Division									
Parks Superintendent	(filled by Public Works Director)								
Lead Park Worker* (per hour)	\$23.83	\$25.33	\$26.57	\$27.83					
Park Worker* (per hour)	\$23.02	\$24.50	\$25.74	\$26.97					
Pool Manager		\$5,750	\$6,050	\$8,375					
		\$9.75 (for additional hours of work for swim lessons, pool parties, etc.)							
Assistant Pool Manager		\$4,350	\$4,825	\$6,350					
		\$9.75 (for additional hours of work for swim lessons, pool parties, etc.)							
Concession Manager (per hour)	\$9.80	\$10.00	\$10.25	\$10.50					
Head Lifeguard (per hour)	\$9.80	\$10.00	\$10.25	\$10.50					
Lifeguards (per hour)	\$8.80	\$9.00	\$9.25	\$9.50					
		(hourly rate for pool parties)							
Pool Personnel (per hour)	\$8.80	\$9.00	\$9.25	\$9.50					
		(hourly rate for opening/closing)							
Stormwater Division									
Stormwater Superintendent	(filled by Public Works Director)								
Utility Person I* (per hour)		\$24.14	\$25.64	\$26.97					
Utility Person II* (per hour)		\$27.24	\$27.97	\$28.48					
Utility Person III* (per hour)		\$28.62	\$29.40	\$29.94					
Street Division									
Street Superintendent		\$68,363	\$71,957	\$75,728					
Utility Person I* (per hour)		\$24.14	\$25.64	\$26.97					
Utility Person II* (per hour)		\$27.24	\$27.97	\$28.49					
Utility Person III* (per hour)		\$28.62	\$29.40	\$29.94					

Resolution 2021-47
Exhibit A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Public Works Department									
Water Division & Sewer Division									
Water & Sewer Superintendent		\$68,363	\$71,957	\$75,728					
Utility Person I* (per hour)		\$24.14	\$25.64	\$26.97					
Utility Person II* (per hour)		\$27.24	\$27.97	\$28.49					
Utility Person III* (per hour)		\$28.62	\$29.40	\$29.94					
Water Treatment Division									
Water Treatment Superintendent		\$68,363	\$71,957	\$75,728					
Safety Department									
Safety Director	(filled by City Manager)								
Building & Zoning Division									
City Engineer	\$82,219	\$84,762	\$87,385	\$92,377	\$94,874				
Zoning Official	(filled by City Engineer & Fire Lieutenant)								
Code Official* (per hour)	\$28.99	\$30.79	\$32.26						
Fire & EMS Division									
Chief	\$91,770	\$94,523	\$96,728	\$98,844	\$101,844	\$104,844	\$107,844		
Division Secretary (per hour)	\$17.18	\$17.69	\$18.22	\$18.77	\$19.32	\$19.91	\$20.51	\$21.13	\$21.76
Captain* (per hour)	\$24.82	\$25.59	\$26.38	\$26.85					
Lieutenant* (per hour)	\$20.99	\$21.64	\$22.31	\$23.00	\$23.71	\$24.44			
Firefighter-Paramedic* (per hour)	\$18.45	\$18.73	\$19.01	\$19.29	\$19.58	\$19.88	\$20.17	\$20.48	
Firefighter-EMT* (per hour)	\$16.41	\$16.66	\$16.91	\$17.16	\$17.42	\$17.68	\$17.95	\$18.22	
Volunteers: (per hour)									
Firefighter	\$10.52	\$10.82	\$11.14	\$11.48	\$11.82	\$12.17	\$12.53	\$12.91	\$13.31
EMT	\$11.04	\$11.37	\$11.71	\$12.05	\$12.41	\$12.78	\$13.16	\$13.60	\$13.97
Paramedic	\$12.66	\$13.05	\$13.43	\$13.83	\$14.24	\$14.67	\$15.10	\$15.55	\$16.03
Firefighter/Paramedic	\$16.68	\$17.18	\$17.70	\$18.22	\$18.76	\$19.33	\$19.91	\$20.51	\$21.12
Firefighter/EMT	\$13.57	\$13.98	\$14.41	\$14.84	\$15.29	\$15.74	\$16.22	\$16.71	\$17.21
Second Lieutenant	(additional stipend per hour)			\$0.25	\$0.50	\$0.75	\$1.00	\$1.25	\$1.50
Fire Inspector (per hour)	\$13.98	\$14.40	\$14.82	\$15.26	\$15.73	\$16.19	\$16.69	\$17.18	\$17.70

Exhibit A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
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Safety Department, cont.

Police Division

Chief	\$93,419	\$96,309	\$99,287	\$102,302	\$105,302	\$108,302	\$111,302		
Captain	\$87,905	\$89,700	\$91,530	\$93,399					
Lieutenant ^(d) (per hour) PROBATION	\$34.71								
Lieutenant ^(d) (per hour)	\$36.53	\$41.52							
Lieutenant* ^(e) (per hour)	\$38.35	\$39.47	\$41.52						
Sergeant* ^(d) (per hour) PROBATION	\$32.37								
Sergeant* ^(d) (per hour)	\$34.07	\$37.23							
Sergeant* ^(e) (per hour)	\$34.40	\$35.40	\$37.23						
Patrol Officer* ^(b) (per hour) PROBATION	\$23.27								
Patrol Officer* ^(b) (per hour)	\$24.66	\$26.14	\$27.65	\$29.09	\$33.39				
Patrol Officer* ^(c) (per hour) PROBATION	\$24.57								
Patrol Officer* ^(c) (per hour)	\$25.80	\$27.09	\$28.44	\$29.87	\$31.35	\$33.39			
Dispatcher* ^(b) (per hour) PROBATION	\$21.48								
Dispatcher* ^(b) (per hour)	\$22.57	\$23.71	\$27.18						
Dispatcher* ^(c) (per hour) PROBATION	\$23.08								
Dispatcher* ^(c) (per hour)	\$24.01	\$24.97	\$25.96	\$27.18					
Reserve Officer (per hour)	\$12.85	\$13.23	13.63						
Reserve Dispatcher (per hour)	\$12.85								
Property Room & Evidence Manager (per hour)	\$20.00								

Municipal Court

Judge ^(a)	\$22,200								
Magistrate	\$89,739	\$92,431	\$95,204	\$98,060	\$101,002				
Chief Bailiff ^(a)				\$28,519					
Deputy Bailiff	\$2,745	\$2,886	\$3,041	\$3,356					
Security Officer (per hour)	\$19.58								
Clerk of Courts ^(a)	\$35,742	\$36,457	\$37,186	\$37,930	\$38,689	\$39,463	\$40,252		
Chief Deputy Clerk	\$50,966	\$51,985	\$52,714	\$54,085	\$55,167	\$56,268			
Deputy Clerk	\$39,629	\$41,719	\$43,920	\$47,127	\$48,541				
Deputy Clerk P/T (per hour)	\$15.00								
Chief Probation Officer	\$59,572	\$60,763	\$61,978	\$63,218	\$64,482	\$65,772	\$67,087		
Probation Officer II	\$50,380	\$51,387	\$52,415	\$53,463	\$54,532	\$55,624	\$56,736		
Probation Officer I	\$43,431	\$44,301	\$45,187	\$46,092	\$47,012	\$47,952	\$48,912		

Boards & Commissions

Planning Comm. Secretary	\$75.00 (per meeting)								
Civil Service Secretary	\$125.00 (per month; max. \$1500 per yr)	\$65.00 (per test, per 15 applicants)	\$5.00 (per addtl applicant)						

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

^(a) Figure represents 3/5ths of total comp.; remaining portion paid directly to employee by Warren County Auditor's Office, as required by the ORC.

^(b) Hired on or before January 1, 2018

*Indicates Union Position

^(c) Hired after January 1, 2018

^(d) Promoted on or before January 1, 2018

^(e) Promoted after January 1, 2018



Legislative Cover Memo

Meeting Date: June 21, 2021

Agenda Item: **Resolution 2021-48**
AMENDING THE POSITION DESCRIPTION FOR CITY
ENGINEER AND INCOME TAX CLERK.

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: To accurately represent the chain of command, City Engineer Job Description needs to be updated to show that he is in the Building and Zoning Division.

The Income Tax Clerk position is being updated to more accurately describe the position and include cross training responsibilities.

Budget Impact: None.

Exhibits: Exhibit A - Amended City Engineer Position
Exhibit B – Amended Income Tax Clerk Position

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-48

AMENDING THE POSITION DESCRIPTION FOR CITY ENGINEER AND INCOME TAX CLERK.

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

WHEREAS, this Council adopted a Position Classification Plan and a position descriptions for the Poll Employee positions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position description;

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

Section 1. The position description for City Engineer is hereby amended as shown in the attached Exhibit A.

Section 2. The position description for Income Tax Clerk is hereby amended as shown in the attached Exhibit B.

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

Section 4. That this resolution shall become effective immediately upon its passage.

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on June 21, 2021.

_____, Clerk of Council



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division/Department:	Public Works/Safety/Building & Zoning
Civil Service Status:	Classified	Position Title:	City Engineer/Zoning Official
Employment:	Full-time	Reports To:	Public Works Director/Safety Director
FLSA Status:	Non-exempt	Supervises:	N/A

QUALIFICATIONS:

Engineering degree and five (5) to ten (10) years' experience in engineering. Prior experience with zoning and building code enforcement preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license; Certification as a professional engineer (or proof of exemption) under Ohio Revised Code Chapter 4733.

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

Computer, fax machine, copier, telephone, etc.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: civil engineering; *City Zoning Code (Unified Development Ordinance) **and *City Building Code;** subdivision regulations; safety practices and procedures; department goals and objectives; department policies and procedures; public relations; laws applicable to zoning, **building** and subdivisions; budget preparation.

Skill in: computer operation; public relations; verbal and written communication skills.

Ability to: function with a high degree of independence; utilize sound professional judgment; demonstrate planning and organization skills; multitask; deal with many variables while determining and taking specific action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules and regulations to specific situations; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to inquiries from the public and public officials; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; use and maintain personal protective equipment.

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

1. Responsible for providing professional civil engineering services in support of the Public Works Department, the Building & Zoning Division and other municipal departments/divisions as necessary. Such duties include planning, construction, repair, operations and maintenance of the City's infrastructure, including streets, water distribution, sanitary sewer and storm sewer systems, as well as the various City facilities.
2. Prepares bids documents including drawings, specifications and cost estimates for maintenance, replacement, reconstruction or construction of pavement, curbs, gutters and related structures and drainage; Reviews and recommends bid award for construction contracts; Prepares RFQs/RFPs; and evaluates and recommends award for professional services contracts.

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised: 04-05-2004, 06-21-2021

Loveland, Ohio 45140

CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

-
3. Directly monitors and coordinates the work of contractors on City projects; Reviews and approves contractor pay requests; and assures that all work is in compliance with the contract and contract documents.
 4. Assists in preparing and implementing local, state or federal planning, transportation and utility grants and loans.
 5. Develops and updates design criteria, construction specifications and standard drawing for the design and construction of public infrastructure projects and private drives, driveways, curbs, gutters and sidewalks.
 6. Assists in the long-range strategic planning of the City's transportation network, including vehicular, pedestrian and alternative transportation systems.
 7. Prepares and submits ODOT Bridge Inventory Reports; and recommends maintenance, repair or replacement of bridges and culverts.
 8. Issues Floodplain Permits in accordance with the provisions of the UDO's Floodplain Overlay District; Reviews all landscaping plans to assure conformance with the UDO's landscaping regulations; Reviews all stormwater management plans to assurance conformance with the City's stormwater and drainage standards; Reviews Site Plans to assure conformance with the Site Plan and development regulations of the UDO; Reviews and approves applications for Minor Subdivisions; Reviews all PUD, PRCD, zoning amendment, and conditional use applications to assure compliance with the regulations of the UDO; and any other duties imposed on the City Engineer by the UDO.
 9. Oversees and may provide inspection services of residential subdivision and commercial and industrial development plans.
 10. Attends Council meetings or meetings of City Boards and Commissions as directed by the Public Works Director or Safety Director.
 11. Responsible for ensuring that new development and ongoing land occupancy conform to applicable City regulations regarding land use and zoning, drainage and stormwater management, special flood hazard areas and building code compliance including nuisance abatement.
 12. Responsible for zoning application intake procedures and determinations of completeness of zoning applications; reviews all zoning applications and site plans for zoning compliance; advises Planning Commission, Board of Zoning Appeals, the Historic District Review Board and administration on all matters upon which those bodies need to act and provides to those bodies all documents, maps and any other related information deemed necessary.

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised: 04-05-2004, 06-21-2021

Loveland, Ohio 45140

CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

-
13. Reviews and approves or denies permit applications for accessory uses, signs, minor site plans, temporary uses and maintains a complete record of all such issued permits. Issues Certificates of Zoning Compliance in accordance with the City's Unified Development Ordinance.
 14. Maintains all records of zoning approvals, denials, permits and construction inspections and prepares reports for various Federal, State, County and City agencies.
 15. Responsible for receiving and acting on zoning and **building code (including nuisance)** complaints, including any required investigations and notices; assists in the preparation of information for legal action against violators of codes and ordinances; assists the **Law Director and** City Prosecutor in whatever way necessary to prosecute **civil and criminal** enforcement actions including, but not limited to, field inspections, research, and providing testimony in court cases.
 16. **City liaison for** ~~Assists and advises~~ contractors, developers, property owners and others regarding zoning and related regulations and requirements; responds to zoning inquiring by phone or in writing; responds to citizen complaints and undertakes enforcement actions as necessary; assists the public in zoning **and building code** enforcement issues.
 17. Conducts field inspections to ensure compliance with all zoning regulations, conditions of approval or permit requirements and to investigate and determine zoning violations.
 18. Meets all job safety requirements and all applicable OSHA safety standards and NFFA regulations that pertain to essential functions.
 19. Serves as staff liaison to the Planning Commission, Board of Zoning Appeals and other City boards, commissions and/or County agencies; prepares budget information; attends the meetings of the Planning Commission, Board of Zoning Appeals and other zoning boards or commissions; attends City Council meetings and meetings of other City and civil groups, as required by the Safety Director; serves as a member of other boards and commissions, as required by the Safety Director or by Council.
 20. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

21. May serve as liaison to community groups, committees appointed by Council, or other City Boards or Commissions, as required by the Safety Director.
22. Represents the City when necessary in various governmental matters, as requested by the Safety Director.
23. Performs other duties as required.

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

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised: 04-05-2004, 06-21-2021

Loveland, Ohio 45140



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

The work environment characteristics of the position include both a climate-controlled office setting and uncontrolled out-of-doors setting. The employee is frequently exposed to outside weather conditions; noisy operations or activities; construction activities; and vehicles and machinery. The employee occasionally is exposed to moving mechanical parts; high, precarious places; compressed gases; flammable and combustible liquids; air contaminants; lead; hazardous chemicals; materials which contain asbestos; and emergency plans and fire plans. The employee may be required to use eye, hand and/or face protection due to potential exposure to flying objects, impact and other hazards, and may be required to use occupational head protection due to potential impact to the head from objects, electricity and other hazards (required when hazards are present or likely to be present).

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division:	Finance
Civil Service Status:	Classified	Position Title:	Income Tax Clerk
Employment:	Full-time	Reports To:	Income Tax Administrator
FLSA Status:	Non-exempt	Supervises:	N/A

QUALIFICATIONS:

High school diploma or equivalent; training and/or experience in office practices and procedures; training and/or experience in bookkeeping or accounting.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

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

Computer, calculator, fax machine, typewriter.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic accounting; bookkeeping; departmental goals and objectives; departmental policies and procedures; public relations; office practices and procedures; records management; **payroll procedures.**

Skill in: data entry; computer operation; adding machine or calculator operation; use of modern office equipment, **Microsoft Office.**

Ability to: multitask, dealing with many variables while determining and taking specific action; carry out detailed, but basic, written or oral instructions; read, copy and record figures accurately; add, subtract, multiply and divide whole numbers; complete routine forms; **prepare accurate documentation; prepare and maintain detailed records;** respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; **handle confidential employee and administrative information with tact and discretion.**

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

1. Maintains records of tax receipts and refunds; **prepare and audit income tax forms;** collects money and posts daily receipts; prepares bank deposits; waits on customers, processes accounts and grants extensions; type statements, statistical tabulations and other data; performs clerical work such as typing, filing and answering telephones; assists in other areas of the Finance Department as assigned or required.
2. Cross trains with payroll and accounts payable and will assist with both departments as needed. This will consist of reconciling bank statements, process purchase orders and checks, process payroll, record revenues, and complete income tax returns.
3. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.



CITY OF FRANKLIN
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POSITION DESCRIPTION

4. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5. Performs other duties as required.

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

1. Emergency plans and fire plans.
2. Compressed gases.
3. Portable fire extinguishers.
4. Handling of materials and supplies (includes mechanical handling equipment, that manner in which things are stored, and housekeeping).
5. Hazardous chemicals.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. Works in or around crowds.
2. Has contact with potentially violent or emotionally distraught persons.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



Legislative Cover Memo

Meeting Date: June 21, 2021

Agenda Item: **Resolution 2021-49**
ADOPTING POSITION DESCRIPTIONS FOR HUMAN RESOURCE SPECIALIST, SEASONAL INTERN, ACCOUNTS PAYABLE CLERK, PAYROLL CLERK, FINANCE CLERK, CODE OFFICIAL, ZONING OFFICIAL AND PROPERTY ROOM AND EVIDENCE MANAGER.

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: This Resolution adopts a new position description for Human Resource Specialist, Seasonal Intern, Accounts Payable Clerk, Payroll Clerk, Finance Clerk, Code Official, Zoning Official and Property Room and Evidence Manager. The descriptions were provided by Clemans Nelson and reviewed by Department Heads.

Budget Impact: Human Resources Specialist: \$49,920 - \$56,185/year
Seasonal Interns: Educational Credit Only - \$15.00/hour
Accounts Payable Clerk: \$20.38-22.81/hour
Code Official: \$28.99-32.26/hour

Exhibits: Exhibit A: Human Resource Specialist Job Description
Exhibit B: Seasonal Intern Job Description
Exhibit C: Accounts Payable Clerk Job Description
Exhibit D: Payroll Clerk Job Description
Exhibit E: Finance Clerk Job Description
Exhibit F: Code Official Job Description
Exhibit G: Zoning Official Job Description
Exhibit H: Property Room and Evidence Manager Job Description

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-49

**ADOPTING POSITION DESCRIPTIONS FOR HUMAN RESOURCE SPECIALIST, SEASONAL INTERN,
ACCOUNTS PAYABLE CLERK, PAYROLL CLERK, FINANCE CLERK, CODE OFFICIAL, ZONING OFFICIAL AND
PROPERTY ROOM AND EVIDENCE MANAGER.**

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

WHEREAS, upon the recommendations of the City Manager, this Council now finds it desirable to adopt a position description for the position of Pool Attendant to adequately reflect the duties and responsibilities of this position,

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

Section 1. The position description for Human Resource Specialist is attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 2. The position description for Intern is attached hereto as Exhibit B, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 3. The position description for Accounts Payable Clerk is attached hereto as Exhibit C, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 4. The position description for Payroll Clerk is attached hereto as Exhibit D, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 5. The position description for Finance Clerk is attached hereto as Exhibit E, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 6. The position description for Code Official is attached hereto as Exhibit F, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 7. The position description for Zoning Official is attached hereto as Exhibit G, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 8. The position description for Property Room and Evidence Manager is attached hereto as Exhibit H, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective June 21, 2021.

Section 9. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 10. This Resolution shall become effective immediately upon its passage.

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on June 21, 2021

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Department:	Administration
Civil Service Status:	Unclassified-124.11 (A)(8)	Position Title:	Human Resources Specialist
Employment:	Full-time	Reports To:	City Manager
FLSA Status:	Exempt	Supervises:	N/A

GENERAL DESCRIPTION:

Under direction, the Human Resources Specialist provides wide-ranging human resources services such as recruitment and selection, compensation, leave administration, benefits, unemployment, and recordkeeping; acts as consultant to Division/Department Heads; and advises employees on rights, privileges, and benefits.

QUALIFICATIONS:

Bachelor’s degree from an accredited college or university with major course work in Human Resources, Personnel Administration, Business or related field and two (2) years work experience in compensation plans, payroll, recruitment, benefits, or recordkeeping or other related personnel transactions; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver’s license. Must remain insurable under the City’s vehicle insurance policy. Must possess certification as a Human Resources Professional.

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

Calculator, computer, fax machine, copier, scanner, telephone, typewriter; postage machine, and other standard modern business office equipment.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: *City goals and objectives; *City policies and procedures; budgeting; payroll practices and procedures; OSHA rules and regulations; Department of Labor rules and regulations; human resources management; labor relations; employee training and development; personnel administration; FLSA; employee benefits administration; workplace safety; records management; public relations; computer programs; and general office practices and procedures; English spelling, grammar, and punctuation; project management principles and practices.

Skill in: Use of modern office equipment; data entry; computer operation; telephone console operation; Microsoft Office applications.

Ability to: Interpret a variety of instructions in written, oral, or picture form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; select most qualified applicant according to specifications for referral; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews, communication effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain effective working relationships;

Developed by:

Date Adopted: Clemans, Nelson & Associates, Inc.
Date Revised: Loveland, Ohio 45140

CITY OF FRANKLIN
An Equal Opportunity Employer
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maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; travel to and gain access to worksite.

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

1. Assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual; compiles statistical data; calculates service time; maintains personnel records; maintains information of a confidential or sensitive nature; prepares personnel reports; conducts new employee orientation and training, and coordinates existing employee training programs.
2. Handles employee relations counseling, outplacement counseling and exit interviewing; responds to employee relation issues such as employee complaints, harassment allegations, and civil rights complaints; develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations; analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
3. Administers employee benefit programs (e.g., sick and vacation leave, FMLA, group health insurance [e.g., open enrollment & monthly additions/changes], workers' compensation, etc.); reviews and determines processing status for benefit claims; ensures proper documentation for personnel transactions and maintains agency personnel files.
4. Partners with employees and management to communicate various human resource policies, procedures, laws, standards and other government regulations; responds to inquiries regarding laws, rules, benefits, personnel procedures, etc.; provides information to employees regarding benefit programs including health care coverage and claims, civil service laws and procedures, agency policies and procedures, etc.
5. Coordinates hiring process with department heads; conducts recruitment efforts for all City exempt and nonexempt personnel; interviews and screens applicants for employment; administers, scores, and interprets employment tests; recommends hiring of employees; conducts reference checking; extends job offers.
6. Assists in preparing the budget; verifies and records salary increases, leaves of absence and other calendar items; assists in preparing for collective bargaining negotiations with City Administration and department heads; may represent or assist City Administration in collective bargaining.
7. Attends meetings and serves on committees, as required; attends various meetings, seminars, and workshops.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other duties as required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)
Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division:	Administration
Civil Service Status:	Unclassified	Position Title:	Seasonal Intern
Employment:	Part-time	Reports To:	City Manager
FLSA Status:	Non-exempt	Supervises:	N/A

QUALIFICATIONS:

Graduation from an accredited high school or GED. Completion of 48 quarter hours or 32 semester hours and current enrollment in a degree seeking program at an accredited college or university in a field related to the area of internship. Departments may require specific fields of study.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy.

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

Calculator, computer, computer software (Microsoft Office and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, credit card reader, and other standard modern business office equipment, motor vehicle, camera and calculator.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Knowledge of basic research methods and techniques.

Skill in: word processing; computer operation; use of modern office equipment; motor vehicle operation.

Ability to: prepare clear and concise reports. Ability to communicate in an effective manner both orally and in writing. Ability to understand and follow written and verbal instructions. Ability to think critically and to problem solve. Ability to maintain effective working relationships with others.

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

1. This is training-level work in conjunction with a high school, college or university program. An employee in this class performs work in support of professional personnel as part of a coordinated program of employment and instruction with a school leading to a degree.
2. Receives training and performs duties in support of professional personnel within an assigned department or division of the City. The nature of the work is based on degree program and organizational need. Performs tasks to acquire knowledge of methods, procedures and standards required for successful performance.
3. Provides assistance with assigned projects. Contacts other City departments, divisions, outside agencies, or citizens to gather information as needed. Collects, compiles, and analyzes data. Assists in the preparation of reports. Specific activities vary by department/division. Performs related work as required.

Developed by:

Date Adopted: Clemans, Nelson & Associates, Inc.

Date Revised: Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

- 4. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- 5. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 6. Performs other duties as required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)
 Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; is exposed to possible injury due to unclean or unsanitary conditions, electrical shock, and/or falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; works in an area in which means of egress is or can be obstructed; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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

 (Signature of Appointing Authority/Designee)

 (Date)

 (Signature of Employee)

 (Date)



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division:	Finance
Civil Service Status:	Classified	Position Title:	Accounts Payable Clerk
Employment:	Full-time	Reports To:	Finance Director
FLSA Status:	Non-exempt	Supervises:	N/A

QUALIFICATIONS:

Completion of secondary education or equivalent (high school diploma or GED); previous experience and/or training in office administration or bookkeeping preferred; or any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be able to be bondable.

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

Calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: finance; bookkeeping; accounting theories; office practices and procedures; City/department goals and objectives;* City/department policies and procedures;* workplace safety practices and procedures;* personnel rules and regulations;* computers; computer software; records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; State, Federal, and City income tax code and ordinances; tax settlement and distribution.

Skill in: word processing; computer operation; adding machine or calculator operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain confidentiality; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

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

1. Performs clerical tasks in order to assist the Finance Director; assists with the operations of all Department activities (e.g., answers the telephone, directing calls appropriately and greets visitors, receives and responds to inquiries in person and over the phone, types and prepares correspondence,

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

copies, files, and retrieves documents, maintains forms, sorts and distributes mail, etc.); receives payment for the collection of taxes, delinquencies, fines, and/or fees; counts money and makes change; prepares daily cash deposit slips; posts cash deposit; posts electronic deposits.

2. Process & maintains records of accounts payable, including preparation of the vendor checks; Report and reconciles payments; Process 1099's; respond to questions from vendors and department heads.
3. May be required to perform duties of Tax Clerk and/or Payroll Clerk, as required.
4. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
5. Maintains required licensure and certifications, if any.
6. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

8. Performs other duties as required.

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

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to ten (10) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division:	Finance
Civil Service Status:	Classified	Position Title:	Payroll Clerk
Employment:	Full-time	Reports To:	Finance Director
FLSA Status:	Non-exempt	Supervises:	N/A

QUALIFICATIONS:

Completion of secondary education or equivalent (high school diploma or GED); previous experience and/or training in office administration or bookkeeping preferred; or any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be able to be bondable.

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

Calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: finance; bookkeeping; accounting theories; office practices and procedures; City/department goals and objectives;* City/department policies and procedures;* workplace safety practices and procedures;* personnel rules and regulations;* computers; computer software; records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; State, Federal, and City income tax code and ordinances; tax settlement and distribution.

Skill in: word processing; computer operation; adding machine or calculator operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain confidentiality; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

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

1. Performs clerical tasks in order to assist the Finance Director; assists with the operations of all Department activities (e.g., answers the telephone, directing calls appropriately and greets visitors,

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



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receives and responds to inquiries in person and over the phone, types and prepares correspondence, copies, files, and retrieves documents, maintains forms, sorts and distributes mail, etc.); receives payment for the collection of taxes, delinquencies, fines, and/or fees; counts money and makes change; prepares daily cash deposit slips; posts cash deposit; posts electronic deposits.

2. Processes City payroll and all related deductions, contributions, and other payments; reviews, verifies and reconciles payroll; maintains and updates all payroll information; process paychecks and direct deposits; transfers payroll to Finance Director; prepares disbursements and charge backs to the proper fund accounts; Prepares tax withholding deposits; prepares federal, state, local tax related documents and submits to government agencies; compiles data and prepares monthly, quarterly and year end reports submitted to governmental agencies; prepares, produces, and verifies data input/output for W-2 forms; etc.
3. May be required to perform duties of Tax Clerk and/or Payroll Clerk, as required.
4. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
5. Maintains required licensure and certifications, if any.
6. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

8. Performs other duties as required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167) Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to ten (10) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division:	Finance
Civil Service Status:	Unclassified	Position Title:	Clerk
Employment:	Part-time	Reports To:	Finance Director
FLSA Status:	Non-exempt	Supervises:	N/A

QUALIFICATIONS:

Completion of secondary education or equivalent (high school diploma or GED); previous experience and/or training in office administration or customer service required; or any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be able to be bondable.

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

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: budgeting; auditing; finance; municipal tax code; finance; bookkeeping; payroll procedures; accounting theories; office practices and procedures; City/department goals and objectives;* City/department policies and procedures;* workplace safety practices and procedures;* personnel rules and regulations;* computers; computer programs (e.g., Microsoft Office, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; State, Federal, and City income tax code and ordinances; tax settlement and distribution.

Skill in: word processing; electronic spreadsheet application; computer operation; adding machine or calculator operation; use of modern office equipment; multi-line telephone equipment.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; make day to day decisions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

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

1. Assists in the Finance Department as needed; assists with all department activities performed; assists with preparation of all month-end and year-end procedures as required by law; balances all funds, appropriations, purchase orders, receipts and accounts; resolves any discrepancies; maintains and monitors all asset, purchasing, accounts receivable, and accounts payable data bases; ensures all data is properly backed-up; prepares 1099 and W-2 reconciliation and reporting; prepares all annual federal, state and local reporting; prepares personnel reports; maintains and monitors personnel records data base (e.g., employment forms, leave requests, insurance benefits, etc.); performs payroll processing functions (e.g., maintains data base, enters and calculates data, reconciles reports, determines and pays liabilities, posts payroll data, etc.); maintains and monitors contract compliance; performs additional department tasks as needed.
2. Assists in Income Tax as needed; assists with the operations of all department activities (e.g., answers the telephone, directing calls appropriately and greets visitors, receives and responds to inquiries in person and over the phone, types and prepares correspondence, copies, files, and retrieves documents, maintains forms, sorts and distributes mail, etc.); receives payment for the collection of taxes, delinquencies, fines, and/or fees; counts money and makes change; prepares daily cash deposit slips; posts cash deposit; posts electronic deposits; performs additional department tasks as needed.
3. Performs general clerical duties to assist with efficient operations of the various departments (e.g., greets employees, government officials, and the public, answers phone-calls, responds to questions, processes incoming and outgoing mail, prepares invoices, maintains files, maintains records of reports, maintains office supplies, orders supplies, etc.).
4. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
5. Maintains required licensure and certifications, if any.
6. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

8. Performs other duties as required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)
Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division/Department:	Safety / Building & Zoning
Civil Service Status:	Classified	Position Title:	Code Official
Employment:	Full-time	Reports To:	Safety Director
FLSA Status:	Non-exempt	Supervises:	N/A

QUALIFICATIONS:

Associate’s or bachelor’s degree and a minimum of one (1) or more years of experience in code administration and/or interior/exterior maintenance enforcement and inspection, or any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy. Property Maintenance and Housing Inspector Certification or ability to acquire certification within ninety (90) days from date of hire.

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

Calculator, computer, computer software (iWorQ, Microsoft Office and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, credit card reader, and other standard modern business office equipment, motor vehicle, metal detector, camera, scale, calculator, measuring wheel.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Ohio Building, Electrical, Plumbing and Residential Codes; International Property Maintenance Code; general construction codes; residential and commercial building inspection techniques; code enforcement procedures including administrative search warrant procedures; safety practices and procedures; city policies and procedures; city zoning laws and/or regulations; zoning and land use regulations; applicable federal, state, and local laws and regulations and community resources and services.

Skill in: word processing; computer operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out a variety of instructions in written, oral, picture, or schedule form; deal with variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

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

1. Performs interior/exterior maintenance activities; investigates complaints of junk and/or junk vehicles; conducts inspections; notifies violators; initiates and processes court actions; testifies in court as required;

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised: 04-05-2004, 06-21-2021

Loveland, Ohio 45140

CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

provides notice of inspection results to property owners and tenants; establishes compliance schedule for property owners and tenants; prepares educational material for citizens and property owners concerning code regulations and enforcement.

2. Performs pre-sale and rental inspections to ensure all codes and regulations have been properly followed and met; issues occupancy certificates when all noted code violations have been corrected. Processes payments for pre-sale, rental inspections and reinspections. Applies for administrative search warrants as required.
3. Conducts inspections of commercial, residential and rental buildings and the uses of land in order to ensure compliance with the City's Property Maintenance Code and identifies the existence of violations and initiates administrative action to address such violations. Manages the contracted Property Maintenance program. Applies for administrative search warrants as required.
4. Issues correction notices and citations for code violations; performs follow-up inspections, attends court hearings for code violators and prepares case materials as necessary; testifies in court.
5. Establishes and maintains external relationships; coordinates inspection activities with other enforcement departments and agencies; receives and responds to routine inquiries in person or via telephone; serves as liaison to general public.
6. Maintains inspection documents and records of maintenance compliance and non-compliance; makes records available for the use of City Council and the general public.
7. Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
8. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other duties as required.

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

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; is exposed to possible injury due to unclean or unsanitary conditions, electrical shock, and/or falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; works in an area in which means of egress is or can be obstructed; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised: 04-05-2004, 06-21-2021

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division/Department:	Safety / Building & Zoning
Civil Service Status:	Unclassified	Position Title:	Zoning Official
Employment:	Full-time	Reports To:	Safety Director
FLSA Status:	Exempt	Supervises:	N/A

QUALIFICATIONS:

High school diploma or equivalent; five (5) to ten (10) years experience in engineering and/or zoning enforcement.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver’s license.

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

Computer, fax machine, copier, telephone, etc.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: civil engineering; City Zoning Code (Unified Development Ordinance); subdivision regulations; safety practices and procedures; department goals and objectives; department policies and procedures; public relations; laws applicable to zoning and subdivisions; budget preparation.

Skill in: computer operation; public relations; verbal and written communication skills.

Ability to: multitask; deal with many variables while determining and taking specific action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules and regulations to specific situations; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to inquiries from the public and public officials; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; use and maintain personal protective equipment.

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

1. Responsible for ensuring that new development and ongoing land occupancy conform to applicable City regulations regarding land use and zoning, drainage and stormwater management, special flood hazard areas and nuisance abatement.
2. Responsible for zoning application intake procedures and determinations of completeness of zoning applications; reviews all zoning applications and site plans for zoning compliance; advises Planning Commission, Board of Zoning Appeals, the Historic District Review Board and administration on all matters upon which those bodies need to act and provides to those bodies all documents, maps and any other related information deemed necessary.



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

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3. Reviews and approves or denies permit applications for accessory uses, signs, minor site plans, temporary uses and maintains a complete record of all such issued permits. Issues Certificates of Zoning Compliance in accordance with the City's Unified Development Ordinance.
 4. Maintains all records of zoning approvals, denials, permits and construction inspections and prepares reports for various Federal, State, County and City agencies.
 5. Responsible for receiving and acting on zoning and nuisance complaints, including any required investigations and notices; assists in the preparation of information for legal action against violators of codes and ordinances; assists the City Prosecutor in whatever way necessary to prosecute an enforcement action including, but not limited to, field inspections, research, and providing testimony in court cases.
 6. Assists and advises contractors, developers, property owners and others regarding zoning and related regulations and requirements; responds to zoning inquiring by phone or in writing; responds to citizen complaints and undertakes enforcement actions as necessary; assists the public in zoning enforcement issues.
 7. Conducts field inspections to ensure compliance with all zoning regulations, conditions of approval or permit requirements and to investigate and determine zoning violations.
 8. Meets all job safety requirements and all applicable OSHA safety standards and NFFA regulations that pertain to essential functions.
 9. Serves as staff liaison to the Planning Commission, Board of Zoning Appeals and other City boards, commissions and/or County agencies; prepares budget information; attends the meetings of the Planning Commission, Board of Zoning Appeals and other zoning boards or commissions; attends City Council meetings and meetings of other City and civil groups, as required by the Safety Director; serves as a member of other boards and commissions, as required by the Safety Director or by Council.
 10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

11. May serve as liaison to community groups, committees appointed by Council, or other City Boards or Commissions, as required by the Safety Director.
12. Represents the City when necessary in various governmental matters, as requested by the Safety Director.
13. Performs other duties as required.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. Works in or around crowds.

Developed by:

Date Adopted: 06-21-2021

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to potentially vicious animals.
4. Has exposure to potentially life-threatening situations.
5. Has exposure to hot, cold, wet, humid, windy or adverse weather conditions.
6. Has exposure to hazardous driving conditions.
7. Has exposure to dangers inherent to site development and construction including, but not limited to, exposed holes, pipes or other openings, heavy equipment, building materials, and vehicles.
8. Has exposure to potential falls, unstable ground, slick surfaces, falling objects, etc.

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

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

The work environment characteristics of the position include both a climate-controlled office setting and uncontrolled out-of-doors setting. The employee is frequently exposed to outside weather conditions; noisy operations or activities; construction activities; and vehicles and machinery. The employee occasionally is exposed to moving mechanical parts; high, precarious places; compressed gases; flammable and combustible liquids; air contaminants; lead; hazardous chemicals; materials which contain asbestos; and emergency plans and fire plans. The employee may be required to use eye, hand and/or face protection due to potential exposure to flying objects, impact and other hazards, and may be required to use occupational head protection due to potential impact to the head from objects, electricity and other hazards (required when hazards are present or likely to be present).

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Division:	Police
Civil Service Status:	Unclassified	Position Title:	Property Room and Evidence Manager
Employment:	Part-time	Reports To:	Detective in Charge of Property
FLSA Status:	Non-Exempt	Supervises:	N/A

QUALIFICATIONS:

High school diploma or equivalent; training and/or experience in office practices and procedures; must pass civil service exam. Criminal History check and drug screen.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license; current Ohio Peace Officer Training Certificate; must meet the requirements to be bonded.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; safety practices and procedures; department goals and objectives; department policies and procedures; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; surveillance techniques; security practices and procedures; interpersonal relations; public relations; civil rights.

Skill in: computer operation; operation and care of firearms.

Ability to: carry out detailed but basic written or oral instructions; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgement and discretion; understand, interpret, and apply laws, rules or regulations to specific situations; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; develop and maintain effective working relationships.

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

1. Maintains proper evidence facilities, equipment, and procedures concerning the custody, storage and organization of all Franklin Police Department evidence.
2. Supervises and/or executes the agency's obligations in the correct disposition of evidence and of property forfeited through civil or criminal process.
3. Ensures the correct completion of forms, chain of custody records and receipts related to the submission, transports evidence and/or property in a secure manner to designated locations.
4. Prepares and submits forms/letters requesting disposal of evidence.

Developed by:

Date Adopted: Clemans, Nelson & Associates, Inc.

Date Revised: Loveland, Ohio 45140

CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

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5. Ensures the timely updating of all related property records; prepares, submits and maintains destruction orders by court of record
 6. Develops and maintains a thorough knowledge of current property room procedures and agency policy relating to evidence management and control.
 7. Makes recommendations based on statutory changes, case law and other sources, for the revision of existing agency policy, as necessary.
 8. Prepares for and participates in regular property room inventories and audits as directed.
 9. Works with detectives, other law enforcement agencies, crime laboratories, attorneys, prosecutors, and court officials.
 10. Assists prosecutors in preparation of cases; appears in court and other official proceedings to provide testimony regarding evidence management, chain of custody and storage.
 11. Provides information to the public regarding related law enforcement matters.
 12. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
 13. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

14. Attends job related training as required.
15. Performs other duties as required.

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

Computer, dispatch radio, copier, fax machine, typewriter, audio/video equipment, telephone.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

(For purposes of O.R.C. 4167)

1. Floor openings, wall openings and holes; open-sided floors, platforms and runways; stairs.
2. Emergency plans and fire plans.
3. Noisy operations or activities.
4. Compressed gases.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

{7/25/2007 PDFRKCI 00046106.DOC}



CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

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5. General requirements for use, care, and limitations of personal protective equipment.
 6. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
 7. Medical and first aid.
 8. Portable fire extinguishers.
 9. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
 10. Air contaminants.
 11. Lead, including lead based paints or lead from other sources.
 12. Human blood or other potentially infectious materials.
 13. Hazardous chemicals.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. Uses or works in proximity to the use of firearms.
2. Works in or around crowds.
3. Has contact with potentially violent or emotionally distraught persons.
4. Has exposure to potentially vicious animals.
5. Has exposure to life threatening situations.
6. Has exposure to hazardous driving conditions.

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

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)



Legislative Cover Memo

Meeting Date: June 21, 2021

Agenda Item: **Resolution 2021-50**
CONCURRING WITH THE CITY MANAGER FOR THE
APPOINTMENT OF KYLE LOVELACE AS A CITY CODE
OFFICIAL TO ENFORCE THE CITY'S PROPERTY
MAINTENANCE CODE

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: To assist with the enforcement of the Property Maintenance Code, the City Manager desires to appoint Kyle Lovelace as Code Official.

Pursuant to the Property Maintenance Code, the Code Official shall be appointed by the City Manager, upon the concurrence of City Council. The purpose of this Resolution is for Council to concur with the City Manager for the appointment of Kyle Lovelace as a City Code Official to enforce the City's Property Maintenance Code. Other appointments continue and include Engineer and Zoning Official, Barry Conway and NIC.

Budget Impact: None.

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-50

**CONCURRING WITH THE CITY MANAGER FOR THE APPOINTMENT OF KYLE LOVELACE AS A CITY CODE
OFFICIAL TO ENFORCE THE CITY'S PROPERTY MAINTENANCE CODE**

WHEREAS, The City's Property Maintenance Code provides:

1333.02 Appointment

The Code Official shall be appointed by the City Manager, upon the concurrence of City Council, and the Code Official so appointed may be a person or agency providing services to the City pursuant to contract.

WHEREAS, the City Manager desires to appoint Kyle Lovelace as a Code Official, upon the concurrence of this Council, to enforce the Property Maintenance Code; and

WHEREAS, this Council desires to appoint Kyle Lovelace as a City Code Official to enforce the effective provisions of the City's Property Maintenance Code;

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

Section 1. This Council concurs with the City Manager to appoint Kyle Lovelace as a City of Franklin Code Official for the enforcement of the City's Property Maintenance Code.

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

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

ADOPTED: June 21, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on March 15, 2021

Khristi Dunn, Clerk of Council



Legislative Cover Memo

Introduction: June 21, 2021
Public Hearing: July 19, 2021
Effective Date: August 18, 2021

Agenda Item: **Ordinance 2021-15**
AUTHORIZING THE ESTABLISHMENT OF THE “CREDIT MEMO CLEARING FUND” FOR THE PURPOSE OF HOLDING OVERPAYMENT OF UTILITY BILLS AND APPLYING THOSE CREDITS BACK TO THE CUSTOMERS IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

Submitted by: Cindy Ryan, Finance Director

Scope/Description: This proprietary fund is necessary to separately account for enterprise money with the implementation of the new utility billing software to maintain the financial integrity of the various funds when utility customers overpays their utility account.

Vote Required: At least four (4) members of the Council elected thereto concurring.

Exhibits: None.

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-15

AUTHORIZING THE ESTABLISHMENT OF THE “CREDIT MEMO CLEARING FUND” FOR THE PURPOSE OF HOLDING OVERPAYMENT OF UTILITY BILLS AND APPLYING THOSE CREDITS BACK TO THE CUSTOMERS IN COMPLIANCE WITH THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO

WHEREAS, Chapter 141 Finance Division, Section 141.03(b)(6)(B) of the City’s Codified Ordinances states:

(6) Other Special Funds -

(A) The Finance Director is hereby authorized to create other special funds which are established or required by law, either specifically or in general.

(B) Council may establish, with the approval of and in the manner prescribed by the Ohio State Auditor, other such special funds that are not established by law, either specifically or in general, as may be needed or desirable. Special funds which are needed for a period of less than five (5) years may be established by resolution, and special funds which are needed for a period of five (5) years or more shall be established by ordinance. Any ordinance or resolution establishing a special fund may provide that money derived from specified sources other than the general property tax shall be paid directly into such special fund;

and

WHEREAS, the City of Franklin must comply with local, state and federal law and administrative orders and guidelines directing and requiring the establishment of certain funds to maintain financial integrity of the public monies it receives and spends; and

WHEREAS, The City of Franklin has established a new utility billing system that applies overpayments to a credit memo instead of a utility revenue; and

WHEREAS, In order to maintain the financial integrity of the various funds when utility customers overpays their utility account; and

WHEREAS, The City of Franklin needs a method of processing those overpayments; and

WHEREAS, This type of fund, a proprietary fund for enterprise money, is authorized under Ohio Revised Code Section 5705.12;

THE CITY OF FRANKLIN HEREBY ORDAINS, at least four (4) members of the Council elected thereto concurring, that:

Section 1. In accordance with Chapter 141 Finance Division, Section 141.03(b)(6)(B) and Ohio Revised Code Section 5705.12 the Finance Director is authorized to establish a fund called “Credit Memo Clearing Fund.”

Section 2. The purpose of this fund shall be to serve as a clearing account for over payments of utility accounts and credits back to those customers accounts when a new utility bill is established.

Section 3. No Interest earned shall be credited to this fund.

Section 4. The Finance Director shall forward a copy of this Ordinance to the Auditor of State and shall perform all required action and execute any required applications to the Ohio Auditor of State in order to obtain all necessary approval for the creation of the Credit Memo Clearing Fund.

Section 5. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 6. This Ordinance shall become effective on August 18, 2021.

INTRODUCED: June 21, 2021

ADOPTED: July 19, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

Approved as to form: _____
Law Director



Legislative Cover Memo

Introduction: June 21, 2021
Public Hearing: July 19, 2021
Effective Date: August 18, 2021

Agenda Item: **Ordinance 2021-16**
AMENDING “APPENDIX A” OF CHAPTER 1701 OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO, CAPTIONED “RATES AND FEES” TO INCLUDE FEES UNDER PART THIRTEEN, TITLE SEVEN OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO, CAPTIONED “PROPERTY MAINTENANCE CODE”

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: This Ordinance provides those fees arising under the Property Maintenance Code, and includes newly added fees associated with the newly adopted Pre-Sale Inspection and Certificate of Occupancy Program.

Exhibits: Exhibit A: Chapter 1701, Appendix A, captioned Rates and Fees

Vote Required for Passage: Per Section 4.03 of the City’s Charter, the passage of this Ordinance requires the affirmative vote of a majority of Council members present.

Recommendation: Approval.

CITY OF FRANKLIN, OHIO
ORDINANCE 2021-16

AMENDING "APPENDIX A" OF CHAPTER 1701 OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO, CAPTIONED "RATES AND FEES" TO INCLUDE FEES UNDER PART THIRTEEN, TITLE SEVEN OF THE CODIFIED ORDINANCES OF THE CITY OF FRANKLIN, OHIO, CAPTIONED "PROPERTY MAINTENANCE CODE"

WHEREAS, the City of Franklin's Property Maintenance Code, under Part Thirteen, Title Seven of the Codified Ordinances of the City of Franklin, imposes certain administration, inspection, and appeal application fees; and

WHEREAS, The City's fee schedule for fees arising under the City of Franklin's Property Maintenance Code is in need of amendment to include new fees associated with the City's newly added Pre-Sale Inspection and Certificate of Occupancy Program;

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

Section 1. Chapter 1701, Appendix A, is hereby amended as set forth in Exhibit A, attached hereto.

Section 2. All ordinances or parts of ordinances that conflict with this ordinance are hereby repealed.

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

Section 3. This Ordinance shall become effective thirty (30) days after the date of its adoption.

INTRODUCED: June 21, 2021

ADOPTED: July 19, 2021

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of Ordinance 2021-16 passed by that body on July 19, 2021.

APPROVED AS TO FORM:

Khristi Dunn, Clerk of Council

Law Director



FRANKLIN CODIFIED ORDINANCE SECTION 1701.03, APPENDIX A FEE SCHEDULE

EFFECTIVE MARCH 1, 2021

COLA 1.87%

The following schedule for fees is authorized by Ordinance 2004-46, passed December 20, 2004.

All of the rates & fees set forth below shall be subject to an annual increase equal to the percentage obtained by averaging the national inflation rate from the United States Labor Department, Bureau of Labor Statistics for the previous three years. This increase shall be referred to as the Cost of Living Adjustment (COLA). The new flat rate is established by adding the COLA to the then existing flat rate. When the yearly COLA is applied, all fees/licenses less than \$50.00 shall be rounded to the nearest \$.25; all fees/licenses greater than \$50.00 shall be rounded to the nearest dollar; and all charges/rates based on volume shall be rounded to the nearest penny. This increase shall be implemented by the City Management no later than March 1st of each year.

The rates & fees for services and permits of the City of Franklin are as follows:

FEE OR PERMIT NAME	FLAT RATE OR FEE
1. BUSINESS REGULATIONS – PART SEVEN, FRANKLIN CODIFIED ORDINANCE	
<u>Carnivals & Circus, per day</u>	\$ 69.00
<u>Junk Yard/Recycling Center/Recycling Plant</u>	\$ 36.25
Renewal	\$ 36.25
<u>Mechanical Amusement Device License</u>	
Juke box	\$ 36.25
Mechanical amusement device	\$ 36.25
<u>Motor Vehicle Salvage Dealers License or</u>	
<u>Salvage Motor Vehicle Auction License or</u>	
<u>Salvage Motor Vehicle Pool License</u>	\$ 69.00 each
Renewal for each	\$ 69.00
<u>Taxi Cabs</u>	
Certificate of Public Convenience	\$ 69.00
Vehicles	\$ 36.25 each
<u>Rooming House –Per Ordinance 2009-23, passed 10/5/09, effective 11/4/09</u>	
License for New Owner of Existing Rooming House	\$118.00
License Renewal	\$118.00
Duplicate/Replacement License	\$ 61.00



2. TRAFFIC CODE – PART THREE, FRANKLIN CODIFIED ORDINANCE

<u>Commercial & Heavy Vehicle Permit</u>	\$ 8.50
Police Officer, first hour & fraction thereof	\$ 14.25

3. STREETS, UTILITIES & PUBLIC SERVICES – PART NINE, FRANKLIN CODIFIED ORDINANCE

<u>Waste Collector’s License</u>	\$145.00
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<u>Curbing, Curbs, Gutters, Driveway Approaches</u>	
Constructing, Repairing or Replacing	\$36.00 each

<u>Excavation Permit</u>	\$0.10 per sq. yard, \$36.00 minimum
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Water

Water Rate	\$14.16 per 333 cu. ft., or fraction thereof, per month
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Water Tap-in Fees

Line Size	<u>Tap-in fee</u>	<u>Installation Fee</u>	<u>Water Utilization Fee</u>
¾" line	\$ 2,980.00	\$2,265.00	\$709.00
1"	\$ 3,356.00	\$2,409.00	\$709.00
1 ½"	\$ 3,725.00	\$2,834.00	\$709.00
2"	\$ 4,101.00	\$3,257.00	\$709.00
3"	\$ 5,214.00		\$709.00
4"	\$ 6,706.00		\$709.00
6"	\$10,435.00		\$709.00
8"	\$22,352.00		\$709.00
10"	\$26,826.00		\$709.00
12"	\$32,788.00		\$709.00

Multi Family Units	
2 or more families	water tap-in fee + utilization fee for each unit

Sewer

Sewer Rate Effective August 1, 2018 - \$12.27 per 333 cu. ft. or fraction thereof, per month. For the years 2019 thru 2023, the sewer rate will increase 7% in January plus the COLA rate in March.

- *Effective 1/2019 – sewer rate \$13.13 per 333 cu. ft. or fraction thereof, per month
- * Effective 3/2019 – sewer rate \$13.38 per 333 cu. ft. or fraction thereof, per month
- * Effective 1/2020 – sewer rate \$14.32 per 333 cu. ft. or fraction thereof, per month
- * Effective 3/2020 – sewer rate \$14.62 per 333 cu. ft. or fraction thereof, per month



- * Effective 1/2021 – sewer rate \$15.64 per 333 cu. ft. or fraction thereof, per month
- * Effective 3/2021 – sewer rate \$15.93 per 333 cu. ft. or fraction thereof, per month

Sewer Tap-in Fees (based on water line size)

Line size:	Fee:
¾" line	\$ 2,980.00
1"	\$ 3,356.00
1 ½"	\$ 3,725.00
2"	\$ 4,101.00
3"	\$ 5,214.00
4"	\$ 6,706.00
6"	\$10,435.00
8"	\$22,352.00
10"	\$26,826.00
12"	\$32,788.00

Multi-Family Units

- 2 or more families sewer tap-in fee + rate adjustment fee (915.041 CO)
- Flow Assisted by Pump Station sewer tap-in fee + \$709.00

Standard Solid Surcharge* additional charge of \$643.00 Per ton for all suspended solid in excess of two hundred twenty-five milligrams (225mg) per liter

Chemical Oxygen Demand Charge* additional charge of \$162.00 per ton in excess of six hundred milligrams (600 mg) per liter

4. PROPERTY MAINTENANCE CODE – PART THIRTEEN, FRANKLIN CODIFIED

ORDINANCE (Ord. 2019-07, emergency, passed 8-5-19, Ord. 2019-10, passed 9-19-19, Ordinance 2021-10, introduced 6-7-21)

Abatement of Violation, Inspection & Administration	\$260.00
Emergency Repair Administration	\$260.00
Administration	\$260.00
Furniture Administration	\$260.00
Rubbish or Garbage Administration	\$260.00
Appeal Application	\$104.00
<u>Pre-sale Inspection and Certificate of Occupancy</u>	<u>\$60.00</u>
<u>(Required for new owners and tenants)</u>	



- Ordinance 2004-46, passed 12-20-04, established this fee schedule.
- Ordinance 2005-22, passed 7-18-05 amended Section 1701.03 – added new item 6. Fire Prevention (effective August 17, 2005)
- Ordinance 2005-40 (emergency), passed 10-3-05, amended 2. Planning & Zoning –Part Eleven, FCO – added new fee “Building, Housing & Zoning Appeals Application”, for variance, no charge.
- Ordinance 2005-41, passed 10-17-05, permanent ordinance for O-05-40
- Ordinance 2008-23, passed 8-18-08, amended 1. Building Department & 2. Planning & Zoning
- Ordinance 2009-06, passed 3-16-09, deleted Sections 1. Building Department and 2. Planning & Zoning.
- Ordinance 2018-01, passed 3-19-18, amended Part 3, Sewer*
- Ordinance 2018-10, passed 6-4-18, amended Part 3, Sewer, effective 8-1-18
- Ordinance 2019-07, (emergency) passed 8-5-19, added Part 5 – Property Maintenance Code, Part Thirteen, Title Seven of the Franklin Codified Ordinances
- Ordinance 2019-10, passed 8-19-19, added Part 5 – Property Maintenance Code, Part Thirteen, Title Seven of the Franklin Codified Ordinances
- Ordinance 2020-13, (emergency) passed 10-19-2020, repealed Ordinance 2005-22 and removed fee for Safety Occupancy Permit under Fire Prevention – Part Fifteen of the Franklin Codified Ordinances
- Ordinance 2020-14, passed 12-07-2020, repealed Ordinance 2005-22 and removed fee for Safety Occupancy Permit under Fire Prevention – Part Fifteen of the Franklin Codified Ordinances
- **Ordinance 2021-10, introduced 6-7-21, enacted a new chapter in the City’s Property Maintenance Code: CHAPTER 1375, PRE-SALE INSPECTION AND CERTIFICATE OF OCCUPANCY REQUIRED FOR NEW OWNERS AND TENANTS.**