

# Summary Feb 6, 2024

Boy Scout Troop 121 is visiting us and will lead us in the Pledge.

Public Affairs Committee 6:40pm

<u>Bill</u>	<u>Status</u>	<u>Title</u>	<u>Sponsor</u>
<b>CAUCUS BEGINS</b>			
24-013	Vote	Approving the reappointment by the Mayor to the Airport and Aviation Commission.	<b>Diaz</b>
24-014	Caucus Only	Adopting an updated Investment Policy applicable to all City funds under the control of the Finance Director.	<b>Falquette</b>
24-015	Vote	Authorizing the Safety-Service Director to enter into an annual renewal of the software maintenance agreement with Superior LLC, a CentralSquare Company.	<b>Meier</b>
24-016	Vote	Amending Sections 13 and 16 of Ordinance No. 23-201 adopting personnel positions, pay grades, and salaries for certain employees of the City of Mansfield 2024 payroll year, by retitling a position in the Law Director's Office and creating a position in the Municipal Court, and declaring an emergency.	<b>Meier</b>

**NEXT MEETING TUESDAY, Feb 20th, 2024 7:00 Council to follow**

BILL #24-013

RESOLUTION # \_\_\_\_\_

BY: MR. DIAZ

Approving the reappointment by the Mayor to the Airport and Aviation Commission.

**BE IT RESOLVED BY THE COUNCIL OF THE  
CITY OF MANSFIELD, STATE OF OHIO:**

SECTION 1. That pursuant to § 157.01 of the Codified Ordinances of Mansfield, this Council does hereby approve the following reappointments by the Mayor to the Airport and Aviation Commission for a (4) year term expiring as indicated:

Term Expiring

Al Berger	12/31/27
Dennis Atkeson	12/31/27

SECTION 2. That this Resolution shall take effect immediately upon its passage.

Caucus	<u>6 February 2024</u>
1 <sup>st</sup> Reading	<u>6 February 2024</u>
2 <sup>nd</sup> Reading	<u>6 February 2024</u>
PASSED	<u>6 February 2024</u>

SIGNED /s/ Phillip E. Scott  
President of Council

ATTEST /s/ Delaine Weiner  
Clerk of Council

APPROVED /s/ Jodie Perry  
Mayor

APPROVED AS TO FORM: Roeliff E. Harper  
Law Director  
City of Mansfield, Ohio



**CITY OF MANSFIELD, OHIO  
STATEMENT OF INVESTMENT POLICY**

***Governing Authority***

This document, in conjunction with the Ohio Revised Code (ORC), as amended, will govern the investments and the investment activities of the City of Mansfield. It will be reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the investment portfolio.

***Purpose***

The purpose of the investment policy is to ensure that the City's Investment Objectives of Preservation of Principal, Maintenance of Liquidity and Maximization of Returns are adhered to while conforming to all applicable statutes governing the investment of public funds by an Ohio Municipality.

***Scope***

This Investment Policy applies to all financial assets of the City, including State and Federal funds held by it. Any practice not clearly authorized under these policies or the ORC section 135 is prohibited. The guidance set forth herein is to be strictly followed by all those responsible for any aspect of the management or administration of these funds.

***Investment Objectives***

The City's investment portfolio shall be managed to accomplish the following hierarchy of objectives:

- 1.) Preservation of Principal:** The single most important objective of the City's investment program is the preservation of principal within the portfolio.
- 2.) Maintenance of Liquidity:** The portfolio should be managed in such a manner that assures that the funds are available as needed to meet those immediate and future obligations of the City.
- 3.) Maximization of Returns:** The portfolio shall be managed in such a fashion as to attain a market-average rate of return throughout budgetary and economic cycles, within the context and parameters set forth by objectives 1 and 2 above.

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***Authorized Financial Dealers and institutions***

The Director of Finance will maintain a list of financial institutions and approved security broker/dealers. All financial institutions, broker/dealers and consultants which desire to conduct investment business directly with the City must sign this Investment Policy, certifying they have read it, understand it and agree to abide by its contents. Any third-party custodian providing services is excluded from this requirement as long as they will not be managing assets, recommending, or selling any investment security to the City.

***Authorized Investments***

The City is permitted to invest in any security authorized by the ORC, Section 135 and any other relevant sections. Those securities include, but are not limited to:

1. Bonds, notes, or other obligations of or guaranteed by the United States, or those of which the faith of the United States is pledged for the payment of the principal and interest thereon;
2. Bonds, notes, debentures, or any obligations or securities issued by any federal government agency or instrumentality; all federal government agency or instrumentality securities must be direct issuances of the federal government agency or instrumentality.
3. Interim deposits in the eligible institutions applying for interim monies as provided in Section 135.08 of the ORC. The award of interim deposits shall be made in accordance with Section 135.09 of the ORC.

This includes investments in Certificates of Deposit with FDIC insurance coverage on the full amount of deposit plus accrued interest administered through the Certificate of Deposit Account Registry Service (CDARS). Eligibility of this investment is outlined in ORC.135.144 and would also apply to any other program that is deemed to meet the requirements of such statute.

4. Bonds and other obligations of the State or its political subdivisions provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:
  - a. The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.
  - b. The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally

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recognized standard rating service and purchased through a registered securities broker or dealer.

- c. The aggregate value of the bonds or other obligations does not exceed 20% of the City's interim funds at the time of purchase.
  - d. The City is not the sole purchaser of the bonds or other obligations at original issuance.
  - e. The bonds or other obligations mature within ten years from the date of settlement.
5. Commercial paper which is rated at the time of purchase in the single highest classification by Moody's or Standard & Poor's. Any investment in commercial paper of a single issuer shall not exceed Five Percent (5%) of the City's interim funds at time of purchase. The maximum maturity is 270 days. The total invested in commercial paper and bankers acceptances is limited to Forty Percent (40%) of the City's interim funds at time of purchase.
6. Bankers acceptances of banks insured by the Federal Deposit Insurance Corporation (FDIC). The maximum maturity is 180 days. The total invested in commercial paper and bankers acceptances is limited to Forty Percent (40%) of the City's interim funds at time of purchase.
7. No-load money market mutual funds consisting exclusively of securities described in paragraphs 1 and 2 of this Section and repurchase agreements secured by such obligations, provided that the investments in securities described in the division are made only through eligible institutions mentioned in Section 135.03 of the ORC;
8. Written repurchase agreements that set forth terms and conditions of the agreement between the parties for a period of not to exceed 30 days with any eligible institution mentioned in Section 135.03 of the ORC or a member of the "Financial Industry Regulatory Authority" (FINRA), under the terms of which agreement, the Finance Director purchases and such institution agrees unconditional to repurchase any securities listed in division 1 or 2 of this section that will mature or are redeemable within five (5) years of the date of purchase. The market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent (2%) and be marked to market daily. Such agreement shall include the face amount of the securities, type, rate, maturity date and the numerical identifier.

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9. Up to Fifteen Percent (15%) of the City's total average portfolio in notes issued by corporations that are incorporated under the laws of the United States and that are operating within the United States, or by depository institutions that are doing business under authority granted by the United States or any state and that are operating within the United States, provided both of the following apply:
  - a. The notes are rated in the three highest categories by at least two nationally recognized statistical rating organizations at the time of purchase.
  - b. The notes mature not later than three (3) years after purchase.

***Maximum Maturities***

The maximum maturity for any investment, excluding municipal securities and corporate bonds, described above will be five (5) years from the date of purchase unless, as per the ORC, the investment is matched to a longer-term liability of the City. Any security may be sold prior to maturity.

***Safekeeping and Custody***

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment basis. Securities will be held by a third-party custodian designated by the Finance Director and evidenced by safekeeping receipts. Any advisor or broker/dealer doing business with the City cannot serve as a custodian or safekeeping agent. The custodian must enter into a written custodial agreement with the City.

Securities shall be pledged at the Federal Reserve Bank to collateralize all repurchase agreements with financial institutions. Pledge collateral will only be released by the City after verification that the principal and interest have been credited to the City's account.

***Prohibited Investment Practices***

The City is prohibited by state law from investment in stripped principal or interest obligations, reverse purchase agreements and derivatives. The issuance of taxable notes for the purpose of arbitrage, as well as the use of leverage and short-term selling is also prohibited. All investments must be purchased with the expectation that the investment will be held to maturity.

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***Ethics and Conflict of Interest***

Persons involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment consultants shall disclose to the City any material financial interests in financial institutions that conduct business within the City and any large personal financial or investment positions that could be related to, or affected by, the performance of the City's portfolio. All employees, officers and investment consultants to the City shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

***Management and Administrative Responsibilities***

The Director of Finance shall routinely monitor the contents of the City's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly. The Director of Finance shall also develop and maintain procedures for the operation of the City's investment program in accordance with this Investment Policy. These procedures shall be designed to prevent loss of the City's funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions. A detailed inventory of all investments which shall include a description of each security, cost, par value, rate of return, and seller along with the purchase, settlement and maturity dates, shall be available upon request.

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income derived.

The standard of prudence to be used by the Director of Finance and others involved in the management of the investment portfolio shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. Acting in accordance with this Investment Policy and exercising due diligence shall relieve the Director of Finance and others involved in the management of the portfolio from personal responsibility for an individual security's credit risk or market price changes, provided deviations from the expectations are reported to the Council in a timely fashion and appropriate action is taken to control adverse developments.

The Director of Finance shall participate in any beginning/continuing education training programs sponsored by the State Treasurer or the State Auditor. Through participation in those programs, the Director of Finance will develop and maintain an enhanced background and working knowledge in investment, case management, and ethics.

**CITY OF MANSFIELD, OHIO  
STATEMENT OF INVESTMENT POLICY**

***Investment Policy Adoption***

This Investment Policy adopted on \_\_\_\_\_ shall be filed in the office of the Auditor of State. The policy shall be reviewed on an annual basis by the Council or a committee designated by it and any modifications made thereto must be approved by the Council and, upon adoption, filed in the office of the Auditor of State.

**CERTIFICATION OF UNDERSTANDING AND ACCEPTANCE.**

I, the undersigned, acknowledge that I am authorized to sign this policy on behalf of my employer and have received and read this Statement of Investment Policy established by the City of Mansfield and will abide by the guidelines set forth.

Firm/Company: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BILL# 24-015

ORDINANCE # \_\_\_\_\_

BY: MRS. MEIER

Authorizing the Safety-Service Director to enter into an annual renewal of the software maintenance agreement with Superior LLC, a CentralSquare Company.

**WHEREAS**, Superior OSSI is a software suite that consists of CAD (Computer Aided Dispatch), RMS (Records Management System), AVL (Automatic vehicle location), MCT (Mobile Computer Terminal), and others, and

**WHEREAS**, the software suite allows our public safety personnel to effectively and safely perform their duties, and

**WHEREAS**, this is an annual renewal of the said software maintenance agreement.

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

SECTION 1. That the Safety-Service Director be, and is hereby, authorized to enter into a software maintenance agreement, for the 2024 calendar year, with Superior LLC/ Central Square now on file with the Safety-Service Director.

SECTION 2. That the cost of said Agreement has been allocated for payment purposes and shall be for an amount not to exceed \$100,275.82 (one hundred thousand two hundred seventy-five and 82/100 dollars), to be paid from Police Operations, (214.15.01) Contractual Services Classification.

SECTION 3. That this Ordinance shall take effect and be in full force from and after the earliest time allowed by law after its passage and approval by the Mayor.

Caucus	<u>6 February 2024</u>
1 <sup>st</sup> Reading	<u>6 February 2024</u>
2 <sup>nd</sup> Reading	<u>6 February 2024</u>
PASSED	<u>6 February 2024</u>

SIGNED /s/ Phillip E. Scott  
President of Council

ATTEST /s/ Delaine Weiner  
Clerk of Council

APPROVED /s/ Jodie Perry  
Mayor

APPROVED AS TO FORM: Roeliff E. Harper  
Law Director  
City of Mansfield, Ohio



**Renewal Order prepared by:**  
Ashley Lemerond  
ashley.lemerond@centralsquare.com

**Renewal Order #:** Q-149396  
**Start Date:** January 1, 2024  
**End Date:** December 31, 2024  
**Billing Frequency:** Quarterly  
**Subsidiary:** Superior, LLC

**Renewal Order prepared for:**  
David Remy, Public Works Director  
Mansfield Police Department  
30 N Diamond St  
Mansfield, OH 44902  
419-755-9628

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at [www.centralsquare.com](http://www.centralsquare.com).

### WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	ONESolution Accident Annual Maintenance Fee	1	1,034.61 USD
2.	ONESolution Accident Wizard Annual Maintenance Fee	28	1,240.96 USD
3.	ONESolution Accident Wizard Base Server License Annual Maintenance Fee	1	1,477.99 USD
4.	ONESolution Bike Registration Annual Maintenance Fee	1	443.39 USD
5.	ONESolution CAD Client AVL License Annual Maintenance Fee	3	1,995.36 USD
6.	ONESolution CAD Client License for Message Switch	1	171.15 USD
7.	ONESolution CAD Map Display & Map Maintenance Software License Annual Maintenance Fee	1	1,496.48 USD
8.	ONESolution CAD Map Display & Map Maintenance Software License Annual Maintenance Fee	2	997.32 USD
9.	ONESolution CAD Resource Monitor Display License With Maps Annual Maintenance Fee	2	665.12 USD
10.	ONESolution Computer-Aided Dispatch System Annual Maintenance Fee	1	15,995.88 USD
11.	ONESolution Document Scanning and Storage Annual Maintenance Fee	1	2,956.04 USD
12.	ONESolution Generic CAD Event Export-Law/Fire/EMS	1	1,904.95 USD
13.	ONESolution MCT Client AVL License Annual Maintenance Fee	1	11,639.42 USD
14.	ONESolution MCT Client AVL License Annual Maintenance	22	975.04 USD



Renewal Order prepared by:  
 Ashley Lemerond  
 ashley.lemerond@centralsquare.com

	Fee		
15.	ONESolution MCT Client License for Message Switch Annual Maintenance Fee	3	299.22 USD
16.	ONESolution MCT Client-Digital Dispatch Annual Maintenance Fee	22	6,470.20 USD
17.	ONESolution MCT Client-MAPS Annual Maintenance Fee	22	1,301.08 USD
18.	ONESolution Medical ProQA/Paramount Interface Annual Maintenance Fee	1	1,390.54 USD
19.	ONESolution MFR Client Annual Maintenance Fee	22	6,470.20 USD
20.	ONESolution MFR Client-Accident Reporting Annual Maintenance Fee	22	3,252.04 USD
21.	ONESolution MFR Client-Arrest Annual Maintenance Fee	25	2,031.25 USD
22.	ONESolution MFR Client-MOBLAN Version Annual Maintenance Fee	3	443.46 USD
23.	ONESolution Mobile Field Reporting Server Annual Maintenance Fee	1	3,695.07 USD
24.	ONESolution Mobile Server Software Annual Maintenance Fee	1	4,156.94 USD
25.	ONESolution OpCenter for RMS Annual Maintenance Fee	1	5,173.10 USD
26.	ONESolution Police-to-Citizen Annual Maintenance Fee	1	2,808.28 USD
27.	ONESolution Police-to-Police Annual Subscription Fee	1	0.00 USD
28.	ONESolution Property & Evidence Annual Maintenance Fee	1	1,625.81 USD
29.	ONESolution Records Management System Annual Maintenance Fee	1	11,513.81 USD
30.	ONESolution State/NCIC Messaging Software Annual Maintenance Fee	1	6,651.11 USD

**Renewal Order Total:** 100,275.82 USD

**Billing Information**

Fees will be payable within 30 days of invoicing.

Please note that the Total Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Total Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Total Price displayed above.

**MORE INFORMATION AT CENTRAL SQUARE.COM**



**CENTRALSQUARE**

**Renewal Order prepared by:**  
Ashley Lemerond  
ashley.lemerond@centralsquare.com

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Renewal Order Form.

**MORE INFORMATION AT [CENTRALSQUARE.COM](http://CENTRALSQUARE.COM)**

BY: MS. MEIER

Amending Sections 13 and 16 of Ordinance No. 23-201 adopting personnel positions, pay grades, and salaries for certain employees of the City of Mansfield 2024 payroll year, by retitling a position in the Law Director’s Office and creating a position in the Municipal Court, and declaring an emergency.

**WHEREAS**, pursuant to Sections 1 through 37 of Ordinance No. 23-201, passed December 19, 2023, this Council adopted certain personnel positions, pay grades and salaries for certain employees of the City of Mansfield for the 2024 payroll year, and

**WHEREAS**, pursuant to Section 13 of said Ordinance positions and pay rates are outlined for the Law Director Personnel, and a change of title for the position of Confidential Secretary to Case Coordinator has been requested, and

**WHEREAS**, pursuant to Section 16 of said Ordinance positions and pay rates are outlined for the Municipal Court Personnel, and the Court now desires to create the position of Deputy Court Administrator.

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

SECTION 1. That Section 13 of Ordinance No. 23-201, passed December 19, 2023, be, and the same is hereby amended to read and provide as follows:

“SECTION 13. **LAW DIRECTOR PERSONNEL.** The Law Director is authorized to appoint the following office personnel who shall be compensated in accordance with the salary range or hourly rates indicated:

<u>POSITION</u>	<u>SALARY/GRADE/HOURLY</u>
a. Deputy Law Director	\$60,000 - \$84,000
b. First Assistant Law Director + (Professional)	\$55,000 - \$84,000
c. Assistant Law Director (4) + (Professional)	\$38,000 – \$71,000
d. Assistant Law Director (Part-Time) (1) + (Professional)	\$28,500 - \$57,000
e. Executive Assistant + (Administrative)	\$31,200 - \$67,000
f. <del>Confidential Secretary</del> <b>Case Coordinator</b> (3) + (Elected) °	\$18,750 - \$51,500
g. Victim of Crime Advocate (2) + (Administrative) °	(Per Grant)
h. Paralegal	State Minimum Wage - \$12.00 per hr.
i. Investigator + (Elected) °	\$20,987- \$28,080”

SECTION 2. That Section 16 of Ordinance No. 23-201, passed December 19, 2023, be, and the same is hereby amended to read and provide as follows:

“SECTION 16. **MUNICIPAL COURT – PERSONNEL.** Upon adoption by the Municipal Court of those provisions of this Section relating to personnel whose salaries are established by the Court, the Municipal Court, in addition to the Judges thereof, shall be composed of the following personnel who shall be compensated in accordance with the salary range or hourly rates indicated:

<u>POSITION</u>	<u>SALARY/GRADE/HOURLY</u>
a. Court Systems Coordinator + (Elected)	(Established by Judges)
b. Court Administrator + (Elected)	(Established by Judges)
<b>c. Deputy Court Administrator + (Elected)</b>	<b>(Established by Judges)</b>
e. <b>d.</b> Chief Probation Officer (Administrative)	\$42,000 - \$80,000
d. <b>e.</b> Special Projectors Coordinator + °	\$33,000 - \$48,500
e. <b>f.</b> Probation Officer (12) °	\$40,000 - \$67,500
f. <b>g.</b> Assignment Commissioner (2)+	\$20,000 - \$60,950
g. <b>h.</b> Court Security Officer (Part-Time) (7) +	\$15.00 - \$22.00 per hr.
h. <b>i.</b> Confidential Secretary (6) + (Elected) °	\$35,000 - \$60,000
i. <b>j.</b> Magistrate (2) + (Elected)	(Established by Judges)
j. <b>k.</b> Bailiff (9) + (Elected)°	(Established by Judges)”

**SECTION 3.** That by reason of the immediate necessity for adopting a comprehensive plan for personnel of the City of Mansfield which establishes the various authorized positions, pay grades, and salaries, this measure is determined to be an emergency Ordinance for the immediate preservation of the public peace, health, safety and welfare of the City of Mansfield and its inhabitants and providing it receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect, and be in force immediately upon its adoption, otherwise from and after the earliest time allowed by law, after its passage and approval by the Mayor.

Caucus 6 February 2024  
 1<sup>st</sup> Reading 6 February 2024  
 2<sup>nd</sup> Reading           
 PASSED 6 February 2024

SIGNED /s/ Phillip E. Scott  
 President of Council

ATTEST /s/ Delaine Weiner  
 Clerk of Council

APPROVED /s/ Jodie Perry  
 Mayor

APPROVED AS TO FORM: Roeliff E. Harper  
 Law Director  
 City of Mansfield, Ohio