London City Council
20 S. Walnut Street, London, Ohio 43140
May 15, 2025 at 6:30pm
Agenda

Call to Order

Roll Call

Minutes – Approval of May 1, 2025 minutes

Public Hearings

Communications/Announcements

Audience Concerns

Committee Reports

City Official Reports

Old Business

2nd Reading

RESOLUTION 136-25 **Sponsored by: Greg Eades**
A RESOLUTION adding a new job description

ORDINANCE 138-25 **Sponsored by: Greg Eades**
AN ORDINANCE amending ORDINANCE 194-20 to reflect a range of salaries of department heads and non-union personnel

RESOLUTION 139-25 **Sponsored by: Greg Eades**
A RESOLUTION revising job descriptions

ORDINANCE 140-25 **Sponsored by: Andrew Hitt**
AN ORDINANCE approving and authorizing the execution and delivery of a community reinvestment area agreement

New Business

RESOLUTION 141-25 **Sponsored by: Greg Eades**
A Resolution revising job descriptions

Adjournment

RESOLUTION 136-25
Sponsored by: Greg Eades

A RESOLUTION ADDING A NEW JOB DESCRIPTION

WHEREAS, the Police Department is in need of adding the job description for the Police Support Specialist; and

WHEREAS, Council must approve the new job description.

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

SECTION I:

The job description will read as follows: See Exhibit A.

SECTION II:

That this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

PASSED:

ATTEST:

_____
Matt Edgington
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.136-25 was posted on the City of London's website, www.londonohio.gov on the _____day of_____, 2025 and on the_____day of_____, 2025

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Support Specialist
Class Number:		**Class Title:**	Police Support Specialist
Dept./Div.:	Division of Police	**Employment Status:**	Full-time Salaried
Reports to:	Police Administration	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	06 – Administrative Support
Civil Service Status:	Classified		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent coursework is preferred; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record and background checks, and cognitive, physical health, and work-related tests such as drug screening.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
The employee has exposure to: chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; is regularly required to stand, walk, and sit; uses hands to finger, handle, or feel; and talk or hear; is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; is required to use close vision, distance vision, color vision, and adjust visual focus; required to sit for long periods of time to operate equipment without frequent breaks; exerts up to 50 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects.

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

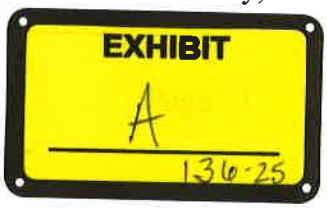
In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES

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

(1) Acts as receptionist to police facility users, and receives, relays, and transmits service requests to appropriate agency or department member; coordinates records dissemination; provides information, assistance, and instructions by voice or written communication; utilizes department report management system to maintain records and statistical data; maintains evidence organization and chain of custody,

DATE REVISED/ADOPTED: _____,2025



Employee Name:		**Position Title:**	Support Specialist
Class Number:		**Class Title:**	Police Support Specialist
Dept./Div.:	Division of Police	**Employment Status:**	Full-time Salaried
Reports to:	Police Administration	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	06 – Administrative Support
Civil Service Status: Classified			

prepares and maintains files for various types of reports and correspondence; maintains proper files for fund receipts and disbursements; administers city permits, assists in records input into various systems.

(2) Operates Law Enforcement Automated Data System (LEADS) terminal receiving and transmitting messages; operates NCIC system to retrieve criminal records and license registration information; interprets messages received and routes the information to the appropriate person; performs data entry into various computer software programs.

(3) Provides liaison services to the area community organizations and to the other public service agencies; Adheres to public records laws and regulations. Assists in grant writing, reporting and compliance.

(4) Maintains required licensure and certification, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: public safety services*; computers and computer programs (e.g., Microsoft Office, etc.); NCIC system; LEADS computer operations*; criminology; agency goals and objectives;* City policies and procedures;* office practices and procedures; local geographical area; arithmetic; limited medical terminology; English grammar and spelling.

Skill in: data entry; word processing; computer operation; calculator operation; use of modern office equipment; organizational principles and practices; public relations, social media, grant writing and reporting.

Ability to: interpret a variety of instructions in written, oral, picture, or matrix form; deal with variety of variables within somewhat unfamiliar context; make decisions quickly and accurately; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; handle evidence packaging and organization, maintain evidence chain of custody, complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; speak clearly and concisely; understand a variety of written and/or verbal

Employee Name:		**Position Title:**	Support Specialist
Class Number:		**Class Title:**	Police Support Specialist
Dept./Div.:	Division of Police	**Employment Status:**	Full-time Salaried
Reports to:	Police Administration	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	06 – Administrative Support
Civil Service Status:	Classified		

communications; gather, collate, and classify information; work alone on most tasks; handle sensitive inquiries from contacts and with officials and general public; maintain sensitive and confidential information; develop and maintain effective working relationships; resolve complaints; travel to and gain access to office and other assignment locations.

POSITIONS DIRECTLY SUPERVISED:
None.

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 and agree with the contents of this position description.

_____ _____
(Signature of Appointing Authority) (Date)

_____ _____
(Signature of Employee) (Date)

ORDINANCE 138-25
Sponsored by: Greg Eades

AN ORDINANCE AMENDING ORDINANCE 194-24 TO REFLECT A RANGE OF SALARIES OF DEPARTMENT HEADS AND NON-UNION PERSONNEL

WHEREAS, the City of London's Department Heads and non-union personnel are currently paid a salary based on a range of salaries; and

WHEREAS, City Council would like to update the salary ranges.

NOW THEREFORE, LET IT BE ORDAINED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

That Ordinance 194-24 be amended to reflect that London Department Heads and non-union personnel be paid the annual salaries as indicated on the attached schedule of ranges.

SECTION II:

That this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

PASSED:

ATTEST:

_____
Matt Edgington
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.138-25 was posted on the City of London's website, www.londonohio.gov on the _____day of_____, 2025 and on the_____day of_____, 2025

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

POSITION	2025 MINIMUM SALARY	2025 MAXIMUM SALARY
SAFETY SERVICE DIRECTOR	$86,768.23	$109,597.77
POLICE CHIEF	$84,853.84	$107,683.38
POLICE CAPTAIN	$64,909.25	$86,495.59
FIRE CHIEF	$84,853.84	$107,683.38
RECREATION DIRECTOR	$57,044.81	$79,874.35
ASSISTANT PARKS AND REC DIRECTOR	$42,525.61	$64,907.51
TAX DIRECTOR	$11,414.77	$85,291.62
STREET SUPERINTENDENT	$62,462.54	$85,292.07
ASSISTANT STREET SUPERINTENDENT	$50,359.28	$68,264.80
SANITATION SUPERINTENDENT	$53,338.38	$85,292.07
EXECUTIVE ASSISTANT	$42,093.50	$67,310.60
CHIEF DEPUTY AUDITOR	$42,093.50	$67,310.60
POLICE SUPPORT SPECALIST	$47,840.00	$62,400.00

POSITION	2026 MINIMUM SALARY	2026 MAXIMUM SALARY
SAFETY SERVICE DIRECTOR	$90,238.96	$113,981.68
POLICE CHIEF	$88,247.99	$111,990.72
POLICE CAPTAIN	$67,505.62	$89,955.41
FIRE CHIEF	$88,247.99	$111,990.72
RECREATION DIRECTOR	$59,326.60	$83,069.32
ASSISTANT PARKS AND REC DIRECTOR	$44,226.63	$67,503.81
TAX DIRECTOR	$11,871.36	$88,703.28
STREET SUPERINTENDENT	$64,961.04	$88,703.75
ASSISTANT STREET SUPERINTENDENT	$52,373.65	$70,995.39
SANITATION SUPERINTENDENT	$55,471.92	$88,703.75
EXECUTIVE ASSISTANT	$43,777.24	$70,003.02
CHIEF DEPUTY AUDITOR	$43,777.24	$70,003.02
POLICE SUPPORT SPECALIST	$49,753.60	$64,896.00



POSITION	2027 MINIMUM SALARY	2027 MAXIMUM SALARY
SAFETY SERVICE DIRECTOR	$93,848.52	$118,540.95
POLICE CHIEF	$91,777.91	$116,470.35
POLICE CAPTAIN	$70,205.84	$93,553.63
FIRE CHIEF	$91,777.91	$116,470.35
RECREATION DIRECTOR	$61,699.66	$86,392.09
ASSISTANT PARKS AND REC DIRECTOR	$45,995.70	$70,203.96
TAX DIRECTOR	$12,346.21	$92,251.41
STREET SUPERINTENDENT	$67,599.48	$92,251.90
ASSISTANT STREET SUPERINTENDENT	$54,468.68	$73,835.21
SANITATION SUPERINTENDENT	$57,960.80	$92,251.41
EXECUTIVE ASSISTANT	$45,528.33	$72,803.14
CHIEF DEPUTY AUDITOR	$45,528.33	$72,803.14
POLICE SUPPORT SPECALIST	$51,743.74	$67,491.84

RESOLUTION 139-25
Sponsored by: Greg Eades

A RESOLUTION REVISING JOB DESCRIPTIONS

WHEREAS, the Administration is in need of revising the job description for the Executive Assistant; and

WHEREAS, Council must approve these revisions.

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

SECTION I:

The job description will be amended to read as follows: See Exhibit A.

SECTION II:

fThat this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

PASSED:

ATTEST:

_____
Matt Edgington
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.139-25 was posted on the City of London's website, www.londonohio.gov on the _____day of_____, 2025 and on the_____day of_____, 2025

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Executive Assistant / Office Manager
Class Number:		**Class Title:**	Executive Assistant / Office Manager
Dept/Div.:	Safety Service's Office	**Employment Status:**	Full-time
Reports to:	Safety Service Director Mayor	**FLSA Status:**	Exempt
Normal Hours:	8:00 a.m. - 4:00 p.m.	**EEO Status:**	06 - Administrative Support
Civil Service Status:	Unclassified		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); additional experience and/or training in typing, computer operations, and/or other secretarial science courses preferred; minimum two (2) years of experience performing responsible administrative duties; or any 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 have the ability to obtain or be licensed as a Notary Public;~~ must be bondable.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Personal computer, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); 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 10 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects.

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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

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

(1) Performs a variety of confidential and complex administrative and secretarial functions for the Mayor, Safety-Service Director, and the departments supervised by the Mayor and Safety-Service Director~~; maintains the Mayor and Safety-Service Director's appointment schedules~~; provides necessary documentation; prepares correspondence and forms; completes Legal Notices for all Administrative and Safety-Service Departments; ensures operation of all office and communication equipment; maintains office supplies; maintains filing and retrieval systems and processes; may sign on behalf of executive; takes meeting minutes; prepares a variety of forms, letters, memoranda, and reports; ~~compiles monthly~~

EXHIBIT
A
139-25

Employee Name:		**Position Title:**	Executive Assistant / Office Manager
Class Number:		**Class Title:**	Executive Assistant/ Office Manager
Dept/Div.:	Safety Service's Office	**Employment Status:**	Full-time
Reports to:	Safety Service Director Mayor	**FLSA Status:**	Exempt
Normal Hours:	8:00 a.m. - 4:00 p.m.	**EEO Status:**	06 - Administrative Support
Civil Service Status:	Unclassified		

~~and annual reports from each department; assists with the formulation of capital and operating budgets~~; collects monies received for the payment of fees.

(2) Welcomes guests and staff; receives telephone calls and directs to proper contact; provides general information to public using current forms of media; performs various public relations duties; researches and responds to inquiries and requests.

(3) Maintains required licensure and certification, if any.

(4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(5) Demonstrates regular and predictable attendance.

(6) Public Communications Focus: This role is heavily involved in shaping the City's public image through the creation of engaging content for various platforms (website, social media, digital sign, flyers) and the dissemination of important information to residents, media, and stakeholders.

(7) Event Support & Engagement: A key responsibility is assisting with all aspects of city events, including brainstorming new ideas, managing publicity to maximize attendance, seeking sponsorships, ensuring smooth execution, and collecting data to evaluate event success

OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: modem computer skills and computer applications, including but not limited to Microsoft Office; Google Workspace, office practices and procedures; *City/department goals and objectives; *City/department policies and procedures; *personnel rules and regulations; English grammar and spelling; office management, Zoom use and Social Media use.

Skill in: typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modem 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; perform basic addition and subtraction; copy records precisely without error; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; comprehend simple

sentences with common vocabulary; answer routine and complex telephone inquiries; develop and maintain effective working relationships; work independently; maintain confidentiality.

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Executive Assistant / Office Manager
Class Number:		**Class Title:**	Executive Assistant / Office Manager
Dept./Div.:	Safety Service's Office	**Employment Status:**	Full-time
Reports to:	Safety Service Director Mayor	**FLSA Status:**	Exempt
Normal Hours:	8:00 a.m. -4:00 p.m.	**EEO Status:**	06 - Administrative Support
Civil Service Status:	Unclassified		

POSITIONS DIRECTLY SUPERVISED:
None.

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 and agree with the contents of this position description.

_____ _____
(Signature of Appointing Authority) (Date)

_____ _____
(Signature of Employee) (Date)

ORDINANCE 140-25
Sponsored by: Andrew Hitt

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF A COMMUNITY REINVESTMENT AREA AGREEMENT

WHEREAS, this Council previously designated an area as the City of London Community Reinvestment Area (the "CRA") as a Community Reinvestment Area pursuant to Ohio Revised Code ("R.C.") Chapter 3735 in Ordinance 137-19; and

WHEREAS, the Director of Development of the State of Ohio previously determined that the CRA contained the characteristics set forth in R.C. Chapter 3735; and

WHEREAS, Andrew Warnock an individual, or his assigns (collectively, the "Developer") desires to construct a project (the "Project") to be located in the CRA at 36-42 W. First St., London, Ohio, Parcel Number 31-01801.000, (the "Project Site"); and

WHEREAS, the City having the appropriate authority for the stated Project, desires to provide the Developer with incentives available for the development of the Project in the CRA; and

WHEREAS, the Developer has submitted the required state application fee of $750.00 made payable to the Ohio Development Services Agency with the application to be forwarded to said department with a copy of the final agreement; and

WHEREAS, the City has investigated the application of the Developer and has recommended the same to this Council on the basis that the Developer is qualified by financial responsibility and business experience to create and preserve employment opportunities in the CRA and improve the economic climate of the City; and

WHEREAS, the Project Site is located within the boundaries of the London City School District (the "LCSD") and the Tolles Career & Technical Center (the "TCTCSD"), and the board of education of each such district has been notified of the proposed approval of this Agreement in accordance with R.C. Sections 3735.671 and 5709.83, or has waived such notice, and has been given a copy of the Application; and

WHEREAS, this agreement is subject to the Board of Education of the LCSD's approval. If approved the terms will be as follows: 100% real property tax exemption for fifteen (15) years; and

WHEREAS, pursuant to R.C. Section 3735.67(A) and in conformance with the format required under R.C. Section 3735.671, the parties desire to set forth their agreement in writing with respect to matters hereinafter contained; and

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

Section I:

The Council of the City finds that the Developer is qualified by financial responsibility and business experience to create and preserve employment opportunities in the CRA and to improve the economic climate of the City, and that, subject to the City's approval of the CRA Agreement, the Developer intends to make real property improvements.

Section II:

The Council of the City finds that this agreement is subject to the Board of Education and the LCSD's approval of the terms of this Agreement, including the 100% real property tax exemption for fifteen (15) years;

Section III:

The Mayor is authorized to enter into a CRA Agreement with the Developer, providing a 100% exemption on the assessed value of the real property improvements made to the Project Site for a period of fifteen (15) years. The Mayor, for and in the name of the City, is authorized to execute a CRA Agreement substantially in the form now on file with this Council, and in a form not inconsistent with the terms of this Ordinance and with changes that are not substantially adverse to the City, which shall be evidenced conclusively by the Mayor's execution of that CRA Agreement. Further, the Mayor is authorized to sign any other agreements or documents necessary to effectuate this Agreement and provision of the incentive as defined therein.

Section IV:

Upon approval of the Board of Education and the LCSD, the Clerk of Council shall immediately forward a certified copy of this Ordinance along with all exhibits and attachments to the Ohio Development Services Agency within fifteen days after the Agreement is entered into pursuant to R.C. Section 3735.671(D).

Section V:

This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance, and that all deliberations of this Council and any of its committees that resulted in those formal actions, were taken in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

Section VI:

That this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

PASSED:

ATTEST:

_____	_____
Matt Edgington	Joshua Peters
Clerk of Council	President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.140-25 was posted on the City of London's website, www.londonohio.gov on the _____day of_____, 2025 and on the_____day of_____, 2025

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

LONDON, OHIO - COMMUNITY REINVESTMENT AREA TAX INCENTIVE APPLICATION

PROPOSED AGREEMENT for Community Reinvestment Area Tax Incentives between the City of London located in the County of Madison and The Main Street London Collective Ltd.

1. a. Name of property owner, home or main office address, contact person, and telephone number (attach additional pages if multiple enterprise participants).

The Main Street London Collective Ltd. Enterprise Name	**Andrew T. Warnock** Contact Person
6565 Heritage Blvd. – Hilliard, OH 43026 Address	**740.815.5632** Telephone Number

b. Project site:

36-42 W. First Street - London, OH 43140	**Andrew T. Warnock** Contact Person
6565 Heritage Blvd. – Hilliard, OH 43026 Address	**740.815.5632** Telephone Number

2. a. Nature of commercial/industrial activity (manufacturing, warehousing, wholesale or retail stores, or other) to be conducted at the site.

To be determined mixed use (residential Air BNB, restaurant, and event space). Downtown London, Ohio, notably the Main Street corridor, was once a bustling stop along the railroad line. A hotel, theater, and retail shopping lined the main drag of this suburban Columbus town. In recent decades, those storefronts were shuttered, buildings fell into disrepair, and boarded up windows became prevalent. The Applicant's intent is to restore the storefronts, cure all deferred maintenance, and gain leasehold occupancy by a commercial tenant.

b. List primary 6 digit North American Industry Classification System (NAICS) # **TBD**

Business may list other relevant SIC numbers._____

c. If a consolidation, what are the components of the consolidation? (must itemize the location, assets, and employment positions to be transferred: **N/A**

_____

d. Form of business of enterprise (corporation, partnership, proprietorship, or other

Building owner is a State of Ohio formed Limited Liability Company

EXHIBIT A 140.25

3. Name of principal owner(s) or officers of the business.

Andrew T. Warnock, Managing Member and 68% owner

4. a. State the enterprise's current employment level at the proposed project site:

0

b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? Yes___ No_**X**_

c. If yes, state the locations from which employment positions or assets will be relocated and the location to where the employment positions or assets will be located:

N/A

d. State the enterprise's current employment level in Ohio (itemized for full and part-time and permanent and temporary employees):

0

e. State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets:

N/A

f. What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated?

N/A

5. Does the Property Owner owe:

a. Any delinquent taxes to the State of Ohio or a political subdivision of the state?
Yes ___ No _**X**_

b. Any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes ___ No **X**

c. Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? Yes ___ No **X**

d. If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets).

6. Project Description: **36-42 W. First Street in London, Ohio is compilation of buildings and open courtyard blocks away from the County Courthouse and resides within the commercial business district. The buildings have been vacant for years. The buildings require masonry repair and tuck-pointing, painting, signage, interior cosmetic rehab, and re-tenancy. The Applicant is seeking a tax abatement to freeze the current assessed value for a period of 15 years to provide economic incentive to invest in the aged structure.**

7. Project will begin on or before **March 1, 2025** and be completed **within one year ending April 30, 2026** provided a tax exemption is provided.

8. a. Estimate the number of new employees the property owner will cause to be created at the facility that is the project site (job creation projection must be itemized by the name of the employer, full and part-time and permanent and temporary):

To be determined by users of the space.

b. State the time frame of this projected hiring: **1** yrs.

c. State proposed schedule for hiring (itemize by full and part-time and permanent and temporary employees):

To be determined by users of the space.

9. a. Estimate the amount of annual payroll such new employees will add $ **TBD** (new annual payroll must be itemized by full and part-time and permanent and temporary new employees).

b. Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project: $ **N/A**

10. An estimate of the amount to be invested by the enterprise to establish, expand, renovate or occupy a facility:

A.	Acquisition of Buildings:	$ 375,000
B.	Additions/New Construction:	$ 30,000
C.	Improvements to existing buildings:	$ 818,549
D.	Machinery & Equipment:	$ 0.00
E.	Furniture & Fixtures:	$ 150,000
F.	Inventory:	$ 5,000
	Total New Project Investment:	**$ 298,000**

11. a. Business requests the following tax exemption incentives **100** % for **15** years covering real estate as described above. *Be specific as to the rate, and term.*

b. Business's reasons for requesting tax incentives (be quantitatively specific as possible)

To aid in economic development and bring the London, Ohio CBD back to prominence. Without competitive commercial space for rent, the Main Street corridor will continue to fall into disrepair and lag its municipal peers.

Submission of this application expressly authorizes City of London to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item # 5 and to review applicable confidential records. As part of this application, the property owner may also be required to directly request from the Ohio Department of Taxation, or complete a waiver form allowing the Department of Taxation to release specific tax records to the local jurisdiction considering the request.

The Applicant agrees to supply additional information upon request.

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C) (1) and 2921.13(D) (1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than $1,000 and/or a term of imprisonment of not more than six months.

The Main Street London Collective Ltd.
Name of Property Owner

March 28, 2025
Date



Signature

Andrew T. Warnock, Managing Member
Typed Name and Title

NOTES

* A copy of this proposal must be forwarded by the local governments to the affected Board of Education along with notice of the meeting date on which the local government will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

** Attach to Final Community Reinvestment Area Agreement as Exhibit A

Please note that copies of this proposal must be included in the finalized Community Reinvestment Area Agreement and be forwarded to the Ohio Department of Taxation and the Ohio Department of Development within fifteen (15) days of final approval.

RESOLUTION 141-25
Sponsored by: Greg Eades

A RESOLUTION REVISING JOB DESCRIPTIONS

WHEREAS, the Police Department is in need of revising several job descriptions; and

WHEREAS, Council must approve these revisions.

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

SECTION I:

The job description will be amended to read as follows: See Exhibit A.

SECTION II:

That this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

PASSED:

ATTEST:

_____
Matt Edgington
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.141-25 was posted on the City of London's website, www.londonohio.gov on the _____day of_____, 2025 and on the_____day of_____, 2025

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Chief
Class Number:		**Class Title:**	Police Chief
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Safety/Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals

Civil Service Status: Classified

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

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

(1) Plans, organizes, coordinates, and directs through appropriate police personnel, all police functions including patrol, law enforcement, investigation, police communications, community and administrative services; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.

(2) Ensures that the department is adequately staffed, including scheduling officers and duty crews for minimum department personnel responses to emergencies; approves payroll, leave requests and evaluations.

(3) Works closely with all city officials and departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects and solve police service problems; and assists in the development of innovative municipal law enforcement policies; directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.

(4) Represents the City and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.

(5) Directs the selection, supervision and work evaluation of department personnel; participates in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.

(6) Assists in the preparation and administration of the annual budget for the department; coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies; prepares a variety of written, statistical, and financial reports, directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment; prepares and recommends long-range plans for city police service programs; develops specific proposals for action on current and future city needs.

(7) Provides for staff development and supervisory training programs.

(8) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.



(9) Maintains required licensure and certifications to maintain peace officer certification.

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; bookkeeping; budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; leadership best practices and the local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs; motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or matrix 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; 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; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; 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; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Chief
Class Number:		**Class Title:**	Police Chief
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Safety/Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals

Civil Service Status: Classified

Police Captain, Sergeant; Police Officer; Police Clerk

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 and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Captain
Class Number:		**Class Title:**	Police Captain
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Chief of Police	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals
Civil Service Status:	Classified		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's degree or higher) in criminology, police science and/or a related field preferred; minimum of seven (7) years of experience in a public law enforcement agency preferred; minimum two (2) years of experience as a supervisor; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass background checks, cognitive, physical, and drug screening tests.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Academy (OPOTA); must be able to qualify for and complete a relative police command school.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; emergency motor vehicle, police radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

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

CITY OF LONDON

Ar. Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Captain
Class Number:		**Class Title:**	Police Captain
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Chief of Police	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals
Civil Service Status:	Classified		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

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

(1) Plans, organizes, coordinates, and directs through appropriate police personnel, all police functions including patrol, law enforcement, investigation, police communications, community and administrative services; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.

(2) Ensures that the department is adequately staffed, including scheduling officers and duty crews for minimum department personnel responses to emergencies; approves payroll, leave requests and evaluations.

(3) Works closely with all city officials and departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects and solve police service problems; and assists in the development of innovative municipal law enforcement policies; directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.

(4) Represents the City and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.

(5) Serves in the absence of the Chief of Police; directs the selection, supervision and work evaluation of department personnel; participates in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.

(6) Assists in the preparation and administration of the annual budget for the department; coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies; prepares a variety of written, statistical, and financial reports, directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment; prepares and recommends long-range plans for city police service programs; develops specific proposals for action on current and future city needs.

(7) Provides for staff development and supervisory training programs.

(8) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(9) Maintains required licensure and certifications to maintain peace officer certification.

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; bookkeeping; budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs; motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or matrix 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; 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; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; 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; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Captain
Class Number:		**Class Title:**	Police Captain
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Chief of Police	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals
Civil Service Status:	Classified		

Police Sergeant; Police Officer; Police Clerk

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 and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Sergeant
Class Number:		**Class Title:**	Police Sergeant
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Police Captain Chief of Police	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	03 – Technician
Civil Service Status:	BU (OPBA)		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's degree or higher) in criminology, police science and/or a related field is preferred; minimum of four (4) years of experience in a public law enforcement agency is required; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Commission (OPOTC).

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

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

Employee Name:		**Position Title:**	Police Sergeant
Class Number:		**Class Title:**	Police Sergeant
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Police Captain Chief of Police	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	03 – Technician
Civil Service Status: BU (OPBA)			

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

(1) Performs supervisory duties including planning, organizing, and directing the activities of personnel under command; serves as a liaison between the Chief of Police and other officers under command; provides for public safety by maintaining order and security; leads patrol, investigation, and special assignments; responds to emergencies; performs crime scene leadership duties.

(2) Enforces motor vehicle and criminal laws; responds to traffic and roadside emergencies to provide assistance; investigates traffic accidents and other accidents to determine causes or if a crime has been committed; records facts to prepare reports that document incidents and activities; prepares investigation or incident reports; performs follow-up on cases and updates reports; collects and documents evidence; obtains witness statements; apprehends suspects; makes arrests; serves warrants; testifies before court and grand jury.

(3) Patrols specific area on foot or motorized conveyance; responds promptly to calls for assistance; performs routine checks of business and commercial establishments; monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area; performs parking enforcement; performs security functions at special events.

(4) Cleans and performs preventive maintenance on police vehicle and equipment; provides emergency response assistance to London Fire Department when required; develops officer training programs; monitors and provides Officer training; assumes Dispatcher's duties as needed.

(5) Performs community liaison activities; educates the public on crime prevention; performs public relations tasking as required.

(6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(7) Maintains required licensure and certifications, if any.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Employee Name:		**Position Title:**	Police Sergeant
Class Number:		**Class Title:**	Police Sergeant
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Police Captain Chief of Police	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	03 – Technician
Civil Service Status: BU (OPBA)			

(10) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; bookkeeping; budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice. employee training and development; supervisory principles and practices; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: 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; 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; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; 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; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:
Police Officer; Dispatcher; Clerk

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Sergeant
Class Number:		**Class Title:**	Police Sergeant
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Police Captain Chief of Police	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	03 – Technician

Civil Service Status: BU (OPBA)

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 and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Officer
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent preferred; previous law enforcement experience and/or training preferred; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record history and background reviews, as well as medical, cognitive, physical, and work-related tests, including veracity and drug screening.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed or be able to complete basic peace officer training and be certified with the Ohio Peace Officer Training Commission. (OPOTC).

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Officer
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

JOB DUTIES in order of importance

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

(1) Provides for public safety by maintaining order and security; responds to emergencies; enforces motor vehicle and criminal laws; responds to traffic and roadside emergencies to provide assistance; investigates traffic accidents and other accidents to determine causes or if a crime has been committed; records facts to prepare reports that document incidents and activities; prepares investigation or incident reports; performs follow-up on cases and updates reports; collects and documents evidence; obtains witness statements; apprehends suspects; makes arrests; serves warrants; testifies before court and grand jury.

(2) Patrols specific area on foot or motorized conveyance; responds promptly to calls for assistance; performs routine checks of business and commercial establishments; monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area; performs parking enforcement; performs security functions at special events.

(3) Cleans and performs preventive maintenance on police vehicle and equipment; provides emergency response assistance to other agencies when required; assumes Dispatcher's duties as needed.

(4) Performs community liaison activities; educates the public on crime prevention; performs public relations tasking as required.

(5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(6) Maintains required licensure and certifications.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Officer
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

Knowledge of: public safety radio dispatching procedures; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; uniform criminal recording codes; criminal justice; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs motor vehicle operation; operation and care of firearms; use of restraint devices and maintaining calm demeanor, working under stressful events.

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 variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness for duty; carry and use of firearm, including willingness to use deadly force.

POSITIONS DIRECTLY SUPERVISED:
Dispatcher/Clerk

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 and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Administrative Assistant
Class Number:		**Class Title:**	Administrative Assistant
Dept./Div.:	Division of Police	**Employment Status:**	Part-time
Reports to:	Captain/Sergeant/Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Dayshift	**EEO Status:**	06 – Administrative Support

Civil Service Status: Unclassified R.C. 124.11 A(8)

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's Degree or higher) in business, and/or a related field preferred; prior law enforcement or public service experience preferred; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must maintain a valid Ohio Driver's License; must maintain insurability under the City's vehicle insurance policy; must have the ability to obtain or be licensed as a Notary Public.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Personal computer, printer, typewriter, calculator, copy machine, fax machine, dictation equipment, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
The employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); 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 30 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects; ability to sit for long periods of time while operating equipment without frequent breaks.

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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

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

(1) Performs a variety of confidential and complex administrative and secretarial functions for the Police Division; creates, files, logs, and processes purchase orders, training records, leave time records, equipment records, and other correspondence utilized by the division in the daily operations, both physically and electronically; creates and maintains spreadsheets and other tracking methods; utilizes specialized computer programs; processes most requests for records and other public information requests; maintains and purchases appropriate supplies and equipment; assists in maintaining accurate

Employee Name:		**Position Title:**	Administrative Assistant
Class Number:		**Class Title:**	Administrative Assistant
Dept./Div.:	Division of Police	**Employment Status:**	Part-time
Reports to:	Captain/Sergeant/Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Dayshift	**EEO Status:**	06 – Administrative Support

Civil Service Status: Unclassified R.C. 124.11 A(8)

inventory of equipment and supplies; obtains bids on special purchases; orders Police-specific supplies from government agencies.

(2) Performs transcription police employees; prepares court documents (e.g., criminal charges, case synopsis, grand jury summaries, etc.); works with the Prosecutor's Office to compile, organize, and process criminal cases; enters police incident and offense reports into reporting systems; enters traffic citations into the system; runs arrest checks; notifies Officers of court dates and/or cancellations; creates and maintains filing system for all case files; assists with evidence room operations.

(3) Prepares monthly, quarterly, and annual reports as needed; acts as liaison to auditors officer for accounts payable, ensures completion of various forms for database entry and reporting purposes.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: modern computer skills and computer applications (e.g., Microsoft Office, Google Documents, Calendars, social media websites, etc.); office practices and procedures; City/department goals and objectives;* City/department policies and procedures;* personnel rules and regulations;* English grammar and spelling; public relations; civil service rules and regulations; public records laws and regulations;* employee benefits administration; basic accounting; office practices and procedures; public relations; hardware & software utilized by the City;* basic contract requirements;* Ohio Revised Code; guiding principles and vision of the London Division of Police.

Skill in: typing; data entry; word processing; switchboard or telephone console operation; computer 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; perform basic addition and subtraction; copy records precisely without error; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively and professionally; comprehend simple sentences with common vocabulary; coordinate with other jurisdictions/agencies; answer

Employee Name:		**Position Title:**	Administrative Assistant
Class Number:		**Class Title:**	Administrative Assistant
Dept./Div.:	Division of Police	**Employment Status:**	Part-time
Reports to:	Captain/Sergeant/Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Dayshift .	**EEO Status:**	06 – Administrative Support

Civil Service Status: Unclassified R.C. 124.11 A(8)

routine inquiries; develop and maintain effective working relationships; work independently and with little supervision; maintain confidentiality; plan, organize, manage, and prioritize various administrative projects or duties.

POSITIONS DIRECTLY SUPERVISED:
None.

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_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)