

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 44-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

ORDINANCE NO. 6062-2023

**AN ORDINANCE AMENDING ORDINANCE NUMBER 6031-2022
OF THE CITY OF NORTH RIDGEVILLE, OHIO, PROVIDING
APPROPRIATIONS FOR THE PERIOD COMMENCING
JANUARY 1, 2023, AND ENDING DECEMBER 31, 2023, AND
DECLARING AN EMERGENCY.**

WHEREAS, it is necessary to amend the appropriations for certain funds and appropriate other amounts for the operations of the City of North Ridgeville, Ohio.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO:

SECTION 1. That to provide for current and other expenditures for the City of North Ridgeville, Ohio for the period commencing January 1, 2023, and ending December 31, 2023, Ordinance No. 6031-2022 be and the same is hereby supplemented in the following amounts so that from and after the effective date of the Ordinance, the appropriation Ordinance shall include the following, being adjusted for the similar terms in the preceding appropriation Ordinance.

SECTION 2. That there be appropriated from the respective funds listed below, the amounts as follows:

Fund Number	Fund	Personal Services	Other	Transfers and Advances	Total
<u>General Fund</u>					
101	General Government	-	40,000	-	40,000
Total General Fund		-	40,000	-	40,000
<u>Special Revenue Funds</u>					
267	State Grants	-	510,000	-	510,000
Total Special Revenue Funds		-	510,000	-	510,000
<u>Capital Project Funds</u>					
410	Capital Projects	-	40,000	-	40,000
481	TIF IMPRV #2 Ord 5207	-	10,000	-	10,000
483	TIF IMPRV #4 ORD 5209	-	8,000	-	8,000
484	TIF IMPRV #5 ORD 5210	-	20,000	-	20,000
485	TIF IMPRV #6 ORD 5211	-	85,000	-	85,000
487	TIF IMPRV #8 ORD 5252	-	25,000	-	25,000
491	TIF IMPV #11 ORD 5288	-	4,400	-	4,400
493	TIF IMPV #13 ORD 5311	-	31,000	-	31,000
Total Capital Project Funds		-	223,400	-	223,400
Total All Funds		-	773,400	-	773,400

SECTION 3. That the Director of Finance of the City of North Ridgeville is hereby authorized to draw warrants on the treasury of the City of North Ridgeville for payments on any of the foregoing appropriations, upon receiving proper certification and vouchers therefore, approved by officers authorized by law to approve the same or by an ordinance or resolution of Council to make the expenditure and provide that no warrants may be drawn or paid for salaries or wages, except to persons employed by authority of or in accordance with law or Ordinance.

SECTION 4. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements.

SECTION 5. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to provide the Department of Finance with the necessary financial resources. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 45-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

RESOLUTION NO. 1592-2023

A RESOLUTION AUTHORIZING THE MAYOR TO MAKE APPLICATION TO LORAIN COUNTY FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THE LUANNE DRIVE, CAROLYN DRIVE, AND MONICA DRIVE RESURFACING PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of North Ridgeville is eligible to apply for Community Development Block Grant (CDBG) funds through Lorain County for projects that are located within low- and moderate-income (LMI) service areas; and

WHEREAS, the CDBG program provides funding for a wide variety of infrastructure improvement projects including road resurfacing; and

WHEREAS, the current pavement condition ratings of Luanne Drive, Carolyn Drive, and Monica Drive, which are located in a LMI service area, make these streets priorities for resurfacing.

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, OHIO:

SECTION 1. The Mayor is hereby authorized, on behalf of the City of North Ridgeville, to file an application requesting \$100,000 in funding with the Lorain County Community Development Department and to provide all information and documentation required to become eligible for project funding.

SECTION 2. If awarded, the City of North Ridgeville hereby agrees to obligate the funds required for local match in order to satisfactorily complete the proposed project under the terms of the CDBG Program.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 4. This Resolution is hereby declared to be an emergency measure, the emergency being in order to meet the application deadline of April 20, 2023. Wherefore, this Resolution shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 46-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

RESOLUTION NO. 1593-2023

A RESOLUTION AUTHORIZING THE MAYOR TO MAKE APPLICATION TO THE NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA) FOR CONGESTION MITIGATION AIR QUALITY (CMAQ) FUNDS FOR THE SUGAR RIDGE ROAD/BENDER ROAD ROUNDABOUT PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of North Ridgeville is eligible to apply for funding through NOACA for projects that reduce traffic congestion, improve air quality and make progress toward meeting federal air quality standards; and

WHEREAS, the CMAQ Program provides 80 percent of total eligible costs with a minimum local share of 20 percent for projects including capital investment in transportation infrastructure and congestion relief efforts, including roundabouts; and

WHEREAS, the 2022 Sugar Ridge Road Rehabilitation Project Preliminary Engineering Study by TranSystems recommends that a roundabout be constructed at the intersection of Sugar Ridge and Bender Roads in order to improve intersection safety and level of service.

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, OHIO:

SECTION 1. The Mayor is hereby authorized, on behalf of the City of North Ridgeville, to file an application for funding with NOACA and to provide all information and documentation required to become eligible for project funding.

SECTION 2. If awarded, the City of North Ridgeville hereby agrees to obligate the funds required to satisfactorily complete the proposed project under the terms of the CMAQ Program.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 4. This Resolution is hereby declared to be an emergency measure, the emergency being in order to meet the NOACA application deadline of May 5, 2023. Wherefore, this Resolution shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 3, 2023</u>	1 ST READING:	<u>April 3, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>April 17, 2023</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 32-2023 Amended</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

Amended on the floor 4-17-2023

ORDINANCE NO. 6063-2023

AN ORDINANCE AMENDING THE ORGANIZATIONAL STRUCTURE OF DEPARTMENTS AND DIVISIONS WITHIN THE CITY OF NORTH RIDGEVILLE, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, the Mayor and Council believe that the current administrative structure of government in North Ridgeville organized and adopted more than 30 years ago, prohibits the efficient and effective provision of services to the residents of the City of North Ridgeville; and

WHEREAS, Mayor Kevin Corcoran believes that the highest level of public service can be provided at the greatest economic efficiency if the current organizational structure can be amended so that departments may be created, changed, merged, and eliminated, as necessary and appropriate, upon the recommendation of the Mayor and the approval of Council by Ordinance; and

WHEREAS, in accordance with Section 7.1 of the Charter of the City of North Ridgeville, the Council may provide by ordinance for the organization of the Department of Law, Department of Finance, Department of Public Safety, and the Department of Public Services and Properties and may, by ordinance, establish new departments or divisions. With the exception of the Department of Law and the Department of Finance, the Council may combine or abolish existing departments and divisions as it may deem necessary and may authorize one person to be the head of two or more departments or divisions.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Chapter 230 *Mayor* of the North Ridgeville Codified Ordinances be amended as set forth in the document attached to this Ordinance as **Exhibit A**.

SECTION 2. Chapter 232 *Department of Finance* of the North Ridgeville Codified Ordinances be amended as set forth in the document attached to this Ordinance as **Exhibit B**.

SECTION 3. Chapter 234 *Director of Law* of the North Ridgeville Codified Ordinances be amended as set forth in the document attached to this Ordinance as **Exhibit C**.

SECTION 4. A new Chapter 235 *Department of Public Works* of the North Ridgeville Codified Ordinances be adopted which reads in its entirety as set forth in the document attached to this Ordinance as **Exhibit D**.

SECTION 5. Chapter 240 *Americans with Disabilities Act Coordinator* of the North Ridgeville Codified Ordinances, as set forth in the document attached to this Ordinance as **Exhibit E**, be repealed.

SECTION 6. A new Chapter 239 *Department of Community Services* of the North Ridgeville Codified Ordinances be adopted which reads in its entirety as set forth in the document attached to this Ordinance as **Exhibit F**.

SECTION 7. Chapter 240 *Computer Services Department* of the North Ridgeville Codified Ordinances, as set forth in the document attached to this Ordinance as **Exhibit G**, be repealed.

SECTION 8. Chapter 242 *Department of Public Safety and Public Services and Buildings* of the North Ridgeville Codified Ordinances, as set forth in the document attached to this Ordinance as **Exhibit H**, be repealed.

SECTION 9. A new Chapter 243 *Department of Planning and Development* of the North Ridgeville Codified Ordinances be adopted which reads in its entirety as set forth in the document attached to this Ordinance as **Exhibit I**.

SECTION 10. Chapter 246 *Police Department* of the North Ridgeville Codified Ordinances be amended as set forth in the document attached to this Ordinance as **Exhibit J**.

SECTION 11. Chapter 248 *Fire Department* of the North Ridgeville Codified Ordinances be amended as set forth in the document attached to this Ordinance as **Exhibit K**.

SECTION 12. Chapter 252 *Division of Parks and Recreation* of the North Ridgeville Codified Ordinances, as set forth in the document attached to this Ordinance as **Exhibit L**, be repealed.

SECTION 13. Section 286.04 *Pay Periods* of the North Ridgeville Codified Ordinances be amended as set forth in the document attached to this Ordinance as **Exhibit M**.

SECTION 14. Chapter 1440 *Department of Buildings* of the North Ridgeville Codified Ordinances, as set forth in the document attached to this Ordinance as **Exhibit N**, be repealed.

SECTION 15. That, if any section, paragraph, sentence, clause, phrase, term, provision, or part of this Ordinance, together with all of its Exhibits attached thereto, shall be adjudged by any court of competent jurisdiction to be invalid or inoperative, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the section,

paragraph, sentence, clause, phrase, term, provision or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 16. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 17. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to conduct the restructuring of the departments and divisions and appoint a department head to the Department of Public Works, Department of Community Services, and the Department of Planning and Development. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

EXHIBIT A

CHAPTER 230 MAYOR

230.01 ADMINISTRATIVE ASSISTANT TO MAYOR

230.02 ~~PART-TIME CLERK-TYPISTS~~ **ADDITIONAL ADMINISTRATIVE ASSISTANTS**

230.03 ADMINISTRATIVE AUTHORITY OF MAYOR RE FEES AND CHARGES; REPORTS TO COUNCIL

230.99 ORGANIZATION OF THE OFFICE OF MAYOR

CROSS REFERENCES

Mayor generally - see CHTR. Art. II

Judicial powers of Mayor - see CHTR. Sec. 2.7

Designation of Acting Chief of Police by Mayor - see ADM. 246.03

Employment of private police officers for enforcing hunting ordinances by Mayor - see ADM. 246.04

~~Resignation~~ **Designation** of Acting Fire Chief by Mayor - see ADM. 248.02

Mayor's Court - see ADM. Ch. 292

Administration of Industrial and Commercial Expansion Program by Mayor - see B.R. & T. 834.03

Directives by Mayor re safety for street excavations - see S.U. & P.S. 1020.06

230.01 ADMINISTRATIVE ASSISTANT TO MAYOR

- (a) There is hereby established ~~in the exempted civil service of the City, in accordance with Section 10.3 of the City Charter,~~ the position of Administrative Assistant to the Mayor, who shall be appointed by and serve at the will of the Mayor, without Council approval. **He or she shall be in the unclassified civil service.**
- (b) It shall be the duty of the Administrative Assistant to the Mayor to handle and prepare correspondence, stenographic and clerical work in connection with the office of the Mayor and perform such other clerical and stenographic work of the City as may be directed by the Mayor. **The duties of the Administrative Assistant to the Mayor shall include, but not be limited to answering telephones, providing public assistance, receiving the public, distributing documents and information, developing record management systems, scheduling appointments and arranging meetings and coordinating communications between the Mayor's office and departments or the general public. He or she shall perform such other duties as required and directed by the Mayor.**

230.02 ~~PART-TIME CLERK-TYPISTS~~ **ADDITIONAL ADMINISTRATIVE ASSISTANTS**

The Mayor is hereby authorized to hire one or more ~~clerk-typists~~ **additional administrative assistants** in the unclassified civil service ~~on a part-time basis~~ when, in the opinion of the Mayor, it is deemed necessary to do so.

230.03 ADMINISTRATIVE AUTHORITY OF MAYOR RE FEES AND CHARGES; REPORTS TO COUNCIL

- (a) The Mayor's continuing administrative authority to waive fees and penalties, extend the time for payment or otherwise adjust the time, manner, mode or amount of payment of the various administrative fees and charges of the City, is hereby acknowledged and confirmed.
- (b) From and after the passage and approval of this section, the Mayor shall inform Council by written monthly report of any such waivers and adjustments in an amount greater than two hundred dollars (\$200.00) per individual waiver or adjustment which has been granted in the month preceding each report.

230.99 ORGANIZATION OF THE OFFICE OF MAYOR.

The functional organizational chart set forth herein as Exhibit 230.99(a) shall constitute the organization of departments and divisions within the Office of Mayor.

EXHIBIT 230.99(a)

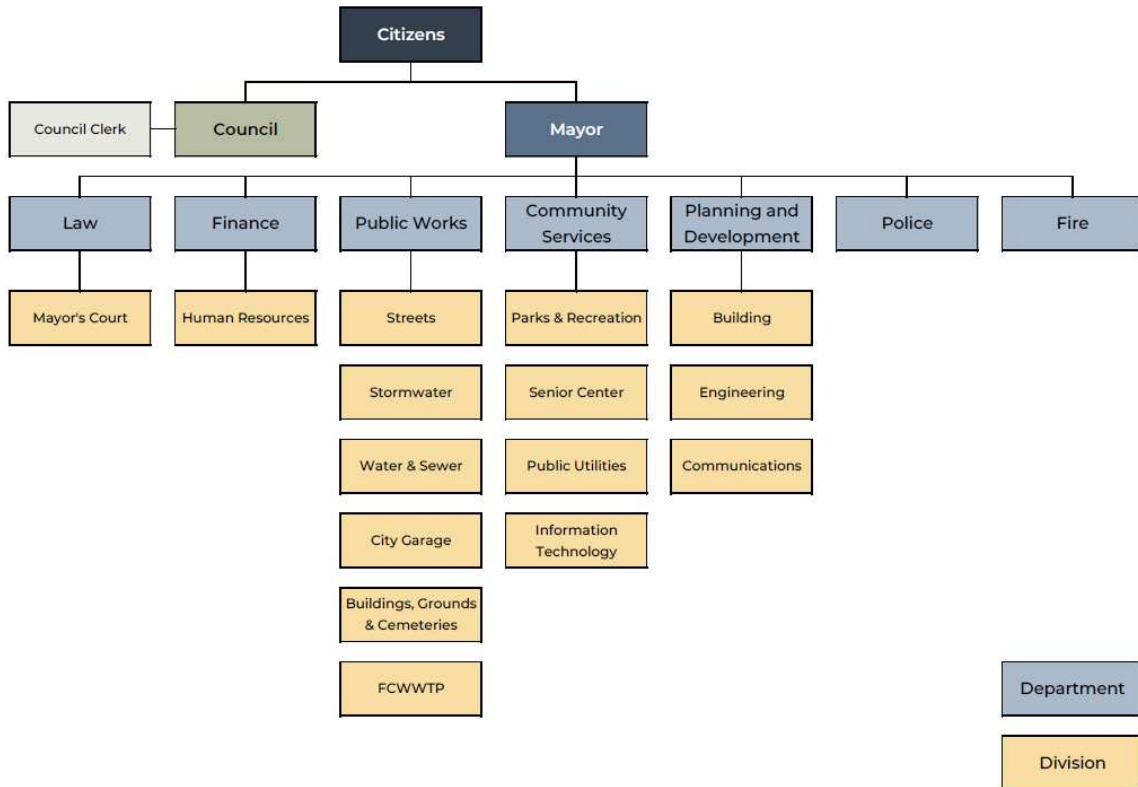


EXHIBIT B

CHAPTER 232 DEPARTMENT OF FINANCE

232.01 DIRECTOR AS FULL-TIME; HOURS; DUTIES

232.02 ASSISTANT DIRECTOR

232.03 OTHER PERSONNEL

232.04 BUDGETING AND APPROPRIATION PROCEDURES

232.05 ANNUAL INVENTORY

232.06 ALLOCATION OF INTEREST ON POOLED FUNDS INTO THE GENERAL FUND

232.07 FUNDS

232.08 REIMBURSEMENT FOR VISITORS BUREAU PROPERTY

232.09 INVESTMENT OF MONEYS IN CITY TREASURY

232.10 BOND

232.11 INVESTMENT POLICY

232.12 CHAPTER 232 AMENDED, AND CHAPTER 236 REPEALED AND MERGED WITH CHAPTER 232

232.01 DIRECTOR AS FULL-TIME; HOURS; DUTIES

(a) The Position of Director of Finance as established in Article IV of the Charter shall henceforth be a full-time position.

(b) The full-time Director of Finance shall work forty hours per week, at times designated by the Mayor. All time shall be spent at City Hall unless the job requirements require his or her attendance at a place other than City Hall. In addition, the Director shall also attend, upon request of the Mayor or President of the Council, all public meetings; such as the City Council, Records Commission, Finance Committee, and Community Reinvestment Housing Council Board.

(c) The duties of the full-time Director of Finance shall be as outlined in Article IV, of the City Charter and such other duties as requested by the Mayor. **He or she shall be responsible for directing and supervising the Division of Human Resources.**

232.02 ASSISTANT DIRECTOR

(a) There is hereby created the position of full-time Assistant Director of Finance of the City shall serve at the pleasure of the Director of Finance.

(b) The duties of the Assistant Director of Finance shall be:

1. The general supervision of the operation of the Finance Department.
2. The instruction of new employees as to their duties and present employees as to new procedures.
3. Such other financing, accounting duties, and special projects as the Mayor and/or the Director of Finance may prescribe.
4. To assume the duties of the Director of Finance in the absence of the Director of Finance.

(c) The Assistant Director is hereby given such duties as are delegated to him or her by the Director of Finance, the City Charter, the statutes of the State, and the ordinances of the City.

(d) The term "Deputy Auditor" is found in any ordinance, resolution, policy, or procedure of the City enacted prior to the effective date of this Article, such term shall be deemed to read and mean "Assistant Director of Finance".

232.03 OTHER PERSONNEL

The Mayor may provide for each other personnel as may be needed by ordinance.

232.04 BUDGETING AND APPROPRIATION PROCEDURES

To facilitate the budgeting and appropriation of funds, the following procedures shall be followed by the appropriate divisions of the City government in accordance with the time schedules established:

- (a) Each calendar year, upon written request, the administrative head of each City department shall prepare and submit to the City Finance Director an estimated list of expenditures for that department for the succeeding calendar year.
- (b) On or before June 30 of each calendar year, the Director of Finance shall prepare and submit to Council an estimated tax budget for the succeeding calendar year.
- (c) On or before December 31 of each calendar year, the Director of Finance and Finance Committee shall prepare and submit to Council appropriations for the operation of the government of the City for the next succeeding calendar year, based upon the budget and any requested alterations, changes or amendments submitted to the Director of Finance prior thereto.
- (d) It shall be the responsibility of the head of each department to refrain from expending or committing the expenditure of funds in excess of any appropriation for any account within the operation of that department. In the event that any administrative official deems it necessary to expend money where there is no existing account, or in excess of a sum already appropriated for that account, the expenditure shall not be spent or committed unless first appropriated by Council for transfers, and then only upon written authority granted therefor. Written authority shall be requested at least seven days in advance of the expenditure to be spent or committed.
- (e) In the event the Director of Finance receives vouchers, requests for payment, or requests for expenditures, by contract or otherwise, in excess of the appropriation established for a particular account, the Director of Finance shall, within seven days thereafter, notify, in writing, the Mayor, the Chairperson of the Council Finance Committee and the department head.
- (f) Council, by ordinance, may transfer moneys from the General Fund to special funds, but Council shall not, by court order or otherwise, transfer funds from a special fund to any other fund, including the General Fund, except in circumstances in which the General Fund receiving repayment of a transfer or advance.
- (g) Compensation of all employees of the City, whether elected or otherwise, is the responsibility of the Council in accordance with Chapter 288.

(Ord. 1114-75. Passed 12-1-75.)

232.05 ANNUAL INVENTORY

- (a) The Director of Finance is hereby directed and authorized to conduct and complete an inventory of the fixtures and equipment owned or leased by the City, which inventory shall be completed and submitted to Council by June 1 of each year.
- (b) Each department head shall be required to report the inventory and equipment of his or her department on forms provided by the Director of Finance and in the manner prescribed by the Director of Finance.

(Ord. 1598-80. Passed 4-21-80.)

232.06 ALLOCATION OF INTEREST ON POOLED FUNDS INTO THE GENERAL FUND

Unless otherwise prohibited by State statute, the Director of Finance is hereby authorized and directed to allocate interest earned from pooled funds into the General Fund. (Ord. 1849-83. Passed 10-3-83.)

232.07 FUNDS

(a) Trust Fund.

1. There is hereby established a fund and shall be paid into the Trust Fund such moneys as are received from any sources in trust or on deposit with the City.
2. The disbursements from the Trust Fund shall be limited to those authorized by Council and in accordance with the conditions established in the trust for which the funds are entrusted to the City. (Ord. 412-67. Passed 9-18-67) (Ord. 6028-2022. Passed 12-19-2022)

(b) Capital Improvements Fund.

1. There is hereby established a fund, with the approval of the Bureau of Inspection and Supervision of Public Offices, known as the Capital Improvements Fund.
2. There shall be paid into the Capital Improvements Fund such moneys as are designated by Council from the Income Tax Fund and/or the General Fund.
3. Disbursements from such Fund shall be limited to those authorized by Council to provide for capital improvements and equipment for the City. (Ord. 429-67. Passed 10-2-67.)

(c) Sanitary Sewer Capital Improvement Fund.

1. There is hereby established a fund, with the approval of the City Council known as the Sanitary Sewer Capital Improvement Fund.
2. There shall be paid into the Sanitary Sewer Capital Improvement Fund such amount of the permit fee charged for connecting into the City sewer system, and such other moneys as are designated by Council.
3. Disbursements from such Fund shall be limited to those authorized by Council to provide for sanitary sewer capital improvements and/or the sanitary sewer debt retirement or other purposes allowed under Section 1044.01(c) of the Codified Ordinances, within the sewer system of the City. (Ord. 4205-2005. Passed 12-5-05.)

(d) French Creek Treatment Fund. The Director of Finance is hereby authorized and directed to create a separate fund to be known as the French Creek Treatment Fund to account for the financial transactions relating to the Division of the French Creek Wastewater Treatment Plant. (Ord. 1781-82. Passed 12-20-82.)

(e) Water Capital Improvement Fund. There is hereby established, with the approval of the Bureau of Inspection and Supervision of Public Offices, a Water Capital Improvement Fund for the City for the deposit of water tap-in fees in the City.

(f) Self-Funded Health Insurance Program Funds. The Director of Finance is hereby directed and authorized to establish the funds necessary for the City's Self-Funded Health Insurance Program. (Ord. 1970-84. Passed 12-17-84.)

(g) Solid Waste Management Fund. The Director of Finance is hereby authorized to establish, with the approval of the Bureau of Inspection and Supervision of Public Offices, a separate fund to be known as the Solid Waste Management Fund. (Ord. 2072-86. Passed 4-7-86.)

(h) Drug Enforcement Fund.

1. There is hereby established a Drug Enforcement Fund pursuant to Ohio R.C. 2925.03(J) and (K).

2. Any mandatory fine imposed upon a convicted drug offender pursuant to Ohio R.C. 2925.03 shall be placed in such Fund and used solely to subsidize the drug enforcement efforts of the Police Department.
3. If a person is charged with any violation of Ohio R.C. 2925.03 or Section 624.02 of the General Offenses Code and posts bail pursuant to Ohio R.C. 2937.22 to 2937.46 or Criminal Rule 46, and if the person forfeits the bail, then the forfeited bail shall also be placed in the Drug Enforcement Fund, subject to the same rules and procedures and purposes as those funds placed in such Fund by other means.
4. The Mayor is hereby authorized to accept and directed to place all accepted cash received under the aforementioned conditions with the Director of Finance and thereby into the Drug Enforcement Fund for the Police Department's law enforcement efforts pertaining to drug offenses. (Ord. 2357-89. Passed 5-1-89.)

(i) Law Enforcement Trust Fund.

1. There is hereby established a Law Enforcement Trust Fund.
2. Proceeds distributed to such Fund pursuant to this section and Ohio R.C. 2933.43 shall be allocated from the Fund only to the Police Department.
3. The Law Enforcement Trust Fund shall be expended only to pay the costs of protracted or complex investigations or prosecutions, to provide reasonable technical training or expertise, to provide matching funds to obtain Federal grants to aid law enforcement, or for such other law enforcement purposes that are deemed appropriate by Council. Such Fund shall not be used to meet any operating costs of the City that are not related to law enforcement. However, expenditures from such Fund shall be subject to procedures for expenditures as required by the Ohio Revised Code.
4. The Mayor is hereby authorized to accept cash, vehicles, and other property in accordance with Ohio R.C. 2933.43. However, any acceptance of real estate by the Mayor shall be subject to approval by ordinance of Council.
5. All vehicles and property shall become assets of the Police Department and be used solely for law enforcement purposes, and all cash received shall be placed with the Director of Finance and deposited into this Fund.
6. Vehicles or property shall be sold subject to the discretion of the Chief of Police and approval by the Mayor Council, and any cash received pursuant to such sale shall be placed in the Law Enforcement Trust Fund.. (Ord. 2356-89. Passed 5-1-89.)

- (j) Enforcement and Education Fund; Municipal Indigent Drivers Alcohol Treatment Fund. The Director of Finance is hereby authorized and directed to establish the Enforcement and Education Fund and the Municipal Indigent Drivers Alcohol Treatment Fund, for the collection and disposition of fines and costs from the Mayor's Court and/or the Elyria Municipal Court for violations of Sections 434.01 or 436.07 of the Traffic Code, pursuant to Ohio R.C. 4511.99(A)(1), (2), (3) and (4), Ohio R.C. 4507.99(B)(5), Sections 434.01 and 436.07(i)(5) of the Traffic Code, or any other sections of the Ohio Revised Code relative to such funds. (Ord. 2638-92. Passed 4-20-92.)

232.08 REIMBURSEMENT FOR VISITORS BUREAU PROPERTY

The Director of Finance is hereby authorized to reimburse the Visitors Bureau for the replacement of Visitors Bureau property which is lost, stolen or missing from City Hall, upon presentation to the Director of Finance of actual itemized and verified costs, not to exceed one hundred seventy-five dollars (\$175.00). (Ord. 3186-96. Passed 10-21-96.)

232.09 INVESTMENT OF MONEYS IN CITY TREASURY

- (a) Whenever there are moneys in the City Treasury which are not currently required for the payment of current obligations of the City, such moneys may, in lieu of being deposited in a bank or banks, be invested in accordance with Ohio R.C. 135.14.
 - (b) Such investments shall be made by the Director of Finance and shall be in the manner and pursuant to the terms and provisions set forth in Ohio R.C. 135.14.
- (Ord. 2073-86. Passed 4-7-86.)

232.10 BOND

The Director of Finance shall furnish bond in the amount of fifty thousand dollars (\$50,000), the premium of which shall be paid by the City.

232.11 INVESTMENT POLICY

- (a) 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 North Ridgeville ("City"). It will be reviewed annually for compliance and to assure the flexibility necessary to effectively manage the investment portfolio.
- (b) Policy. It is the policy of the City of North Ridgeville to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.
- (c) Scope. This investment Policy applies to all financial assets of the City, including State and Federal funds held by it. These funds are accounted for in the City's Annual Financial Statement and include but are not limited to:
 - 1. General Fund
 - 2. Special Revenue Funds
 - 3. Debt Service Funds
 - 4. Capital Projects Funds
 - 5. Enterprise Funds
 - 6. Internal Service Funds
 - 7. Trust and Agency Funds
- (d) Objectives. The primary objectives, in order of priority, of the City's investment activities shall be:
 - 1. Safety. Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 - 2. Liquidity. The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
 - 3. Return. The City's investment portfolio shall be managed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.
- (e) Delegation of Authority. Authority to manage the City's investment program is derived from City ordinance. Management responsibility for the investment program is hereby delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit

delegation of authority to persons responsible for investment transactions. No persons may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

- (f) Service Providers, Safekeeping and Custody. The City may engage the services of an investment advisor to assist in the management of the investment portfolio in a manner consistent with this investment policy. Such investment advisor may be granted discretion to purchase and sell investment securities in accordance with this investment policy. The investment advisor must be licensed by the division of securities under ORC Section 1707.141 or registered with the Securities and Exchange Commission, and possess experience in public funds investment management specifically in the area of state and local government investment portfolios, or the investment advisor is an eligible institution as mentioned in ORC Section 135.03. The investment advisor must enter into a written investment advisory agreement with the City. In addition, the investment advisor must supply a copy of their Form ADV Part 2, or make a copy available, on an annual basis.

Should the City choose not to engage the services of an investment advisor, then the Director of Finance will maintain a list of financial institutions and broker/dealers who provide investment services. All financial institutions and broker/dealers which the City directly conducts business with must supply proof of Financial Industry Regulatory Authority ("FINRA") registration and State of Ohio registration, as appropriate. The Director of Finance is responsible for evaluating and reviewing on an annual basis the regulatory status of such financial institutions and broker/dealers.

The City shall also arrange to have any investment securities held in safekeeping by an independent third-party custodian. Any advisor or broker/dealer doing business with the City cannot serve as a custodian or safekeeping agent. Investment securities should be settled to the custody account on a delivery-versus-payment (DVP) basis. The custodian must enter into a written custodial agreement with the City.

A copy of this policy will be forwarded to each investment advisor, financial institution and broker/dealer doing investment business directly with the City. Their signature will be required indicating that they have received, read, comprehend and will abide by its contents when managing assets or recommending or selling any investment security to the City. 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.

- (g) Prudence. 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.

- (h) Ethics and Conflicts of Interest. Officers and employees 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 officials shall disclose to the Mayor any material financial interests in financial institutions that conduct business within the City, and they shall further disclose any material personal financial or investment positions that could be related to, or affected by, the performance of the City's investment portfolio. Employees and investment officials of the City shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.
- (i) Authorized and Suitable Investments. The City is permitted to invest in any security authorized by ORC Section 135 and any other relevant sections, as amended. Those securities include, but are not limited to, the following:
1. Bonds, notes, or other obligations of or guaranteed by the United States, or those for 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. Time certificates of deposit or savings or deposit accounts in any eligible institution mentioned in ORC Section 135.32.

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 Section 135.144 and would also apply to any other program that is deemed to meet the requirements of such statute.

All deposits shall be collateralized or FDIC insured pursuant to ORC.

4. Bonds and other obligations of the State or its political subdivisions provided the bonds or other obligations of political subdivisions mature within ten years from the date of settlement.
5. Up to 40% of the City's interim funds at time of purchase in either of the following:
 - A. Commercial Paper notes issued by an entity that is defined in ORC Section 1705.01 division (D) and that has assets exceeding five hundred million dollars, to which notes all of the following apply:
 1. The notes are rated at the time of purchase in the highest classification established by at least two nationally recognized standard rating services.
 2. The aggregate value of the notes does not exceed ten percent of the aggregate value of the outstanding commercial paper of the issuing corporation.
 3. The notes mature no later than 270 days after purchase.

4. The investment in commercial paper notes of a single issuer shall not exceed 5% of the City's interim funds at time of purchase.
- B. Bankers Acceptances of banks that are insured by the Federal Deposit Insurance Corporation and the obligations mature no later than 180 days after purchase.

No investment shall be made under this section unless the Director of Finance has completed the necessary training as approved by the Treasurer of State of Ohio.

6. No-load money market mutual funds rated in the highest category at the time of purchase by at least one nationally recognized standard rating service and consisting exclusively of securities described in paragraphs 1, 2 and 5 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 ORC Section 135.32.
 7. 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 ORC Section 135.32 or a member of FINRA, under the terms of which agreement, the Director of Finance 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 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 and be marked to market daily. Such agreement shall include the face amount of the securities, type, rate, maturity date and the numerical identifier.
 8. The Ohio Subdivision's Fund (STAR Ohio) and the STAR Plus Federally Insured Cash Account.
- (j) Maximum Maturities. The maximum maturity for any investment, excluding municipal securities as describe in section 9 (D) above, will be five (5) years from the date of purchase unless the investment is matched to a longer-term liability of the City. Investments shall be made with the reasonable expectation they can be held to maturity. Securities may be redeemed or sold prior to maturity to meet additional liquidity needs, to enhance the yield of the portfolio, to re-structure the portfolio or to realize any capital gains.
- (k) 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.
- (l) Internal Controls and Continuing Education. The Director of Finance shall 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. The Director of Finance shall routinely monitor the contents of the City's investment portfolio and the available markets. The Director of Finance shall, on a monthly basis, produce a schedule detailing where and how the City's funds are deposited and invested. Copies of this schedule shall be distributed to the Mayor, Safety Service Director and Auditor. This monthly schedule will serve to enhance internal control by providing transparency regarding the City's deposits and investments. The Director of Finance shall participate in any beginning and/or 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, cash management, and ethics.

- (m) Investment Policy Adoption & Review. This Investment Policy shall be adopted by action of the City of North Ridgeville City Council. Upon adoption, the policy shall be filed in the office of the Auditor of State. The policy shall be reviewed on a periodic basis and any modifications made thereto must be approved by the City of North Ridgeville City Council and, upon adoption, filed in the office of the Auditor of State.

(Ord. 5267-2015. Passed 7-6-15; Ord. 5818-2021. Passed 4-5-21.)

232.12 CHAPTER 232 AMENDED, AND CHAPTER 236 REPEALED AND MERGED WITH CHAPTER 232

The term "Auditor" or "Treasurer" is found in any ordinance, resolution, policy, or procedure of the City enacted prior to the effective date of this Article, such term shall be deemed to read and mean "Director of Finance."

EXHIBIT C

CHAPTER 234 DIRECTOR OF LAW

234.01 DUTIES

234.02 PROSECUTION OF CRIMES AND OFFENSES

234.03 ASSISTANT DIRECTOR OF LAW/PROSECUTOR

234.04 REPRESENTATION OF CITY AND EMPLOYEES; ~~LIMITATION ON BILLING RATE~~

234.05 HIRING OR CONTRACTING OUTSIDE LEGAL AND PROFESSIONAL SERVICES

CROSS REFERENCES

Director of Law generally - see CHTR. Art. V

City directors of law - see Ohio R.C. 733.49 et seq.

Duties re public nuisances - see GEN. OFF. 650.03

~~Notification of Director of Law of violations of Use and Occupancy Housing Code - see B. & H. 1480.10~~

234.01 DUTIES

The Director of Law shall represent the Mayor, Council and the various administrative departments, boards and officers of the City in all legal matters, except that he or she shall not be required to provide legal representation to the North Ridgeville City School District as part of his or her official duties. **He or she shall be responsible for directing and supervising the Division of Mayor's Court.**

234.02 PROSECUTION OF CRIMES AND OFFENSES

The Director of Law shall see to it that all crimes and offenses which occur within the corporate limits of the City are prosecuted in a proper court in the name of the City or in the name of the State.

234.03 ASSISTANT DIRECTOR OF LAW/PROSECUTOR

- (a) A full-time Assistant Director of Law/Prosecutor position is hereby established in the Law Department. The Assistant Director of Law/Prosecutor shall be appointed by and serve under the supervision of the Director of Law, subject to the approval of Council. He or she shall hold his or her office for no set time and shall serve at the pleasure of the Director of Law. He or she shall be in the unclassified Civil Service. He or she shall be admitted in good standing to the Bar of the State. He or she shall be an employee of the City.
- (b) The annual salary for the full-time Assistant Director of Law/Prosecutor shall be as established from time to time by Council.
- (c) The full-time Assistant Director of Law/Prosecutor shall be entitled to the same hospitalization and other benefits provided to other full-time City employees and to such other benefits as Council may in the future designate.

234.04 REPRESENTATION OF CITY AND EMPLOYEES; ~~LIMITATION ON BILLING RATE~~

- (a) The salary of the Director of Law shall cover all ordinary services, including legal advice and opinions as requested by Council or any individual member of Council, the Mayor and directors of departments and the municipal boards and commissions, the drafting of ordinances and resolutions, attendance at Council meetings, and the administration and supervision of the Department of Law. The Director of Law shall be additionally compensated for other special services, including those arising from potential or actual litigation at a rate and manner set by ordinance.

~~(b) The Director of Law shall be compensated for such services on an hourly basis at his or her respective standard hourly billing rate in effect from time to time, but in no event shall such hourly billing rate exceed the sum of one hundred twenty five dollars (\$125.00) per hour for the year 1999 and one hundred fifty dollars (\$150.00) per hour for the year 2000, without express approval from Council, on a case-by-case basis.~~

234.05 HIRING OR CONTRACTING OUTSIDE LEGAL AND PROFESSIONAL SERVICES

- (a) No contract, agreement or other obligation involving an expenditure of money for legal or professional services shall be entered into unless appropriated by Council and certified by the ~~Auditor~~ **Finance Director** that the money for such contract, agreement, obligation or expenditure is in the Treasury, to the credit of the fund for which it is to be drawn, or in the process of collection, and not appropriated for any other purpose. Professional services include services of a specialized nature requiring the exercise of peculiar skill and aptitudes.
- (b) No expenditure for said legal or professional services shall exceed the financial limitations imposed by statutes of the State of Ohio under bidding requirements, unless approved by Council in ordinance form.

EXHIBIT D

CHAPTER 235 DEPARTMENT OF PUBLIC WORKS

235.01 DEPARTMENT OF PUBLIC WORKS CREATED

235.02 ESTABLISHMENT OF DIVISIONS

235.01 DEPARTMENT OF PUBLIC WORKS CREATED

The Department of Public Works is hereby created and established.

- (a) Director of Public Works. The Department of Public Works shall be headed by the Director of Public Works, who shall be in the unclassified civil service and who shall be appointed by and answerable to the Mayor.
- (b) Duties of Director. The Director of Public Works shall be responsible for managing and supervising the operations, maintenance and testing of the physical facilities of the sanitary sewer and water systems within the City; the repair, maintenance and improvement of streets, avenues, public grounds, sidewalks, storm sewers, road drains, road ditches and culverts within the City; the construction, installation, maintenance and repair of surface drainage, including storm sewers and ditches, other than road ditches, within the City; and the maintenance and improvement of all public buildings and lands within the City including municipal cemeteries. He or she shall be responsible for strategically positioning, organizing, directing and supervising those divisions established in 235.02.

235.02 ESTABLISHMENT OF DIVISIONS

The following divisions within the Department of Public Works are hereby created and established, which shall have such employees as are authorized by Council and the Mayor:

- (a) Division of Streets. The Division of Streets shall be under the supervision of the Streets Foreman, who shall be in the unclassified civil service and shall be appointed by the Mayor. The Streets Foreman shall supervise the repair, maintenance and improvement of streets, avenues, public grounds, sidewalks, storm sewers, road ditches and culverts, and shall perform such other duties consistent therewith as may be determined by the Director of Public Works.
- (b) Division of Stormwater. The Division of Stormwater shall be under the supervision of the Stormwater Foreman, who shall be in the unclassified civil service and shall be appointed by the Mayor. The Stormwater Foreman shall keep records pertaining to surface drainage within the City and actions taken relating thereto. The Stormwater Foreman shall supervise the construction, installation, maintenance and repair of surface drainage, including storm sewers and ditches, other than road ditches, and shall perform such other duties consistent therewith, as may be determined by the Director of Public Works.
- (c) Division of Grounds Maintenance. The Division of Grounds Maintenance shall be under the supervision of the Grounds Maintenance Supervisor, who shall be in the unclassified civil service and shall be appointed by the Mayor. The Grounds Maintenance Supervisor shall be in charge of all public buildings, lands and cemeteries within the City.
- (d) City Garage. The City Garage shall be under the supervision of the Director of Public Works, who shall oversee the maintenance and repair of City motor vehicles and equipment.
- (e) Division of Water and Sewage. The Division of Water and Sewage shall be under the supervision of the Water and Sewage Foreman, who shall be in the unclassified civil service and shall be appointed by the Mayor. The Water and Sewage Foreman shall handle and be responsible for the operation of all public utilities within the City, including sanitary sewer and water, as to the supervision, operation, maintenance and testing of the physical facilities. The sanitary sewer

system shall consist of any and all sewage treatment plants and sewers owned, operated or under the control or direction of the City, exclusive of the French Creek Wastewater Treatment Plant and interceptor sewers, which shall be a separate division of the Department of Public Works. The Water and Sewage Foreman shall be responsible for the supervision, operation, maintenance, testing, reporting and performance of other functions, as determined by the Director of Public Works, necessary to maintain the sanitary sewer system (exclusive of the French Creek Wastewater Treatment Facility and interceptor sewers), the water system and all other utilities in proper working order and condition.

- (f) Division of the French Creek Wastewater Treatment Plant. The Division of the French Creek Wastewater Treatment Plant shall be under the supervision of the Superintendent of the French Creek Wastewater Treatment Plant, who shall be in the unclassified civil service and who shall be appointed by the Mayor. The Superintendent shall be in charge of the operation and maintenance of the French Creek Wastewater Treatment Plant and its grounds, facilities and interceptor sewers, and shall be responsible for the supervision, operation, maintenance, testing, reporting and performance of other functions, as determined by the Director of Public Works, necessary for the maintenance of the same.

EXHIBIT E

CHAPTER 238 AMERICANS WITH DISABILITIES ACT COORDINATOR

238.01 ESTABLISHMENT OF POSITION

238.02 DUTIES

238.03 COMPENSATION

238.04 APPOINTMENT

CROSS REFERENCES

Employment of handicapped persons by City - see ADM. 286.08

Motorized wheelchair operators - see TRAF. 416.11

Parking facilities for handicapped persons - see TRAF. 452.04

Assaulting assistance dogs of handicapped persons - see GEN. OFF. 618.20

Assaulting handicapped persons - see GEN. OFF. 636.02

Failing to provide for handicapped persons - see GEN. OFF. 636.23

Garbage and rubbish collection rate discounts for handicapped persons - see S.U. & P.S. 1060.07(b)

238.01 ESTABLISHMENT OF POSITION

The position of Americans With Disabilities Act (ADA) Compliance Coordinator is hereby established.

(Ord. 2744-93. Passed 4-5-93.)

238.02 DUTIES

The ADA Compliance Coordinator shall be charged with the following duties:

- (a) Determining compliance obligations;
- (b) Outlining and implementing a compliance plan;
- (c) Recommending compliance guidelines to the administration and Council; and
- (d) Bringing the City into full compliance with the Americans with Disabilities Act.

(Ord. 2744-93. Passed 4-5-93.)

238.03 COMPENSATION

The compensation for the ADA Compliance Coordinator shall be as provided from time to time by Council and shall be paid from the appropriate account.

(Ord. 2744-93. Passed 4-5-93.)

238.04 APPOINTMENT

The ADA Compliance Coordinator shall be appointed by and serve at the pleasure of the Mayor.

(Ord. 2744-93. Passed 4-5-93.)

EXHIBIT F

CHAPTER 239 DEPARTMENT OF COMMUNITY SERVICES

239.01 DEPARTMENT OF COMMUNITY SERVICES CREATED

239.02 ESTABLISHMENT OF DIVISIONS

239.01 DEPARTMENT OF COMMUNITY SERVICES CREATED

The Department of Community Services is hereby created and established.

- (a) Director of Community Services. The Department of Community Services shall be headed by the Director of Community Services, who shall be in the unclassified civil service and who shall be appointed by and answerable to the Mayor.
- (b) Duties of Director. The Director of Community Services shall advise City officials on all aspects of community services, including but not limited to parks and recreation, sustainability and natural resources, community health, technology, environmental and cultural programs and other matters impacting the quality of life of the North Ridgeville community. He or she shall be responsible for strategically positioning, organizing, directing and supervising those divisions established in 239.02.

239.02 ESTABLISHMENT OF DIVISIONS

The following divisions within the Department of Community Services are hereby created and established, which shall have such employees as are authorized by Council and the Mayor:

- (a) Division of Parks and Recreation. The Division of Parks and Recreation is responsible for the planning, programming and coordination of all recreation programs; the operations and improvement of the City's parks and recreation facilities; and the organization of community events and outreach activities.
 1. Parks and Recreation Director. The Division of Parks and Recreation shall be under the supervision of the Parks and Recreation Director, who shall be in the unclassified civil service and shall be appointed by the Mayor. The Parks and Recreation Director shall have charge of all programming and supervise the employees within the division and shall perform other duties as may be determined by the Director of Community Services and/or Mayor.
 2. Program Supervisor. There is hereby established the position of Program Supervisor, who shall report to the Parks and Recreation Director. He or she shall develop and organize recreational activities, assist in training part-time and seasonal recreation staff and securing facilities for recreation programs, establish and promote recreation programs, work with community groups, secure volunteer help and assume various administrative functions.
- (b) Office of Older Adults. The Office of Older Adults is responsible for the planning, programming and coordination of all programs and services that promote the wellbeing older adults in the community.
 1. Administrator. The Office of Older Adults shall be under the supervision of the Administrator of the Office of Older Adults, who shall be in the unclassified civil service and shall be appointed by the Mayor. The Administrator shall have charge of all programming and supervise the employees within the division and shall perform other duties as may be determined by the Director of Community Services and/or Mayor.
 2. Case Manager. There is hereby established the position of Case Manager, who shall report to the Administrator. He or she shall be in the unclassified civil service. The Case Manager shall act as the Administrator of the Office of Older Adults in the Administrator's absence.

- (c) Division of Public Utilities. The Division of Public Utilities shall be responsible for the billing, collecting, record keeping and administration of the sanitary sewer and water systems within the City and the French Creek Wastewater Treatment Plant, exclusive of the supervising, operating, maintaining and testing of the physical facilities. The Division shall also be responsible for implementation and billing for the solid waste contract, as well as billing of the stormwater utility fee.
1. Delinquent Accounts. The Finance Director, in consultation with the Law Director, shall review those accounts which have remained on the books for more than one year as delinquent and unpaid. If it is determined by reviewing the facts and history of said delinquent accounts that the obligor is uncollectible or that the costs to enforce collection are not practical, the Finance Director, with the approval of the Director of Community Services and Law Director, is hereby granted authority to write off the debt as uncollectible and enter said dispositions on the ledgers.
- (d) Division of Information Technology. The Division of Information Technology shall be responsible for planning and coordinating the technology infrastructure needs of the City, including purchase, installation and maintenance of all computer equipment and software. The Division shall be responsible for providing technical support services to City employees and departments.
1. Information Technology Manager. The Division of Information Technology shall be under the supervision of the Information Technology Manager. He or she shall be in the unclassified civil service and shall be appointed by the Mayor. The Information Technology Manager shall advise City officials on all technology needs of the City and shall perform other duties as may be determined by the Director of Community Services and/or Mayor.
 2. Information Technology Specialist. There is hereby established the position of Information Technology Specialist, who shall report to the Information Technology Manager. She or she shall be in the unclassified civil service.
 3. Contracts by City with IT Consultants. Nothing in this section shall be deemed to prohibit Council from entering into a contract with any IT consultants, in the manner provided for by State law and City ordinance, for any IT work.

EXHIBIT G

CHAPTER 240 COMPUTER SERVICES DEPARTMENT

240.01 ESTABLISHMENT

240.02 RESPONSIBILITIES

240.03 SUPERVISION OVER COMPUTER SERVICES

240.04 INFORMATION SERVICES DIRECTOR/NETWORK COORDINATOR

240.05 INFORMATION TECHNOLOGY SPECIALIST

CROSS REFERENCES

Clerk of Courts Computer Services Fund - see ADM. 292.02

Court Computerization Fund - see ADM. 292.03

Computerization of records of public cemeteries and crematories by Clerk of Council - see S.U. & P.S. 1062.14

240.01 ESTABLISHMENT

There is hereby established in and for the City a Computer Services Department.

(Ord. 3208-97. Passed 2-3-97.)

240.02 RESPONSIBILITIES

(a) The Computer Services Department shall be responsible for coordinating the computer services needs of the City, including purchase, installation and maintenance of all computer equipment.

(b) The Computer Services Department shall be responsible for providing technical and supportservices to City employees and departments utilizing the computer services of the City.

(Ord. 3208-97. Passed 2-3-97.)

240.03 SUPERVISION OVER COMPUTER SERVICES

The Computer Services Department shall be under the administrative supervision of the Safety Service Director.

(Ord. 3208-97. Passed 2-3-97; Ord. 3992-2004. Passed 1-20-04.)

240.04 INFORMATION SERVICES DIRECTOR/NETWORK COORDINATOR

(a) The Computer Services Department head shall be the Information Service Director/Network Coordinator, who shall be responsible for the operation of the Computer Services Department.

(b) The Information Service Director/Network Coordinator shall be appointed by the Mayor.

(Ord. 3208-97. Passed 2-3-97.)

240.05 INFORMATION TECHNOLOGY SPECIALIST

There is hereby established the position of full-time Information Technology Specialist, who shall report to the Data Processing Administrator. He or she will be appointed by the Mayor, and will serve at the pleasure of the Mayor. He or she shall hold this position for no set term and shall be in the classified Civil Service.

(Ord. 4409-2007. Passed 5-21-07.)

EXHIBIT H

CHAPTER 242 DEPARTMENT OF PUBLIC SAFETY AND PUBLIC SERVICES AND PROPERTIES

242.01 SAFETY-SERVICE DIRECTOR; CLASSIFICATION; COMPENSATION; DUTIES

242.02 APPOINTMENT OF EMPLOYEES BY SAFETY-SERVICE DIRECTOR

242.03 ENGINEERING DEPARTMENT; CITY ENGINEER; ASSISTANT CITY ENGINEER; CHIEF
RESIDENT PROJECT REPRESENTATIVE

242.04 PUBLIC UTILITIES DEPARTMENT

242.05 SERVICE DEPARTMENT

242.06 DEPARTMENT OF OLDER ADULTS SERVICES

242.07 MANDATORY RETIREMENT AGE OF SAFETY FORCE MEMBERS

242.08 PHYSICAL EXAMINATION OF SAFETY FORCE MEMBERS

242.09 AMBULANCE AND PARAMEDIC FEES

242.10 POSTING OF PERFORMANCE BONDS WITH SAFETY-SERVICE DIRECTOR BY PERSONS WHO
HAVE BEEN ISSUED INDUSTRIAL REVENUE BONDS

242.11 IDENTITY THEFT PREVENTION PROGRAM

CROSS REFERENCES

Department generally - see CHTR. Sec. 7.2

Street excavations - see S.U. & P.S. Ch. 1020

Ditches, watercourses and drainage improvements - see S.U. & P.S. Ch. 1028

Sewers generally - see S.U. & P.S. Ch. 1040

French Creek Sewer District Regulations - see S.U. & P.S. Ch. 1042

Sewer rates and charges - see S.U. & P.S. Ch. 1044

Water generally - see S.U. & P.S. Ch. 1046

Garbage and rubbish collection and disposal - see S.U. & P.S. Ch. 1060

Cemeteries - see S.U. & P.S. Ch. 1062

242.01 SAFETY-SERVICE DIRECTOR; CLASSIFICATION; COMPENSATION; DUTIES

(a) The Safety-Service Director shall serve under the supervision of the Mayor and shall be in the unclassified civil service.

(b) Compensation for the Director is established by Ordinance No. 5596-2018, and any amendments thereto, which determines the compensation and benefits for department

heads and certain discretionary employees. (Ord. 898-73. Passed 11-19-73; Ord. 5771-2020. Passed 10-5-20.)

- (c) The Director shall be responsible for the management, control and supervision of all public works and the Departmental organizational units specified in Section 7.2(c) of the City Charter.

242.02 APPOINTMENT OF EMPLOYEES BY SAFETY-SERVICE DIRECTOR

The positions in the various departments within the Department of Public Safety and Public Services and Properties shall be filled by appointment made by the Safety-Service Director in the manner provided by law and in accordance with the civil service rules and regulations of the City and State.

(Ord. 898-73. Passed 11-19-73.)

242.03 ENGINEERING DEPARTMENT; CITY ENGINEER; ASSISTANT CITY ENGINEER; CHIEF RESIDENT PROJECT REPRESENTATIVE

(a) Establishment of Office of City Engineer; Term; Qualifications. There is hereby established the office of full-time City Engineer, who shall be appointed by the Mayor and approved by a majority vote of Council, and who shall be the head of the Engineering Department. He or she shall hold his or her office for no set term. He or she shall be in the unclassified civil service and shall serve at the pleasure of the Mayor. He or she shall be a registered professional engineer in good standing in the State.

(b) Oath of Office. Before entering upon the duties of his or her office, the City Engineer shall take the oath prescribed by law for all City officers.

(c) Duties.

(1) The City Engineer shall keep accurate maps, plats and records of all public works, lands or property owned by the City.

(2) The City Engineer shall advise Council and City officials on all engineering matters referred to him or her, and shall perform such duties as are provided by law or ordinance, and, in addition thereto, such other duties as, from time to time, may be imposed upon him or her by Council or the Mayor. He or she shall, from time to time as required by the Council, make reports regarding public improvements, repairs of streets, bridges and sidewalks, or such other work as Council may request, and shall make suggestions to Council regarding the same, as shall, in his or her judgment, seem best and proper.

(d) Compensation. The office of City Engineer shall be a full-time salaried position, which salary shall be as provided from time to time by Council. The City Engineer shall be entitled to the same hospitalization benefits provided to other full-time City employees and to such other benefits as Council may in the future designate.

(e) Contracts by City With Consulting Engineers. Nothing in this section shall be deemed to prohibit Council from entering into a contract with any consulting engineer, in the manner provided for by State law and City ordinance, for any engineering work. (Ord. 2774-93. Passed 7-19-93.)

(f) Assignment of Building Inspector as Resident Project Representative.

(1) The Mayor may assign a building inspector, qualified by education and experience, to act as the City's Resident Project Representative (RPR) in lieu of such services being provided by the City Engineer's office.

(2) The RPR shall confer with the City Engineer regarding his or her actions.

(3) The City shall charge the contractor of each project to which an in-house RPR has been assigned a fee for such services, calculated at the City's direct labor cost rate for such services, plus overtime, if applicable, plus the administrative costs incurred by the City, which fee shall be collected on a semi-annual basis by the Building Department. (Ord. 2760-93. Passed 5-17-93.)

(g) Assistant to the City Engineer. There is hereby established the full-time position of Assistant to the Engineer, who shall assist the City Engineer. He or she shall be in the unclassified civil service. The Assistant to the Engineer shall assist the Engineer in the preparation of plans and specifications for capital improvement projects; prepare as-built drawings; file drawings; implement the backflow prevention program; assist in handling citizen complaints and any other assignments the City Engineer deems necessary. (Ord. 3570-00. Passed 5-1-00; Ord. 4239-2006. Passed 3-20-06.)

(h) Chief Resident Project Representative. There is hereby established the position of full-time Chief Resident Project Representative, who shall report to the Engineer. He or she shall hold this position for no set term and shall be in the classified Civil Service. (Ord. 4436-2007. Passed 7-2-07.)

(i) Assistant City Engineer. There is hereby established the position of full-time Assistant City Engineer, who shall report to the Engineer. He or she shall hold this position for no set term and shall serve at the pleasure of the Mayor.

(Ord. 4493-2007. Passed 12-17-07.)

242.04 PUBLIC UTILITIES DEPARTMENT

(a) Director of the Department. The Public Utilities Department shall be headed by the Director of the Department of Public Utilities, who shall be in the unclassified civil service, shall be appointed by the Mayor and shall serve under the direction of the Safety-Service Director.

(b) Clerk of the Department. There is hereby established the position of Clerk of the Department of Public Utilities. The Clerk shall have the duties and responsibilities delegated to him or her by the Director of the Department. Compensation for the Clerk shall be established by Council as deemed necessary and appropriate.

(c) Responsibilities of Department. The Department shall handle and be responsible for the billing, collecting, record keeping and administration of the sanitary sewer and water systems within the City and the French Creek Wastewater Treatment Plant, exclusive of the supervising, operating, maintaining and testing of the physical facilities.

(d) The Auditor, in consultation with the Law Director, shall review those accounts which have remained on the books for more than one year as delinquent and unpaid. If it is determined by reviewing the facts and history of said delinquent accounts that the obligor is uncollectible or that the costs to enforce collection are not practical, the Auditor, with the approval of the department head, and Law Director, is hereby granted authority to write off the debt as uncollectible and enter said dispositions on the ledgers.

(Ord. 1781-82. Passed 12-20-82; Ord. 5944-2022. Passed 4-18-22.)

242.05 SERVICE DEPARTMENT

(a) Superintendent of the Service Department. The Service Department is to be headed by the Superintendent of the Service Department, who shall be in the unclassified civil service and who shall be appointed by the Mayor.

(b) Duties of Department; Establishment of Divisions. The Service Department shall handle and be responsible for the supervising, operating, maintaining and testing of the physical facilities of the sanitary sewer and water systems within the City, exclusive of the French Creek Wastewater Treatment Plant and interceptor sewers; all Municipal cemeteries within the City; the repair, maintenance and improvement of streets, avenues, public grounds, sidewalks, storm sewers, road drains, road ditches and culverts within the City; the supervision of the construction, installation, maintenance and repair of surface drainage, including storm sewers and ditches, other than road ditches, within the City; and all public buildings and lands within the City. For the purposes of

performing the above duties, the following divisions within the Service Department are hereby created and established:

(1) Grounds Maintenance Department. A Grounds Maintenance Department, which shall have such employees as are authorized by Council, the Mayor or the Safety-Service Director, is hereby established. This division shall be in charge of all public buildings, lands and cemeteries within the City. The Grounds Maintenance Supervisor of the Grounds Maintenance Department shall report directly to and be responsible to the Safety Service Director.

(2) Division of Surface Drainage. A Division of Surface Drainage, with such employees as are authorized by Council, the Mayor or the Safety-Service Director, is hereby established. The Division shall keep records pertaining to surface drainage within the City and actions taken relating thereto. The Division shall supervise the construction, installation, maintenance and repair of surface drainage, including storm sewers and ditches, other than road ditches, and shall perform such other duties consistent therewith, as may be determined by the Safety-Service Director.

(3) Division of Streets.

A. A Division of Streets, which shall have such employees as are authorized by Council, the Mayor or the Safety-Service Director, is hereby established.

This Division shall supervise the repair, maintenance and improvement of streets, avenues, public grounds, sidewalks, storm sewers, road ditches and culverts, and shall perform such other duties consistent therewith as may be determined by the Safety-Service Director.

B. The following regulations shall apply to the employees of this Division:

- i. Employees may be hired at less than the minimum pay range for any grade to perform work in that grade for trial periods not to exceed sixty days.
- ii. Employees may perform occasional work normally considered in the higher grade, without an increase in pay, for the purpose of preparing such employees for greater responsibilities.
- iii. Part-time employees may be hired to perform work of any type for the Division, at a rate not to exceed the lowest rate paid to permanent employees to perform the same job.

C. There is hereby established the position of Maintenance Mechanic within the City, as a member of this Division, for the purpose of the maintenance and repair of City motor vehicles. The Maintenance Mechanic shall be under the control and supervision of this Division, and shall be assigned such duties, consistent with the performance of this position.

(4) Division of Sewage and Water. The Division of Sewage and Water shall have such employees as are authorized by Council, the Mayor or the Safety-Service Director. This Division shall handle and be responsible for the operation of all public utilities within the City, including sanitary sewer and water, as to the supervision, operation, maintenance and testing of the physical facilities. The sanitary sewer system shall consist of any and all sewage treatment plants and sewers owned, operated or under the control or direction of the City, exclusive of the French Creek Wastewater Treatment Plant and interceptor sewers, which shall be a separate division of the Service Department. This Division shall be responsible for the supervision, operation, maintenance, testing, reporting and performance of other functions, as determined by the Safety-Service Director, necessary to maintain the sanitary sewer system (exclusive of the French Creek Wastewater Treatment Facility and interceptor sewers), the water system and all other utilities in proper working order and condition.

(5) Division of the French Creek Wastewater Treatment Plant. The Division of the French Creek Wastewater Treatment Plant shall have such employees as are authorized by Council, the Mayor or the Safety-Service Director. This Division shall be in charge of the operation and maintenance of the French Creek Wastewater Treatment Plant and its grounds, facilities and interceptor sewers, and shall be responsible for the supervision, operation, maintenance, testing, reporting and performance of other functions, as determined by the Safety-Service Director, necessary for the maintenance of the same. This Division is to be headed by the Superintendent of the French Creek Wastewater Treatment Plant, who shall be in the unclassified civil service and who shall be appointed by the Mayor and serve under the direction of the Safety-Service Director.

(Ord. 1781-82. Passed 12-20-82; Ord. 3708-01. Passed 7-16-01; Ord. 4011-2004. Passed 4-5-04; Ord. 5277-2015. Passed 9-21-15.)

242.06 DEPARTMENT OF OLDER ADULTS SERVICES

(a) Establishment. There is hereby established a Department of Older Adults Services, which shall be within the Department of Public Safety and Public Services and Properties.

(b) Director of the Department.

(1) Part-Time Status; Appointment. The Director of the Department of Older Adults Services shall be a part-time employee of the City in the unclassified civil service and shall be appointed by, and shall serve at the pleasure of, the Mayor.

(2) Duties. The Director of the Department of Older Adults Services shall plan and coordinate programs and services designed to provide assistance to and participation by the older adult residents of the City, and shall perform such other duties consistent therewith as may be determined by the Mayor. (Ord 1362-78. Passed 3-20-78.)

(c) Case Manager.

(1) Position Established. There is hereby established the position of full-time Case Manager. He or she shall hold said office for no set term. He or she shall be in the classified Civil Service.

(2) Responsibilities. The Case Manager will be responsible for providing short-term assistance in obtaining needed benefits or services for seniors; scheduling all transport; acting as the Director of the Department of Older Adult Services in the Director's absence; and assisting fellow employees when needed. (Ord. 3443-99. Passed 5-17-99.)

(3) Compensation; Benefits. Compensation for the Case Manager shall be as established from time to time by Council. The full-time Case Manager will be provided with the same benefits provided to department heads, supervisory employees and confidential employees, including the yearly percentage increase negotiated and provided to collective bargaining employees. (Ord. 3513-99. Passed 11-15-99.)

(d) Activities Director. There is hereby established the position of full-time Activities Director. He or she shall hold this office for no set term. He or she shall be in the classified Civil Service. (Ord. 4577-2008. Passed 9-2-08.)

(e) Assistant Cook. There is hereby created a part-time position of Assistant Cook, which position is described in Exhibit A attached to Ordinance No. 3809-2002, passed June 17, 2002, and shall have the qualifications as set forth in Exhibit A.

(Ord. 3614-00. Passed 9-18-00; Ord. 3809-02. Passed 6-17-02.)

242.07 MANDATORY RETIREMENT AGE OF SAFETY FORCE MEMBERS

(a) All sworn members of the Fire and of the Police Departments, with the exclusion of the Humane Officer, shall be required to retire at the age of sixty-five years. (Ord. 4231-2006. Passed 3-6-06.)

(b) Notwithstanding the stated mandatory retirement age for safety force members, where a safety force member is an active and integral part of the safety forces whose loss due to

retirement would adversely impact the department, and upon recommendation of the Chief of Police, the retirement age may be extended by City Council to age seventy upon review and recommendation of the Safety Service Director concerning the subject safety force member pursuant to this section.

(Ord. 4596-2008. Passed 10-6-08.)

242.08 PHYSICAL EXAMINATION OF SAFETY FORCE MEMBERS

All members of the safety forces of the City shall be required to submit to a complete physical examination by a doctor selected by the Safety-Service Director once every two years or at such additional time as directed by the Director.

(Ord. 898-73. Passed 11-19-73.)

242.09 AMBULANCE AND PARAMEDIC FEES

(a)

Service	Resident Fee	Nonresident Fee
BLS, emergency transport	\$450.00	\$450.00
ALS, emergency transport, specialized ALS services rendered	\$750.00	\$750.00
Mileage charge (per mile) for both ALS and BLS runs	\$12.00	\$12.00
Note: Suppliers and fuels are included in the above rates.		

(Ord. 5120-2014. Passed 4-7-14.)

(b) The Safety Service Director is hereby directed to bill each private or public insurance-covered user of the ambulance service the amount cited herein and to institute whatever action is necessary to collect from users' insurance, whether public - including Medicare, or private when billed. For ambulance service provided to residents of the city of North Ridgeville, payments received from the residents' public or private insurance shall constitute payment in full.

(c) For services rendered to residents of the city of North Ridgeville, payment received from the public or private insurance of covered users shall be considered payment in full even if less than the amount listed in (a) above. North Ridgeville residents who are not covered by insurance will not be required to pay for ambulance or paramedic services rendered.

(d) Fees collected, as provided in subsection (a) hereof shall be placed in a separate fund to be used for ambulance and paramedic operations including the purchase of ambulances and equipment and the payment of debt service related thereto, paramedic wages and benefits, operating

supplies, maintenance and repairs and other costs and expenses of ambulance and paramedic operations.

(Ord. 4453-2007. Passed 9-4-07.)

242.10 POSTING OF PERFORMANCE BONDS WITH SAFETY-SERVICE DIRECTOR BY PERSONS WHO HAVE BEEN ISSUED INDUSTRIAL REVENUE BONDS

- (a) To ensure compliance with the rules and regulations set forth by the Industrial Relations Department of the State, all persons, corporations, whether nonprofit or for profit, partnerships, unincorporated societies or associations, and two or more persons having a joint or coming interest, who have been issued industrial revenue bonds, are required to post a performance bond with the City in the amount of fifty thousand dollars (\$50,000) or one percent of the total bond amount, whichever is greater.
- (b) A certified or cashier's check drawn upon a solvent bank, made payable to the City, in an amount consistent with subsection (a) hereof, or an approved surety bond in like amount, shall be posted with the Safety-Service Director. Such bond shall be released after receiving written certified compliance by the Department of Industrial Relations.
- (c) The bond posted shall be used, in the event of noncompliance, to defray any and all penalties assigned to the City by the Industrial Relations Department for the noncompliance of those issued industrial revenue bonds with the rules and regulations set forth by the Department of Industrial Relations.

(Ord. 2004-85. Passed 4-1-85.)

242.11 IDENTITY THEFT PREVENTION PROGRAM

The City of North Ridgeville hereby adopts and approves the "Identity Theft Prevention Program", attached to Ordinance 4750-2010, as Exhibit A and incorporated as if rewritten herein.

(Ord. 4750-2010. Passed 5-17-10.)

EXHIBIT I

CHAPTER 243 DEPARTMENT OF PLANNING AND DEVELOPMENT

243.01 DEPARTMENT OF PLANNING AND DEVELOPMENT CREATED

243.02 ESTABLISHMENT OF DIVISIONS

243.01 DEPARTMENT OF PLANNING AND DEVELOPMENT CREATED.

The Department of Planning and Development is hereby created and established.

- (a) Director of Planning and Development. The Department of Planning and Development shall be headed by the Director of Planning and Development, who shall be in the unclassified civil service and who shall be appointed by and answerable to the Mayor.
- (b) Duties of Director. The Director of Planning and Development shall advise City officials on all matters related to public and private development within the City. He or she shall be responsible for the administration and implementation of plans and programs for the comprehensive and orderly development of the City; the creation of plans and programs for economic development; the development, maintenance, periodic update and administration of the City's Master Plan and codified ordinances relating to development standards; and the administration of all planning, zoning, building and engineering codes. He or she shall be responsible for strategically positioning, organizing, directing and supervising those divisions established in 243.02.
- (c) Office Administrator. There is hereby established the position of Office Administrator, who shall report to the Director of Planning and Development. He or she shall be in the unclassified civil service.

243.02 ESTABLISHMENT OF DIVISIONS.

The following divisions within the Department of Planning and Development are hereby created and established, which shall have such employees as are authorized by Council and the Mayor:

- (g) Division of Building. The Division of Building is responsible for the issuance of all building permits, the enforcement of all building and zoning regulations and the execution of all duties and authority granted by the North Ridgeville Codified Ordinances, the Ohio Revised Code and the Ohio Administrative Code.
 3. Chief Building Official. The Division of Building shall be under the supervision of the Chief Building Official, who shall be in the unclassified civil service and shall be appointed by the Mayor. He or she shall be a certified building official in good standing in the State. The Chief Building Official shall keep records of all applications for building permits, certificates of occupancy and other actions taken thereon; shall supervise all building inspections, including electrical, plumbing, heating and ventilating. He or she shall advise City officials on all building matters and shall serve as the City's Americans with Disabilities Act (ADA) Compliance Coordinator. He or she shall perform other duties as may be determined by the Director of Planning and Development and/or Mayor.
 4. Assistant Chief Building Official. There is hereby established the position of Assistant Chief Building Official, who shall report to the Chief Building Official. He or she shall be in the unclassified civil service.
 5. Zoning Inspector. There is hereby established the position of Zoning Inspector, who shall report to the Chief Building Official. He or she shall be in the unclassified civil service.
- (b) Division of Engineering. The Division of Engineering is responsible for all civil engineering matters of the City, including the review and approval of all grading, draining, paving, curbing,

sanitary sewer, storm sewer and water lines and all other utilities of any nature within the right of way of City streets, as well as all plans for subdivisions and the installation of such improvements on private property. The Division shall exercise continuing control and inspection of public installations and improvements while work is in progress and shall keep accurate maps, plats and records of all public works, lands or property owned by the City.

1. City Engineer. The Division of Engineering shall be under the supervision of the City Engineer, who shall be in the unclassified civil service and shall be appointed by the Mayor. He or she shall be a registered professional engineer in good standing in the State. The City Engineer shall advise City officials on all engineering matters and shall perform other duties as may be determined by the Director of Planning and Development and/or Mayor.
 2. Assistant City Engineer. There is hereby established the position of Assistant City Engineer, who shall report to the City Engineer. He or she shall be in the unclassified civil service.
 3. Chief Resident Project Representative. There is hereby established the position of Chief Resident Project Representative, who shall report to the Engineer. He or she shall be in the unclassified civil service.
 4. Assignment of Building Inspector as Resident Project Representative.
 - A. The Director of Planning and Development may assign a building inspector, qualified by education and experience, to act as the City's Resident Project Representative (RPR) in lieu of such services being provided by the City Engineer's office.
 - B. The RPR shall confer with the City Engineer regarding his or her job duties.
 - C. The City shall charge the contractor of each project to which an in-house RPR has been assigned a fee for such services, calculated at the City's direct labor cost rate for such services, plus overtime, if applicable, plus the administrative costs incurred by the City, which fee shall be collected on a semi-annual basis by the Division of Building.
 5. Contracts by City with Consulting Engineers. Nothing in this section shall be deemed to prohibit Council from entering into a contract with any consulting engineer, in the manner provided for by State law and City ordinance, for any engineering work.
- (c) Office of Communications. The Office of Communications shall be responsible for managing the City's internal and external communications programs, as established by the Director of Planning and Development, and shall further serve as a liaison between City administration and the community.

EXHIBIT J

CHAPTER 246 POLICE DEPARTMENT

246.01 COMPOSITION OF DEPARTMENT

246.02 AUTHORITY OF CHIEF RE STATIONING AND TRANSFERRING OF PATROLMEN

246.03 DESIGNATION OF ACTING CHIEF BY MAYOR

246.04 EMPLOYMENT BY MAYOR OF PRIVATE POLICE OFFICERS FOR ENFORCING HUNTING ORDINANCES; POWERS

246.05 POLICE AUXILIARY UNIT

246.06 UNIFORM ALLOWANCE FOR AUXILIARY POLICE OFFICERS

246.07 FIRING RANGE

246.08 HUMANE OFFICER

246.09 ELIGIBILITY FOR ORIGINAL APPOINTMENTS

246.10 POLICE DISPATCHER

246.11 FEES FOR SERVICES

246.12 CITY JAIL AS FIVE-DAY FACILITY

246.13 REIMBURSEMENT FOR COSTS OF CONFINEMENT IN CITY JAIL OR COUNTY CORRECTIONAL FACILITY

246.14 AUTHORITY TO INSPECT TITLE, REGISTRATION, LICENSE PLATES, ETC., OF VEHICLES

246.15 AUTHORITY TO CONTRIBUTE UNCLAIMED PROPERTY TO PUBLIC AGENCY

246.16 NOTIFICATION OF CHANGE OF BUSINESS OWNER

246.17 MANDATORY RETIREMENT AGE OF SAFETY FORCE MEMBERS**246.18 PHYSICAL EXAMINATION OF SAFETY FORCE MEMBERS**

EDITOR'S NOTE: The City executes labor agreements from time to time with recognized representatives of members of the Police Department, which agreements provide for wages, benefits and conditions of employment for such members. The provisions of this chapter, therefore, apply only to those members of the Department, and to those subjects, not otherwise provided for in such agreements. Copies of the latest relevant legislation and of such agreements may be obtained, at cost, from the Clerk of Council.

The City enters into agreements, from time to time, with the Board of County Commissioners for the confinement of prisoners in the County Correctional Facility. Copies of the latest agreement may be obtained, at cost, from the Clerk of Council.

Ordinance 3584-00, passed June 5, 2000, authorized a Mutual Aid Agreement and Operational Plan on behalf of the Police Department with various political subdivisions of Lorain County. Copies of such ordinance and of the Agreement may be obtained, at cost, from the Clerk of Council.

CROSS REFERENCES

Original appointment; probationary period and age - see Ohio R.C. 124.27, 124.30, 124.41

Reductions, suspensions and removals - see Ohio R.C. 124.34 et seq., 737.12

Composition and control - see Ohio R.C. 715.05, 737.05

Hours and leave - see Ohio R.C. 737.07

General duties - see Ohio R.C. 737.11

Authority of police to remove ignition keys - see TRAF. 404.01

Eluding a police officer - see GEN. OFF. 606.165

Disposition of property - see GEN. OFF. 606.24

246.01 COMPOSITION OF DEPARTMENT

There is and shall be within the City a Police Department composed of the following:

- (a) One Chief of Police.
- (b) Captains of Police, not to exceed one in number upon the retirement of the Captain who currently supervises Services.
- (c) Lieutenants of Police, not to exceed five in number.
- (d) Sergeants of Police, not to exceed six in number. (Ord. 4418-2007. Passed 6-4-07.)
- (e) Patrolmen, as provided by Council, and who shall be classified as follows:

Class	Months of Tenure
A	More than 24
B	More than 12 but less than 24
C	Up to 12

- (e) Patrolmen in Classes A, B and C and all officers are designated as full-time employees of the Police Department.
(Ord. 3089-95. Passed 6-19-95; Ord. 3791-02. Passed 4-15-02.)

246.02 AUTHORITY OF CHIEF RE STATIONING AND TRANSFERRING OF PATROLMEN

Pursuant to Ohio R.C. 737.06, the Chief of Police shall have the exclusive control of the stationing and transferring of all patrolmen and other officers in the employ of the Police Department, under such general rules and regulations as the ~~Safety-Service Director~~ **Mayor** prescribes.
(Ord. 283-65. Passed 5-27-65.)

246.03 DESIGNATION OF ACTING CHIEF BY MAYOR

In the absence or disability of the Chief of the Police Department, the Mayor shall designate an officer to be in charge of the Police Department.

246.04 EMPLOYMENT BY MAYOR OF PRIVATE POLICE OFFICERS FOR ENFORCING HUNTING ORDINANCES; POWERS

- (a) The Mayor is hereby authorized to employ private police officers in the Police Department, who shall not be in the classified list of such Department and who shall be employed for the purpose of enforcing ordinances pertaining to hunting and trapping within the City.
- (b) The Mayor is hereby authorized to employ not more than four persons as private police officers as provided in subsection (a) hereof. Their compensation shall be charged against the police salary account of the City.
- (c) Private police officers shall have all of the legal powers granted to other ordinary police officers within the Police Department, as provided by the laws of the State and the ordinances of the City, but the powers vested in such private police officers and the duties accompanying the same shall be exercised only in the enforcement of all ordinances and parts of ordinances pertaining to hunting and trapping in the City.
(Ord. 193-63. Passed 10-7-63.)

246.05 POLICE AUXILIARY UNIT

- (a) There is hereby established a Police Auxiliary Unit within the Police Department of the City. The ~~Safety-Service Director~~ **Mayor** shall be the executive head of the Police Auxiliary Unit and shall

make all appointments and removals of auxiliary police officers, subject to any general regulations prescribed by Council. The ~~Director~~ **Mayor** shall prescribe rules and regulations for the organization, training, administration, control and conduct of the Police Auxiliary Unit. Auxiliary police officers shall not be eligible for membership in the Police and Firemen's Disability and Pension Fund, and shall not be in the classified service of the City.

- (b) The Chief of Police shall have exclusive control of the stationing and transfer of auxiliary police officers under such general rules and regulations as the ~~Safety-Service Director~~ **Mayor** prescribes.

(Ord. 2606-91. Passed 12-23-91.)

246.06 UNIFORM ALLOWANCE FOR AUXILIARY POLICE OFFICERS

Effective with the calendar year 1997, the Treasurer is hereby authorized to pay from the General Fund the sum of four hundred dollars (\$400.00) to each member of the Police Auxiliary Unit on February 1 each year to help defray the cost of uniforms, provided that the auxiliary police officer receiving such sum has had at least six months of continuous service with the Police Auxiliary Unit immediately prior to that date. Payment shall be made to those members of the Police Auxiliary Unit as are certified as members of such group by the Chief of Police to meet the above requirements.

(Adopting Ordinance; Ord. 3195-96. Passed 12-2-96; Ord. 4481-2007. Passed 12-3-07.)

246.07 FIRING RANGE

- (a) A police firing range shall be erected by the ~~Safety-Service Director~~ **Chief of Police** at a location that he or she deems suitable and according to such standards as he or she regards as proper and as will insure the safety of those using the range and the general public. (Ord. 594-70. Passed 4-7-70.)
- (b) The firing range shall be available for use by police officers, auxiliary police officers, the Mayor, ~~the Safety-Service Director~~, vendors, suppliers and such instructors as are authorized by the Chief of Police ~~and/or the Safety-Service Director~~. There shall be a certified range instructor in charge of the firing range at all times that such firing range is open for use. (Ord. 2132-86. Passed 12-1-86.)
- (c) The firing range may be in operation only between the hours of 9:00 a.m. and 10:00 p.m. The range shall be closed on Sunday.

(Ord. 1653-80. Passed 12-15-80.)

246.08 HUMANE OFFICER

- (a) There is hereby established the position of Humane Officer within the City as a member of the Police Department. The Humane Officer shall enforce existing provisions of the Ohio Revised Code and these Codified Ordinances pertaining to the regulation of animals.
- (b) The Humane Officer shall be under the control and supervision of the Chief of the Police Department, who shall assign duties to him or her as are consistent with the performance of this position. The Humane Officer shall not be a police officer.
- (c) The Humane Officer shall be entitled to a clothing allowance equal to that of a police patrolman.

(Ord. 1006-74. Passed 11-18-74; Ord. 1978-84. Passed 12-17-84.)

246.09 ELIGIBILITY FOR ORIGINAL APPOINTMENTS

Notwithstanding Ohio R.C. 124.41, a person who has reached the age of twenty-one but who has not yet reached the age of forty-six (46), and who otherwise meets the normal qualification requirements, shall be eligible to receive an original appointment in the Police Department.

(Ord. 1914-84. Passed 6-4-84; Ord. 4229-2006. Passed 3-6-06.)

246.10 POLICE DISPATCHER

(a) There is hereby established the position of police dispatcher within the City, as a member of the Police Department, for the purpose of maintaining efficient communication within the Police Department.

(b) The dispatcher shall be under the control and supervision of the Chief of Police, who shall assign duties to him or her as are consistent with the performance of this position. The dispatcher shall not be a police officer. (Ord. 1116-75. Passed 12-15-75.)

(c) Dispatchers shall be hired in the classification of Dispatcher III. After two years of service a dispatcher shall be advanced to the classification of Dispatcher II, and after an additional two years of service shall be advanced to the classification of Dispatcher I.

(Ord. 1291-77. Passed 4-21-77.)

246.11 FEES FOR SERVICES

The Fire and Police Departments shall charge the following rates for services rendered:

Accident reports (each side)	\$0.10
Fire and ambulance reports (each side)	0.10
Dog pick up	12.00
If boarded, an additional	5.00 per day
Photographs	
Regular print	1.00
5" x 7"	5.00
Postage reimbursement	actual costs

(Ord. 3134-96. Passed 3-18-96.)

246.12 CITY JAIL AS FIVE-DAY FACILITY

The City Jail is hereby declared to be a five-day facility.

(Ord. 2254-88. Passed 3-21-88.)

246.13 REIMBURSEMENT FOR COSTS OF CONFINEMENT IN CITY JAIL OR COUNTY CORRECTIONAL FACILITY

(a) Any person who is convicted of an offense, other than a minor misdemeanor, and who is imprisoned in the City Jail or the County Correctional Facility shall reimburse the City for its expenses incurred by reason of the prisoner's confinement. The duty to reimburse the City shall include all expenses incurred by the City, including, but not limited to, food, clothing, medical expenses, health care, shelter and payments made to the County Correctional Facility for confinement. Chargeable costs shall include any period of incarceration before sentencing that is credited against the term of imprisonment.

- (b) In any proceeding which is subject to this section, the Assistant Director of Law/Prosecutor shall apply to the sentencing judge or referee for a determination, or the sentencing judge or referee may, on their own motion, proceed to make a determination, of the extent of the individual's duty to reimburse the City for its expenses in confining him or her, pursuant to Ohio R.C. 2929.15. However, the maximum amount permitted by Ohio R.C. 2929.15(B) shall not apply. The actual amount to be paid shall not exceed the actual costs of confinement. The Assistant Director of Law/Prosecutor shall notify the Clerk of the Mayor's Court in all cases where the sentencing judge or referee determines the individual has a duty to reimburse the City, and shall include the amount so ordered to be paid in such notice.
- (c) The Chief of Police shall maintain records of expenses chargeable to each prisoner, in accordance with a reasonable computation of the per capita cost of maintaining such prisoner, in addition to specific expenses incurred on behalf of each prisoner. Upon each prisoner's release, the Chief of Police shall prepare a statement of such expense and, in the event such expense equals or exceeds fifty dollars (\$50.00), he or she shall cause such statement to be transmitted to the Clerk of the Mayor's Court.

Upon receipt of both a statement which indicates a total expense of fifty dollars (\$50.00) or more from the Police Department and notice from the Assistant Director of Law/Prosecutor, as to any individual formerly incarcerated, the Clerk of the Mayor's Court shall then proceed to attempt to collect payment from the individual for such authorized expenses of confinement, either by using his or her own staff, or by employment of a private collection agency. The Clerk of the Mayor's Court may, in his or her discretion, accept partial payment, or permit individuals to make periodic payments. Whenever the Clerk of the Mayor's Court uses his or her own staff to collect such payments, bills may be sent by regular mail, and upon passage of thirty days from their being sent, if no acceptable response is made, the Clerk of the Mayor's Court shall refer such matters to the Law Department for further collection.

- (d) The Clerk of the Mayor's Court shall also refer matters to the Law Director for additional collection efforts where an individual fails to satisfactorily complete a payment plan or where a private collection agency has been unable to collect costs in matters referred to it. The Law Director, in all matters referred to him or her, shall determine the most appropriate procedure for collecting such unpaid expenses. All moneys collected pursuant to this section shall be placed only in the General Fund of the City.

(Ord. 2298-88. Passed 12-1-88.)

246.14 AUTHORITY TO INSPECT TITLE, REGISTRATION, LICENSE PLATES, ETC., OF VEHICLES

- (a) Inspection of Vehicles. For the purpose of locating stolen motor vehicles, any member of the Police Department may inspect any vehicle in the City, of a type required to be registered under Ohio R.C. Chapter 4507, on any street or highway or in any public garage, repair shop, parking lot, new or used car lot, automobile dismantler's lot, vehicle shredding facility, vehicle leasing or rental lot, vehicle equipment rental yard, vehicle salvage pool, or other similar establishment, and may inspect the title, registration, vehicle identification number or license plates of the same, in order to establish the rightful ownership or possession of the vehicle.
- (b) Inspection of Implements of Husbandry and Special Construction Equipment. For the purpose specified in subsection (a) hereof, a member of the Police Department may inspect implements of husbandry and special construction equipment in places described in subsection (a) hereof, or when such vehicle is incidentally operated or transported upon a City street.

- (c) Time of Inspections. Whenever possible, inspections conducted pursuant to subsection (a) or (b) hereof shall be conducted at a time and in a manner as to minimize any interference with or delay of business operations.
- (d) Obstruction or Delay of Inspections. No person, without privilege to do so and with purpose to prevent or delay the performance of a police officer in the inspection of any place described in subsection (a) hereof, shall do any action which hampers or impedes a police officer from making such an inspection in violation of Section 606.14 of the General Offenses Code. Whoever violates this section shall be subject to the penalty provided in Section 606.14(b).

246.15 AUTHORITY TO CONTRIBUTE UNCLAIMED PROPERTY TO PUBLIC AGENCY

Where unclaimed property remains unclaimed for ninety days or more and is not required by law to be disposed of in another matter, the Chief of Police may contribute such property to either a public agency or a nonprofit organization, provided that such agency or organization is otherwise qualified under Ohio R.C. 737.32.

(Ord. 3606-00. Passed 9-18-00.)

246.16 NOTIFICATION OF CHANGE OF BUSINESS OWNER

- (a) Whenever a business, commercial or industrial space or building changes occupants, that new occupant is required to inform both the Police and Building Department of his or her new occupancy to enable more reliable emergency response and hazard inspection.
- (b) A certificate of occupancy shall be issued upon notification, an inspection shall be performed by the Building and Fire Departments to assure all eminent hazards are corrected; and emergency contact information shall be submitted to the Fire and Police Departments.

(Ord. 3665-01. Passed 3-19-01.)

246.17 MANDATORY RETIREMENT AGE OF SAFETY FORCE MEMBERS

- (a) **All sworn members of the Police Department, with the exclusion of the Humane Officer, shall be required to retire at the age of sixty-five years.**
- (b) **Notwithstanding the stated mandatory retirement age for safety force members, where a safety force member is an active and integral part of the safety forces whose loss due to retirement would adversely impact the department, and upon recommendation of the Police Chief, the retirement age may be extended by City Council to age seventy upon review and recommendation of the Mayor concerning the subject safety force member pursuant to this section.**

246.18 PHYSICAL EXAMINATION OF SAFETY FORCE MEMBERS

All members of the safety forces of the City shall be required to submit to a complete physical examination by a doctor selected by the Mayor once every two years or at such additional time as directed by the Mayor.

EXHIBIT K

CHAPTER 248 FIRE DEPARTMENT

- 248.01 COMPOSITION OF DEPARTMENT
- 248.02 DESIGNATION OF ACTING CHIEF BY MAYOR
- 248.03 ELIGIBILITY FOR ORIGINAL APPOINTMENT
- 248.04 NOTIFICATION OF CHANGE OF BUSINESS OWNER
- 248.05 FIRE CHIEF AS SAFETY COORDINATOR
- 248.06 MANDATORY RETIREMENT AGE OF SAFETY FORCE MEMBERS**
- 248.07 PHYSICAL EXAMINATION OF SAFETY FORCE MEMBERS**
- 248.08 AMBULANCE AND PARAMEDIC FEES**

EDITOR'S NOTE: Ordinance 2898-94, passed September 19, 1994, authorized the Agreement for Mutual Aid for Additional Fire and Emergency Protection in Lorain County. Copies of such ordinance and of the Agreement may be obtained, at cost, from the Clerk of Council.

CROSS REFERENCES

- Fire Department as part of the Department of Public Safety and Public Service and Properties - see CHTR. Sec. 7.2(c)a.
- Reductions, suspensions and removals - see Ohio R.C. 124.34 et seq., 737.12
- Volunteer Firemen's Dependents Fund - see Ohio R.C. Ch. 146
- Composition and control - see Ohio R.C. 715.05, 737.08, 737.21
- General duties - see Ohio R.C. 737.11
- Enforcement and inspection duties re BOCA National Fire Prevention Code - see F.P. 1610.04
- Inspection of smoke detectors - see F.P. 1630.02

248.01 COMPOSITION OF DEPARTMENT

- (a) There is and shall be within the City, a Fire Department composed of the following:
 - One Fire Chief
 - Two Assistant Chiefs
 - Three Captains
 - Nine Lieutenants
 - Full-time firefighters, the number of the same to be as provided by Council. (Ord. 4417-2007. Passed 6-4-07; Ord. 5665-2019. Passed 8-5-19.)
- (b) The above stated maximum number of employees promoted to the positions of Assistant Chief, Captain or Lieutenant may be exceeded when a temporary appointment is needed by the Fire Department in the event of sickness, disability or other approved absence of regular officers and employees.
- (c) Among the regular full-time fire-fighters there shall be established four classes, designated as follows:

Class	Months of Service
A	More than 36
B	More than 24, but less than 36
C	More than 12, but less than 24

D	Less than 12
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- (d) Fire-fighters in Classes A, B, C, and D, plus all officers, are designated as full-time employees of the Fire Department Class, months of service, work schedules and hours shall be governed by the most current IAFF Local 2129 Union contract in effect.
(Ord. 2736-93. Passed 3-15-93; Ord. 4153-2005. Passed 5-16-05; Ord. 5444-2017. Passed 4-17-17.)

248.02 DESIGNATION OF ACTING CHIEF BY MAYOR

In the absence or disability of the Chief of the Fire Department, the Mayor may designate an officer to be in charge of the Department, who shall act for and on behalf of the Chief during his or her absence and/or disability.

(Ord. 382-67. Passed 3-6-67.)

248.03 ELIGIBILITY FOR ORIGINAL APPOINTMENT

Any person who meets the normal qualification requirements and who is also qualified as to age pursuant to Ohio R.C. Section 124.42, shall be eligible to receive an original appointment in the Fire Department.

(Ord. 4230-2006. Passed 3-6-06.)

248.04 NOTIFICATION OF CHANGE OF BUSINESS OWNER

- (a) Whenever a business, commercial or industrial space or building changes occupants, that new occupant is required to inform both the Police and Building Department of his or her new occupancy to enable more reliable emergency response and hazard inspection.
(b) A certificate of occupancy shall be issued upon notification, an inspection shall be performed by the Building and Fire Departments to assure all eminent hazards are corrected; and emergency contact information shall be submitted to the Fire and Police Departments.

(Ord. 3665-01. Passed 3-19-01.)

248.05 FIRE CHIEF AS SAFETY COORDINATOR

The position of Safety Coordinator is hereby created. The Fire Chief shall assume the duties of Safety Coordinator.

(Ord. 5565-2018. Passed 7-16-18.)

248.06 MANDATORY RETIREMENT AGE OF SAFETY FORCE MEMBERS

- (c) **All sworn members of the Fire Department shall be required to retire at the age of sixty-five years.**
(d) **Notwithstanding the stated mandatory retirement age for safety force members, where a safety force member is an active and integral part of the safety forces whose loss due to retirement would adversely impact the department, and upon recommendation of the Fire Chief, the retirement age may be extended by City Council to age seventy upon review and recommendation of the Mayor concerning the subject safety force member pursuant to this section.**

248.07 PHYSICAL EXAMINATION OF SAFETY FORCE MEMBERS

All members of the safety forces of the City shall be required to submit to a complete physical examination by a doctor selected by the Mayor once every two years or at such additional time as directed by the Mayor.

248.08 AMBULANCE AND PARAMEDIC FEES**(a) Fees.**

Service	Resident Fee	Nonresident Fee
BLS, emergency transport	\$450.00	\$450.00
ALS, emergency transport, specialized ALS services rendered	\$750.00	\$750.00
Mileage charge (per mile) for both ALS and BLS runs	\$12.00	\$12.00
Note: Suppliers and fuels are included in the above rates.		

- (b) The Mayor or his designee is hereby directed to bill each private or public insurance-covered user of the ambulance service the amount cited herein and to institute whatever action is necessary to collect from users' insurance, whether public - including Medicare, or private when billed. For ambulance service provided to residents of the city of North Ridgeville, payments received from the residents' public or private insurance shall constitute payment in full.**
- (c) For services rendered to residents of the city of North Ridgeville, payment received from the public or private insurance of covered users shall be considered payment in full even if less than the amount listed in (a) above. North Ridgeville residents who are not covered by insurance will not be required to pay for ambulance or paramedic services rendered.**
- (d) Fees collected, as provided in subsection (a) hereof shall be placed in a separate fund to be used for ambulance and paramedic operations including the purchase of ambulances and equipment and the payment of debt service related thereto, paramedic wages and benefits, supplies, maintenance and repairs and other costs and expenses of ambulance and paramedic operations.**

EXHIBIT L**CHAPTER 252 DIVISION OF PARKS AND RECREATION****252.01 PARKS AND RECREATION SECRETARY I****252.02 PARKS AND RECREATION PROGRAM SUPERVISOR****CROSS REFERENCES**

Parks and Recreation Commission - see CHTR. Art. XVIII; ADM Ch. 266

Parks and Recreation Director - see CHTR. Sec. 18.6 City planners to consider parks - see Ohio R.C. 713.02

Municipal powers re parks - see Ohio R.C. 715.21, 717.01, 719.01, 755.41 Land appropriation for parks - see Ohio R.C. 715.21, 719.01

Parks and playgrounds - see Ohio R.C. Ch. 755

Trees within parks and playgrounds - see S.U. & P.S. 1032.06(c)

Park and recreation fees - see B. & H. 1444.26

252.01 PARKS AND RECREATION SECRETARY I

- (a) **Establishment.** The position of Parks and Recreation Secretary I is hereby established as a full-time position.
- (b) **Appointment.** The Secretary shall be appointed by and directly responsible to the Parks and Recreation Director.
- (c) **Classification.** The position of Parks and Recreation Secretary I shall be an unclassified, non-civil service position.
- (d) **Compensation.** Compensation for the position shall be established by Council, upon recommendation of the Parks and Recreation Commission, annually. Compensation shall be established commencing from the date of hire, together with benefits provided to other full time employees of the City Hall complex under the category of secretary.
- (e) **Qualifications.** The Secretary shall have the following qualifications:
 - (1) High school graduate.
 - (2) Appropriate typing skills (forty-five to sixty words per minute). Shorthand is preferred but not required.
 - (3) A minimum of two years of general office working experience and knowledge of procedures therefor.
 - (4) A minimum of two years of experience in bookkeeping and/or accounting.
 - (5) The ability to operate appropriate business machines.
- (f) **Duties.** The Secretary shall:
 - (1) Be the Secretary of the Parks and Recreation Commission.
 - (2) Prepare and maintain personnel records for all employees of the Division of Parks and Recreation.
 - (3) Prepare and submit all purchase orders.
 - (4) Maintain the ledger of all receipts and expenditures of the Division.
 - (5) Prepare all financial reports.
 - (6) Assist in the preparation of the budget as requested by the Director.
 - (7) Assist in the preparation of the annual report.

- (8) Prepare written correspondence as outlined by the Director.
- (9) Maintain an organized filing system for business of the Division.
- (10) Operate all business machines and implement necessary daily maintenance procedures.
- (11) Perform all other duties of the Division as requested by the Director.
- (12) Perform all other related duties.
- (13) Perform evening and weekend duty, as required.

(Ord. 1949-84. Passed 10-1-84.)

2 52.02 PARKS AND RECREATION PROGRAM SUPERVISOR

- (a) There is hereby established the position of full-time Parks and Recreation Program Supervisor. The Parks and Recreation Program Supervisor shall assist the Parks and Recreation Director. He or she shall hold said office for no set term. He or she shall be in the classified Civil Service.
- (b) The Parks and Recreation Program Supervisor shall develop and organize recreational activities; assist the Parks and Recreation Director in supervising and training part-time and seasonal recreation staff and securing facilities for recreational programs; establish and promote recreational programs and work with community groups; secure volunteer help; and assume various administrative functions.

(Ord. 3330-98. Passed 4-6-98.)

EXHIBIT M

286.04 PAY PERIODS

(a) Pay periods for the employees of the City are established as follows:

1. The following employees shall be paid once a month, twelve times a year:

Council Members
Clerk of Council
Law Director

2. The following employees are to be paid every two weeks:

Mayor
Safety Service Director
Auditor
Treasurer
Administrative Assistant to the Mayor
Assistant Clerk of Council
City Engineer
Secretary of the Planning Commission
Secretary of the Board of Zoning and Building Appeals
Secretary of the Civil Service Commission
~~All employees of the Division of Parks and Recreation.~~
~~All employees of the Police Department~~
~~All employees of the Fire Department.~~
~~All employees of the Building Department~~
~~All employees of the Division of Surface Drainage~~
~~All employees of the Division of Streets~~
~~All employees of the Income Tax Department~~
~~All employees of the Division of Cemeteries~~
~~All employees of the Division of Sewage and Water~~
~~All employees of the Public Utilities Department (Ord. 5318-2016. Passed 2-16-16.)~~
All other employees

(b) The Auditor and Treasurer **Finance Director** of the City are **is** hereby authorized to process payroll payments as set forth above.

(c) This section shall in no manner affect the current per hour or per time period compensation of any employee.

EXHIBIT N

CHAPTER 1440 DEPARTMENT OF BUILDINGS

1440.01 ESTABLISHMENT; CLASSIFICATION AND APPOINTMENT OF CHIEF BUILDING OFFICIAL

1440.02 DUTIES OF CHIEF BUILDING OFFICIAL

1440.03 APPOINTMENT OF ASSISTANTS TO CHIEF BUILDING OFFICIAL BY MAYOR

1440.04 PART-TIME ZONING INSPECTOR

1440.05 FULL-TIME ZONING INSPECTOR

1440.06 NOTIFICATION OF CHANGE OF BUSINESS OWNER

1440.07 ASSISTANT CHIEF BUILDING OFFICIAL

CROSS REFERENCES

Department of Buildings as part of the Department of Public Safety and Public Services and Properties -see CHTR. Sec. 7.2(c)c.

Power of legislative authority to regulate - see Ohio R.C. 737.37

Approval of commercial and industrial access drives by Building Department - see P. & Z. 1290.04(g)

Ohio Basic Building Code - see B. & H. Ch. 1420 OBOA One, Two and Three-Family Dwelling Code - see B. & H. Ch. 1423

Regional Dwelling House Code - see B. & H. Ch. 1424

National Electrical Code - see B. & H. Ch. 1426

Administrative fees of Building Department - see B. & H. 1444.25

Use and Occupancy Housing Code - see B. & H. Ch. 1480

Inspection of smoke detectors by Building Department - see F.P. 1630.02

1440.01 ESTABLISHMENT; CLASSIFICATION AND APPOINTMENT OF CHIEF BUILDING OFFICIAL

There is hereby established in and for the City a Department of Buildings. The Chief Building Official shall be the Director of the Department of Buildings, shall be in the unclassified civil service and shall be appointed by the Mayor.

(Ord. 514-69. Passed 2-3-69.)

1440.02 DUTIES OF CHIEF BUILDING OFFICIAL

The Chief Building Official shall keep records of all applications for building permits, certificates of occupancy and other actions taken thereon; shall supervise all building inspections, including electrical, plumbing, heating and ventilating; and shall perform other duties consistent therewith, as may be determined by the Mayor.

(Ord. 514-69. Passed 2-3-69.)

1440.03 APPOINTMENT OF ASSISTANTS TO CHIEF BUILDING OFFICIAL BY MAYOR

The Mayor is hereby authorized to appoint such assistants to the Chief Building Official as he or she deems necessary for the enforcement of this Building and Housing Code. These assistants shall be in the unclassified civil service.

(Ord. 2027-85. Passed 7-1-85.)

1440.04 PART-TIME ZONING INSPECTOR

- (a) There is hereby established the office of part-time Zoning Inspector, who shall assist the Chief Building Official. He or she shall hold such office for no set term. He or she shall be in the unclassified civil service.
- (b) The Zoning Inspector shall assist the Chief Building Official with the Zoning Code requirements of the City. He or she shall provide zoning inspections and enforcement throughout the City. He or she must maintain records and tracking of notices of violations and citations issued.

(Ord. 3237-97. Passed 7-7-97.)

1440.05 FULL-TIME ZONING INSPECTOR

- (a) There is hereby established the office of full-time Zoning Inspector, who shall assist the Chief Building Official. He or she shall hold such office for no set term. He or she shall be in the unclassified civil service.
- (b) The Zoning Inspector shall assist the Chief Building Official with the Zoning Code requirements of the City. He or she shall provide zoning inspections and enforcement throughout the City. He or she must maintain records and tracking of notices of violations and citations issued.

(Ord. 3328-98. Passed 4-6-98.)

1440.06 NOTIFICATION OF CHANGE OF BUSINESS OWNER

- (a) Whenever a business, commercial or industrial space or building changes occupants, that new occupant is required to inform both the Police and Building Departments of his or her new occupancy to enable more reliable emergency response and hazard inspection.
- (b) A certificate of occupancy shall be issued upon notification, an inspection shall be performed by the Building and Fire Departments to assure all eminent hazards are corrected; and emergency contact information shall be submitted to the Fire and Police Departments.

(Ord. 3665-01. Passed 3-19-01.)

1440.07 ASSISTANT CHIEF BUILDING OFFICIAL

There is hereby established the position of full-time Assistant Chief Building Official, who shall report to the Chief Building Official. He or she shall hold this office for no set term. He or she shall be in the unclassified Civil Service.

(Ord. 4773-2010. Passed 9-7-10.)

DATE:	<u>April 3, 2023</u>	1 ST READING:	<u>April 3, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>April 17, 2023</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 33-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

ORDINANCE NO. 6064-2023

AN ORDINANCE AMENDING ORD. 2814-93, WHICH ESTABLISHED THE SALARY FOR THE MAYOR OF THE CITY OF NORTH RIDGEVILLE, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance 2814-93 established the salary for the Mayor of the City of North Ridgeville such that compensation for the Mayor was set at three percent (3%) above the Safety-Service Director’s salary excluding longevity; and

WHEREAS, Ordinance 2815-93 established the salary for the Safety-Service Director of the City of North Ridgeville such that compensation for the Safety-Service Director was set at two percent (2%) above the highest paid city employee, excluding longevity and excluding the Mayor’s salary; and

WHEREAS, with the proposed reorganization of city departments and divisions including the elimination of the position of Safety-Service Director, the basis of calculation for the Mayor’s salary must be adjusted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. That as of the effective date of this Ordinance, the salary of the Mayor of the City of North Ridgeville is hereby set at five percent (5%) above the highest paid full-time city employee, excluding longevity and overtime.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure, the emergency being in order for the Mayor’s salary to continue based on the new organization structure change under Ordinance Number 6063-2023. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 3, 2023</u>	1 ST READING:	<u>April 3, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>April 17, 2023</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 34-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

ORDINANCE NO. 6065-2023

AN ORDINANCE ESTABLISHING THE RATES OF COMPENSATION AND CERTAIN BENEFITS FOR THE NON-BARGAINING EMPLOYEES OF THE CITY OF NORTH RIDGEVILLE, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, the proposed reorganization of city departments and divisions requires the establishment of a new ordinance setting forth wages and benefits applicable to various full-time and part-time non-bargaining employees;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. As of the effective date of this Ordinance, the rates of compensation for full-time non-bargaining employees shall be as set forth in **Exhibit A** and the rates of compensation for part-time non-bargaining employees shall be as set forth in **Exhibit B**.

SECTION 2. Only those non-bargaining employee classifications listed in **Exhibit A** and **Exhibit B** are those authorized by Council. Any prior Ordinances adopted by Council specifically establishing non-bargaining employee classifications are hereby replaced and superseded.

SECTION 3. In an effort to maintain internal wage parity between non-bargaining employees and City unions, all non-bargaining employees will receive the same annual percentage wage increase as AFSCME.

SECTION 4. All full-time non-bargaining employees shall be subject to the benefits and employment provisions set forth in **Exhibit C**.

SECTION 5. Any prior Ordinances adopted by Council specifically addressing compensation and benefits for non-bargaining employees are hereby replaced and superseded.

SECTION 6. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 7. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to pay the new appointed department heads. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

EXHIBIT A: Full Time Employee Classifications:

	From	To	Pay Type
Office of Mayor			
Mayor	<i>See Ord. XXXX-2023</i>		Salary
Administrative Assistant to Mayor	58,218.00	72,227.69	Hourly
Administrative Assistant	50,034.50	62,061.88	Hourly
Finance Department			
Director of Finance	97,392.00	135,275.00	Salary
Assistant Director of Finance	69,895.45	100,000.00	Salary
Payroll Administrator	61,806.96	76,690.15	Hourly
Accounts Payable Clerk	52,079.04	64,594.71	Hourly
Administrative Assistant	50,034.50	62,061.88	Hourly
Law Department			
Assistant Director of Law/Prosecutor	84,649.65	101,400.00	Salary
Clerk of Mayor's Court	43,905.52	78,842.07	Salary
Administrative Assistant	50,034.50	62,061.88	Hourly
Public Works Department			
Director of Public Works	97,392.00	135,275.00	Salary
Streets Foreman	74,828.56	92,880.89	Hourly
Water and Sewage Foreman	74,828.56	92,880.89	Hourly
Stormwater Foreman	74,828.56	92,880.88	Hourly
Grounds Maintenance Supervisor	59,531.19	73,860.53	Hourly
Assistant Grounds Maintenance Supervisor	55,273.95	68,602.54	Hourly
Superintendent of FCWWTP	75,308.16	123,600.00	Salary
Assistant Superintendent of FCWWTP	81,231.96	100,842.71	Hourly
Laboratory Manager	60,372.56	72,238.59	Hourly
French Creek Class IV Foreman	78,610.67	97,583.46	Hourly
French Creek Class III Foreman	75,989.40	94,324.23	Hourly
French Creek Foreman	74,828.56	92,880.89	Hourly
Administrative Assistant	50,034.50	62,061.88	Hourly
Community Services Department			
Director of Community Services	97,392.00	135,275.00	Salary
Director of Parks and Recreation	57,862.26	84,545.54	Salary
Program Supervisor	38,210.88	57,400.00	Hourly
Administrator of Office of Older Adults	48,132.81	74,726.63	Salary
Case Manager	47,504.00	58,877.11	Hourly
Information Technology Manager	75,000.00	110,000.00	Salary
Information Technology Specialist	62,139.77	77,103.97	Salary
Planning and Development Department			
Director of Planning and Development	97,392.00	135,275.00	Salary
Office Administrator	53,029.14	65,875.93	Salary
City Engineer	86,025.18	112,000.00	Salary
Assistant City Engineer	82,800.95	98,928.64	Salary
Civil Engineer I (EI)	57,352.57	69,819.99	Salary
Civil Engineer II (PE)	66,726.51	81,231.43	Salary
Chief Resident Project Representative	73,804.28	91,607.35	Hourly
Resident Project Representative	71,914.75	89,257.87	Hourly
Chief Building Official	61,642.20	107,000.00	Salary
Assistant Chief Building Official	69,590.64	86,356.85	Salary
Licensed Building Inspector	71,914.75	89,257.87	Hourly
Zoning Inspector	57,781.97	71,685.57	Hourly
Police Department			
<i>See Ord. 4497-2008</i>			
Fire Department			
<i>See Ord. 4496-2008</i>			
Fire Secretary/Dispatcher	52,102.76	66,870.18	Hourly
Office of Council			
Assistant Clerk of Council	55,978.85	69,449.71	Salary
Deputy Clerk of Council	50,034.50	62,052.52	Hourly

EXHIBIT B: Part Time Employee Classifications

	A	B	C
Director of Law	<i>See Ord. 3480-99 and 3481-99</i>		
Secretary/Admin Support	16.76	16.16	15.62
Bailiff	27.71	27.06	26.45
Laborer	12.29	11.82	11.37
Licensed Building Inspector	33.49	32.84	32.17
Zoning Inspector	26.62	26.05	25.45
Resident Project Representative	22.83	22.27	21.67
Safetyville Instructor	26.89		
Humane Officer	20.59	19.65	19.01
Dispatcher	20.31	19.60	16.88
Crossing Guard	15.91	15.45	15.00
Program and Events Coordinator	17.12	16.73	16.34
South Central Park Manager	14.67	14.29	13.89
Shady Drive Complex Manager	14.67	14.29	13.89
Site Supervisor	12.45	11.95	11.48
Crew Leader	12.45	11.95	11.48
Camp Counselor	11.31	10.94	10.55
Cashier	10.62	10.36	10.10
Concession Supervisor	10.89	10.62	10.35
Scorekeeper	10.62	10.36	10.10
Case Manager	18.48	17.91	17.31
Cook	17.56	16.94	16.35
Van Driver	14.16	13.68	13.17

EXHIBIT CSECTION 1 - HOURS OF WORK

The work period shall generally be 40 hours of work over a seven (7) day period, starting at 12:01 a.m. Sunday to 12:00 p.m. midnight Saturday, but may be varied at the discretion of the Mayor/designee. Employees shall generally be scheduled for five (5) eight (8) hours workdays within the applicable seven (7) day period, which may be varied from time to time, at the discretion of the Mayor/designee. An employee's scheduled hours of work shall be inclusive of a paid 30-minute lunch period.

Employees may be scheduled to start their shift as early as 7:00 a.m. and end as late as 5:00 p.m. if necessary due to the nature of their assignment, and as approved by their immediate supervisor with consent of the Mayor/designee.

SECTION 2 - PROBATIONARY PERIOD

Employees designated as non-exempt and covered pursuant to the FLSA shall be required to serve a probationary period of 120 calendar days. During said period, the Employer shall have the right to discipline or discharge such employees and any such action shall not be appealable to any Civil Service Commission. During their probationary period, employees shall not be paid bereavement or holidays. If an employee is discharged during their probationary period, they shall not be eligible to be paid for any accrued but unused vacation.

SECTION 3 - OVERTIME ELIGIBILITY

Employees designated as non-exempt and covered pursuant to the FLSA shall be paid for all time actually worked in excess of eight (8) hours in one (1) day as applicable to scheduled daily hours. The overtime rate will be one and one-half (1½) times the employee's regular rate. Leave banks may be used towards 40 hours work week but not for purposes of overtime calculation in an 8- or 10-hour day. All overtime must be pre-approved by area supervisor prior to working. Employees may, at their option, elect to accumulate up to a maximum of 240 hours of overtime in compensatory time in lieu of cash payment for overtime. Said compensatory time may be taken, at the discretion of the employee, as time off with pay when approved by the department head. Any hours earned which will result in the number of accumulated hours exceeding 240 hours must be paid. Employees may be paid any of the hours in the overtime bank up to the maximum, at their discretion, by submitting the leave cash out form in Precinct Manager. Payment will be paid in the next pay period following the notification.

Employees designated as exempt and non-covered pursuant to the FLSA shall not be eligible for overtime.

SECTION 4 - SICK LEAVEA. Definition of Sick Leave

Sick leave shall be defined as an absence with pay necessitated by:

- (1) Illness or injury to the employee;
- (2) Disabilities due to pregnancy or delivery of child;
- (3) For bonding with a newborn or adopted child of the employee for a period not to exceed two (2) weeks from the date of the child's birth;

- (4) Exposure of the employee to contagious disease deemed communicable to other employees and determined to be a health and safety issue by the Mayor/designee;
- (5) Illness, injury or death in the employee's immediate family.

B. Definition of Immediate Family

Where the use of sick leave is due to illness or injury to the employee's immediate family, "immediate family" shall be defined to include only the employee, employee's spouse, employee's children, and employee's parents.

C. Accumulation of Sick Leave

Employees shall earn sick leave at the rate of four and six-tenths (4.6) hours for every 80 hours worked in active pay status and shall accumulate such sick leave for future use to an unlimited amount. Employees shall not accrue sick leave as a result of any separation payout made pursuant to subsection D below.

D. Payment Upon Separation

Upon the occurrence of any of the following events, an employee who has not less than ten (10) years of continued service with the Employer shall be entitled to a cash payment of the value of the herein defined amount of earned and unused sick leave hours:

- (1) Retirement of the employee;
- (2) Disability retirement of the employee;
- (3) Death of the employee; and
- (4) Separation from employment for any reason except termination for cause.

Any employee qualifying pursuant to the above provisions of this article shall be entitled to receive a cash payment equal to his/her hourly base rate of pay at that time of the occurrence of an above-listed event multiplied by ninety percent (90%) of the total number of accumulated but unused hours earned by the employee as certified by the Finance Director, provided that such resulting number of hours to be paid shall not exceed 1,000 hours of pay. If the qualifying employee is deceased, the payment shall be made pursuant to the provisions of the Ohio Revised Code 2113.04.

E. Reporting Off Work

An employee who is to be absent on sick leave shall notify their supervisor of such absence and the reason therefore at least one-half (1/2) hour prior to each day he/she is absent, except in unusual circumstances or with permission of the Mayor/designee. Failure to properly report off work shall be cause for discipline.

F. Charging of Sick Leave

Sick leave may be used in any segments. The Finance Department shall be responsible for tracking sick leave usage and balances.

G. Documentation Justifying Use of Sick Leave

Before an absence may be charged against accumulated sick leave, the Employer may require such proof

of illness/injury of the employee, or of a qualifying family member of the employee, as may be satisfactory to justify the use of sick leave, or may require the employee to be examined by a physician, paid for by the Employer and selected by the Mayor/designee. In any event, an employee absent on sick leave must supply a written and signed statement on a form provided by the Employer attesting to his/her illness to be eligible for payment of sick leave. For an absence in excess of three (3) working days or for accumulated absences of five (5) or more days in a rolling 60-day period the Employee shall be required to present a doctor's certificate at the employee's expense to justify the use, and payment of sick leave or receive approval from the Mayor/designee.

If the employee fails to submit proof of illness/injury of the employee or a qualifying family member of the employee upon request, or in the event that upon such proof as is submitted or upon the report of medical examination, the Mayor/designee finds that there is no satisfactory evidence of illness/injury of the employee or of a qualifying relative of the employee sufficient to justify the employee's absence, such leave shall be considered unauthorized leave and may be without pay. Unauthorized absence without leave may subject the employee to discipline.

H. Return to Duty Medical Examination

The Mayor/designee may require an employee who has been absent due to personal illness or injury, prior to and as a condition of his/her return to duty, to be examined by a physician designated by the Employer (at the Employer's expense) to establish that the employee is mentally and physically capable of performing the essential functions of his/her position and that his/her return to duty will not jeopardize the health and safety of the employee or other employees.

I. Fitness for Duty Medical Examination

If the Employer has a reasonable basis for believing that an employee is no longer mentally and/or physically capable of performing the essential functions of his/her position or poses a threat to himself or others, the Employer may order an examination by an appropriately qualified medical professional at the Employer's expense. Upon receipt of the medical professional's opinion on fitness for work which disqualifies the employee for return to work, the Employer and the employee will meet to discuss possible alternatives and/or accommodations.

J. Discipline

An employee must comply with all rules and regulations on sick leave in order to receive sick leave pay. Falsification of sick leave documents, or abuse of sick leave as determined by the Employer, is grounds for disciplinary action.

SECTION 5 - PAID SICK LEAVE DONATION

A. Policy: It shall be the policy of the Employer that employees with accumulated Sick Leave may donate paid Sick Leave to a fellow employee who, in strictly serious or catastrophic cases, is in need of assistance and has exhausted all of their available leave/time.

B. Purpose: The purpose of this program is to:

- (1) allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to circumstances necessitating the use of Sick Leave as set forth in Section 4(A)

- above (Sick Leave);
 - (2) establish strict guidelines for the implementation of donation of paid Sick Leave time; and
 - (3) to protect the investment the Employer has made in an employee in an effort to retain that employee.
- C. Eligibility: An employee is eligible, after one year of service, to apply for the benefit of this policy. The employee must apply through the Mayor. ALL of the following must apply to the circumstances of the recipient employee:
- (1) the employee is not eligible for Worker's Compensation benefits;
 - (2) the employee has not been disciplined at any level for patterned use of sick leave within the previous three (3) years;
 - (3) the employee has exhausted all accrued time available to him/her including sick time, personal time, comp time, and vacation time; and
 - (4) the employee can, if requested, provide documentation through medical records that there is a bona fide medical reason for his/her inability to work.
- D. Duration: The maximum length of time that an employee may receive benefits under this program is eight (8) pay periods.
- E. Participation of Donor Employee:
- (1) An employee is eligible after one (1) year of service and may choose to participate in the sick leave donation program.
 - (2) An employee must have and maintain a minimum of eight weeks (320 hours) of accumulated Sick Leave to be eligible to participate as a donor.
 - (3) An employee who is donating paid leave may donate up to 40 hours of sick leave per donee per incident, in increments no less than eight (8) hours. An employee may donate to an eligible recipient employee repeatedly.
- F. Application Review: Upon receiving an application for sick leave donation, the Mayor shall review the application and:
- (1) Evaluate whether there has or has not been any documented disciplinary action at any level for the patterned use of sick leave or abuse of sick leave within the previous three (3) years by the donor employee in their department; and
 - (2) Verify that the cause of absence is not work-related.
 - (3) The application is then forwarded to the Finance Director for review and verification that the employee has no time (of any nature) available to the credit of their account. The application is then forwarded to the Mayor's Office for approval or denial. If all eligibility requirements have been met and the application is approved, the application shall be returned to the Finance Director for disbursement proceedings. Transfer Participation Forms are to be distributed to all Department and Division_Heads and Area Stewards for leave donations. If any eligibility requirement is not met, the application is denied and returned to the applicant who shall be advised as to the reason for denial.
- G. Disbursement of Donated Sick Leave: Upon receiving an approved application, the Finance Department shall credit the employee approved for the donation of sick time hours under this policy and disburse in the following manner:

- (1) Any time the employee has accrued shall be used first; and
- (2) Then on a rotating basis from employees that have signed up to donate; the first person submitting paperwork to donate shall be docked first, then the next person, and so on. Any donor employee's accumulated paid leave shall be reduced in eight (8) hour increments.

The transfer of benefits shall be calculated on a prorated basis to be determined by the rate of pay of the donor employee for the donee employee.

H. Recovery of Donated Sick Leave: In the event that an employee who has received benefits under this program are reimbursed in any manner for the lost work time covered by this benefit, the employee must reimburse the Employer for the pay that was received. The donor employee shall be credited with the hours donated.

I. Unexpended balance of donated Sick Leave: An employee receiving donated Sick Leave who returns to work may retain up to 40 hours of donated Sick Leave. Donated Sick Leave will not be eligible for cash conversion by the recipient.

SECTION 6 – LEAVE OF ABSENCE

An employee shall be granted a leave of absence of 40 hours with pay in the event of the death of a spouse, mother, father, stepchild or child. The employee shall be granted a leave of absence of three (3) days with pay in the event of the death of the employee’s stepmother, stepfather, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, spouse's grandparents, brother-in-law, sister-in-law, daughter-in-law or son-in-law. The employee shall be entitled to 40 hours when said death is outside the State of Ohio. Leave granted under this article shall be taken in consecutive work time (hours/days), and must include the date of the funeral or memorial services. Employee shall be allowed, at the sole discretion of the Mayor/designee to add time to a funeral leave, which time shall be deducted from his/her accumulated sick leave.

SECTION 7 - HOLIDAYS

Employees shall receive a holiday benefit for the following holidays below. The holiday benefit shall be an employee’s full day’s pay based on their scheduled shift.

New Years Day	Veteran’s Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	Labor Day

Overtime eligible employees who work on any of the above designated holidays will receive the holiday benefit plus double their regular rate of pay for all hours actually worked. Employees called in on a non-scheduled day, who work the actual day of the holiday and the week-day date on which the same holiday is recognized by the Federal government shall receive double their regular rate of pay for all hours actually worked.

In order to be eligible for any of the paid holidays, the employee must actually work their last schedule day before the holiday and immediately after the holiday. Vacation, compensatory time and personal time (if applicable) shall be considered time worked. Sick leave shall be considered time worked only when a licensed doctor's certificate is supplied.

If any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday. If any of the above holidays fall on a Saturday, the preceding Friday shall be observed as the holiday.

Employees hired after June 1, 2020 shall not receive personal time. Employees hired prior to this date shall follow the personal time procedures outlined in the AFSCME contract.

SECTION 8 - VACATION

A. Accrual Amount

Employees shall be granted the following vacation leave with full pay each year based upon their length of employment with the Employer, as follows:

Less than 1 year	= Pro-rated 2 weeks based upon hire date
1 to 4 years	= 10 days, 80 hours, or 2 weeks
5 to 9 years	= 15 days, 120 hours, or 3 weeks
10 to 14 years	= 20 days, 160 hours, or 4 weeks
15 to 19 years	= 25 days, 200 hours, or 5 weeks
20 and over	= 30 days, 240 hours, or 6 weeks

Employees designated as non-exempt and covered pursuant to the FLSA shall become eligible for vacation leave calculated on a pro rata basis based upon date of hire upon completion of probation. Vacation leave shall be taken no later than the employee's anniversary date.

Employees designated as exempt and non-covered pursuant to the FLSA shall become eligible for vacation leave upon hire. Vacation leave shall be taken no later than the employee's anniversary date.

In order to attract qualified candidates at the time of hiring, the Mayor shall have the authority to grant a newly hired exempt employee vacation credit. At the Mayor's discretion, the employee shall have a specific number of years credited to him/her and shall be placed on the vacation schedule above. The employee shall then progress forward accordingly on the vacation schedule with the credited time applied in the same manner as if it had accrued by term of service. Any vacation service credit shall be documented in writing and placed in the employee's personnel file by the Finance Director.

B. Carryover of Vacation

An employee shall be permitted to carry over up to 40 hours of vacation for use within six (6) months of the employee's anniversary date and upon approval of the department head.

C. Cash Out of Vacation

An employee who has five (5) or more years of service shall be permitted to cash in accrued vacation time, not to exceed one-half of the employee's annual vacation accrual. Vacation cash out requests shall be made once per calendar year at the end of the anniversary period. Employees shall submit a leave cash

out form in the timekeeping system during the pay period in which their anniversary date occurs requesting cash out of allowable vacation time.

Employees designated as exempt and non-covered pursuant to the FLSA shall be permitted to cash out any vacation time remaining on the employee's account on his/her anniversary date after any carry forward, up to but not exceeding one half (1/2) of the employee's annual vacation allowance.

D. Scheduling of Vacation

Employees shall be allowed to take their vacation in any increment, not to exceed two (2) consecutive weeks, unless an exception is approved by the Mayor/designee in advance of the proposed vacation. Vacation leave shall be requested at least 48 hours in advance.

E. Payment Upon Separation

If an employee eligible to receive vacation is separated from employment voluntarily or involuntarily prior to taking his/her vacation, he/she shall receive any fully earned but unused vacation leave accrued under Section A above. If the employee is deceased, the payment shall be made pursuant to the provisions of Ohio Revised Code §2113.04.

SECTION 9 - UNPAID LEAVES OF ABSENCE

A. Medical Leave of Absence

An employee who has completed his/her probationary period and who has exhausted all available leave balances shall be granted a leave of absence for a period not to exceed 180 days because of personal illness or injury or on account of pregnancy upon the request of the employee with sufficient supporting medical evidence. The length of the leave granted will be based upon the Employer's review of the supporting medical evidence. Such leave shall be without pay or benefits except that health insurance shall be provided during leaves of 180 days or less. Any leave granted under this Section may be extended at the discretion of the Mayor.

B. Military Leave

See Ordinance Ord. 4032-2004.

SECTION 10 - INSURANCE PROGRAMS

The City shall provide medical, dental and prescription Insurance Programs as determined by the Mayor/designee to all full-time employees and non-full-time employees as otherwise required by law. All employees enrolled in the Insurance Programs shall contribute monthly toward the premium cost for said insurance at the rate established by the Mayor/designee. The applicable employee contribution for any Insurance Program will be determined by using the actuarially calculated based COBRA rates if any. The employee contribution will be at the percentages defined above of those COBRA rate figures rounded to the nearest dollar. These figures may be adjusted based upon updates to the base COBRA rate. Employee contributions shall be withheld in equal or roughly equal monthly installments from the first two payrolls paid each month. Contributions withheld for each month will be for that month's enrollment (i.e., amounts withheld in January will be for January enrollment).

SECTION 11 - LIFE INSURANCE

Employees shall be supplied life insurance in the amount equal to that which is provided to members of the AFSCME bargaining unit for life insurance pursuant to the terms of the collective bargaining agreement. Said life insurance shall be provided at no cost to the employee.

SECTION 12 - SCHOOL COST REIMBURSEMENT

An employee who takes an Employer-approved college course, or work-related training course, or seminar, shall be reimbursed the actual costs of such training course, including the cost of course textbooks verifiable by receipt in an amount not to exceed the non-taxable limit established by the Internal Revenue Service per year. In order to be reimbursed, the employee must receive a grade of "C" or better, or the equivalent. As a condition precedent to any reimbursement, the Employee will enter into a contract with the City agreeing to maintain employment with the City for a period of two (2) years after the last reimbursement payment. Failure to do so will mandate reimbursement by Employee to the City for any and all previously made reimbursement payments.

The employee must obtain written approval of the Mayor or his designee in advance of enrollment to be reimbursed.

SECTION 13 - TRACKING OF LEAVE

The Finance Director shall track all leave balances (accumulation and use of leave) in accordance with the rules established by the applicable sections above and/or any policies and procedures established by the Mayor, including but not limited to the City of North Ridgeville Employee Handbook as amended from time to time by the Mayor.

SECTION 14 - PENSION PICK-UP

Employees designated as exempt and non-covered pursuant to the FLSA shall be eligible for Pension pick-up based on the following:

- A. The Employer's method of payment of salary and the provision of fringe benefits for all employees who are members of OPERS (referred to herein as "Covered Employees") shall be modified as follows, in order to provide for a salary reduction pick-up and, for certain Covered Employees, a fringe benefit pick-up of employee contributions to OPERS, in accordance with Code Section 414(h)(2) and the rulings thereunder.
- B. The total annual salary and salary per pay period for each Covered Employee shall be the salary otherwise payable per-ordinance and applicable Employer policies. Such total annual salary and salary per pay period of each Covered Employee shall be payable by the Employer in two parts: (1) deferred salary and (2) cash salary. A Covered Employee's deferred salary shall be equal to the percentage of his/her total annual salary or salary per pay period which is required to be paid to OPERS as an employee contribution under OPERS; and such amount shall be paid by the Employer directly to OPERS on behalf of the said employee as a "salary reduction pick-up" of the OPERS employee contribution of said employee. A Covered Employee's cash salary shall be equal to his/her total annual salary or salary per pay period less the amount of the salary reduction pick-up for said employee and shall be payable to him, subject to applicable payroll deductions. Notwithstanding the preceding, as an additional fringe benefit of employment on behalf of Covered Employees the

Employer shall pay directly to OPERS, as an employee contribution under OPERS, an amount equal to four (4%) percent of the salary of such employees in lieu of such amount being deducted from the total annual salary or salary per pay period of such employees and paid to OPERS as deferred salary pursuant to the salary reduction pick-up. The payment of the said amount in lieu of part of the salary reduction pick-up is hereinafter referred to as the "fringe benefit pick-up." The cash salary of Covered Employees entitled to the fringe benefit pick-up shall be the total annual salary or salary per pay period of such employees less the remaining salary reduction pick-up, subject to applicable payroll deductions.

- C. The salary reduction pick-up, but not the fringe benefit pick-up, shall be included in the Covered Employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose.
- D. The salary reduction pick-up and fringe benefit pick-up by the Employer of a Covered Employee's contributions to OPERS shall be mandatory for all Covered Employees. No Covered Employees shall have the option of choosing the pick-up amounts directly instead of having them paid by the Employer to OPERS.
- E. The Employer shall fulfill its income tax reporting and withholding responsibilities for each Covered Employee in such manner as is required by applicable federal, state, and local laws and regulations as they may exist at the time of such reporting and withholding, it being the Employer's understanding that the fringe benefit pick-up is not subject to any income or employment taxes; and that federal and Ohio income tax laws and regulations presently require it to report as an employee's gross income his/her total annual salary less the amount of the salary reduction pick-up (i.e., his/her cash salary) while applicable federal employment tax laws (i.e., the Medicare tax law) require it, and municipal income tax laws may require it to report as an employee's gross income his/her total annual salary including the amount of the salary reduction pick-up.
- F. The Employer shall take all acts necessary and appropriate to ensure the continued implementation of this resolution, including but not limited to, making applications to the Internal Revenue Service and the Board administering the OPERS program to determine the requirements of the Internal Revenue Service and such Board in connection with such pick-up plan. The Employer reserves the right to modify the terms of this pick-up to the extent it reasonably deems is necessary for obtaining the approval of OPERS and/or the Internal Revenue Service.
- G. Pension pick-up as set forth above shall apply to the position of Mayor beginning the term following the adoption of this Ordinance.

Employees designated as non-exempt and covered pursuant to the FLSA shall not be eligible for Pension pick-up.

- A. The Employer's method of payment of salary and the provision of fringe benefits for all employees who are members of OPERS (referred to herein as "Covered Employees") shall be in accordance with Code Section 414(h)(2) and the rulings thereunder. The provisions of this Article shall become effective for the first payroll period beginning after the first date this contract is ratified by the Union and is approved by the City Council.

- B. The salary reduction pick-up, shall be included in the Covered Employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose.
- C. The salary reduction pick-up is mandatory for all covered employees.
- D. The Employer shall fulfill its income tax reporting and withholding responsibilities for each Covered Employee in such manner as is required by applicable federal, state and local laws and regulations as they may exist at the time of such reporting and withholding
- E. The Employer shall take all acts necessary and appropriate to ensure the continued implementation of this resolution, including but not limited to, making applications to the Internal Revenue Service and the Board administering the OPERS program to determine the requirements of the Internal Revenue Service and such board. The Employer reserves the right to modify the terms of this pick-up to the extent it reasonably deems is necessary for obtaining the approval of OPERS and/or the Internal Revenue Service; and if approval of OPERS and/or the Internal Revenue Service cannot be obtained for the terms of this pick-up, the parties shall meet and negotiate pursuant to the severability clause.

SECTION 15 - LONGEVITY

- A. For all employees hired after March 1, 2014, covered by this Ordinance, longevity shall be paid according to the following schedule. Longevity will be paid in a lump sum within the pay period in which the employee's anniversary falls. Longevity shall continue to be awarded on the employee's successive anniversary date in accordance with this schedule.

5th Anniversary	\$ 800.00	15th Anniversary	\$2,000.00
6th Anniversary	\$ 800.00	16th Anniversary	\$2,100.00
7th Anniversary	\$ 800.00	17th Anniversary	\$2,200.00
8th Anniversary	\$1,300.00	18th Anniversary	\$2,300.00
9th Anniversary	\$1,400.00	19th Anniversary	\$2,400.00
10th Anniversary	\$1,500.00	20th Anniversary	\$2,500.00
11th Anniversary	\$1,600.00	21th Anniversary	\$2,600.00
12th Anniversary	\$1,700.00	22th Anniversary	\$2,700.00
13th Anniversary	\$1,800.00	23th Anniversary	\$2,800.00
14th Anniversary	\$1,900.00	28th Anniversary	\$3,000.00

For all employees hired after the adoption of this agreement, upon an employee's 23rd anniversary date and every year up to his/her 28th anniversary, the employee shall receive \$2,800.00 annually. Upon his/her 28th anniversary date and thereafter, the employee shall receive \$3,000.00 annually. In no event shall the maximum amount paid under this Section exceed \$3,000.00 annually, to any single employee.

Any employee hired prior to March 14, 2014 shall follow the longevity schedule outlined in Article 25 of the AFSCME bargaining agreement.

Employees listed in Exhibits A and B shall follow the City of North Ridgeville's employee handbook for conditions of employee not covered herein.

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 40-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

ORDINANCE NO. 6059-2023

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE TO ENTER INTO A CONTRACT FOR THE PURCHASE OF A CARGO VAN AND RELATED EQUIPMENT, NOT TO EXCEED \$60,000,00, AND DECLARING AN EMERGENCY.

WHEREAS, City Council has appropriated funds for the purchase of a cargo van and related equipment for the Service Department; and

WHEREAS, the purchase will involve contracts for the chassis and body from multiple vendors, all of which shall be selected from the State term schedule of the Ohio Cooperative Purchasing Program.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The Mayor is hereby authorized to enter into contract(s) for the purchase of a cargo van and accessories for the Service Department from the State of Ohio Term Schedule, not to exceed \$60,000.00.

SECTION 2. The cost of said vehicle and accessories shall be charged to and paid from the appropriate City fund(s).

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to purchase the necessary equipment for the upcoming season and the safety of the public. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 39-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

ORDINANCE NO. 6058-2023

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE PURCHASE OF AN EXCAVATOR ACCORDING TO LAW AND IN A MANNER PRESCRIBED BY LAW WITH THE LOWEST AND BEST BIDDER, NOT TO EXCEED \$56,000.00 NET OF TRADE, AND DECLARING AN EMERGENCY.

WHEREAS, City Council has approved funds for the purchase of a new excavator and auxiliary equipment for the Service Department; and

WHEREAS, the City is in need of a new excavator and auxiliary equipment, the value of which shall not exceed \$56,000.00 (net of trade-in allowances); and

WHEREAS, the City owns a 2019 Kobelco SK 55 excavator which is no longer serving the municipality; and

WHEREAS, O.R.C. §721.15(b) authorizes the trade-in of used vehicles/equipment for new vehicles/equipment of the same type, and requires that any such proposed trade-in of any municipal property that has a value in excess of \$1,000.00 be publicly advertised for sale or credit on trade-ins and awarded to the lowest and best bidder, which shall be “determined by subtracting from the selling price of the vehicles, equipment, or machinery to be purchased by the municipal corporation the purchase price offered for the municipally-owned vehicles, equipment, or machinery;” and

WHEREAS, the City has received a quote for the purchase of a new excavator and auxiliary equipment for approximately \$102,621.21; the value of the 2019 Kobelco SK 55 excavator is approximately \$47,000.00; the trade shall be credited against the purchase price and the net cost shall not exceed \$56,000.00.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The Mayor of the City of North Ridgeville or his designee is hereby authorized to sell or trade in the above-listed equipment that no longer serves a municipal purpose;

to seek quotes for the purchase of a new excavator and auxiliary equipment; to have the selling price of the 2019 Kobelco SK 55 credited against the purchase price of the new excavator and auxiliary equipment; and to enter into an agreement with the lowest and best bidder for purchase according to law and in a manner prescribed by law, not to exceed \$56,000.00 (net of trade-in allowance).

SECTION 2. The cost of the above transaction(s) shall be charged to and/or paid from the appropriate City fund(s).

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to purchase the necessary equipment for the upcoming season and the safety of the public. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 41-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

ORDINANCE NO. 6060-2023

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE PURCHASE OF A STREET SWEEPER ACCORDING TO LAW AND IN A MANNER PRESCRIBED BY LAW WITH THE LOWEST AND BEST BIDDER, NOT TO EXCEED \$215,000.00 NET OF TRADE, AND DECLARING AN EMERGENCY.

WHEREAS, City Council has approved funds purchase of a new 2023 street sweeper and auxiliary equipment for the Service Department; and

WHEREAS, the City is in need of a new street sweeper and auxiliary equipment, the value of which shall not exceed \$215,000.00 (net of trade-in allowances); and

WHEREAS, the City owns a 2018 Schwarz street sweeper, model A7000 which is no longer serving the municipality; and

WHEREAS, O.R.C. §721.15(b) authorizes the trade-in of used vehicles/equipment for new vehicles/equipment of the same type, and requires that any such proposed trade-in of any municipal property that has a value in excess of \$1,000.00 be publicly advertised for sale or credit on trade-ins and awarded to the lowest and best bidder, which shall be “determined by subtracting from the selling price of the vehicles, equipment, or machinery to be purchased by the municipal corporation the purchase price offered for the municipally-owned vehicles, equipment, or machinery;” and

WHEREAS, the City has received a quote for the purchase of a new street sweeper and auxiliary equipment for approximately \$295,000; the value of 2018 Schwarz street sweeper to be traded in is approximately \$80,000.00; the trade shall be credited against the purchase price and the net cost shall not exceed \$215,000.00; and

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The Mayor of the City of North Ridgeville or his designee is hereby authorized to sell or trade in the above-listed equipment that no longer serves a municipal purpose;

to seek quotes for the purchase of a street sweeper and auxiliary equipment; to have the selling price of the itemized equipment credited against the purchase price of the street sweeper and auxiliary equipment; and to enter into an agreement with the lowest and best bidder for purchase according to law and in a manner prescribed by law, not to exceed \$215,000.00 (net of trade-in allowance).

SECTION 2. The cost of the above transaction(s) shall be charged to and/or paid from the appropriate City fund(s).

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to purchase the necessary equipment for the upcoming season and the safety of the public. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 42-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

ORDINANCE NO. 6061-2023

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE PURCHASE OF BOBCAT AUXILIARY EQUIPMENT ACCORDING TO LAW AND IN A MANNER PRESCRIBED BY LAW WITH THE LOWEST AND BEST BIDDER, NOT TO EXCEED \$6,445.00 NET OF TRADE, AND DECLARING AN EMERGENCY.

WHEREAS, City Council has approved funds for the purchase of Bobcat auxiliary equipment for the Service Department; and

WHEREAS, the Bobcat auxiliary equipment to be purchased will be used with currently owned equipment, the value of which shall not exceed \$6,445.00 (net of trade-in allowances); and

WHEREAS, the City currently owns a 2014 Sweeper attachment (trade-in value of approximately \$2,000.00); a 2019 96” dozer blade (trade-in value of approximately \$4,500.00); and 2019 84” soil conditioner (trade-in value of approximately \$7,000.00) which are no longer serving the municipality; and

WHEREAS, O.R.C. §721.15(b) authorizes the trade-in of used vehicles/equipment for new vehicles/equipment of the same type, and requires that any such proposed trade-in of any municipal property that has a value in excess of \$1,000.00 be publicly advertised for sale or credit on trade-ins and awarded to the lowest and best bidder, which shall be “determined by subtracting from the selling price of the vehicles, equipment, or machinery to be purchased by the municipal corporation the purchase price offered for the municipally-owned vehicles, equipment, or machinery;” and

WHEREAS, the City has received a quote for the purchase of the Bobcat auxiliary equipment for approximately \$19,945.00; the value of the 2014 sweeper attachment, the 2019 96” dozer blade, and the 2019 84” soil conditioner to be traded-in is approximately \$13,500.00; the trade shall be credited against the purchase price and the net cost shall not exceed \$6,445.00.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The Mayor of the City of North Ridgeville or his designee is hereby authorized to sell or trade in the above-listed equipment that no longer serves a municipal purpose; to seek quotes for the purchase of Bobcat auxiliary equipment; to have the selling price of the itemized equipment credited against the purchase price of the Bobcat auxiliary equipment; and to enter into an agreement with the lowest and best bidder for purchase according to law and in a manner prescribed by law, not to exceed \$6,445.00 (net of trade-in allowance).

SECTION 2. The cost of the above transaction(s) shall be charged to and/or paid from the appropriate City fund(s).

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to purchase the necessary equipment for the upcoming season and the safety of the public. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR

DATE:	<u>April 17, 2023</u>	1 ST READING:	<u>April 17, 2023</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>Dispensed</u>
REFERRED BY:	<u></u>	3 RD READING:	<u>Dispensed</u>
TEMPORARY NO:	<u>T 43-2023</u>	ADOPTED:	<u>April 17, 2023</u>
		EMERGENCY:	<u>April 17, 2023</u>
		EFFECTIVE:	<u>April 17, 2023</u>

RESOLUTION NO. 1591-2023

A RESOLUTION URGING THE LEGISLATIVE BRANCHES OF THE FEDERAL GOVERNMENT AS WELL AS THE STATE OF OHIO TO ENACT LEGISLATION TO FURTHER PROTECT THE CITIZENS OF THE CITY OF NORTH RIDGEVILLE, OHIO, FROM THE INHERENT DANGERS OF A TRAIN DERAILMENT ON THE TRACKS LOCATED AT OR NEAR OUR CITY, AND DECLARING AN EMERGENCY.

WHEREAS, the City of North Ridgeville has commercial train tracks located throughout the City; and

WHEREAS, certain train operators operate on our train tracks, twenty-four (24) hours of the day, seven (7) days a week, known commonly as Amtrak, BNSF Railway, Canadian National Railway, CSX Transportation, Kansas City Southern Railway, Norfolk Southern Railway, Union Pacific Railroad as well as other lines; and

WHEREAS, railway derailments have occurred twice in the State of Ohio in the past forty (40) days, and said incidents have caused and will continue to cause significant medical issues to the residents of the communities where the incidents occurred and the incidents caused and will continue to cause serious damage to the infrastructure located at/near the site of the derailments and said incidents have caused and will continue to cause serious damage to the ecosystems at/near the site; and

WHEREAS, further regulation of train operators operating in the City of North Ridgeville, relating to the tracks, rail cars, and employees is needed to provide the citizens throughout the State of Ohio with enhanced protection from injury and damage due to any future train derailments.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1: The Council of the City of North Ridgeville finds that it is in the best interests of the citizens of North Ridgeville to pass a Resolution urging the legislative branches of the federal government as well as the State of Ohio to enact legislation to further protect our citizens from the inherent dangers of train tracks located in or near the City of North Ridgeville.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution is hereby declared to be an emergency measure, the emergency being the immediate necessity to provide for the health, safety, and welfare of the Citizens of the City of North Ridgeville. Wherefore, this Resolution shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 17, 2023



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 19, 2023



Kevin Corcoran
MAYOR