VOTING ORDER

J. Shondel
D. Bucci
J. Fenderbosch
R. James
D. Kos
L. Meiners
M. O'Donnell

CITY OF AVON LAKE
150 AVON BELDEN ROAD
AVON LAKE, OHIO

The following business is to be considered at the regular meeting of the Avon Lake City Council on December 14, 2015 at 7:30 P.M. in the Council Chamber.

Pledge of Allegiance

Roll Call: Mr. Bucci, Mrs. Fenderbosch, Mr. James, Mr. Kos, Mr. Meiners, Mr. O'Donnell, Mr. Shondel, Mayor Zilka, Director of Law Lieberman, Director of Finance Presley, Public Works Director Reitz.

Approval of Minutes: November 9, 2015 as prepared and published and November 24, 2015 as amended.

Appointment of a Lieutenant in the Fire Department

Temporary Legislation #10595, confirming the appointment of Steven Peter as Lieutenant in the Avon Lake Fire Department.→

Administration of the Oath of Office by Law Director Lieberman.

Correspondence

Reports
Mayor
Council President
Public Works Director
Director of Law
Director of Finance
Standing Committees
Special Committees

Audience Participation

Motions

**Accepting the resignation of Mike Sweeney from the Environmental Affairs Advisory Board effective December 3, 2015 – J. Shondel.**

**Appointing Erin McDevitt-Franz to the Environmental Affairs Advisory Board effective December 15, 2015 for a term expiring February 28, 2016 – J. Shondel.**

**Accepting the resignation of Robert Haas from the Environmental Affairs Advisory Board effective December 7, 2015 – J. Shondel.**

**Confirming the appointment of Jim Janis to the Civil Service Commission effective December 15, 2015 for a term expiring December 31, 2017 – D. Bucci.**

**Legislation**

**Third Reading:**

**Temporary Legislation #10584, supporting a regional plan to improve connectivity of lakefront communities in Lorain County.**

**Second Readings:**

**Temporary Legislation #10587, approving the final plat for Rebecca Lane P.U.D.→**

**Temporary Legislation #10588, approving a conditional use site plan for an elevated storage tank and pumping station.→**

**Temporary Legislation #10593, adopting the income tax ordinance.**

**Temporary Legislation #10594, approving the 2016 annual appropriations.**

**First Readings:**

**Temporary Legislation #10596, confirming the appointment of a Laborer in the Public Works Department.**

**Temporary Legislation #10597, confirming the appointment of Dennis Keane as Equipment Operator in the Public Works Department.→**

**Temporary Legislation #10598, providing for the appointment of Lorrie Bruce as Interim Recreation Manager.**

**Temporary Legislation #10599, adopting a job description for the position of Cable Production Operator.**

**Temporary Legislation #10600, referring a proposal to amend the Planning & Zoning Code to Planning Commission for review of the membership of the Zoning**

→Suspension of the rule requiring three readings

**Board of Appeals.→**

**Temporary Legislation #10601, awarding a contract for cleaning services at City buildings.**

**Temporary Legislation #10602, approving the use of submerged lands.**

**Temporary Legislation #10603, approving the use of submerged lands.**

**Temporary Legislation #10604, approving the final plat for Legacy Pointe, Phase 8.→**

**Temporary Legislation #10605, adopting a Risk Management Policy for the Avon Lake Recreation Department.**

**Temporary Legislation #10606, authorizing the cooperative agreement between the Cities of Avon Lake and Elyria and the Rural Lorain County Water Authority.→**

**Temporary Legislation #10607, authorizing entering into a Water Supply Revolving Loan Agreement for the water tower and pumping station project.→**

**Temporary Legislation #10608, authorizing entering into a Water Supply Revolving Loan Agreement for the interconnectivity water supply project→**

**Temporary Legislation #10609, amending appropriations and other expenses for the fiscal year 2015.→**

**Miscellaneous Business and Announcements**

**Public Input**

**Adjournment**

→Suspension of the rule requiring three readings

BY: Mr. Bucci TEMP NO. 10595

ORDINANCE NO. _____

AN ORDINANCE CONFIRMING THE APPOINTMENT OF STEVEN PETER AS LIEUTENANT IN THE AVON LAKE FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to the terms of the Civil Service provisions of the Codified Ordinances of Avon Lake, tests have been given and the results certified; that accordingly the Fire Chief has requested an appointment pursuant to the rules and regulations of the Commission; and the Mayor has submitted to this Council for confirmation an appointment to said position, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That appointment of Steven Peter to the position of Lieutenant in the Fire Department, be and he is hereby approved and confirmed, subject to the Rules and Administrative Code provisions of the Codified Ordinances, effective December 15, 2015.

Section No. 2: That the duties and responsibilities to be performed and undertaken by a Lieutenant in the Fire Department shall be those set forth for such position in Ordinance No. 126-2014.

Section No. 3: That with Council's present knowledge of Mr. Peter's experience and ability, it does hereby fix a salary of $3,060.89/bi-weekly for the position.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 5: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of filling a vacancy in the Fire Department to ensure the efficient operation of the Department, thus for the health, safety, and

welfare of the residents of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. James TEMP NO: 10584

RESOLUTION NO. _____

A RESOLUTION SUPPORTING A REGIONAL PLAN TO IMPROVE THE CONNECTIVITY OF LAKEFRONT COMMUNITIES IN LORAIN COUNTY, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Avon Lake is in support of the Lorain County Board of Commissioners (LCBC) submitting an application, in partnership with the Lorain County Metro Parks (LCMP), to the Northeast Ohio Areawide Coordinating Agency (NOACA) for funding through the Transportation for Livable Communities Initiative (TLCI) to create a regional plan to improve the connectivity of lakefront communities located in Lorain County with Lake Erie and the LCMP, and

WHEREAS, although the TLCI Program normally requires a 20% match, this application requires no match for planning projects that integrate transportation and land use planning, promote livability, and advance the goals of NOACA's long-range transportation plan for northeast Ohio, and

WHEREAS, TLCI planning grants are used to support activities that facilitate and promote sustainable development, multimodal transportation, and complete and green streets, and

WHEREAS, TLCI planning grants enhance regional cohesion through partnerships of multiple local agencies and cross jurisdictional boundaries and promote coordination of the regional transportation system, and

WHEREAS, TLCI planning grants support economic development through place-based transportation and land use recommendations, and connect these proposals with existing assets and investment, and

WHEREAS, the City of Avon Lake agrees to provide facilities and host meetings in the community in support of developing the regional plan, and

WHEREAS, the City of Avon Lake agrees to provide plans and materials already developed that could be included in developing a regional plan, and

WHEREAS, the City of Avon Lake agrees to provide direction, ideas, and support in developing a regional plan, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the City of Avon Lake's support is given to LCBC in the submission of the application for the TLCI grant and, if funding is granted, will assist LCBC in performing the work listed in this Resolution.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 3: That this Resolution is hereby declared to be an emergency measure in order to submit this Resolution in a timely manner to show support for funding to improve Lorain County lakefront communities to enhance recreational use, and to further economic development, thus for public welfare. Therefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading: 11/09/15
2nd reading: 11/23/15
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mrs. Fenderbosch TEMP NO: 10587

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE FINAL PLAT FOR REBECCA LANE PLANNED UNIT DEVELOPMENT (P.U.D.) AND DECLARING AN EMERGENCY.

WHEREAS, there has been submitted to and approved by the Planning Commission of the City of Avon Lake on November 10, 2015, the proposed final plat for Rebecca Lane, P.U.D., and

WHEREAS, the final plat of said proposed Rebecca Lane, P.U.D. has now been submitted to this Council for its consideration and approval, and

WHEREAS, as provided in Section 1216.08 of the Avon Lake Codified Ordinances, Council has examined said plat and has been advised by the Public Works Director and Planning Commission that it complies with the subdivision requirements of this Municipality and the preliminary plan theretofore approved by Council, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the final plat for 57 single family lots be and the same is hereby approved. The Clerk of Council is authorized to sign the plat accordingly.

Section No. 2: That upon certification by the Public Works Director, Council finds that all inspections and engineering fees have been paid, and all improvements have been installed as required by the Subdivision Code.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 4: That this Ordinance is hereby declared to be an emergency measure to allow for the timely recording of the plat in order to move forward with the project and to prevent unnecessary delay in the mortgage closings of homes, and further

to permit the city to begin collecting property taxes as soon as possible, thus for the public welfare. Therefore, this Ordinance shall go into immediate force and effect from and after its passage and approval by the Mayor.

1st reading: 11/23/15
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mrs. Fenderbosch TEMP NO: 10588

ORDINANCE NO. _____

AN ORDINANCE APPROVING A CONDITIONAL USE SITE PLAN FOR AN ELEVATED STORAGE TANK AND PUMPING STATION, AND DECLARING AN EMERGENCY.

WHEREAS, Planning Commission has at its meeting of November 10, 2015, recommended the approval of a Conditional Use Site Plan to construct an elevated storage tank and pumping station on the north side of Walker Road between Avondale and Miller Roads, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That after approval by Planning Commission and review by this Council, Council hereby confirms the recommendation of approval by Planning Commission of a Conditional Use Site Plan to construct an elevated storage tank and pumping station.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 3: That this Ordinance is hereby declared an emergency measure, the emergency being the necessity of improving the Avon Lake Regional Water system to continue to offer optimal water supply services, thus for the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall go into immediate force and effect from and after its passage and approval by the Mayor.

1st reading: 11/23/15
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. Meiners TEMP NO: 10593

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER EIGHT OF THE CODIFIED ORDINANCES ADDING SECTION 886 "INCOME TAX" FOR THE TAX YEARS COMMENCING JANUARY 1, 2016 AND AUTHORIZING THAT SECTION 800 "EARNED INCOME TAX' SHALL REMAIN IN FULL FORCE AND EFFECT FOR TAX YEARS PRIOR TO 2016, AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio General Assembly passed House Bill 5, which was signed by the Governor of the State of Ohio, which required all municipalities to comply with State law concerning local income tax collection and procedures, effective January 1, 2016, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That Codified Ordinance Chapter Eight is hereby amended with the addition of Section 886, "Income Tax" attached hereto and incorporated herein.

Section No. 2: That Section 800 "Earned Income Tax" as it currently exists shall remain in full force and effect for tax years prior to 2016.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No: 4: That this Ordinance is hereby declared to be an emergency measure due to the passage of House Bill 5 in order to bring the City Code into compliance with State law, thus for the preservation of the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately upon its passage and approval by the Mayor.

1st reading: 11/23/15
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

CHAPTER 886
Income Tax

Effective January 1, 2016

**886.01 AUTHORITY TO LEVY TAX; PURPOSE OF TAX.**

(A) To provide funds for the purposes of general municipal operations, maintenance, new equipment, extension and enlargement of municipal services and facilities and capital improvements, the City of Avon Lake (the "City") hereby levies an annual municipal income tax on income, qualifying wages, commissions and other compensation, and on net profits as hereinafter provided.

(B)(1) The annual tax is levied at a rate of one and one-half percent (1.5%). The tax is levied at a uniform rate on all persons residing in or earning or receiving income in the City. The tax is levied on income, qualifying wages, commissions and other compensation, and on net profits as hereinafter provided in Section 886.03 of this chapter and other sections of this chapter as they may apply.

(2) The funds collected under the provisions of this Ordinance shall be applied for the following purposes, to wit:

(a) Such part thereof as shall be necessary to defray all costs of collecting the taxes levied by this Ordinance and the cost of administering and enforcing the provisions thereof as authorized by Chapter 236 of the City of Avon Lake Codified Ordinances.

(b) After providing for the allocation of funds set forth in paragraph A of this Section;
(i) Seventy-five percent (75%) to the General Fund.
(ii) Twenty percent (20%) to the Capital Improvement Fund.
(iii) Five percent (5%) to the Sewer System Construction Fund.

(C) The tax on income and the withholding tax established by this Chapter 886 are authorized by Article XVIII, Section 3 of the Ohio Constitution. The tax is levied in accordance with, and is intended to be consistent with, the provisions and limitations of Ohio Revised Code 718 (ORC 718). This ordinance is effective for tax years beginning on and after January 1, 2016. Municipal tax years beginning on or before December 31, 2015, are subject to the income tax ordinance and amendments thereto, and rules and regulations and amendments thereto, as the existed before January 1, 2016.

**886.02 DEFINITIONS.**

(A) Any term used in this chapter that is not otherwise defined in this chapter has the same meaning as when used in a comparable context in laws of the United States relating to federal income taxation or in Title LVII of the ORC, unless a different meaning is clearly required. If a term used in this chapter that is not otherwise defined in this chapter is used in a comparable context in both the laws of the United States relating to federal income tax and in Title LVII of the ORC and the use is not consistent, then the use of the term in the laws of the United States relating to federal income tax shall control over the use of the term in Title LVII of the ORC.

(B) The singular shall include the plural, and the masculine shall include the feminine and the gender-neutral.

(C) As used in this chapter:

**(1) "Adjusted federal taxable income,"** for a person required to file as a C corporation, or for a person that has elected to be taxed as a C corporation under (C)(24)(d) of this division, means a C corporation's federal taxable income before net operating losses and special deductions as determined under the Internal Revenue Code, adjusted as follows:

(a) Deduct intangible income to the extent included in federal taxable income. The deduction shall be allowed regardless of whether the intangible income relates to assets used in a trade or business or assets held for the production of income.

(b) Add an amount equal to five percent (5%) of intangible income deducted under division (C)(1)(a) of this section, but excluding that portion of intangible income directly related to the sale, exchange, or other disposition of property described in Section 1221 of the Internal Revenue Code;

(c) Add any losses allowed as a deduction in the computation of federal taxable income if the losses directly relate to the sale, exchange, or other disposition of an asset described in Section 1221 or 1231 of the Internal Revenue Code;

(d)(i) Except as provided in (C)(1)(d)(ii) of this section, deduct income and gain included in federal taxable income to the extent the income and gain directly relate to the sale, exchange, or other disposition of an asset described in Section 1221 or 1231 of the Internal Revenue Code;

(ii) Division (C)(1)(d)(i) of this section does not apply to the extent the income or gain is income or gain described in Section 1245 or 1250 of the Internal Revenue Code.

(e) Add taxes on or measured by net income allowed as a deduction in the computation of federal taxable income;

(f) In the case of a real estate investment trust or regulated investment company, add all amounts with respect to dividends to, distributions to, or amounts set aside for or credited to the benefit of investors and allowed as a deduction in the computation of federal taxable income;

(g) Deduct, to the extent not otherwise deducted or excluded in computing federal taxable income, any income derived from a transfer agreement or from the enterprise transferred under that agreement under Section 4313.02 of the ORC;

(h)(i) Except as limited by divisions (C)(1)(h)(ii), (iii), and (iv) of this section, deduct any net operating loss incurred by the person in a taxable year beginning on or after January 1, 2017.

The amount of such net operating loss shall be deducted from net profit that is reduced by exempt income to the extent necessary to reduce municipal taxable income to zero, with any remaining unused portion of the net operating loss carried forward to not more than five consecutive taxable years following the taxable year in which the loss was incurred, but in no case for more years than necessary for the deduction to be fully utilized.

(ii) No person shall use the deduction allowed by division (C)(1)(h) of this section to offset qualifying wages.

(iii)(a) For taxable years beginning in 2018, 2019, 2020, 2021, or 2022, a person may not deduct more than fifty percent (50%) of the amount of the deduction otherwise allowed by division (C)(1)(h)(i) of this section.

(b) For taxable years beginning in 2023 or thereafter, a person may deduct the full amount allowed by (C)(1)(h)(i) of this section.

(iv) Any pre-2017 net operating loss carryforward deduction that is available must be utilized before a taxpayer may deduct any amount pursuant to (C)(1)(h) of this section.

(v) Nothing in division (C)(1)(h)(iii)(a) of this section precludes a person from carrying forward, use with respect to any return filed for a taxable year beginning after 2018, any amount of net operating loss that was not fully utilized by operation of division (C)(1)(h)(iii)(a) of this section. To the extent that an amount of net operating loss that was not fully utilized in one or more taxable years by operation of division (C)(1)(h)(iii)(a) of this section is carried forward for use with respect to a return filed for a taxable year beginning in 2019, 2020, 2021, or 2022, the limitation described in division (C)(1)(h)(iii)(a) of this section shall apply to the amount carried forward.

(i) Deduct any net profit of a pass-through entity owned directly or indirectly by the taxpayer and included in the taxpayer's federal taxable income unless an affiliated group of corporations includes that net profit in the group's federal taxable income in accordance with division (V)(3)(b) of Section 886.05.

(j) Add any loss incurred by a pass-through entity owned directly or indirectly by the taxpayer and included in the taxpayer's federal taxable income unless an affiliated group of corporations includes that loss in the group's federal taxable income in accordance with division (V)(3)(b) of Section 886.05.

If the taxpayer is not a C corporation, is not a disregarded entity that has made an election described in division (C)(48)(b) of this section, is not a publicly traded partnership that has made the election described in division (C)(24)(d) of this section, and is not an individual, the taxpayer shall compute adjusted federal taxable income under this section as if the taxpayer were a C corporation, except guaranteed payments and other similar amounts paid or accrued to a partner, former partner, shareholder, former shareholder, member, or former member shall not be allowed as a deductible expense unless such payments are in consideration for the use of capital and treated as payment of interest under Section 469 of the Internal Revenue Code or United States treasury regulations. Amounts paid or accrued to a qualified self-employed retirement plan with respect to a partner, former partner, shareholder, former shareholder, member, or former member of the taxpayer, amounts paid or accrued to or for health insurance for a partner, former partner, shareholder, former shareholder, member, or former member, and amounts paid or accrued to or for life insurance for a partner, former partner, shareholder, former shareholder, member, or former member shall not be allowed as a deduction.

Nothing in division (C)(1) of this section shall be construed as allowing the taxpayer to add or deduct any amount more than once or shall be construed as allowing any taxpayer to deduct any amount paid to or accrued for purposes of federal self-employment tax.

**(2)**(a) **"Assessment"** means a written finding by the Tax Administrator that a person has underpaid municipal income tax, or owes penalty and interest, or any combination of tax, penalty, or interest, to the municipal corporation that commences the person's time limitation for making an appeal to the Board of Review pursuant to Section 886.21, and has "ASSESSMENT" written in all capital letters at the top of such finding.

(b) "Assessment" does not include a notice denying a request for refund issued under division (C)(3) of Section 886.09, a billing statement notifying a taxpayer of current or past-due balances owed to the municipal corporation, a Tax Administrator's request for additional information, a notification to the taxpayer of mathematical errors, or a Tax Administrator's other written correspondence to a person or taxpayer that does not meet the criteria prescribed by division (C)(2)(a) of this section.

**(3) "Audit"** means the examination of a person or the inspection of the books, records, memoranda, or accounts of a person, ordered to appear before the Tax Administrator, for the purpose of determining liability for a municipal income tax.

**(4) "Board of Review"** means the entity created under Section 886.21 constituted to hear appeals of municipal income tax matters.

**(5) "Calendar quarter"** means the three-month period ending on the last day of March, June, September, or December.

**(6) "Casino operator" and "casino facility"** have the same meanings as in Section 3772.01 of the ORC.

**(7) "Certified mail," "express mail," "United States mail," "postal service,"** and similar terms include any delivery service authorized pursuant to Section 5703.056 of the ORC.

**(8) "Disregarded entity"** means a single member limited liability company, a qualifying subchapter S subsidiary, or another entity if the company, subsidiary, or entity is a disregarded entity for federal income tax purposes.

**(9) "Domicile"** means the true, fixed, and permanent home of a taxpayer and to which, whenever absent, the taxpayer intends to return. A taxpayer may have more than one residence but not more than one domicile.

**(10) "Employee"** means an individual who is an employee for federal income tax purposes.

**(11) "Employer"** means a person that is an employer for federal income tax purposes.

**(12) "Exempt income"** means all of the following:

(a) The military pay or allowances of members of the armed forces of the United States or members of their reserve components, including the national guard of any state.

(b) Intangible income.

(c) Social security benefits, railroad retirement benefits, unemployment compensation, pensions, retirement benefit payments, payments from annuities, and similar payments made to an employee or to the beneficiary of an employee under a retirement program or plan, disability payments received from private industry or local, state, or federal governments or from charitable, religious or educational organizations, and the proceeds of sickness, accident, or liability insurance policies. As used in division (C)(12)(c) of this section, "unemployment compensation" does not include supplemental unemployment compensation described in Section 3402(o)(2) of the Internal Revenue Code.

(d) The income of religious, fraternal, charitable, scientific, literary, or educational institutions to the extent such income is derived from tax-exempt real estate, tax-exempt tangible or intangible property, or tax-exempt activities.

(e) Compensation paid under Section 3501.28 or 3501.36 of the ORC to a person serving as a precinct election official to the extent that such compensation does not exceed $1,000 for the taxable year. Such compensation in excess of $1,000 for the taxable year may be subject to taxation by a municipal corporation. A municipal corporation shall not require the payer of such compensation to withhold any tax from that compensation.

(f) Dues, contributions, and similar payments received by charitable, religious, educational, or literary organizations or labor unions, lodges, and similar organizations;

(g) Alimony and child support received.

(h) Compensation for personal injuries or for damages to property from insurance proceeds or otherwise, excluding compensation paid for lost salaries or wages or compensation from punitive damages.

(i) Income of a public utility when that public utility is subject to the tax levied under Section 5727.24 or 5727.30 of the ORC. Division (C)(12)(i) of this section does not apply for purposes of Chapter 5745. of the ORC.

(j) Gains from involuntary conversions, interest on federal obligations, items of income subject to a tax levied by the state and that a municipal corporation is specifically prohibited by law from taxing, and income of a decedent's estate during the period of administration except such income from the operation of a trade or business.

(k) Compensation or allowances excluded from federal gross income under Section 107 of the Internal Revenue Code.

(l) Employee compensation that is not qualifying wages as defined in division (C)(35) of this section.

(m) Compensation paid to a person employed within the boundaries of a United States air force base under the jurisdiction of the United States air force that is used for the housing of members of the United States air force and is a center for air force operations, unless the person is subject to taxation because of residence or domicile. If the compensation is subject to taxation because of residence or domicile, tax on such income shall be payable only to the municipal corporation of residence or domicile.

(n) Intentionally left blank.

(o) Intentionally left blank.

(p)(i) Except as provided in divisions (C)(12)(p)(ii), (iii), and (iv) of this section, qualifying wages described in division (C)(2) or (5) of Section 886.04 to the extent the qualifying wages are not subject to withholding for the City under either of those divisions.

(ii) The exemption provided in division (C)(12)(p)(i) of this section does not apply with respect to the municipal corporation in which the employee resided at the time the employee earned the qualifying wages.

(iii) The exemption provided in division (C)(12)(p)(i) of this section does not apply to qualifying wages that an employer elects to withhold under division (C)(4)(b) of Section 886.04.

(iv) The exemption provided in division (C)(12)(p)(i) of this section does not apply to qualifying wages if both of the following conditions apply:

(a) For qualifying wages described in division (C)(2) of Section 886.04, the employee's employer withholds and remits tax on the qualifying wages to the municipal corporation in which the employee's principal place of work is situated, or, for qualifying wages described in division (C)(5) of Section 886.04, the employee's employer withholds and remits tax on the qualifying wages to the municipal corporation in which the employer's fixed location is located;

(b) The employee receives a refund of the tax described in division (C)(12)(p)(iv)(a) of this section on the basis of the employee not performing services in that municipal corporation.

(q)(i) Except as provided in division (C)(12)(q)(ii) or (iii) of this section, compensation that is not qualifying wages paid to a nonresident individual for personal services performed in the City on not more than 20 days in a taxable year.

(ii) The exemption provided in division (C)(12)(q)(i) of this section does not apply under either of the following circumstances:

(a) The individual's base of operation is located in the municipal corporation.

(b) The individual is a professional athlete, professional entertainer, or public figure, and the compensation is paid for the performance of services in the individual's capacity as a professional athlete, professional entertainer, or public figure. For purposes of division (C)(12)(q)(ii)(b) of this section, "professional athlete," "professional entertainer," and "public figure" have the same meanings as in Section 886.0 4 (C).

(iii) Compensation to which division (C)(12)(q) of this section applies shall be treated as earned or received at the individual's base of operation. If the individual does not have a base of operation, the compensation shall be treated as earned or received where the individual is domiciled.

(iv) For purposes of division (C)(12)(q) of this section, "base of operation" means the location where an individual owns or rents an office, storefront, or similar facility to which the individual regularly reports and at which the individual regularly performs personal services for compensation.

(r) Compensation paid to a person for personal services performed for a political subdivision on property owned by the political subdivision, regardless of whether the compensation is received by an employee of the subdivision or another person performing services for the subdivision under a contract with the subdivision, if the property on which services are performed is annexed to a municipal corporation pursuant to Section 709.023 of the ORC on or after March 27, 2013, unless the person is subject to such taxation because of residence. If the compensation is subject to taxation because of residence, municipal income tax shall be payable only to the municipal corporation of residence.

(s) Income the taxation of which is prohibited by the constitution or laws of the United States.

Any item of income that is exempt income of a pass-through entity under division (C) of this section is exempt income of each owner of the pass-through entity to the extent of that owner's distributive or proportionate share of that item of the entity's income.

**(13) "Form 2106"** means internal revenue service form 2106 filed by a taxpayer pursuant to the Internal Revenue Code.

**(14) "Generic form"** means an electronic or paper form that is not prescribed by a particular municipal corporation and that is designed for reporting taxes withheld by an employer, agent of an employer, or other payer, estimated municipal income taxes, or annual municipal income tax liability or for filing a refund claim.

**(15) "Gross receipts"** means the total revenue derived from sales, work done, or service rendered.

**(16) "Income"** means the following:

(a)(i) For residents, all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the resident, including the resident's distributive share of the net profit of pass-through entities owned directly or indirectly by the resident and any net profit of the resident, except as provided in (C)(24)(d) of this division.

(ii) For the purposes of division (C)(16)(a)(i) of this section:

(a) Any net operating loss of the resident incurred in the taxable year and the resident's distributive share of any net operating loss generated in the same taxable year and attributable to the resident's ownership interest in a pass-through entity shall be allowed as a deduction, for that taxable year and the following five taxable years, against any other net profit of the resident or the resident's distributive share of any net profit attributable to the resident's ownership interest in a pass-through entity until fully utilized, subject to division (C)(16)(a)(iv) of this section;

(b) The resident's distributive share of the net profit of each pass-through entity owned directly or indirectly by the resident shall be calculated without regard to any net operating loss that is carried forward by that entity from a prior taxable year and applied to reduce the entity's net profit for the current taxable year.

(iii) Division (C)(16)(a)(ii) of this section does not apply with respect to any net profit or net operating loss attributable to an ownership interest in an S corporation unless shareholders' shares of net profits from S corporations are subject to tax in the municipal corporation as provided in division(C)(12)(n) or (C)(16)(e) of this section.

(iv) Any amount of a net operating loss used to reduce a taxpayer's net profit for a taxable year shall reduce the amount of net operating loss that may be carried forward to any subsequent year for use by that taxpayer. In no event shall the cumulative deductions for all taxable years with respect to a taxpayer's net operating loss exceed the original amount of that net operating loss available to that taxpayer.

(b) In the case of nonresidents, all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the nonresident for work done, services performed or rendered, or activities conducted in the municipal corporation, including any net profit of the nonresident, but excluding the nonresident's distributive share of the net profit or loss of only pass-through entities owned directly or indirectly by the nonresident.

(c) For taxpayers that are not individuals, net profit of the taxpayer;

(d) Lottery, sweepstakes, gambling and sports winnings, winnings from games of chance, and prizes and awards. If the taxpayer is a professional gambler for federal income tax purposes, the taxpayer may deduct related wagering losses and expenses to the extent authorized under the Internal Revenue Code and claimed against such winnings.

(e) In accordance with a ballot issue, regarding S corporation language, approved by the voters in the election on November 2, 2004, a shareholder's share of net profits of an S corporation are taxable to [Municipality/City/Village] to the extent such shares would be so allocated or apportioned to this state.

**(17) "Intangible income"** means income of any of the following types: income yield, interest, capital gains, dividends, or other income arising from the ownership, sale, exchange, or other disposition of intangible property including, but not limited to, investments, deposits, money, or credits as those terms are defined in Chapter 5701 of the ORC, and patents, copyrights, trademarks, tradenames, investments in real estate investment trusts, investments in regulated investment companies, and appreciation on deferred compensation. "Intangible income" does not include prizes, awards, or other income associated with any lottery winnings, gambling winnings, or other similar games of chance.

**(18) "Internal Revenue Code"** has the same meaning as in Section 5747.01 of the ORC.

**(19) "Limited liability company"** means a limited liability company formed under Chapter 1705 of the ORC or under the laws of another state.

**(20) "Municipal corporation"** includes a joint economic development district or joint economic development zone that levies an income tax under Section 715.691 , 715.70 , 715.71 , or 715.74 of the ORC.

**(21)(a) "Municipal taxable income"** means the following:

(i) For a person other than an individual, income reduced by exempt income to the extent otherwise included in income and then, as applicable, apportioned or situsedto the City under Section 886.0 3, and further reduced by any pre-2017 net operating loss carryforward available to the person for the City.

(ii)(a) For an individual who is a resident of the City, income reduced by exempt income to the extent otherwise included in income, then reduced as provided in division (C)(21)(b) of this section, and further reduced by any pre-2017 net operating loss carryforward available to the individual for the municipal corporation.

(b) For an individual who is a nonresident of the City, income reduced by exempt income to the extent otherwise included in income and then, as applicable, apportioned or situsted to the municipal corporation under Section 886.03, then reduced as provided in division (C)(21)(b) of this section, and further reduced by any pre-2017 net operating loss carryforward available to the individual for the City.

(b) In computing the municipal taxable income of a taxpayer who is an individual, the taxpayer may subtract, as provided in division (C)(21)(a)(ii)(a) or (C)(21)(b) of this section, the amount of the individual's employee business expenses reported on the individual's form 2106 that the individual deducted for federal income tax purposes for the taxable year, subject to the limitation imposed by Section 67 of the Internal Revenue Code. For the municipal corporation in which the taxpayer is a resident, the taxpayer may deduct all such expenses allowed for federal income tax purposes, but only to the extent the expenses do not relate to exempt income. For a municipal corporation in which the taxpayer is not a resident, the taxpayer may deduct such expenses only to the extent the expenses are related to the taxpayer's performance of personal services in that nonresident municipal corporation and are not related to exempt income.

**(22) "Municipality"** means the same as the City of Avon Lake. If the terms are capitalized in the ordinance they are referring to Avon Lake. If not capitalized they refer to a municipal corporation other than Avon Lake.

**(23) "Net operating loss"** means a loss incurred by a person in the operation of a trade or business. "Net operating loss" does not include unutilized losses resulting from basis limitations, at-risk limitations, or passive activity loss limitations.

**(24)**(a) **"Net profit"** for a person other than an individual means adjusted federal taxable income.

(b) "Net profit" for a person who is an individual means the individual's net profit required to be reported on schedule C, schedule E, or schedule F reduced by any net operating loss carried forward. For the purposes of division (C)(24)(b) of this section, the net operating loss carried forward shall be calculated and deducted in the same manner as provided in division (C)(1)(h) of this section.

(c) For the purposes of this chapter, and notwithstanding division (C)(24)(a) of this section, net profit of a disregarded entity shall not be taxable as against that disregarded entity, but shall instead be included in the net profit of the owner of the disregarded entity.

(d) A publicly traded partnership that is treated as a partnership for federal income tax purposes, and that is subject to tax on its net profits by the City, may elect to be treated as a C corporation for the City. The election shall be made on the annual return for the City. The City will treat the publicly traded partnership as a C corporation if the election is so made.

**(25) "Nonresident"** means an individual that is not a resident.

**(26) "Ohio Business Gateway"** means the online computer network system, created under Section 125.30 of the ORC, that allows persons to electronically file business reply forms with state agencies and includes any successor electronic filing and payment system.

**(27) "Other payer"** means any person, other than an individual's employer or the employer's agent, that pays an individual any amount included in the federal gross income of the individual. "Other payer" includes casino operators and video lottery terminal sales agents.

**(28) "Pass-through entity"** means a partnership not treated as an association taxable as a C corporation for federal income tax purposes, a limited liability company not treated as an association taxable as a C corporation for federal income tax purposes, an S corporation, or any other class of entity from which the income or profits of the entity are given pass-through treatment for federal income tax purposes. "Pass-through entity" does not include a trust, estate, grantor of a grantor trust, or disregarded entity.

**(29) "Pension"** means any amount paid to an employee or former employee that is reported to the recipient on an IRS form 1099-R, or successor form. Pension does not include deferred compensation, or amounts attributable to nonqualified deferred compensation plans, reported as FICA/Medicare wages on an IRS form W-2, Wage and Tax Statement, or successor form.

**(30) "Person"** includes individuals, firms, companies, joint stock companies, business trusts, estates, trusts, partnerships, limited liability partnerships, limited liability companies, associations, C corporations, S corporations, governmental entities, and any other entity.

**(31) "Postal service"** means the United States postal service.

**(32) "Postmark date," "date of postmark,"** and similar terms include the date recorded and marked in the manner described in division (B)(3) of Section 5703.056 of the ORC.

**(33)(a) "Pre-2017 net operating loss carryforward"** means any net operating loss incurred in a taxable year beginning before January 1, 2017, to the extent such loss was permitted, by a resolution or ordinance of the City that was adopted by the City before January 1, 2016, to be carried forward and utilized to offset income or net profit generated in the City in future taxable years.

(b) For the purpose of calculating municipal taxable income, any pre-2017 net operating loss carryforward may be carried forward to any taxable year, including taxable years beginning in 2017 or thereafter, for the number of taxable years provided in the resolution or ordinance or until fully utilized, whichever is earlier.

**(34) "Publicly traded partnership"** means any partnership, an interest in which is regularly traded on an established securities market. A "publicly traded partnership" may have any number of partners.

**(35) "Qualifying wages"** means wages, as defined in Section 3121(a) of the Internal Revenue Code, without regard to any wage limitations, adjusted as follows:

(a) Deduct the following amounts:

(i) Any amount included in wages if the amount constitutes compensation attributable to a plan or program described in Section 125 of the Internal Revenue Code.

(ii) Any amount included in wages if the amount constitutes payment on account of a disability related to sickness or an accident paid by a party unrelated to the employer, agent of an employer, or other payer.

(iii) Intentionally left blank.

(iv) Intentionally left blank.

(v) Any amount included in wages that is exempt income.

(b) Add the following amounts:

(i) Any amount not included in wages solely because the employee was employed by the employer before April 1, 1986.

(ii) Any amount not included in wages because the amount arises from the sale, exchange, or other disposition of a stock option, the exercise of a stock option, or the sale, exchange, or other disposition of stock purchased under a stock option. Division (C)(35)(b)(ii) of this section applies only to those amounts constituting ordinary income.

(iii) Any amount not included in wages if the amount is an amount described in Section 401(k), 403(b), or 457 of the Internal Revenue Code. Division (C)(35)(b)(iii) of this section applies only to employee contributions and employee deferrals.

(iv) Any amount that is supplemental unemployment compensation benefits described in Section 3402(o)(2) of the Internal Revenue Code and not included in wages.

(v) Any amount received that is treated as self-employment income for federal tax purposes in accordance with Section 1402(a)(8) of the Internal Revenue Code.

(vi) Any amount not included in wages if all of the following apply:

(a) For the taxable year the amount is employee compensation that is earned outside the United States and that either is included in the taxpayer's gross income for federal income tax purposes or would have been included in the taxpayer's gross income for such purposes if the taxpayer did not elect to exclude the income under Section 911 of the Internal Revenue Code;

(b) For no preceding taxable year did the amount constitute wages as defined in Section 3121(a) of the Internal Revenue Code;

(c) For no succeeding taxable year will the amount constitute wages; and

(d) For any taxable year the amount has not otherwise been added to wages pursuant to either division (C)(35)(b) of this section or ORC Section 718.03, as that section existed before the effective date of H.B. 5 of the 130th General Assembly, March 23, 2015.

**(36) "Related entity"** means any of the following:

(a) An individual stockholder, or a member of the stockholder's family enumerated in Section 318 of the Internal Revenue Code, if the stockholder and the members of the stockholder's family own directly, indirectly, beneficially, or constructively, in the aggregate, at least fifty percent (50%) of the value of the taxpayer's outstanding stock;

(b) A stockholder, or a stockholder's partnership, estate, trust, or corporation, if the stockholder and the stockholder's partnerships, estates, trusts, or corporations own directly, indirectly, beneficially, or constructively, in the aggregate, at least fifty percent (50%) of the value of the taxpayer's outstanding stock;

(c) A corporation, or a party related to the corporation in a manner that would require an attribution of stock from the corporation to the party or from the party to the corporation under division (C)(36)(d) of this section, provided the taxpayer owns directly, indirectly, beneficially, or constructively, at least fifty percent of the value of the corporation's outstanding stock;

(d) The attribution rules described in Section 318 of the Internal Revenue Code apply for the purpose of determining whether the ownership requirements in divisions (C)(36)(a) to (c) of this section have been met.

**(37) "Related member"** means a person that, with respect to the taxpayer during all or any portion of the taxable year, is either a related entity, a component member as defined in Section 1563(b) of the Internal Revenue Code, or a person to or from whom there is attribution of stock ownership in accordance with Section 1563(e) of the Internal Revenue Code except, for purposes of determining whether a person is a related member under this division, " twenty percent (20%)" shall be substituted for "five percent (5%)" wherever "five percent (5%)" appears in Section 1563(e) of the Internal Revenue Code.

**(38) "Resident"** means an individual who is domiciled in the municipal corporation as determined under Section 886.0 3(E).

**(39) "S corporation"** means a person that has made an election under subchapter S of Chapter 1 of Subtitle A of the Internal Revenue Code for its taxable year.

**(40) "Schedule C"** means internal revenue service schedule C (form 1040) filed by a taxpayer pursuant to the Internal Revenue Code.

**(41) "Schedule E"** means internal revenue service schedule E (form 1040) filed by a taxpayer pursuant to the Internal Revenue Code.

**(42) "Schedule F"** means internal revenue service schedule F (form 1040) filed by a taxpayer pursuant to the Internal Revenue Code.

**(43) "Single member limited liability company"** means a limited liability company that has one direct member.

**(44) "Small employer"** means any employer that had total revenue of less than $500,000 during the preceding taxable year. For purposes of this division, "total revenue" means receipts of any type or kind, including, but not limited to, sales receipts; payments; rents; profits; gains, dividends, and other investment income; compensation; commissions; premiums; money; property; grants; contributions; donations; gifts; program service revenue; patient service revenue; premiums; fees, including premium fees and service fees; tuition payments; unrelated business revenue; reimbursements; any type of payment from a governmental unit, including grants and other allocations; and any other similar receipts reported for federal income tax purposes or under generally accepted accounting principles. "Small employer" does not include the federal government; any state government, including any state agency or instrumentality; any political subdivision; or any entity treated as a government for financial accounting and reporting purposes.

**(45) "Tax Administrator"** means the individual charged with direct responsibility for administration of an income tax levied by the City in accordance with this chapter.

**(46) "Tax return preparer"** means any individual described in Section 7701(a)(36) of the Internal Revenue Code and 26 C.F.R. 301.7701-15 .

**(47) "Taxable year"** means the corresponding tax reporting period as prescribed for the taxpayer under the Internal Revenue Code.

**(48)(a) "Taxpayer"** means a person subject to a tax levied on income by a municipal corporation in accordance with this chapter. "Taxpayer" does not include a grantor trust or, except as provided in division (C)(48)(b)(i) of this section, a disregarded entity.

(b)(i) A single member limited liability company that is a disregarded entity for federal tax purposes may be a separate taxpayer from its single member in all Ohio municipal corporations in which it either filed as a separate taxpayer or did not file for its taxable year ending in 2003, if all of the following conditions are met:

(a) The limited liability company's single member is also a limited liability company.

(b) The limited liability company and its single member were formed and doing business in one or more Ohio municipal corporations for at least five years before January 1, 2004.

(c) Not later than December 31, 2004, the limited liability company and its single member each made an election to be treated as a separate taxpayer under division (L) of ORC 718.01 as that section existed on December 31, 2004.

(d) The limited liability company was not formed for the purpose of evading or reducing Ohio municipal corporation income tax liability of the limited liability company or its single member.

(e) The Ohio municipal corporation that was the primary place of business of the sole member of the limited liability company consented to the election.

(ii) For purposes of division (C)(48)(b)(i)(e) of this section, a municipal corporation was the primary place of business of a limited liability company if, for the limited liability company's taxable year ending in 2003, its income tax liability was greater in that municipal corporation than in any other municipal corporation in Ohio, and that tax liability to that municipal corporation for its taxable year ending in 2003 was at least $400,000.

**(49) "Taxpayers' rights and responsibilities"** means the rights provided to taxpayers in Sections 886.09, 886.12, 886.13, 886.19(B), 886.20, 886.21, and Sections 5717.011 and 5717.03 of the ORC, and the responsibilities of taxpayers to file, report, withhold, remit, and pay municipal income tax and otherwise comply with Chapter 718 of the ORC and resolutions, ordinances, and rules and regulations adopted by the City for the imposition and administration of a municipal income tax.

**(50) "Video lottery terminal"** has the same meaning as in Section 3770.21 of the ORC.

**(51) "Video lottery terminal sales agent"** means a lottery sales agent licensed under Chapter 3770. of the ORC to conduct video lottery terminals on behalf of the state pursuant to Section 3770.21 of the ORC.

886.03 IMPOSITION OF TAX.

The income tax levied by the City at a rate of one and one-half percent (1.5%) is levied on the Municipal Taxable Income of every person residing in and/or earning and/or receiving income in the City,

Individuals.

(A) For residents of the City, the income tax levied herein shall be on all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the resident, including the resident's distributive share of the net profit of pass-through entities owned directly or indirectly by the resident and any net profit of the resident. This is further detailed in the definition of income (Section 886.02 (C)(16)).

(B) For nonresidents, all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the nonresident for work done, services performed or rendered, or activities conducted in the municipal corporation, including any net profit of the nonresident, but excluding the nonresident's distributive share of the net profit or loss of only pass-through entities owned directly or indirectly by the nonresident.

(C) For residents and nonresidents, income can be reduced to "Municipal Taxable Income" as defined in Section 886.02 (C)(21). Exemptions which may apply are specified in Section 886.02 (C)(12).

Refundable credit for Nonqualified Deferred Compensation Plan.

(D)(1) As used in this division:

(a) "Nonqualified deferred compensation plan" means a compensation plan described in Section 3121(v)(2)(C) of the Internal Revenue Code.

(b) "Qualifying loss" means the amount of compensation attributable to a taxpayer's nonqualified deferred compensation plan, less the receipt of money and property attributable to distributions from the nonqualified deferred compensation plan. Full loss is sustained if no distribution of money and property is made by the nonqualified deferred compensation plan. The taxpayer sustains a qualifying loss only in the taxable year in which the taxpayer receives the final distribution of money and property pursuant to that nonqualified deferred compensation plan.

(c)(i) "Qualifying tax rate" means the applicable tax rate for the taxable year for the which the taxpayer paid income tax to the City with respect to any portion of the total amount of compensation the payment of which is deferred pursuant to a nonqualified deferred compensation plan.

(ii) If different tax rates applied for different taxable years, then the "qualifying tax rate" is a weighted average of those different tax rates. The weighted average shall be based upon the tax paid to the City each year with respect to the nonqualified deferred compensation plan.

(d) "Refundable credit" means the amount of City income tax that was paid on the non-distributed portion, if any, of a nonqualified deferred compensation plan.

(2) If, in addition to the City, a taxpayer has paid tax to other municipal corporations with respect to the nonqualified deferred compensation plan, the amount of the credit that a taxpayer may claim from

each municipal corporation shall be calculated on the basis of each municipal corporation's proportionate share of the total municipal corporation income tax paid by the taxpayer to all municipal corporations with respect to the nonqualified deferred compensation plan.

(3) In no case shall the amount of the credit allowed under this section exceed the cumulative income tax that a taxpayer has paid to the City for all taxable years with respect to the nonqualified deferred compensation plan.

(4) The credit allowed under this division is allowed only to the extent the taxpayer's qualifying loss is attributable to:

(a) The insolvency or bankruptcy of the employer who had established the nonqualified deferred compensation plan; or

(b) The employee's failure or inability to satisfy all of the employer's terms and conditions necessary to receive the nonqualified deferred compensation.

**Domicile.**

(E)(1)(a) An individual is presumed to be domiciled in the City for all or part of a taxable year if the individual was domiciled in the City on the last day of the immediately preceding taxable year or if the Tax Administrator reasonably concludes that the individual is domiciled in the City for all or part of the taxable year.

(b) An individual may rebut the presumption of domicile described in division (E)(1)(a) of this section if the individual establishes by a preponderance of the evidence that the individual was not domiciled in the City for all or part of the taxable year.

(2) For the purpose of determining whether an individual is domiciled in the City for all or part of a taxable year, factors that may be considered include, but are not limited to, the following:

(a) The individual's domicile in other taxable years;

(b) The location at which the individual is registered to vote;

(c) The address on the individual's driver's license;

(d) The location of real estate for which the individual claimed a property tax exemption or reduction allowed on the basis of the individual's residence or domicile;

(e) The location and value of abodes owned or leased by the individual;

(f) Declarations, written or oral, made by the individual regarding the individual's residency;

(g) The primary location at which the individual is employed.

(h) The location of educational institutions attended by the individual's dependents as defined in Section 152 of the Internal Revenue Code, to the extent that tuition paid to such educational institution is

based on the residency of the individual or the individual's spouse in the municipal corporation where the educational institution is located;

(i) The number of contact periods the individual has with the City. For the purposes of this division, an individual has one "contact period" with the City if the individual is away overnight from the individual's abode located outside of the City and while away overnight from that abode spends at least some portion, however minimal, of each of two consecutive days in the City.

(3) All additional applicable factors are provided in these Rules and Regulations.

**Businesses.**

(F) This division applies to any taxpayer engaged in a business or profession in the City, unless the taxpayer is an individual who resides in the City or the taxpayer is an electric company, combined company, or telephone company that is subject to and required to file reports under Chapter 5745. of the ORC.

(1) Except as otherwise provided in division (F)(2) of this section, net profit from a business or profession conducted both within and without the boundaries of the City shall be considered as having a taxable situs in the City for purposes of municipal income taxation in the same proportion as the average ratio of the following:

(a) The average original cost of the real property and tangible personal property owned or used by the taxpayer in the business or profession in the City during the taxable period to the average original cost of all of the real and tangible personal property owned or used by the taxpayer in the business or profession during the same period, wherever situated.

As used in the preceding paragraph, tangible personal or real property shall include property rented or leased by the taxpayer and the value of such property shall be determined by multiplying the annual rental thereon by eight;

(b) Wages, salaries, and other compensation paid during the taxable period to individuals employed in the business or profession for services performed in the City to wages, salaries, and other compensation paid during the same period to individuals employed in the business or profession, wherever the individual's services are performed, excluding compensation from which taxes are not required to be withheld under Section 886.04 (C);

(c) Total gross receipts of the business or profession from sales and rentals made and services performed during the taxable period in the City to total gross receipts of the business or profession during the same period from sales, rentals, and services, wherever made or performed.

(2)(a) If the apportionment factors described in division (F)(1) of this section do not fairly represent the extent of a taxpayer's business activity in the City, the taxpayer may request, or the Tax Administrator of the City may require, that the taxpayer use, with respect to all or any portion of the income of the taxpayer, an alternative apportionment method involving one or more of the following:

(i) Separate accounting;

(ii) The exclusion of one or more of the factors;

(iii) The inclusion of one or more additional factors that would provide for a more fair apportionment of the income of the taxpayer to the municipal corporation;

(iv) A modification of one or more of the factors.

(b) A taxpayer request to use an alternative apportionment method shall be in writing and shall accompany a tax return, timely filed appeal of an assessment, or timely filed amended tax return. The taxpayer may use the requested alternative method unless the Tax Administrator denies the request in an assessment issued within the period prescribed by Section 886.12 (A).

(c) The Tax Administrator may require a taxpayer to use an alternative apportionment method as described in division (F)(2)(a) of this section, but only by issuing an assessment to the taxpayer within the period prescribed by Section 886.12 (A).

(d) Nothing in division (F)(2) of this section nullifies or otherwise affects any alternative apportionment arrangement approved by the Tax Administrator or otherwise agreed upon by both the Tax Administrator and taxpayer before January 1, 2016.

(3) As used in division (F)(1)(b) of this section, "wages, salaries, and other compensation" includes only wages, salaries, or other compensation paid to an employee for services performed at any of the following locations:

(a) A location that is owned, controlled, or used by, rented to, or under the possession of one of the following:

(i) The employer;

(ii) A vendor, customer, client, or patient of the employer, or a related member of such a vendor, customer, client, or patient;

(iii) A vendor, customer, client, or patient of a person described in (F)(3)(a)(ii) of this section, or a related member of such a vendor, customer, client, or patient.

(b) Any location at which a trial, appeal, hearing, investigation, inquiry, review, court-martial, or similar administrative, judicial, or legislative matter or proceeding is being conducted, provided that the compensation is paid for services performed for, or on behalf of, the employer or that the employee's presence at the location directly or indirectly benefits the employer;

(c) Any other location, if the Tax Administrator determines that the employer directed the employee to perform the services at the other location in lieu of a location described in division (F) (3)(a) or (b) of this section solely in order to avoid or reduce the employer's municipal income tax liability. If the Tax Administrator makes such a determination, the employer may dispute the determination by establishing, by a preponderance of the evidence, that the Tax Administrator's determination was unreasonable.

(4) For the purposes of division (F)(1)(c) of this section, receipts from sales and rentals made and services performed shall be situsedto a municipal corporation as follows:

(a) Gross receipts from the sale of tangible personal property shall be sitused to the municipal corporation in which the sale originated. For the purposes of this division, a sale of property originates in the City if, regardless of where title passes, the property meets any of the following criteria:

(i) The property is shipped to or delivered within the City from a stock of goods located within the City.

(ii) The property is delivered within the City from a location outside the City, provided the taxpayer is regularly engaged through its own employees in the solicitation or promotion of sales within the City and the sales result from such solicitation or promotion.

(iii) The property is shipped from a place within the City to purchasers outside the City, provided that the taxpayer is not, through its own employees, regularly engaged in the solicitation or promotion of sales at the place where delivery is made.

(b) Gross receipts from the sale of services shall be sitused to the City to the extent that such services are performed in the City.

(c) To the extent included in income, gross receipts from the sale of real property located in the City shall be sitused to the City.

(d) To the extent included in income, gross receipts from rents and royalties from real property located in the City shall be sitused to the City.

(e) Gross receipts from rents and royalties from tangible personal property shall be sitused to the City based upon the extent to which the tangible personal property is used in the City.

(5) The net profit received by an individual taxpayer from the rental of real estate owned directly by the individual, or by a disregarded entity owned by the individual, shall be subject to the City's tax only if the property generating the net profit is located in the City or if the individual taxpayer that receives the net profit is a resident of the City. The City shall allow such taxpayers to elect to use separate accounting for the purpose of calculating net profit sitused under this division to the municipal corporation in which the property is located.

(6)(a) Commissions received by a real estate agent or broker relating to the sale, purchase, or lease of real estate shall be sitused to the municipal corporation in which the real estate is located. Net profit reported by the real estate agent or broker shall be allocated to the City, if applicable, based upon the ratio of the commissions the agent or broker received from the sale, purchase, or lease of real estate located in the City to the commissions received from the sale, purchase, or lease of real estate everywhere in the taxable year.

(b) An individual who is a resident of the City shall report the individual's net profit from all real estate activity on the individual's annual tax return for the City. The individual may claim a credit for taxes the individual paid on such net profit to another municipal corporation to the extent that such a credit is allowed under the City's income tax ordinance.

(7) When calculating the ratios described in division (F)(1) of this section for the purposes of that division or division (F)(2) of this section, the owner of a disregarded entity shall include in the owner's ratios the property, payroll, and gross receipts of such disregarded entity.

(8) Left intentionally blank.

(9) Intentionally left blank.

**886.04 COLLECTION AT SOURCE.**

**Withholding provisions.**

(A) Each employer, agent of an employer, or other payer located or doing business in the City shall withhold an income tax from the qualifying wages earned and/or received by each employee in the City. Except for qualifying wages for which withholding is not required under Section 886.03 or division (B)(4) or (6) of this section, the tax shall be withheld at the rate, specified in Section 886.03 of this chapter, of one and one-half percent (1.5%). An employer, agent of an employer, or other payer shall deduct and withhold the tax from qualifying wages on the date that the employer, agent, or other payer directly, indirectly, or constructively pays the qualifying wages to, or credits the qualifying wages to the benefit of, the employee.

(B)(1) Except as provided in division (B)(2) of this section, an employer, agent of an employer, or other payer shall remit to the Tax Administrator of the City the greater of the income taxes deducted and withheld or the income taxes required to be deducted and withheld by the employer, agent, or other payer according to the following schedule:

(a) Taxes required to be deducted and withheld shall be remitted monthly to the Tax Administrator if the total taxes deducted and withheld or required to be deducted and withheld by the employer, agent, or other payer on behalf of the City in the preceding calendar year exceeded $2,399, or if the total amount of taxes deducted and withheld or required to be deducted and withheld on behalf of the City in any month of the preceding calendar quarter exceeded $200.

Payment under division (B)(1)(a) of this section shall be made so that the payment is received by the Tax Administrator not later than 15 days after the last day of each month for which the tax was withheld.

(b) Any employer, agent of an employer, or other payer not required to make payments under division (B)(1)(a) of this section of taxes required to be deducted and withheld shall make quarterly payments to the Tax Administrator not later than the 15th day of the month following the end of each calendar quarter.

(c) Intentionally left blank.

(2) If the employer, agent of an employer, or other payer is required to make payments electronically for the purpose of paying federal taxes withheld on payments to employees under Section 6302 of the Internal Revenue Code, 26 C.F.R. 31.6302-1, or any other federal statute or regulation, the payment shall be made by electronic funds transfer to the Tax Administrator of all taxes deducted and withheld on behalf of the City. The payment of tax by electronic funds transfer under this division does not affect an employer's, agent's, or other payer's obligation to file any return as required under this section.

(3) An employer, agent of an employer, or other payer shall make and file a return showing the amount of tax withheld by the employer, agent, or other payer from the qualifying wages of each employee and remitted to the Tax Administrator. A return filed by an employer, agent, or other payer under this division shall be accepted by Tax Administrator and the City as the return required of an non-resident employee whose sole income subject to the tax under this chapter is the qualifying wages reported by the employee's employer, agent of an employer, or other payer.

(4) An employer, agent of an employer, or other payer is not required to withhold City income tax with respect to an individual's disqualifying disposition of an incentive stock option if, at the time of the disqualifying disposition, the individual is not an employee of either the corporation with respect to whose stock the option has been issued or of such corporation's successor entity.

(5)(a) An employee is not relieved from liability for a tax by the failure of the employer, agent of an employer, or other payer to withhold the tax as required under this chapter or by the employer's, agent's, or other payer's exemption from the requirement to withhold the tax.

(b) The failure of an employer, agent of an employer, or other payer to remit to the City the tax withheld relieves the employee from liability for that tax unless the employee colluded with the employer, agent, or other payer in connection with the failure to remit the tax withheld.

(6) Compensation deferred before June 26, 2003, is not subject to City income tax or income tax withholding requirement to the extent the deferred compensation does not constitute qualifying wages at the time the deferred compensation is paid or distributed.

(7) Each employer, agent of an employer, or other payer required to withhold taxes is liable for the payment of that amount required to be withheld, whether or not such taxes have been withheld, and such amount shall be deemed to be held in trust for the City until such time as the withheld amount is remitted to the Tax Administrator.

(8) On or before the last day of February of each year, an employer shall file a withholding reconciliation return with the Tax Administrator listing:

(a) The names, addresses, and social security numbers of all employees from whose qualifying wages tax was withheld or should have been withheld for the City during the preceding calendar year;

(b) The amount of tax withheld, if any, from each such employee, the total amount of qualifying wages paid to such employee during the preceding calendar year;

(c) The name of every other municipal corporation for which tax was withheld or should have been withheld from such employee during the preceding calendar year;

(d) Any other information required for federal income tax reporting purposes on Internal Revenue Service form W-2 or its equivalent form with respect to such employee;

(e) Other information as may be required by the Tax Administrator.

(9) The officer or the employee of the employer, agent of an employer, or other payer with control or direct supervision of or charged with the responsibility for withholding the tax or filing the reports and making payments as required by this section, shall be personally liable for a failure to file a report or pay

the tax due as required by this section. The dissolution of an employer, agent of an employer, or other payer does not discharge the officer's or employee's liability for a failure of the employer, agent of an employer, or other payer to file returns or pay any tax due.

(10) An employer is required to deduct and withhold City income tax on tips and gratuities received by the employer's employees and constituting qualifying wages, but only to the extent that the tips and gratuities are under the employer's control. For the purposes of this division, a tip or gratuity is under the employer's control if the tip or gratuity is paid by the customer to the employer for subsequent remittance to the employee, or if the customer pays the tip or gratuity by credit card, debit card, or other electronic means.

(11) The Tax Administrator shall consider any tax withheld by an employer at the request of an employee, when such tax is not otherwise required to be withheld by this chapter, to be tax required to be withheld and remitted for the purposes of this section

**Occasional Entrant - Withholding.**

(C)(1) As used in this division:

(a) "Employer" includes a person that is a related member to or of an employer.

(b) "Fixed location" means a permanent place of doing business in this state, such as an office, warehouse, storefront, or similar location owned or controlled by an employer.

(c) "Principal place of work" means the fixed location to which an employee is required to report for employment duties on a regular and ordinary basis. If the employee is not required to report for employment duties on a regular and ordinary basis to a fixed location, "principal place of work" means the worksite location in this state to which the employee is required to report for employment duties on a regular and ordinary basis. If the employee is not required to report for employment duties on a regular and ordinary basis to a fixed location or worksite location, "principal place of work" means the location in this state at which the employee spends the greatest number of days in a calendar year performing services for or on behalf of the employee's employer.

If there is not a single municipal corporation in which the employee spent the "greatest number of days in a calendar year" performing services for or on behalf of the employer, but instead there are two or more municipal corporations in which the employee spent an identical number of days that is greater than the number of days the employee spent in any other municipal corporation, the employer shall allocate any of the employee's qualifying wages subject to division (C)(2)(a)(i) of this section among those two or more municipal corporations. The allocation shall be made using any fair and reasonable method, including, but not limited to, an equal allocation among such municipal corporations or an allocation based upon the time spent or sales made by the employee in each such municipal corporation. A municipal corporation to which qualifying wages are allocated under this division shall be the employee's "principal place of work" with respect to those qualifying wages for the purposes of this section.

For the purposes of this division, the location at which an employee spends a particular day shall be determined in accordance with division (C)(2)(b) of this section, except that "location" shall be substituted for "municipal corporation" wherever "municipal corporation" appears in that division.

(d) "Professional athlete" means an athlete who performs services in a professional athletic event for wages or other remuneration.

(e) "Professional entertainer" means a person who performs services in the professional performing arts for wages or other remuneration on a per-event basis.

(f) "Public figure" means a person of prominence who performs services at discrete events, such as speeches, public appearances, or similar events, for wages or other remuneration on a per-event basis.

(g) "Worksite location" means a construction site or other temporary worksite in this state at which the employer provides services for more than 20 days during the calendar year. "Worksite location" does not include the home of an employee.

(2)(a) Subject to divisions (C)(3), (5), (6), and (7) of this section, an employer is not required to withhold City income tax on qualifying wages paid to an employee for the performance of personal services in the City if the employee performed such services in the City on 20 or fewer days in a calendar year, unless one of the following conditions applies:

(i) The employee's principal place of work is located in the City.

(ii) The employee performed services at one or more presumed worksite locations in the City. For the purposes of this division, "presumed worksite location" means a construction site or other temporary worksite in the City at which the employer provides or provided services that can reasonably be, or would have been, expected by the employer to last more than 20 days in a calendar year. Services can "reasonably be expected by the employer to last more than 20 days" if either of the following applies at the time the services commence:

(a) The nature of the services are such that it will require more than 20 days of the services to complete the services;

(b) The agreement between the employer and its customer to perform services at a location requires the employer to perform the services at the location for more than 20 days.

(iii) The employee is a resident of the City and has requested that the employer withhold tax from the employee's qualifying wages as provided in Section 886.04.

(iv) The employee is a professional athlete, professional entertainer, or public figure, and the qualifying wages are paid for the performance of services in the employee's capacity as a professional athlete, professional entertainer, or public figure.

(b) For the purposes of division (C)(2)(a) of this section, an employee shall be considered to have spent a day performing services in the City only if the employee spent more time performing services for or on behalf of the employer in the City than in any other municipal corporation on that day. For the purposes of determining the amount of time an employee spent in a particular location, the time spent performing one or more of the following activities shall be considered to have been spent at the employee's principal place of work:

(i) Traveling to the location at which the employee will first perform services for the employer for the day;

(ii) Traveling from a location at which the employee was performing services for the employer to any other location;

(iii) Traveling from any location to another location in order to pick up or load, for the purpose of transportation or delivery, property that has been purchased, sold, assembled, fabricated, repaired, refurbished, processed, remanufactured, or improved by the employee's employer;

(iv) Transporting or delivering property described in division (C)(2)(b)(iii) of this section, provided that, upon delivery of the property, the employee does not temporarily or permanently affix the property to real estate owned, used, or controlled by a person other than the employee's employer;

(v) Traveling from the location at which the employee makes the employee's final delivery or pick-up for the day to either the employee's principal place of work or a location at which the employee will not perform services for the employer.

(3) If the principal place of work of an employee is located in another Ohio municipal corporation that imposes an income tax, the exception from withholding requirements described in division (C)(2)(a) of this section shall apply only if, with respect to the employee's qualifying wages described in that division, the employer withholds and remits tax on such qualifying wages to that municipal corporation.

(4)(a) Except as provided in division (C)(4)(b) of this section, if, during a calendar year, the number of days an employee spends performing personal services in the City exceeds the 20-day threshold, the employer shall withhold and remit tax to the City for any subsequent days in that calendar year on which the employer pays qualifying wages to the employee for personal services performed in the City.

(b) An employer required to begin withholding tax for the City under division (C)(4)(a) of this section may elect to withhold tax for the City for the first 20 days on which the employer paid qualifying wages to the employee for personal services performed in the City.

(5) If an employer's fixed location is the City and the employer qualifies as a small employer as defined in Section 886.02, the employer shall withhold municipal income tax on all of the employee's qualifying wages for a taxable year and remit that tax only to the City, regardless of the number of days which the employee worked outside the corporate boundaries of the City.

To determine whether an employer qualifies as a small employer for a taxable year, the employer will be required to provide the Tax Administrator with the employer's federal income tax return for the preceding taxable year.

(6) Divisions (C)(2)(a) and (4) of this section shall not apply to the extent that the Tax Administrator and an employer enter into an agreement regarding the manner in which the employer shall comply with the requirements of Section 886.04.

**886.05 ANNUAL RETURN; FILING.**

(A) An annual City income tax return shall be completed and filed by every individual taxpayer and any taxpayer that is not an individual for each taxable year for which the taxpayer is subject to the tax, whether or not a tax is due thereon.

(1) The Tax Administrator may accept on behalf of all nonresident individual taxpayers a return filed by an employer, agent of an employer, or other payer under Section 886.04 of this chapter when the

nonresident individual taxpayer's sole income subject to the tax is the qualifying wages reported by the employer, agent of an employer, or other payer, and no additional tax is due the City.

(2) Retirees having no Municipal Taxable Income for the City income tax purposes may file with the Tax Administrator a written exemption from these filing requirements on a form prescribed by the Tax Administrator. The written exemption shall indicate the date of retirement and the entity from which retired. The exemption shall be in effect until such time as the retiree receives Municipal Taxable Income taxable to the City, at which time the retiree shall be required to comply with all applicable provisions of this chapter.

(B) If an individual is deceased, any return or notice required of that individual shall be completed and filed by that decedent's executor, administrator, or other person charged with the property of that decedent.

(C) If an individual is unable to complete and file a return or notice required by the City, the return or notice required of that individual shall be completed and filed by the individual's duly authorized agent, guardian, conservator, fiduciary, or other person charged with the care of the person or property of that individual.

(D) Returns or notices required of an estate or a trust shall be completed and filed by the fiduciary of the estate or trust.

(E) The City shall permit spouses to file a joint return.

(F)(1) Each return required to be filed under this division shall contain the signature of the taxpayer or the taxpayer's duly authorized agent and of the person who prepared the return for the taxpayer. The return shall include the taxpayer's social security number or taxpayer identification number. Each return shall be verified by a declaration under penalty of perjury.

(2) The Tax Administrator shall require a taxpayer who is an individual to include, with each annual return, and amended return, copies of the following documents: all of the taxpayer's Internal Revenue Service form W-2, "Wage and Tax Statements," including all information reported on the taxpayer's federal W-2, as well as taxable wages reported or withheld for any municipal corporation; the taxpayer's Internal Revenue Service form 1040; and, with respect to an amended tax return, any other documentation necessary to support the adjustments made in the amended return. An individual taxpayer who files the annual return required by this section electronically is not required to provide paper copies of any of the foregoing to the Tax Administrator unless the Tax Administrator requests such copies after the return has been filed.

(3) The Tax Administrator may require a taxpayer that is not an individual to include, with each annual net profit return, amended net profit return, or request for refund required under this section, copies of only the following documents: the taxpayer's Internal Revenue Service form 1041, form 1065, form 1120, form 1120-REIT, form 1120F, or form 1120S, and, with respect to an amended tax return or refund request, any other documentation necessary to support the refund request or the adjustments made in the amended return.

A taxpayer that is not an individual and that files an annual net profit return electronically through the Ohio Business Gateway or in some other manner shall either mail the documents required under this division to the Tax Administrator at the time of filing or, if electronic submission is available, submit the documents electronically through the Ohio Business Gateway.

(4) After a taxpayer files a tax return, the Tax Administrator may request, and the taxpayer shall provide, any information, statements, or documents required by the City to determine and verify the taxpayer's municipal income tax liability. The requirements imposed under division (F) of this section apply regardless of whether the taxpayer files on a generic form or on a form prescribed by the Tax Administrator.

(G)(1)(a) Except as otherwise provided in this chapter, each individual income tax return required to be filed under this section shall be completed and filed as required by the Tax Administrator on or before the date prescribed for the filing of state individual income tax returns under division (G) of Section 5747.08 of the ORC. The taxpayer shall complete and file the return or notice on forms prescribed by the Tax Administrator or on generic forms, together with remittance made payable to the City. No remittance is required if the net amount due is ten dollars or less.

(b) Except as otherwise provided in this chapter, each annual net profit return required to be filed under this section by a taxpayer that is not an individual shall be completed and filed as required by the Tax Administrator on or before the fifteenth day (15th) of the fourth month following the end of the taxpayer's taxable year. The taxpayer shall complete and file the return or notice on forms prescribed by the Tax Administrator or on generic forms, together with remittance made payable to the City. No remittance is required if the net amount due is ten dollars or less.

(2) Any taxpayer that has duly requested an automatic six-month extension for filing the taxpayer's federal income tax return shall automatically receive an extension for the filing of the City's income tax return. The extended due date of the City's income tax return shall be the 15th day of the tenth month after the last day of the taxable year to which the return relates. An extension of time to file under this division is not an extension of the time to pay any tax due unless the Tax Administrator grants an extension of that date.

(a) A copy of the federal extension request shall be included with the filing of the City's income tax return.

(b) A taxpayer that has not requested or received a six-month extension for filing the taxpayer's federal income tax return may submit a written request that the Tax Administrator grant the taxpayer a six-month extension of the date for filing the taxpayer's City income tax return. If the request is received by the Tax Administrator on or before the date the City income tax return is due, the Tax Administrator shall grant the taxpayer's requested extension.

(3) If the tax commissioner extends for all taxpayers the date for filing state income tax returns under division (G) of Section 5747.08 of the ORC, a taxpayer shall automatically receive an extension for the filing of the City's income tax return. The extended due date of the City's income tax return shall be the same as the extended due date of the state income tax return.

(4) If the Tax Administrator considers it necessary in order to ensure the payment of the tax imposed by the City, the Tax Administrator may require taxpayers to file returns and make payments otherwise than as provided in this division, including taxpayers not otherwise required to file annual returns.

(5) To the extent that any provision in this division (G) of this section conflicts with any provision in divisions (N), (O), (P), or (Q) of this section, the provisions in divisions (N), (O), (P), or (Q) prevail.

(H)(1) For taxable years beginning after 2015, the City shall not require a taxpayer to remit tax with respect to net profits if the net amount due is ten dollars or less.

(2) Any taxpayer not required to remit tax to the City for a taxable year pursuant to division (H)(1) of this section shall file with the City an annual net profit return under division (F)(3) of this section.

(I) If a payment is required to be made by electronic funds transfer, the payment is considered to be made when the payment is credited to an account designated by the Tax Administrator for the receipt of tax payments, except that, when a payment made by electronic funds transfer is delayed due to circumstances not under the control of the taxpayer, the payment is considered to be made when the taxpayer submitted the payment. This division shall not apply to payments required to be made under division (B)(1)(a) of Section 886.04 or provisions for semi-monthly withholding.

(J) Taxes withheld for the City by an employer, the agent of an employer, or other payer as described in Section 886.04 shall be allowed to the taxpayer as credits against payment of the tax imposed on the taxpayer by the City, unless the amounts withheld were not remitted to the City and the recipient colluded with the employer, agent, or other payer in connection with the failure to remit the amounts withheld.

(K) Each return required by the City to be filed in accordance with this division shall include a box that the taxpayer may check to authorize another person, including a tax return preparer who prepared the return, to communicate with the Tax Administrator about matters pertaining to the return.

(L) The Tax Administrator shall accept for filing a generic form of any income tax return, report, or document required by the City, provided that the generic form, once completed and filed, contains all of the information required by ordinance, resolution, or rules and regulations adopted by the City or the Tax Administrator, and provided that the taxpayer or tax return preparer filing the generic form otherwise complies with the provisions of this chapter and of the City's ordinance, resolution, or rules and regulations governing the filing of returns, reports, or documents.

**Filing via Ohio Business Gateway.**

(M)(1) Any taxpayer subject to municipal income taxation with respect to the taxpayer's net profit from a business or profession may file the City's income tax return, estimated municipal income tax return, or extension for filing a municipal income tax return, and may make payment of amounts shown to be due on such returns, by using the Ohio Business Gateway.

(2) Any employer, agent of an employer, or other payer may report the amount of municipal income tax withheld from qualifying wages, and may make remittance of such amounts, by using the Ohio Business Gateway.

(3) Nothing in this section affects the due dates for filing employer withholding tax returns.

**Extension for service in or for the armed forces.**

(N) Each member of the national guard of any state and each member of a reserve component of the armed forces of the United States called to active duty pursuant to an executive order issued by the president of the United States or an act of the congress of the United States, and each civilian serving as support personnel in a combat zone or contingency operation in support of the armed forces, may apply to the Tax Administrator of the City for both an extension of time for filing of the return and an extension of time for payment of taxes required by the City during the period of the member's or civilian's duty service, and for 180 days thereafter. The application shall be filed on or before the one hundred eightieth day after the member's or civilian's duty terminates. An applicant shall provide such evidence as the Tax Administrator considers necessary to demonstrate eligibility for the extension.

(O)(1) If the Tax Administrator ascertains that an applicant is qualified for an extension under this section, the Tax Administrator shall enter into a contract with the applicant for the payment of the tax in installments that begin on the 181st day after the applicant's active duty or service terminates. The Tax Administrator may prescribe such contract terms as the Tax Administrator considers appropriate. However, taxes pursuant to a contract entered into under this division are not delinquent, and the Tax Administrator shall not require any payments of penalties or interest in connection with those taxes for the extension period.

(2) If the Tax Administrator determines that an applicant is qualified for an extension under this section, the applicant shall neither be required to file any return, report, or other tax document nor be required to pay any tax otherwise due to the City before the 181st day after the applicant's active duty or service terminates.

(3) Taxes paid pursuant to a contract entered into under (O)(1) of this division are not delinquent. The Tax Administrator shall not require any payments of penalties or interest in connection with those taxes for the extension period.

(P)(1) Nothing in this division denies to any person described in this division the application of divisions (N) and (O) of this section.

(2)(a) A qualifying taxpayer who is eligible for an extension under the Internal Revenue Code shall receive both an extension of time in which to file any return, report, or other tax document and an extension of time in which to make any payment of taxes required by the City in accordance with this chapter. The length of any extension granted under division (P)(2)(a) of this section shall be equal to the length of the corresponding extension that the taxpayer receives under the Internal Revenue Code. As used in this division, "qualifying taxpayer" means a member of the national guard or a member of a reserve component of the armed forces of the United States called to active duty pursuant to either an executive order issued by the president of the United States or an act of the congress of the United States, or a civilian serving as support personnel in a combat zone or contingency operation in support of the armed forces.

(b) Taxes whose payment is extended in accordance with division (P)(2)(a) of this section are not delinquent during the extension period. Such taxes become delinquent on the first day after the expiration of the extension period if the taxes are not paid prior to that date. The Tax Administrator shall not require any payment of penalties or interest in connection with those taxes for the extension period. The Tax Administrator shall not include any period of extension granted under division (C)(2)(a) of this section in calculating the penalty or interest due on any unpaid tax.

(Q) For each taxable year to which division (N), (O), or (P) of this section applies to a taxpayer, the provisions of divisions (O)(2) and (3) of this section, as applicable, apply to the spouse of that taxpayer if the filing status of the spouse and the taxpayer is married filing jointly for that year.

**Consolidated municipal income tax return.**

(R) As used in this section:

(1) "Affiliated group of corporations" means an affiliated group as defined in Section 1504 of the Internal Revenue Code, except that, if such a group includes at least one incumbent local exchange carrier that is primarily engaged in the business of providing local exchange telephone service in this state, the

affiliated group shall not include any incumbent local exchange carrier that would otherwise be included in the group.

(2) "Consolidated federal income tax return" means a consolidated return filed for federal income tax purposes pursuant to Section 1501 of the Internal Revenue Code.

(3) "Consolidated federal taxable income" means the consolidated taxable income of an affiliated group of corporations, as computed for the purposes of filing a consolidated federal income tax return, before consideration of net operating losses or special deductions. "Consolidated federal taxable income" does not include income or loss of an incumbent local exchange carrier that is excluded from the affiliated group under division (R)(1) of this section.

(4) "Incumbent local exchange carrier" has the same meaning as in Section 4927.01 of the ORC.

(5) "Local exchange telephone service" has the same meaning as in Section 5727.01 of the ORC.

(S)(1) For taxable years beginning on or after January 1, 2016, a taxpayer that is a member of an affiliated group of corporations may elect to file a consolidated municipal income tax return for a taxable year if at least one member of the affiliated group of corporations is subject to the City's income tax in that taxable year, and if the affiliated group of corporations filed a consolidated federal income tax return with respect to that taxable year. The election is binding for a five-year period beginning with the first taxable year of the initial election unless a change in the reporting method is required under federal law. The election continues to be binding for each subsequent five-year period unless the taxpayer elects to discontinue filing consolidated municipal income tax returns under division (S)(2) of this section or a taxpayer receives permission from the Tax Administrator. The Tax Administrator shall approve such a request for good cause shown.

(2) An election to discontinue filing consolidated municipal income tax returns under this section must be made in the first year following the last year of a five-year consolidated municipal income tax return election period in effect under division (S)(1) of this section. The election to discontinue filing a consolidated municipal income tax return is binding for a five-year period beginning with the first taxable year of the election.

(3) An election made under division (S)(1) or (2) of this section is binding on all members of the affiliated group of corporations subject to a municipal income tax.

(T) A taxpayer that is a member of an affiliated group of corporations that filed a consolidated federal income tax return for a taxable year shall file a consolidated City income tax return for that taxable year if the Tax Administrator determines, by a preponderance of the evidence, that intercompany transactions have not been conducted at arm's length and that there has been a distortive shifting of income or expenses with regard to allocation of net profits to the City. A taxpayer that is required to file a consolidated City income tax return for a taxable year shall file a consolidated City income tax return for all subsequent taxable years, unless the taxpayer requests and receives written permission from the Tax Administrator to file a separate return or a taxpayer has experienced a change in circumstances.

(U) A taxpayer shall prepare a consolidated City income tax return in the same manner as is required under the United States department of treasury regulations that prescribe procedures for the preparation of the consolidated federal income tax return required to be filed by the common parent of the affiliated group of which the taxpayer is a member.

(V)(1) Except as otherwise provided in divisions (V)(2), (3), and (4) of this section, corporations that file a consolidated municipal income tax return shall compute adjusted federal taxable income, as defined in Section 886.02, by substituting "consolidated federal taxable income" for "federal taxable income" wherever "federal taxable income" appears in that division and by substituting "an affiliated group of corporation's" for "a C corporation's" wherever "a C corporation's" appears in that division.

(2) No corporation filing a consolidated City income tax return shall make any adjustment otherwise required under Section 886.02 (C)(1) to the extent that the item of income or deduction otherwise subject to the adjustment has been eliminated or consolidated in the computation of consolidated federal taxable income.

(3) If the net profit or loss of a pass-through entity having at least eighty percent (80%) of the value of its ownership interest owned or controlled, directly or indirectly, by an affiliated group of corporations is included in that affiliated group's consolidated federal taxable income for a taxable year, the corporation filing a consolidated City income tax return shall do one of the following with respect to that pass-through entity's net profit or loss for that taxable year:

(a) Exclude the pass-through entity's net profit or loss from the consolidated federal taxable income of the affiliated group and, for the purpose of making the computations required in divisions (R) through (Y) of Section 886.05, exclude the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situsedto the City. If the entity's net profit or loss is so excluded, the entity shall be subject to taxation as a separate taxpayer on the basis of the entity's net profits that would otherwise be included in the consolidated federal taxable income of the affiliated group.

(b) Include the pass-through entity's net profit or loss in the consolidated federal taxable income of the affiliated group and, for the purpose of making the computations required in divisions (R) through (Y) of Section 886.05, include the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situsedto the City. If the entity's net profit or loss is so included, the entity shall not be subject to taxation as a separate taxpayer on the basis of the entity's net profits that are included in the consolidated federal taxable income of the affiliated group.

(4) If the net profit or loss of a pass-through entity having less than eighty percent of the value of its ownership interest owned or controlled, directly or indirectly, by an affiliated group of corporations is included in that affiliated group's consolidated federal taxable income for a taxable year, all of the following shall apply:

(a) The corporation filing the consolidated municipal income tax return shall exclude the pass-through entity's net profit or loss from the consolidated federal taxable income of the affiliated group and, for the purposes of making the computations required in divisions (R) through (Y) of Section 886.05, exclude the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situsedto the City;

(b) The pass-through entity shall be subject to City income taxation as a separate taxpayer in accordance with this chapter on the basis of the entity's net profits that would otherwise be included in the consolidated federal taxable income of the affiliated group.

(W) Corporations filing a consolidated City income tax return shall make the computations required under divisions (R) through (Y) of Section 886.05 by substituting "consolidated federal taxable income attributable to" for "net profit from" wherever "net profit from" appears in that section and by substituting "affiliated group of corporations" for "taxpayer" wherever "taxpayer" appears in that section.

(X) Each corporation filing a consolidated City income tax return is jointly and severally liable for any tax, interest, penalties, fines, charges, or other amounts imposed by the City in accordance with this chapter on the corporation, an affiliated group of which the corporation is a member for any portion of the taxable year, or any one or more members of such an affiliated group.

(Y) Corporations and their affiliates that made an election or entered into an agreement with the City before January 1, 2016, to file a consolidated or combined tax return with the City may continue to file consolidated or combined tax returns in accordance with such election or agreement for taxable years beginning on and after January 1, 2016.

**886.06 CREDIT FOR TAX PAID TO OTHER MUNICIPALITIES.**

(A) Every individual taxpayer domiciled in the City who is required to and does pay, or has acknowledged liability for, a municipal tax to another municipality on or measured by the same income, qualifying wages, commissions, net profits or other compensation taxable under this chapter may claim a nonrefundable credit upon satisfactory evidence of the tax paid to the other municipality. Subject to division (C) of this section, the credit shall not exceed the tax due the City under this chapter. If the tax rate of the other municipality is less than one and one-half percent (1.5%), the credit shall be limited to the tax due at the lower rate.

(B) The City shall grant a credit against its tax on income to a resident of the City who works in a joint economic development zone created under Section 715.691 or a joint economic development district created under Section 715.70, 715.71, or 715.72 of the ORC to the same extent that it grants a credit against its tax on income to its residents who are employed in another municipal corporation.

(C) If the amount of tax withheld or paid to the other municipality is less than the amount of tax required to be withheld or paid to the other municipality, then for purposes of division (A) of this section, "the income, qualifying wages, commissions, net profits or other compensation" subject to tax in the other municipality shall be limited to the amount computed by dividing the tax withheld or paid to the other municipality by the tax rate for that municipality.

(D) Intentionally left blank.

**886.07 ESTIMATED TAXES.**

(A) As used in this section:

(1) "Estimated taxes" means the amount that the taxpayer reasonably estimates to be the taxpayer's tax liability for the City's income tax for the current taxable year.

(2) "Tax liability" means the total taxes due to the City for the taxable year, after allowing any credit to which the taxpayer is entitled, and after applying any estimated tax payment, withholding payment, or credit from another taxable year.

(B)(1) Every taxpayer shall make a declaration of estimated taxes for the current taxable year, on the form prescribed by the Tax Administrator, if the amount payable as estimated taxes is at least $200. For the purposes of this section:

(a) Taxes withheld for the City from qualifying wages shall be considered as paid to the City in equal amounts on each payment date unless the taxpayer establishes the dates on which all amounts were actually withheld, in which case they shall be considered as paid on the dates on which the amounts were actually withheld.

(b) An overpayment of tax applied as a credit to a subsequent taxable year is deemed to be paid on the date of the postmark stamped on the cover in which the payment is mailed or, if the payment is made by electronic funds transfer, the date the payment is submitted. As used in this division, "date of the postmark" means, in the event there is more than one date on the cover, the earliest date imprinted on the cover by the postal service.

(2) Taxpayers filing joint returns shall file joint declarations of estimated taxes. A taxpayer may amend a declaration under rules prescribed by the Tax Administrator. A taxpayer having a taxable year of less than twelve months shall make a declaration under rules prescribed by the Tax Administrator.

(3) The declaration of estimated taxes shall be filed on or before the date prescribed for the filing of municipal income tax returns under division (G) of Section 886.05 or on or before the fifteenth ($15^{th}$) day of the fourth month after the taxpayer becomes subject to tax for the first time.

(4) Taxpayers reporting on a fiscal year basis shall file a declaration on or before the fifteenth ($15^{th}$) day of the fourth month after the beginning of each fiscal year or period.

(5) The original declaration or any subsequent amendment may be increased or decreased on or before any subsequent quarterly payment day as provided in this section.

(C)(1) The required portion of the tax liability for the taxable year that shall be paid through estimated taxes made payable to the City, including the application of tax refunds to estimated taxes and withholding on or before the applicable payment date, shall be as follows:

(a) On or before the fifteenth ($15^{th}$) day of the fourth month after the beginning of the taxable year, twenty-two and one-half (22.5) percent of the tax liability for the taxable year;

(b) On or before the fifteenth ($15^{th}$) day of the sixth month after the beginning of the taxable year, forty-five (45) percent of the tax liability for the taxable year;

(c) On or before the fifteenth ($15^{th}$) day of the ninth month after the beginning of the taxable year, sixty-seven and one-half (67.5) percent of the tax liability for the taxable year;

(d) On or before the fifteenth ($15^{th}$) day of the twelfth month of the taxable year, ninety percent (90%) of the tax liability for the taxable year.

(2) When an amended declaration has been filed, the unpaid balance shown due on the amended declaration shall be paid in equal installments on or before the remaining payment dates.

(3) On or before the fifteenth ($15^{th}$) day of the fourth month of the year following that for which the declaration or amended declaration was filed, an annual return shall be filed and any balance which may be due shall be paid with the return in accordance with Section 886.05.

(D)(1) In the case of any underpayment of any portion of a tax liability, penalty and interest may be imposed pursuant to Section 886.18 upon the amount of underpayment for the period of underpayment, unless the underpayment is due to reasonable cause as described in division (E) of this section. The amount of the underpayment shall be determined as follows:

(a) For the first payment of estimated taxes each year, twenty-two and one-half percent (22.5%) of the tax liability, less the amount of taxes paid by the date prescribed for that payment;

(b) For the second payment of estimated taxes each year, forty-five percent (45%) of the tax liability, less the amount of taxes paid by the date prescribed for that payment;

(c) For the third payment of estimated taxes each year, sixty-seven and one-half percent (67.5%) of the tax liability, less the amount of taxes paid by the date prescribed for that payment;

(d) For the fourth payment of estimated taxes each year, ninety percent (90%) of the tax liability, less the amount of taxes paid by the date prescribed for that payment.

(2) The period of the underpayment shall run from the day the estimated payment was required to be made to the date on which the payment is made. For purposes of this section, a payment of estimated taxes on or before any payment date shall be considered a payment of any previous underpayment only to the extent the payment of estimated taxes exceeds the amount of the payment presently required to be paid to avoid any penalty.

(E) An underpayment of any portion of tax liability determined under division (D) of this section shall be due to reasonable cause and the penalty imposed by this section shall not be added to the taxes for the taxable year if any of the following apply:

(1) The amount of estimated taxes that were paid equals at least ninety percent (90%) of the tax liability for the current taxable year, determined by annualizing the income received during the year up to the end of the month immediately preceding the month in which the payment is due.

(2) The amount of estimated taxes that were paid equals at least one hundred percent of the tax liability shown on the return of the taxpayer for the preceding taxable year, provided that the immediately preceding taxable year reflected a period of twelve months and the taxpayer filed a return with the City under Section 886.05 for that year.

(3) The taxpayer is an individual who resides in the City but was not domiciled there on the first day of January of the calendar year that includes the first day of the taxable year.

**886.08 ROUNDING OF AMOUNTS.**

A person may round to the nearest whole dollar all amounts the person is required to enter on any return, report, voucher, or other document required under this chapter. Any fractional part of a dollar that equals or exceeds fifty cents shall be rounded to the next whole dollar, and any fractional part of a dollar that is less than fifty cents shall be dropped. If a person chooses to round amounts entered on a document, the person shall round all amounts entered on the document.

**886.09 REQUESTS FOR REFUNDS.**

(A) As used in this section, "withholding tax" has the same meaning as in Section 886.18.

(B) Upon receipt of a request for a refund, the Tax Administrator, in accordance with this section, shall refund to employers, agents of employers, other payers, or taxpayers, with respect to any income or withholding tax levied by the City:

(1) Overpayments of ten dollars or more;

(2) Amounts paid erroneously if the refund requested is ten dollars or more.

(C)(1) Except as otherwise provided in this chapter, requests for refund shall be filed with the Tax Administrator, on the form prescribed by the Tax Administrator within three years after the tax was due or paid, whichever is later. The Tax Administrator may require the requestor to file with the request any documentation that substantiates the requestor's claim for a refund.

(2) On filing of the refund request, the Tax Administrator shall determine the amount of refund due and certify such amount for payment. Except as provided in division (C)(3) of this section, the Tax Administrator shall issue an assessment to any taxpayer whose request for refund is fully or partially denied. The assessment shall state the amount of the refund that was denied, the reasons for the denial, and instructions for appealing the assessment.

(3) If the Tax Administrator denies in whole or in part a refund request included within the taxpayer's originally filed annual income tax return, the Tax Administrator shall notify the taxpayer, in writing, of the amount of the refund that was denied, the reasons for the denial, and instructions for requesting an assessment that may be appealed under Section 886.21.

(D) A request for a refund that is received after the last day for filing specified in division (C) of this section shall be considered to have been filed in a timely manner if any of the following situations exist:

(1) The request is delivered by the postal service, and the earliest postal service postmark on the cover in which the request is enclosed is not later than the last day for filing the request.

(2) The request is delivered by the postal service, the only postmark on the cover in which the request is enclosed was affixed by a private postal meter, the date of that postmark is not later than the last day for filing the request, and the request is received within seven days of such last day.

(3) The request is delivered by the postal service, no postmark date was affixed to the cover in which the request is enclosed or the date of the postmark so affixed is not legible, and the request is received within seven days of the last day for making the request.

(E) Interest shall be allowed and paid on any overpayment by a taxpayer of any municipal income tax obligation from the date of the overpayment until the date of the refund of the overpayment, except that if any overpayment is refunded within 90 days after the final filing date of the annual return or 90 days after the completed return is filed, whichever is later, no interest shall be allowed on the refund. For the purpose of computing the payment of interest on amounts overpaid, no amount of tax for any taxable year

shall be considered to have been paid before the date on which the return on which the tax is reported is due, without regard to any extension of time for filing that return. Interest shall be paid at the interest rate described in Section 886.18 (A)(4).

**886.10 SECOND MUNICIPALITY IMPOSING TAX AFTER TIME PERIOD ALLOWED FOR REFUND.**

(A) Income tax that has been deposited with the City, but should have been deposited with another municipality, is allowable by the City as a refund but is subject to the three-year limitation on refunds.

(B) Income tax that was deposited with another municipality but should have been deposited with the City is subject to recovery by the City. If the City's tax on that income is imposed after the time period allowed for a refund of the tax or withholding paid to the other municipality, the City shall allow a nonrefundable credit against the tax or withholding the City claims is due with respect to such income or wages, equal to the tax or withholding paid to the first municipality with respect to such income or wages.

(C) If the City's tax rate is less than the tax rate in the other municipality, then the nonrefundable credit shall be calculated using the City's tax rate. However, if the City's tax rate is greater than the tax rate in the other municipality, the tax due in excess of the nonrefundable credit is to be paid to the City, along with any penalty and interest that accrued during the period of nonpayment.

(D) Nothing in this section permits any credit carryforward.

**886.11 AMENDED RETURNS.**

(A)(1) If a taxpayer's tax liability shown on the annual tax return for the City changes as a result of an adjustment to the taxpayer's federal or state income tax return, the taxpayer shall file an amended return with the City. The amended return shall be filed on a form required by the Tax Administrator.

(2) If a taxpayer intends to file an amended consolidated municipal income tax return, or to amend its type of return from a separate return to a consolidated return, based on the taxpayer's consolidated federal income tax return, the taxpayer shall notify the Tax Administrator before filing the amended return.

(B)(1) In the case of an underpayment, the amended return shall be accompanied by payment of any combined additional tax due, together with any penalty and interest thereon. If the combined tax shown to be due is ten dollars or less, no payment need be made. The amended return shall reopen those facts, figures, computations, or attachments from a previously filed return that are not affected, either directly or indirectly, by the adjustment to the taxpayer's federal or state income tax return *only*:

(i) to determine the amount of tax that would be due if all facts, figures, computations, and attachments were reopened; or,

(ii) if the applicable statute of limitations for civil actions or prosecutions under Section 886.12 has not expired for a previously filed return.

(2) The additional tax to be paid shall not exceed the amount of tax that would be due if all facts, figures, computations, and attachments were reopened; i.e., the payment shall be the lesser of the two amounts.

(C)(1) In the case of an overpayment, a request for refund may be filed under this division within the period prescribed by division (D) of this section for filing the amended return, even if it is filed beyond the period prescribed in that division if it otherwise conforms to the requirements of that division. If the amount of the refund is less than ten dollars, no refund need be paid by the City. A request filed under this division shall claim refund of overpayments resulting from alterations only to those facts, figures, computations, or attachments required in the taxpayer's annual return that are affected, either directly or indirectly, by the adjustment to the taxpayer's federal or state income tax return, unless it is also filed within the time prescribed in Section 886.09.

(2) The amount to be refunded shall not exceed the amount of refund that would be due if all facts, figures, computations, and attachments were reopened. All facts, figures, computations, and attachments may be reopened to determine the refund amount due by inclusion of all facts, figures, computations, and attachments.

(D) Within 60 days after the final determination of any federal or state tax liability affecting the taxpayer's City tax liability, that taxpayer shall make and file an amended City return showing income subject to City income tax based upon such final determination of federal or state tax liability. The taxpayer shall pay any additional City income tax shown due thereon or make a claim for refund of any overpayment, unless the tax or overpayment is less than ten dollars.

**886.12 LIMITATIONS.**

(A)(1)(a) Civil actions to recover municipal income taxes and penalties and interest on municipal income taxes shall be brought within the later of:

(i) Three years after the tax was due or the return was filed, whichever is later; or

(ii) One year after the conclusion of the qualifying deferral period, if any.

(b) The time limit described in division (A)(1)(a) of this section may be extended at any time if both the Tax Administrator and the employer, agent of the employer, other payer, or taxpayer consent in writing to the extension. Any extension shall also extend for the same period of time the time limit described in division (C) of this section.

(2) As used in this section, "qualifying deferral period" means a period of time beginning and ending as follows:

(a) Beginning on the date a person who is aggrieved by an assessment files with the Board of Review the request described in Section 886.21. That date shall not be affected by any subsequent decision, finding, or holding by any administrative body or court that the Board of Review did not have jurisdiction to affirm, reverse, or modify the assessment or any part of that assessment.

(b) Ending the later of the sixtieth day after the date on which the final determination of the Board of Review becomes final or, if any party appeals from the determination of the Board of Review, the sixtieth day after the date on which the final determination of the Board of Review is either ultimately affirmed in whole or in part or ultimately reversed and no further appeal of either that affirmation, in whole or in part, or that reversal is available or taken.

(B) Prosecutions for an offense made punishable under a resolution or ordinance imposing an income tax shall be commenced within three years after the commission of the offense, provided that in the case of fraud, failure to file a return, or the omission of twenty-five percent (25%) or more of income required to be reported, prosecutions may be commenced within six years after the commission of the offense.

(C) A claim for a refund of municipal income taxes shall be brought within the time limitation provided in Section 886.09.

(D)(1) Notwithstanding the fact that an appeal is pending, the petitioner may pay all or a portion of the assessment that is the subject of the appeal. The acceptance of a payment by the City does not prejudice any claim for refund upon final determination of the appeal.

(2) If upon final determination of the appeal an error in the assessment is corrected by the Tax Administrator, upon an appeal so filed or pursuant to a final determination of the of Board of Review, of the Ohio board of tax appeals, or any court to which the decision of the Ohio board of tax appeals has been appealed, so that the resultant amount due is less than the amount paid, a refund will be paid in the amount of the overpayment as provided by Section 886.09, with interest on that amount as provided by division (E) of Section 886.09.

(E) No civil action to recover City income tax or related penalties or interest shall be brought during either of the following time periods:

(1) The period during which a taxpayer has a right to appeal the imposition of that tax or interest or those penalties;

(2) The period during which an appeal related to the imposition of that tax or interest or those penalties is pending.

**886.13 AUDITS.**

(A) At or before the commencement of an audit, the Tax Administrator shall provide to the taxpayer a written description of the roles of the Tax Administrator and of the taxpayer during the audit and a statement of the taxpayer's rights, including any right to obtain a refund of an overpayment of a tax. At or before the commencement of an audit, the Tax Administrator shall inform the taxpayer when the audit is considered to have commenced.

(B) Except in cases involving suspected criminal activity, the Tax Administrator shall conduct an audit of a taxpayer during regular business hours and after providing reasonable notice to the taxpayer. A taxpayer who is unable to comply with a proposed time for an audit on the grounds that the proposed time would cause inconvenience or hardship must offer reasonable alternative dates for the audit.

(C) At all stages of an audit by the Tax Administrator, a taxpayer is entitled to be assisted or represented by an attorney, accountant, bookkeeper, or other tax practitioner. The Tax Administrator shall prescribe a form by which a taxpayer may designate such a person to assist or represent the taxpayer in the conduct of any proceedings resulting from actions by the Tax Administrator. If a taxpayer has not submitted such a form, the Tax Administrator may accept other evidence, as the Tax Administrator considers appropriate, that a person is the authorized representative of a taxpayer.

A taxpayer may refuse to answer any questions asked by the person conducting an audit until the taxpayer has an opportunity to consult with the taxpayer's attorney, accountant, bookkeeper, or other tax practitioner.

This division does not authorize the practice of law by a person who is not an attorney.

(D) A taxpayer may record, electronically or otherwise, the audit examination.

(E) The failure of the Tax Administrator to comply with a provision of this section shall neither excuse a taxpayer from payment of any taxes owed by the taxpayer nor cure any procedural defect in a taxpayer's case.

(F) If the Tax Administrator fails to substantially comply with the provisions of this section, the Tax Administrator, upon application by the taxpayer, shall excuse the taxpayer from penalties and interest.

**886.14 SERVICE OF ASSESSMENT.**

(A) As used in this section:

(1) "Last known address" means the address the Tax Administrator has at the time a document is originally sent by certified mail, or any address the Tax Administrator can ascertain using reasonable means such as the use of a change of address service offered by the postal service or an authorized delivery service under Section 5703.056 of the ORC.

(2) "Undeliverable address" means an address to which the postal service or an authorized delivery service under Section 5703.056 of the ORC is not able to deliver an assessment of the Tax Administrator, except when the reason for non-delivery is because the addressee fails to acknowledge or accept the assessment.

(B) Subject to division (C) of this section, a copy of each assessment shall be served upon the person affected thereby either by personal service, by certified mail, or by a delivery service authorized under Section 5703.056 of the ORC. With the permission of the person affected by an assessment, the Tax Administrator may deliver the assessment through alternative means as provided in this section, including, but not limited to, delivery by secure electronic mail.

(C)(1)(a) If certified mail is returned because of an undeliverable address, the Tax Administrator shall utilize reasonable means to ascertain a new last known address, including the use of a change of address service offered by the postal service or an authorized delivery service under Section 5703.056 of the ORC. If the Tax Administrator is unable to ascertain a new last known address, the assessment shall be sent by ordinary mail and considered served. If the ordinary mail is subsequently returned because of an undeliverable address, the assessment remains appealable within 60 days after the assessment's postmark.

(b) Once the Tax Administrator or other City official, or the designee of either, serves an assessment on the person to whom the assessment is directed, the person may protest the ruling of that assessment by filing an appeal with the Board of Review within 60 days after the receipt of service. The delivery of an assessment of the Tax Administrator under division (C)(1)(a) of this section is prima facie evidence that delivery is complete and that the assessment is served.

(2) If mailing of an assessment by the Tax Administrator by certified mail is returned for some cause other than an undeliverable address, the Tax Administrator shall resend the assessment by ordinary mail. The assessment shall show the date the Tax Administrator sends the assessment and include the following statement:

"This assessment is deemed to be served on the addressee under applicable law ten days from the date this assessment was mailed by the Tax Administrator as shown on the assessment, and all periods within which an appeal may be filed apply from and after that date."

Unless the mailing is returned because of an undeliverable address, the mailing of that information is prima facie evidence that delivery of the assessment was completed ten days after the Tax Administrator sent the assessment by ordinary mail and that the assessment was served.

If the ordinary mail is subsequently returned because of an undeliverable address, the Tax Administrator shall proceed under division (C)(1)(a) of this section. A person may challenge the presumption of delivery and service under this division in accordance with division (D) of this section.

(D)(1) A person disputing the presumption of delivery and service under division (C) of this section bears the burden of proving by a preponderance of the evidence that the address to which the assessment was sent by certified mail was not an address with which the person was associated at the time the Tax Administrator originally mailed the assessment. For the purposes of this section, a person is associated with an address at the time the Tax Administrator originally mailed the assessment if, at that time, the person was residing, receiving legal documents, or conducting business at the address; or if, before that time, the person had conducted business at the address and, when the assessment was mailed, the person's agent or the person's affiliate was conducting business at the address. For the purposes of this section, a person's affiliate is any other person that, at the time the assessment was mailed, owned or controlled at least 20 percent, as determined by voting rights, of the addressee's business.

(2) If a person elects to appeal an assessment on the basis described in division (D)(1) of this section, and if that assessment is subject to collection and is not otherwise appealable, the person must do so within 60 days after the initial contact by the Tax Administrator or other City official, or the designee of either, with the person. Nothing in this division prevents the Tax Administrator or other official from entering into a compromise with the person if the person does not actually file such an appeal with the Board of Review.

(E) Nothing in this section prohibits the Tax Administrator or the Tax Administrator's designee from delivering an assessment by personal service.

(F) Collection actions taken upon any assessment being appealed under division (C)(1)(b) of this section, including those on which a claim has been delivered for collection, shall be stayed upon the pendency of an appeal under this section.

(G) Additional regulations as detailed in the Rules and Regulations shall apply.

886.15 ADMINISTRATION OF CLAIMS.

(A) As used in this section, "claim" means a claim for an amount payable to the City that arises pursuant to the City's income tax imposed in accordance with this chapter.

(B) Nothing in this chapter prohibits the Tax Administrator from doing either of the following if such action is in the best interests of the City:

(1) Compromise a claim;

(2) Extend for a reasonable period the time for payment of a claim by agreeing to accept monthly or other periodic payments.

(C) The Tax Administrator's rejection of a compromise or payment-over-time agreement proposed by a person with respect to a claim shall not be appealable.

(D) A compromise or payment-over-time agreement with respect to a claim shall be binding upon and shall be to the benefit of only the parties to the compromise or agreement, and shall not eliminate or otherwise affect the liability of any other person.

(E) A compromise or payment-over-time agreement with respect to a claim shall be void if the taxpayer defaults under the compromise or agreement or if the compromise or agreement was obtained by fraud or by misrepresentation of a material fact. Any amount that was due before the compromise or agreement and that is unpaid shall remain due, and any penalties or interest that would have accrued in the absence of the compromise or agreement shall continue to accrue and be due.

886.16 TAX INFORMATION CONFIDENTIAL.

(A) Any information gained as a result of returns, investigations, hearings, or verifications required or authorized by this chapter is confidential, and no person shall access or disclose such information except in accordance with a proper judicial order or in connection with the performance of that person's official duties or the official business of the City as authorized by this chapter. The Tax Administrator or a designee thereof may furnish copies of returns filed or otherwise received under this chapter and other related tax information to the internal revenue service, the tax commissioner, and tax administrators of other municipal corporations.

(B) This section does not prohibit the City from publishing or disclosing statistics in a form that does not disclose information with respect to particular taxpayers.

886.17 FRAUD.

No person shall knowingly make, present, aid, or assist in the preparation or presentation of a false or fraudulent report, return, schedule, statement, claim, or document authorized or required by the City

ordinance or state law to be filed with the Tax Administrator, or knowingly procure, counsel, or advise the preparation or presentation of such report, return, schedule, statement, claim, or document, or knowingly change, alter, or amend, or knowingly procure, counsel or advise such change, alteration, or amendment of the records upon which such report, return, schedule, statement, claim, or document is based with intent to defraud the City or the Tax Administrator.

**886.18 INTEREST AND PENALTIES.**

(A) As used in this section:

(1) "Applicable law" means this chapter, the resolutions, ordinances, codes, directives, instructions, and rules adopted by the City provided they impose or directly or indirectly address the levy, payment, remittance, or filing requirements of the City.

(2 ) "Federal short-term rate" means the rate of the average market yield on outstanding marketable obligations of the United States with remaining periods to maturity of three years or less, as determined under Section 1274 of the Internal Revenue Code, for July of the current year.

(3) "Income tax," "estimated income tax," and "withholding tax" means any income tax, estimated income tax, and withholding tax imposed by the City pursuant to applicable law, including at any time before January 1, 2016.

(4) "Interest rate as described in division (A) of this section" means the federal short-term rate, rounded to the nearest whole number percent, plus five percent. The rate shall apply for the calendar year next following the July of the year in which the federal short-term rate is determined in accordance with division (A)(2) of this section.

(5 ) "Return" includes any tax return, report, reconciliation, schedule, and other document required to be filed with the Tax Administrator or the City by a taxpayer, employer, any agent of the employer, or any other payer pursuant to applicable law, including at any time before January 1, 2016.

(6) "Unpaid estimated income tax" means estimated income tax due but not paid by the date the tax is required to be paid under applicable law.

(7) "Unpaid income tax" means income tax due but not paid by the date the income tax is required to be paid under applicable law.

(8) "Unpaid withholding tax" means withholding tax due but not paid by the date the withholding tax is required to be paid under applicable law.

(9) "Withholding tax" includes amounts an employer, any agent of an employer, or any other payer did not withhold in whole or in part from an employee's qualifying wages, but that, under applicable law, the employer, agent, or other payer is required to withhold from an employee's qualifying wages.

(B)(1) This section applies to the following:

(a) Any return required to be filed under applicable law for taxable years beginning on or after January 1, 2016;

(b) Income tax, estimated income tax, and withholding tax required to be paid or remitted to the City on or after January 1, 2016.

(2) This section does not apply to returns required to be filed or payments required to be made before January 1, 2016, regardless of the filing or payment date. Returns required to be filed or payments required to be made before January 1, 2016, but filed or paid after that date shall be subject to the ordinances or rules and regulations, as adopted before January 1, 2016, of the City to which the return is to be filed or the payment is to be made.

(C) Should any taxpayer, employer, agent of the employer, or other payer for any reason fails, in whole or in part, to make timely and full payment or remittance of income tax, estimated income tax, or withholding tax or to file timely with the City any return required to be filed, the following penalties and interest shall apply:

(1) Interest shall be imposed at the rate described in division (A) of this section, per annum, on all unpaid income tax, unpaid estimated income tax, and unpaid withholding tax.

(2)(a) With respect to unpaid income tax and unpaid estimated income tax, the City may impose a penalty equal to fifteen percent (15%) of the amount not timely paid.

(b) With respect to any unpaid withholding tax, the City may impose a penalty equal to fifty percent (50%) of the amount not timely paid.

(3) With respect to returns other than estimated income tax returns, the City may impose a penalty of $25 for each failure to timely file each return, regardless of the liability shown thereon for each month, or any fraction thereof, during which the return remains unfiled regardless of the liability shown thereon. The penalty shall not exceed $150 for each failure.

(D) Nothing in this section requires the City to refund or credit any penalty, amount of interest, charges, or additional fees that the City has properly imposed or collected before January 1, 2016.

(E) Nothing in this section limits the authority of the City to abate or partially abate penalties or interest imposed under this section when the Tax Administrator determines, in the Tax Administrator's sole discretion, that such abatement is appropriate.

(F) By the 31st day of October of each year the City shall publish the rate described in division (A) of this section applicable to the next succeeding calendar year.

(G) The City may impose on the taxpayer, employer, any agent of the employer, or any other payer the City's post-judgment collection costs and fees, including attorney's fees.

**886.19 AUTHORITY OF TAX ADMINISTRATOR; VERIFICATION OF INFORMATION.**

Authority.

(A) Nothing in this chapter shall limit the authority of the Tax Administrator to perform any of the following duties or functions, unless the performance of such duties or functions is expressly limited by a provision of the ORC:

(1)(a) Exercise all powers whatsoever of an query nature as provided by law, including, the right to inspect books, accounts, records, memorandums, and federal and state income tax returns, to examine persons under oath, to issue orders or subpoenas for the production of books, accounts, papers, records, documents, and testimony, to take depositions, to apply to a court for attachment proceedings as for contempt, to approve vouchers for the fees of officers and witnesses, and to administer oaths.

(b) The powers referred to in this division of this section shall be exercised by the Tax Administrator only in connection with the performance of the duties respectively assigned to the Tax Administrator under the City's income tax ordinance;

(2) Appoint agents and prescribe their powers and duties;

(3) Confer and meet with officers of other municipal corporations and states and officers of the United States on any matters pertaining to their respective official duties as provided by law;

(4) Exercise the authority provided by law, including orders from bankruptcy courts, relative to remitting or refunding taxes, including penalties and interest thereon, for any reason overpaid. In addition, the Tax Administrator may investigate any claim of overpayment and, if the Tax Administrator finds that there has been an overpayment, make a written statement of the Tax Administrator's findings, and approve and issue a refund payable to the taxpayer, the taxpayer's assigns, or legal representative as provided in this chapter;

(5) Exercise the authority provided by law relative to consenting to the compromise and settlement of tax claims;

(6) Exercise the authority provided by law relative to the use of alternative apportionment methods by taxpayers in accordance with Section 886.03;

(7)(a) Make all tax findings, determinations, computations, and orders the Tax Administrator is by law authorized and required to make and, pursuant to time limitations provided by law, on the Tax Administrator's own motion, review, re-determine, or correct any tax findings, determinations, computations, or orders the Tax Administrator has made.

(b) If an appeal has been filed with the Board of Review or other appropriate tribunal, the Tax Administrator shall not review, re-determine, or correct any tax finding, determination, computation, or order which the Tax Administrator has made, unless such appeal or application is withdrawn by the appellant or applicant, is dismissed, or is otherwise final;

(8) Destroy any or all returns or other tax documents in the manner authorized by law;

(9) Enter into an agreement with a taxpayer to simplify the withholding obligations described in Section 886.04.

**Verification of accuracy of returns and determination of liability.**

(B)(1) The Tax Administrator, or any authorized agent or employee thereof may examine the books, papers, records, and federal and state income tax returns of any employer, taxpayer, or other person that is subject to, or that the Tax Administrator believes is subject to, the provisions of this chapter for the purpose of verifying the accuracy of any return made or, if no return was filed, to ascertain the tax due under this chapter. Upon written request by the Tax Administrator or a duly authorized agent or employee thereof, every employer, taxpayer, or other person subject to this section is required to furnish the opportunity for the Tax Administrator, authorized agent, or employee to investigate and examine such books, papers, records, and federal and state income tax returns at a reasonable time and place designated in the request.

(2) The records and other documents of any taxpayer, employer, or other person that is subject to, or that the Tax Administrator believes is subject to, the provisions of this chapter shall be open to the Tax Administrator's inspection during business hours and shall be preserved for a period of six years following the end of the taxable year to which the records or documents relate, unless the Tax Administrator, in writing, consents to their destruction within that period, or by order requires that they be kept longer. The Tax Administrator may require any person, by notice served on that person, to keep such records as the Tax Administrator determines necessary to show whether or not that person is liable, and the extent of such liability, for the income tax levied by the City or for the withholding of such tax.

(3) The Tax Administrator may examine under oath any person that the Tax Administrator reasonably believes has knowledge concerning any income that was or would have been returned for taxation or any transaction tending to affect such income. The Tax Administrator may, for this purpose, compel any such person to attend a hearing or examination and to produce any books, papers, records, and federal and state income tax returns in such person's possession or control. The person may be assisted or represented by an attorney, accountant, bookkeeper, or other tax practitioner at any such hearing or examination. This division does not authorize the practice of law by a person who is not an attorney.

(4) No person issued written notice by the Tax Administrator compelling attendance at a hearing or examination or the production of books, papers, records, or federal or state income tax returns under this section shall fail to comply.

**Identification information.**

(C)(1) Nothing in this chapter prohibits the Tax Administrator from requiring any person filing a tax document with the Tax Administrator to provide identifying information, which may include the person's social security number, federal employer identification number, or other identification number requested by the Tax Administrator. A person required by the Tax Administrator to provide identifying information that has experienced any change with respect to that information shall notify the Tax Administrator of the change before, or upon, filing the next tax document requiring the identifying information.

(2)(a) If the Tax Administrator makes a request for identifying information and the Tax Administrator does not receive valid identifying information within 30 days of making the request, nothing in this chapter prohibits the Tax Administrator from imposing a penalty upon the person to whom the request was directed pursuant to Section 886.18, in addition to any applicable penalty described in Section 886.99.

(b) If a person required by the Tax Administrator to provide identifying information does not notify the Tax Administrator of a change with respect to that information as required under division (C) of Section 886.19 within 30 days after filing the next tax document requiring such identifying information,

nothing in this chapter prohibits the Tax Administrator from imposing a penalty pursuant to Section 886.18.

(c) The penalties provided for under divisions (C)(2)(a) and (b) of this section may be billed and imposed in the same manner as the tax or fee with respect to which the identifying information is sought and are in addition to any applicable criminal penalties described in Section 886.99 for a violation of Section 886.17 and any other penalties that may be imposed by the Tax Administrator by law.

**886.20 REQUEST FOR OPINION OF THE TAX ADMINISTRATOR.**

(A) An "opinion of the Tax Administrator" means an opinion issued under this section with respect to prospective municipal income tax liability. It does not include ordinary correspondence of the Tax Administrator.

(B) The taxpayer may submit a written request for an opinion of the Tax Administrator in accordance with the Rules and Regulations.

(C) A taxpayer is not relieved of tax liability for any activity or transaction related to a request for an opinion that contained any misrepresentation or omission of one or more material facts.

(D) The Tax Administrator may refuse to offer an opinion on any request received under this section. Such refusal is not subject to appeal.

(E) An opinion of the Tax Administrator binds the Tax Administrator only with respect to the taxpayer for whom the opinion was prepared and does not bind the Tax Administrator of any other municipal corporation.

(F) An opinion of the Tax Administrator issued under this section is not subject to appeal.

**886.21 BOARD OF REVIEW.**

(A)(1) The Board of Review shall consist of three members. Two members shall be appointed by the legislative authority of the City, but such appointees may not be employees, elected officials, or contractors with the City at any time during their term or in the five years (which applies only to these two appointments) immediately preceding the date of appointment. One member shall be appointed by the [position name of the official] of the City. This member may be an employee of the City, but may not be the director of finance or equivalent officer, or the Tax Administrator or other similar official or an employee directly involved in municipal tax matters, or any direct subordinate thereof.

Comment [A1]: This should be the top administrative official – the Mayor or City Manager as the case may be.

(2) The term for members of the Board of Review shall be two years. There is no limit on the number of terms that a member may serve if the member is reappointed by the legislative authority. The board member appointed by the [position name of the official] of the City shall serve at the discretion of the administrative official.

Comment [A2]: Name this top administrative official again.

(3) Members of the Board of Review appointed by the legislative authority may be removed by the legislative authority by majority vote for malfeasance, misfeasance, or nonfeasance in office. To remove such a member, the legislative authority must give the member a copy of the charges against the member and afford the member an opportunity to be publicly heard in person or by counsel in the member's own defense upon not less than ten days' notice. The decision by the legislative authority on the charges is final and not appealable.

(4) A member of the Board of Review who, for any reason, ceases to meet the qualifications for the position prescribed by this section shall resign immediately by operation of law.

(5) A vacancy in an unexpired term shall be filled in the same manner as the original appointment within 60 days of when the vacancy was created. Any member appointed to fill a vacancy occurring prior to the expiration of the term for which the member's predecessor was appointed shall hold office for the remainder of such term. No vacancy on the Board of Review shall impair the power and authority of the remaining members to exercise all the powers of the Board of Review.

(6) If a member is temporarily unable to serve on the Board of Review due to a conflict of interest, illness, absence, or similar reason, the legislative authority or top administrative official that appointed the member shall appoint another individual to temporarily serve on the Board of Review in the member's place. The appointment of such an individual shall be subject to the same requirements and limitations as are applicable to the appointment of the member temporarily unable to serve.

(B) Whenever the Tax Administrator issues an assessment, the Tax Administrator shall notify the taxpayer in writing at the same time of the taxpayer's right to appeal the assessment, the manner in which the taxpayer may appeal the assessment, and the address to which the appeal should be directed.

(C) Any person who has been issued an assessment may appeal the assessment to the Board of Review by filing a request with the Board of Review. The request shall be in writing, shall specify the reason or reasons why the assessment should be deemed incorrect or unlawful, and shall be filed within 60 days after the taxpayer receives the assessment.

(D) The Board of Review shall schedule a hearing to be held within 60 days after receiving an appeal of an assessment under division (C) of this section, unless the taxpayer requests additional time to prepare or waives a hearing. If the taxpayer does not waive the hearing, the taxpayer may appear before the Board of Review and may be represented by an attorney at law, certified public accountant, or other representative. The Board of Review may allow a hearing to be continued as jointly agreed to by the parties. In such a case, the hearing must be completed within 120 days after the first day of the hearing unless the parties agree otherwise.

(E) The Board of Review may affirm, reverse, or modify the Tax Administrator's assessment or any part of that assessment. The Board of Review shall issue a final determination on the appeal within 90 days after the Board of Review 's final hearing on the appeal, and send a copy of its final determination by ordinary mail to all of the parties to the appeal within 15 days after issuing the final determination. The taxpayer or the Tax Administrator may appeal the Board of Review 's final determination as provided in Section 5717.011 of the ORC.

(F) The Board of Review created pursuant to this section shall adopt rules governing its procedures and shall keep a record of its transactions. Such records are not public records available for inspection under Section 149.43 of the ORC. Hearings requested by a taxpayer before a Board of Review created pursuant to this section are not meetings of a public body subject to Section 121.22 of the ORC.

## 886.22 AUTHORITY TO CREATE RULES AND REGULATIONS.

Nothing in this chapter prohibits the legislative authority of the City, or the Tax Administrator pursuant to authority granted to the Tax Administrator by resolution or ordinance, to adopt rules to administer an income tax imposed by the City in accordance with this chapter. Such rules shall not conflict with or be inconsistent with any provision of this chapter. Taxpayers are hereby required to comply not only with the requirements of this chapter, but also to comply with the Rules and Regulations.

All rules adopted under this section shall be published and posted on the internet.

## 886.23 RENTAL AND LEASED PROPERTY.

[If your municipality does not want to have a rental and leased property section, then the section title above should be **THIS SECTION INTENTIONALLY LEFT BLANKED**, and the section should contain no provisions.]

(A) All property owners of real property located in the City, who rent or otherwise lease the same, or any part thereof, to any person for residential dwelling purposes, including apartments, rooms and other rental accommodations, during any calendar year, or part thereof, commencing with the effective date of this section, shall file with the Tax Administrator on or before the January 31 first following such calendar year a written report disclosing the name, address and also telephone number, if available, of each tenant known to have occupied on December 31 during such calendar year such apartment, room or other residential dwelling rental property.

(B) The Tax Administrator may order the appearance before him, or his duly authorized agent, of any person whom he believes to have any knowledge of the name, address and telephone number of any tenant of residential rental real property in the City. The Tax Administrator, or his duly authorized agent, is authorized to examine any person, under oath, concerning the name, address and telephone number of any tenant of residential real property located in the City. The Tax Administrator, or his duly authorized agent, may compel the production of papers and records and the attendance of all personal before him, whether as parties or witnesses, whenever he believes such person has knowledge of the name, address and telephone number of any tenant of residential real property in the City.

(C) Any property owner or person that violates one or more of the following shall be subject to Section 886.99 of this chapter:

(1) Fails, refuses or neglects to timely file a written report required by subsection (a) hereof; or

(2) Makes an incomplete or intentionally false written report required by subsection (a) hereof; or

(3) Fails to appear before the Tax Administrator or any duly authorized agent and to produce and disclose any tenant information pursuant to any order or subpoena of the Tax Administrator as authorized in this section; or

(4) Fails to comply with the provisions of this section or any order or subpoena of the Tax Administrator.

886.24 SAVINGS CLAUSE.

This chapter shall not apply to any person, firm or corporation, or to any property as to whom or which it is beyond the power of Council to impose the tax herein provided for. Any sentence, clause, section or part of this chapter or any tax against or exception granted any individual or any of the several groups of persons, or forms of income specified herein if found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall affect only such clause, sentence, section or part of this chapter and shall not affect or impair any of the remaining provisions, sentences, clauses, sections or other parts of this chapter. It is hereby declared to be the intention of Council that this chapter would have been adopted had such unconstitutional, illegal or invalid sentence, or part hereof, not been included therein.

886.25 COLLECTION OF TAX AFTER TERMINATION OF ORDINANCE.

(A) This chapter shall continue effective insofar as the levy of taxes is concerned until repealed, and insofar as the collection of taxes levied hereunder and actions or proceedings for collecting any tax so levied or enforcing any provisions of this chapter are concerned, it shall continue effective until all of said taxes levied hereunder in the aforesaid periods are fully paid and any and all suits and prosecutions for the collection of said taxes or for the punishment of violations of this chapter shall have been fully terminated, subject to the limitations contained in Section 886.12 and Section 886.99 hereof.

(B) Annual returns due for all or any part of the last effective year of this ordinance shall be due on the date provided in Sections 886.04 and 886.05 of this ordinance as though the same were continuing.

886.26 ADOPTION OF RITA RULES AND REGULATIONS.

The City hereby adopts the Regional Income Tax Agency (RITA) Rules & Regulations, including amendments that may be made from time to time, for use as the City's Income Tax Rules and Regulations. In the event of a conflict with any provision(s) of the City Income Tax Ordinance and the RITA Rules & Regulations, the Ordinance will supersede. Until and if the contractual relationship between the City and RITA ceases, Section 886.26 will supersede all other provisions within this chapter regarding promulgation of rules and regulations by the Tax Administrator.

886.99 VIOLATIONS; PENALTIES.

(A) Whoever violates Section 886.17, division (A) of Section 886.16, or Section 886.04 by failing to remit City income taxes deducted and withheld from an employee, shall be guilty of a misdemeanor of the first degree and shall be subject to a fine of not more than $1,000 or imprisonment for a term of up to six months, or both. If the individual that commits the violation is an employee, or official, of the City, the individual is subject to discharge from employment or dismissal from office.

(B) Any person who discloses information received from the Internal Revenue Service in violation of division (A) of Section 886.16 shall be guilty of a felony of the fifth degree and shall be subject to a fine of not more than $5,000 plus the costs of prosecution, or imprisonment for a term not exceeding five

years, or both. If the individual that commits the violation is an employee, or official, of the City, the individual is subject to discharge from employment or dismissal from office.

(C) Each instance of access or disclosure in violation of division (A) of Section 886.16 constitutes a separate offense.

(D) If not otherwise specified herein, no person shall:

(1) Fail, neglect or refuse to make any return or declaration required by this ordinance;

(2) File any incomplete or false return;

(3) Fail, neglect or refuse to pay the tax, penalties or interest imposed by this chapter;

(4) Refuse to permit the Tax Administrator or any duly authorized agent or employee to examine his books, records, papers and federal and state income tax returns relating to the income or net profits of a taxpayer;

(5) Fail to appear before the Tax Administrator and to produce his books, records, papers or federal and state income tax returns relating to the income or net profits of a taxpayer upon order or subpoena of the Tax Administrator;

(6) Refuse to disclose to the Tax Administrator any information with respect to the income or net profits of a taxpayer;

(7) Fail to comply with the provisions of this ordinance or any order or subpoena of the Tax Administrator authorized hereby;

(8) Give to an employer false information as to his true name, correct social security number, and residence address, or fail to promptly notify an employer of any change in residence address and date thereof;

(9) Attempt to do anything whatsoever to avoid the payment of the whole or any part of the tax, penalties or interest imposed by this chapter.

(E) Any person who violates any of the provisions in Section 886.99 (D) shall be subject to the penalties provided for in Section 886.99 (A) of this chapter.

BY: Mr. Meiners ORDINANCE NO. TEMP NO. 10594

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT AND OTHER EXPENDITURES OF THE CITY OF AVON LAKE FOR THE FISCAL YEAR 2016, AND DECLARING AN EMERGENCY

WHEREAS it is necessary to make permanent appropriations for 2016 as presented and reveiwed by Council in various committee meetings,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE
STATE OF OHIO

Section1: That to provide for the current expenses and other expenditures of the City of Avon Lake during the fiscal year ending December 31, 2016, the following sums be and they are hereby set aside and appropriated from the funds herein specified as follows, to wit:

Section 2: That there be appropriated transferred and advanced from the following funds and as further detailed in the Schedules attached hereto as Exhibit "A" and incorporated herein:

| General Fund - 100 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| Beginning General Fund Appropriations | $ 10,634,585.00 | $ 3,351,555.00 | | $ 573,320.00 | $ 14,559,460.00 |
| 100 Total General Fund Adjustments | $ - | $ - | $ - | $ - | $ - |
| Ending General Fund Appropriations | | | | | $ 14,559,460.00 |

| Special Revenue Fund Group - 200 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 202 SCM&R Fund | $ 839,140.00 | $ 482,500.00 | $ - | $ - | $ 1,321,640.00 |
| 203 State Highway Fund | $ - | $ 90,000.00 | $ - | $ - | $ 90,000.00 |
| 204 Income Tax Transfer | $ - | $ - | $ - | $ 9,750,000.00 | $ 9,750,000.00 |
| 205 Improvement Fund | $ - | $ 69,500.00 | $ - | $ - | $ 69,500.00 |
| 206 Paramedic Fund | $ 1,144,420.00 | $ 206,494.00 | $ - | $ - | $ 1,350,914.00 |
| 207 Income Tax Capital Improvement | $ - | $ - | $ - | $ - | $ - |
| 208 Office On Aging | $ - | $ 43,000.00 | $ - | $ - | $ 43,000.00 |
| 209 Dial-A-Bus Fund | $ 36,090.00 | $ 3,000.00 | $ - | $ - | $ 39,090.00 |
| 210 Cable TV Improvement | $ 107,230.00 | $ 47,300.00 | $ - | $ - | $ 154,530.00 |
| 212 Law Enforcement Trust Fund | $ - | $ 2,000.00 | $ - | $ - | $ 2,000.00 |
| 213 Law Enforcement Education | $ - | $ 1,000.00 | $ - | $ - | $ 1,000.00 |
| 214 Indigent Drivers Alcohol Treatment | $ - | $ 35,000.00 | $ - | $ - | $ 35,000.00 |
| 215 Municipsl Court Computer Fund | $ - | $ 15,000.00 | $ - | $ - | $ 15,000.00 |
| 216 COPS Fast Fund | $ 109,984.00 | $ - | $ - | $ - | $ 109,984.00 |
| 225 AL/Bay Park Improvement Fund | $ - | $ - | $ - | $ - | $ - |
| 226 Fire apparatus Acquisition Fund | $ - | $ - | $ - | $ - | $ - |
| 230 Board of Building Standards Assmnt | $ - | $ 4,500.00 | $ - | $ - | $ 4,500.00 |
| 231 Employee Sick time Buy Back Fund | $ 115,000.00 | $ - | $ - | $ - | $ 115,000.00 |
| 232 Street Tree Fund | $ - | $ 5,000.00 | $ - | $ - | $ 5,000.00 |
| 235 Continuing Professionals Training | $ - | $ 5,780.00 | $ - | $ - | $ 5,780.00 |
| 236 ALMC-Court Security Fund | $ 36,370.00 | $ 2,000.00 | $ - | $ - | $ 38,370.00 |
| 237 ALMC- Interlock Fund | $ - | $ 15,000.00 | $ - | $ - | $ 15,000.00 |
| 601 Police Pension Fund | $ 213,600 | $ 5,545 | $ - | $ - | $ 219,145.00 |
| 602 Fire Pension fund | $ 190,000 | $ 5,555 | $ - | $ - | $ 195,555.00 |
| 603 Recreation Fund | | | | | |
| **Total Special Revenue Funds** | **$ 2,791,834.00** | **$ 1,038,174.00** | **$ -** | **$ 9,750,000.00** | **$ 13,580,008.00** |

| Debt Service Fund Group - 300 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 301 General Bond Retirement | $ - | $ 7,451,710.00 | $ - | $ - | $ 7,451,710.00 |
| 302 GO Bond Retirement (Voted) | $ - | $ 333,760.00 | $ - | $ - | $ 333,760.00 |
| 501 Special Assessment Bond Retirement | $ - | $ 370,710.00 | $ - | $ - | $ 370,710.00 |
| | $ - | $ - | $ - | $ - | $ - |
| **Total Debt Service Funds** | **$ -** | **$ 8,156,180.00** | **$ -** | **$ -** | **$ 8,156,180.00** |

| Capital Project Fund Group - 400 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 400 OCP Rt 83/Webber Rd | $ - | $ - | $ - | $ - | $ - |
| 401 Lear/Krebs Intersection | $ - | $ - | $ 1,006,000.00 | $ - | $ 1,006,000.00 |
| 410 Sewer Seperstion Projects | $ - | $ - | $ - | $ - | $ - |
| 417 OCP Police/Court Facility | $ - | $ - | $ 42,000.00 | $ - | $ 42,000.00 |
| 424 OCP Canterbury Road Imp | $ - | $ - | $ - | $ - | $ - |
| 426 OCP Troy School Driveway | $ - | $ - | $ - | $ - | $ - |
| 440 Walkeer/Lear Roads Intersection | $ - | $ - | $ - | $ - | $ - |
| 443 North Point Erosion Control | $ - | $ - | $ - | $ - | $ - |
| 445 Pool Reconstruction Fund | $ - | $ - | $ - | $ - | $ - |
| **Total Capital Project Fund Group** | **$ -** | **$ -** | **$ 1,048,000.00** | **$ -** | **$ 1,048,000.00** |

| Special Assessment Projects Group - 500 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 520 SA Walker Rd/Lear East | $ - | $ - | $ - | $ - | $ - |
| 521 SA Lear Rd/Walker South | $ - | $ - | $ - | $ - | $ - |
| 522 SA Titus Pitts-Hill Ditch | $ - | $ - | $ - | $ - | $ - |
| 525 Sidewalk Street Lighting | $ - | $ - | $ - | $ - | $ - |
| 527 Cove Avenue Improvements | $ - | $ 2,100.00 | $ - | $ - | $ 2,100.00 |
| **Special Assessment Projects Group** | **$ -** | **$ 2,100.00** | **$ -** | **$ -** | **$ 2,100.00** |

| Enterprise Fund Group- 700 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 701 Water Fund | $ 2,474,000.00 | $ 2,711,000.00 | $ - | $ 4,551,121.00 | $ 9,736,121.00 |
| 703 Water MOR SUB Fund | $ - | $ 1,639,500.00 | $ - | $ 20,500.00 | $ 1,660,000.00 |
| 704 Waterworks Construction Fund | $ - | $ 7,010,000.00 | $ - | $ - | $ 7,010,000.00 |
| 706 Water Debt Service | $ - | $ 3,161,534.00 | $ - | $ - | $ 3,161,534.00 |
| 721 Sewer Fund | $ 2,356,800.00 | $ 3,076,500.00 | $ - | $ - | $ 5,433,300.00 |
| 724 Sewer System Construction Fund | $ - | $ - | $ 18,700,000.00 | $ 6,310,000.00 | $ 25,010,000.00 |
| 725 Trunk Sanitary Sewer Fund | $ - | $ 15,980.00 | $ - | $ - | $ 15,980.00 |
| 727 Sewer Debt Service Fund | $ - | $ 8,710,120.00 | $ - | $ - | $ 8,710,120.00 |
| 729 LORCO Force Main & Pump | $ - | $ - | $ - | $ - | $ - |
| 739 LORCO Collection System Fund | $ - | $ - | $ - | $ - | $ - |
| 749 LORCO Custodial Account Fund | $ 114,700.00 | $ 2,242,007.00 | $ - | $ - | $ 2,356,707.00 |
| 762 Trunk Water Avon Improvement | $ - | $ 5,289,000.00 | $ - | $ - | $ 5,289,000.00 |
| **700 Total Enterprise Fund Group** | **$ 4,945,500.00** | **$ 33,855,641.00** | **$ 18,700,000.00** | **$ 10,881,621.00** | **$ 68,382,762.00** |

| Trust and Agency Fund Group - 600 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 611 Deposit Trust | - | 1,000 | - | - | 1,000 |
| **600 Total Internal Service Fund Group** | **$ -** | **$ 1,000** | **$ -** | **$ -** | **$ 1,000** |

| Deposit Fund Group - 801 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 801 Transfer fund | $ - | $ 10,000 | $ - | $ - | $ 10,000 |
| | - | - | - | - | - |
| **800 Total Deposit Fund Group** | **$ -** | **$ 10,000** | **$ -** | **$ -** | **$ 10,000** |
| **Grand Total All Funds** | **$ 18,371,919.00** | **$ 46,414,650.00** | **$ 19,748,000.00** | **$ 21,204,941.00** | **$ 105,739,510.00** |

Section 3: That the City Director of Finance be and is hereby authorized and directed to draw warrants against the appropriations set forth upon presentation of proper vouchers.

Section 4: That all expenditures within the fiscal year ending December 31, 2016 shall be made in accordance with the code accounts set forth above, and shall be made within the appropriations herein provided ("Appropriations" as used means the total amount appropriated for an individual fund).

Section 5: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

Section 6: This Ordinance is hereby declared to be an emergency measure, the emergency being the necessity for the current operations of the City, thus for the health, safety and welfare of the residents of Avon Lake. Therefore this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading: 11/23/2015
2nd reading
3rd reading:

PASSED: _____

_____
PRESIDENT OF COUNCIL

POSTED: _____

_____
APPROVED

ATTEST: _____
CLERK OF COUNCIL

_____
MAYOR

## EXHIBIT "A"
## SCHEDULE OF BUDGETS BY DEPARTMENT FOR GENERAL FUND

| Department | Personal Service | Other | Equipment Replacement | Transfers | Total |
|---|---|---|---|---|---|
| Police | $ 3,835,765.00 | $ 287,600.00 | $ - | $ - | $ 4,123,365.00 |
| Fire | $ 2,354,275.00 | $ 172,540.00 | $ - | $ - | $ 2,526,815.00 |
| Public Health | $ - | $ 110,000.00 | $ - | $ - | $ 110,000.00 |
| Recreation | $ 539,900.00 | $ 319,450.00 | $ - | $ - | $ 859,350.00 |
| Building Inspection | $ 387,835.00 | $ 32,975.00 | $ - | $ - | $ 420,810.00 |
| EAAB | $ 660.00 | $ 2,165.00 | $ - | $ - | $ 2,825.00 |
| Planning Commission | $ - | $ 2,000.00 | $ - | $ - | $ 2,000.00 |
| Historic Preservation | $ - | $ 1,000.00 | $ - | $ - | $ 1,000.00 |
| Public Works | $ 2,029,375.00 | $ 1,022,150.00 | $ - | $ - | $ 3,051,525.00 |
| Mayor | $ 196,790.00 | $ 62,850.00 | $ - | $ - | $ 259,640.00 |
| Human Resources | $ 40,390.00 | $ 10,000.00 | $ - | $ - | $ 50,390.00 |
| Economic Development | $ 75,830.00 | $ 125,000.00 | $ - | $ - | $ 200,830.00 |
| IT | $ - | $ 70,000.00 | $ - | $ - | $ 70,000.00 |
| Finance | $ 405,580.00 | $ 366,750.00 | $ - | $ - | $ 772,330.00 |
| Law | $ 232,500.00 | $ 148,200.00 | $ - | $ - | $ 380,700.00 |
| Council | $ 192,975.00 | $ 21,600.00 | $ - | $ - | $ 214,575.00 |
| Court | $ 336,885.00 | $ 65,800.00 | $ - | $ - | $ 402,685.00 |
| Civil Service | $ 5,825.00 | $ 8,175.00 | $ - | $ - | $ 14,000.00 |
| General Government | $ - | $ 523,300.00 | $ - | $ 573,320.00 | $ 1,096,620.00 |
| GRAND TOTAL | $ 10,634,585.00 | $ 3,351,555.00 | $ - | $ 573,320.00 | $ 14,559,460.00 |

BY: Mr. Bucci TEMP NO: 10596

ORDINANCE NO. _____

AN ORDINANCE CONFIRMING THE APPOINTMENT OF JEREMY FIALKOWSKI AS LABORER IN THE PUBLIC WORKS DEPARTMENT, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Public Works Director and Human Resources Committee of Council that Jeremy Fialkowski be appointed to the position of Laborer in the Public Works Department, and

WHEREAS, Council has considered this recommendation and approves it in full, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the appointment of Jeremy Fialkowski to the position of Laborer in the Public Works Department, effective December 28, 2015, be and he is hereby approved and confirmed, subject to all provisions of Chapter 258 of the Codified Ordinances of the City of Avon Lake.

Section No. 2: That the duties and responsibilities to be performed and undertaken by the Laborer in the Public Works Department shall be those set forth for such position in Ordinance No. 29-2012.

Section No. 3: That with Council's present knowledge of Mr. Fialkowski's experience and ability, it has and does hereby fix the Step 1 rate of $22.42 per hour, payable bi-weekly as determined by the Director of Finance.

Section No. 4: That during his probationary period, Mr. Fialkowski shall be entitled to receive all benefits provided by the Collective Bargaining Agreement with the City of Avon Lake.

Section No. 5: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 6: That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public

peace, health, and safety of the City of Avon Lake, and further, for providing the Public Works Department with adequate personnel for the efficient operation of the Department. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading:
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. Bucci TEMP NO: 10597

ORDINANCE NO. _____

AN ORDINANCE CONFIRMING THE APPOINTMENT OF DENNIS KEANE AS EQUIPMENT OPERATOR IN THE PUBLIC WORKS DEPARTMENT, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Public Works Director and Human Resources Committee of Council that Dennis Keane be promoted to the position of Equipment Operator in the Public Works Department, and

WHEREAS, Council coming now to consider said recommendation approves it in full and desires to put it into effect, now therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the promotion of Dennis Keane to the position of Equipment Operator in the Public Works Department, effective December 15, 2015, be and it is hereby approved and confirmed subject to all provisions of Chapter 258 of the Codified Ordinances of the City of Avon Lake.

Section No. 2: That the duties and responsibilities to be undertaken by the Equipment Operator in the Public Works Department shall be those set forth for such position in Ordinance No. 30-2012.

Section No. 3: That with Council's present knowledge of Mr. Keane's experience and ability it has and does hereby fix the rate of $30.41 per hour, payable bi-weekly as determined by the Director of Finance.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 5: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of providing the Public Works Department with adequate personnel for the efficient operation of the Department, thus for the health,

safety, and welfare of the citizens of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. Bucci TEMP NO: 10598

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE APPOINTMENT OF LORRIE BRUCE AS INTERIM RECREATION MANAGER, ESTABLISHING THE RATE OF COMPENSATION FOR SAID POSITION, AND DECLARING AN EMERGENCY.

Section No. 1: That the appointment by the Mayor of Lorrie Bruce to the position of Interim Recreation Manager effective January 1, 2016 is hereby confirmed by Council.

Section No. 2: That based on Mrs. Bruce's experience and ability, Council does hereby fix and establish a rate of $25.00 per hour effective January 1, 2016.

Section No. 3: That Mrs. Bruce shall serve as Interim Recreation Manager from January 1, 2016 until such time as a full-time Recreation Director is appointed, at which time Mrs. Bruce will be returned to her previous position at her previous salary.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 5: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to appoint an Interim Recreation Director to ensure the efficient operation of the department and continue with the recreation programs, thus for the public health, safety, and welfare. Therefore, this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

1st reading:
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. Bucci TEMP NO: 10599

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF CABLE PRODUCTION COORDINATOR FOR THE AVON LAKE CABLE TELEVISION STUDIO, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the administration and the Human Resources Committee that a job description for the position of Cable Production Coordinator for the Avon Lake Cable Television be adopted, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Cable Production Coordinator for the Avon Lake Cable Television Studio shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 3: That this Ordinance is hereby declared to be an emergency measure in order to adequately staff the cable studio to bring optimal services and programming to keep the residents of Avon Lake informed, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading:
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

# CITY OF AVON LAKE

# POSITION DESCRIPTION
## Production Coordinator
(Full Time) November 2015

| | |
|---|---|
| Job Title: | Cable Production Coordinator |
| Department: | Mayor |
| Immediate Supervisor: | Cable Access Manager |
| Positions Supervised: | Part-time staff in Managers absence |
| FLSA Status: | Exempt |
| Bargaining Unit: | TBD (None) |
| Civil Service Status: | TBD (Unclassified) |

**GENERAL RESPONSIBILITIES:**
Under the direction of the Cable Access Manager this employee will produce programming for the government access channel, assist community producers in the use of equipment and production of shows, contribute to the updating of online communications and perform general office tasks. He/she will be responsible for the supervision of the office during Cable Access Managers absence.

**GENERAL QUALIFICATIONS:**
Any combination of training and work experience, which indicates attainment of the skills, possession of the knowledge and the ability to perform the duties below.
*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

# CITY OF AVON LAKE

# POSITION DESCRIPTION
## Production Coordinator
(Full Time) November 2015

### SPECIFIC DUTIES

- Perform managerial duties of ALC-TV at Cable Access Managers discretion or absence.
- Produce programming for the government channel including editing and location filming.
- Assist community producers with equipment use and production of shows including training on and operation of equipment.
- Encode and program shows for air.
- Construction of on-air bulletin board pages and public service announcements.
- Routine maintenance of equipment, software, inventory, and studio.
- Maintain media inventory and databases
- Dubbing and duplication of media.
- Update online communications including Facebook and the City website.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have a basic working knowledge of computers and the ability to learn the technical aspects of the job. Must have effective oral and written communication skills and the capability to develop working relationships with associates and the general public. Must be able to lift and carry cameras and equipment.

*The job description does not constitute an employment agreement between the City of Avon Lake and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.*

BY: Mr. Bucci TEMP NO: 10600

ORDINANCE NO. _____

A RESOLUTION REFERRING A PROPOSAL TO AMEND THE PLANNING & ZONING CODE TO PLANNING COMMISSION FOR REVIEW OF THE MEMBERSHIP OF THE ZONING BOARD OF APPEALS, AND DECLARING AN EMERGENCY.

WHEREAS, the Avon Lake City Council has reviewed a proposal by the Human Resources Committee for a revision to Planning and Zoning Code Section 1214.07, and

WHEREAS, the Avon Lake City Council requests that Planning Commission review said proposal and make their recommendations as required in Section 1214.07 of the Planning & Zoning Code, now therefore;

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That this Council hereby requests that the Avon Lake Planning Commission review a proposal to revise the membership requirements of the Zoning Board of Appeals as attached hereto.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 3: That this Ordinance is hereby declared to be an emergency measure, in order to meet the deadline for the Planning Commission agenda for consideration of an amendment to the requirements of the members of the Zoning Board of Appeals to allow members to serve on other boards/commissions to offer their expertise, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

1214.07 ZONING BOARD OF APPEALS

(b) Organization

(1) The Zoning Board of Appeals shall consist of five members. Two members shall be appointed by the Mayor and three members shall be appointed by Council, as hereinafter provided. The two members appointed by the Mayor are subject to confirmation and approval by Council. All members, at the date of their respective appointments and thereafter during their terms of office, shall be, and shall have been for the two years last past, qualified electors of the City who hold no other elective or appointive office or position **except for membership on the Citizens Tree Commission, the Cable Advisory Commission, the Environmental Affairs Advisory Board, the Income Tax Board of Review, the Community Reinvestment Area Housing Council, or the Affirmative Action Committee,** who are not otherwise employed within the Municipal Government.

BY: Mr. James TEMP NO: 10601

ORDINANCE NO. _____

AN ORDINANCE AWARDING A CONTRACT FOR CLEANING SERVICES AT CITY BUILDINGS, AND DECLARING AN EMERGENCY.

WHEREAS, in accordance with the direction of Council, the Public Works Director has caused notice to be given as provided by law, inviting bids for commercial cleaning services, one bid having been received, opened and tabulated as provided by law, and

WHEREAS, Council coming now to consider said bid has determined that the bid submitted by ADW, Inc. of Parma, Ohio, is acceptable to this Council, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That there is hereby awarded to ADW, Inc. of Parma, Ohio, a three (3) year contract, to provide commercial cleaning services at City buildings. The total amount of said contract is in the sum of $76,000.00.

Section No. 2: That upon receipt of a monthly invoice for said cleaning services to the full satisfaction of the Public Works Director, the Finance Director is hereby authorized to issue the warrant of the City in the amount of $2,125.00 per month for the years 2016 and 2017, and $2,083.33 per month for the year 2018, and to cause said warrant to be paid.

Section No. 3: That the Mayor shall be and he is hereby authorized and directed to sign and execute the contract hereby awarded.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 5: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of awarding a contract for commercial cleaning services for City buildings before the current contract expires to provide clean

working conditions for City employees that they may efficiently perform their duties in a safe, clean environment, thus for the public health, safety, and welfare. Therefore, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

1st reading:
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. James TEMP NO: 10602

RESOLUTION NO. _____

A RESOLUTION APPROVING THE USE OF SUBMERGED LANDS, AND DECLARING AN EMERGENCY.

WHEREAS, a resident at 31668 Lake Road, in the City of Avon Lake has requested permission to construct a concrete breakwall and stairs to gain access to Lake Erie, at Avon Lake, Lorain County, Ohio, and

WHEREAS, as part of the application to lease submerged land, the parties involved must submit to the Ohio Department of Natural Resources, a resolution from the Avon Lake City Council approving the proposed use of the submerged lands, now therefore;

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the City of Avon Lake finds and determines that the submerged lands to be occupied by the project for the construction of a concrete breakwall and stairs at 31668 Lake Road are not necessary or required for the construction, maintenance, or operation by the municipal corporation of breakwaters, piers, docks, wharves, bulkheads, connecting ways, water terminal facilities and improvements and marginal highways in the aid of navigation and water commerce and that the land uses specified in the application comply with regulation of permissible land use under a waterfront plan of the local authority.

Section No. 2: That the property owner shall take the necessary precautions to avoid damage to the municipal infrastructure and shall be responsible for reimbursement to the City of any cost necessary to repair damage caused by the construction described in Section No. 1 herein.

Section No. 3: That prior to constructing the project described in Section No. 1 herein, the property owner shall contact the Public Works Department in order that said Public Works Department may inspect the property and municipal infrastructure in the area, by videotape or such other means, to assess the area prior to the project for the purpose of determining if any damage is incurred as a result of the construction of the project referred to herein.

Section No. 4: That the Clerk of Council is hereby authorized and directed to forward a certified copy of this Resolution to the Ohio Department of Natural Resources, Office of Real Estate and Land Management.

Section No. 5: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 6: That this Resolution is hereby declared to be an emergency measure in order for the property owner to begin the approval process and to immediately secure materials to begin the erosion control project to protect the Lake Erie shoreline, thus for the public health, safety, and welfare. Therefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading:
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. James TEMP NO: 10603

RESOLUTION NO. _____

A RESOLUTION APPROVING THE USE OF SUBMERGED LANDS, AND DECLARING AN EMERGENCY.

WHEREAS, a resident at 31906 Lake Road, in the City of Avon Lake has requested permission to construct a concrete breakwall and pier in Lake Erie, at Avon Lake, Lorain County, Ohio, and

WHEREAS, as part of the application to lease submerged land, the parties involved must submit to the Ohio Department of Natural Resources, a resolution from the Avon Lake City Council approving the proposed use of the submerged lands, now therefore;

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the City of Avon Lake finds and determines that the submerged lands to be occupied by the project for the construction of a concrete breakwall and pier at 31906 Lake Road are not necessary or required for the construction, maintenance, or operation by the municipal corporation of breakwaters, piers, docks, wharves, bulkheads, connecting ways, water terminal facilities and improvements and marginal highways in the aid of navigation and water commerce and that the land uses specified in the application comply with regulation of permissible land use under a waterfront plan of the local authority.

Section No. 2: That the property owner shall take the necessary precautions to avoid damage to the municipal infrastructure and shall be responsible for reimbursement to the City of any cost necessary to repair damage caused by the construction described in Section No. 1 herein.

Section No. 3: That prior to constructing the project described in Section No. 1 herein, the property owner shall contact the Public Works Department in order that said Public Works Department may inspect the property and municipal infrastructure in the area, by videotape or such other means, to assess the area prior to the project for the purpose of determining if any damage is incurred as a result of the construction of the project referred to herein.

Section No. 4: That the Clerk of Council is hereby authorized and directed to forward a certified copy of this

Resolution to the Ohio Department of Natural Resources, Office of Real Estate and Land Management.

Section No. 5: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 6: That this Resolution is hereby declared to be an emergency measure in order for the property owner to begin the approval process and to immediately secure materials to begin the erosion control project to protect the Lake Erie shoreline, thus for the public health, safety, and welfare. Therefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading:
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mrs. Fenderbosch TEMP NO: 10604

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE FINAL PLAT FOR LEGACY POINTE, PHASE 8, AND DECLARING AN EMERGENCY.

WHEREAS, Planning Commission has at its meeting of December 1, 2015, approved the final plat for Legacy Pointe, Phase 8, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the final plat for Legacy Pointe, Phase 8, located east of Avon Belden Road and south of Walker Road in an R-1 single family residential Planned Unit Development, submitted to and approved by Planning Commission and referred to this Council, be and it is hereby approved.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 3: That this Ordinance is hereby declared to be an emergency measure, to allow for the timely recording of the final plat to prevent unnecessary delay in the mortgage closings of homes and to allow the City to begin collecting taxes on these properties to add to the revenue of the City, thus for the public health, safety, and welfare. Therefore, this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. James TEMP NO: 10605

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A RISK MANAGEMENT POLICY FOR THE RECREATION DEPARTMENT, AND DECLARING AN EMERGENCY.

WHEREAS, the Recreation Department has adopted a policy designed to create a safe environment for all participants associated with recreation activities, and

WHEREAS, Council coming now to consider said policy accepts it in full, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Risk Management Policy for the Avon Lake Recreation Department, attached hereto, is hereby adopted by the Avon Lake City Council.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which 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 No. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to adopt a Risk Management Policy to help ensure the safety of all participants in Avon Lake Recreation Department activities, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

1st reading:
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

# City of Avon Lake
# Recreation Department

## Risk Management Policy

### *Statement of Policy*

The City of Avon Lake Recreation Department (ALRC) has adopted a policy designed to create a safe environment for all participants associated with recreation activities.

### *Statement of Position*

In order to implement the policy above, the ALRD has adopted the following positions:

1. The ALRD shall exclude from all of its programs any adult person with a documented history of molestation, sexual abuse, exploitation, physical abuse or any other crime against an adult or minor. Other crimes include, but are not limited to, neglect, harassment, child abandonment, violation of a restraining order and providing or selling alcohol or unlawful drugs.

2. The policy enumerated above, including exclusion from programs, shall apply to the following:

   a. Coaches, including assistant coaches
   b. All employees of ALRD, if they have direct contact with program participants or visitors to Recreation Department facilities.
   c. All individual contractors who enter into contracts with ALRD.
   d. Sports Officials, if such persons have direct contact with minors outside of such programs and without the presence of coaches, parents, Supervisors, and/or other adults involved with such programs.

3. The City of Avon Lake shall adopt special rules of conduct, which will apply to all adults who have direct contact, and supervision of program participants, including senior citizens and minors.

### *Statements of Requirements for the Employee/Volunteer Disclosure Form*

The ALRD shall require all persons described in Item 2 above to submit an Employee/Volunteer Disclosure Statement in writing pursuant to procedures adopted by the ALRD. Further, all such persons shall agree to be subject to a background check designed to disclose activities, which may result in exclusion from the ALRD programs. This background check may consist of no less than a Social Security Number check, a National Sex Offender check, and a Foreign Nationals Database check.

All adults listed in the Statement of Position, 2. (a-d) shall complete the Disclosure Statement in writing, or in a contemporary and secure manner, and shall sign such

statement. Among other information, each such adult must supply their social security number (or registration numbers for non-United States citizens) and all valid driver's license numbers. If the required Disclosure Statements are incomplete, unsigned or are not submitted as required by any such person who is required to submit the Statement, the ALRD reserves the right to exclude that person from all programs. The ALRD will appoint a Risk Management Coordinator (most likely the Human Resources Director) and an Assistant Risk Management Coordinator (most likely the Recreation Director). The Assistant will not be involved in any examination of documents or decisions, unless the Coordinator is not able to perform the functions designated. The Risk Management Coordinator is to apply the standards contained in this document impartially and fairly along the strict guidelines included herein.

The ALRD shall be responsible for providing the Disclosure Statements to all affected persons. In order to preserve confidentiality, the completely executed and signed Disclosure Statement shall be returned to the Risk Management Coordinator in a contemporarily acceptable manner. The Risk Management Coordinator and the Assistant Risk Management Coordinator will be the only persons who will have access to the Disclosure Statements and all background checks.

Notwithstanding the prior statement, the Risk Management Coordinator, or the Assistant Risk Management Coordinator in the case of absence of the Risk Management Coordinator may disclose the Disclosure Statement or the data from the background check if: (i) the person submitting the data authorizes disclosure; or (ii) the person submitting the data challenges the decision by the Risk Management Coordinator or Assistant to exclude such person from ALRD activities, in which instance the decision is to be appealed to the Appeals Committee. (The appeals process is contained further in this document.) The confidential information will be released to the Chairperson of the Committee, who is authorized to release it to the members of the committee.

All Disclosure Statements received by the Risk Management Coordinator shall be deemed to be valid for the two-year period established by ALRD. Once the Risk Management Coordinator receives disclosure statements, the Risk Management Coordinator shall establish a random selection process whereby some or all of the disclosure statements will be reviewed.

All records, forms, and results of reviews will be handled in strict confidence by the Risk Management Coordinator, or Assistant Risk Management Coordinator in the absence of the Risk Management Coordinator. All documents received shall be kept secure employing the most contemporary methods. Sole possession of all disclosure statements shall be with the Risk Management Coordinator. Any disclosure statements or other materials more than two years old shall be destroyed in a manner that will preserve confidentiality.

Once a Disclosure Statement is reviewed by the Risk Management Coordinator, he or she shall apply standards adopted by the ALRD as enumerated herein and adopted in order to determine whether a person submitting the disclosure Statement should be excluded from participation in ALRD programs. The Risk Management

Coordinator shall have sole authority as to the continuation of any person in any ALRD program. If the Risk Management Coordinator determines that a person should be excluded from the program, the Risk Management Coordinator shall notify that person in writing in the most contemporary manner as to ensure confidentiality.

The contents of this correspondence will require resignation of the person from all ALRD affiliated organizations within ten days of receipt. If the person decides to appeal the decision of the Risk Management Coordinator, the person shall send a letter to the Chairperson of the Appeals Committee within ten days of receipt of the letter requesting an appeal hearing. The normal appeal process of the ALRD will then be in effect. As a condition of appeal, the person agrees to have no contact with players, and/or programs participants, until the appeal is heard.

Using the criteria within this policy, all persons requiring a background check, must have this check performed in a timely manner through the City's current process, procedures, and vendor. This is despite any applicant possessing documentation of any recent checks performed by other means, or by other entities. Only an equivalent, or deeper, background check conducted by the City's current vendor, and conducted within twelve months of the initiation the current relationship with the City, will be allowable. All background checks conducted through the City's vendor, and conducted for the purpose at hand, will be conducted at the expense of the City and/or ALRD.

## ALRD POLICY RM-1:

*Policy for Exclusion from Programs Operated by the City of Avon Lake.*

Adult persons shall be excluded from participation in any manner and at any level for any programs directly or indirectly overseen by ALRD for conviction of any of the following crimes as listed in Ohio *Revised* Code Section 109.572(A)(1): aggravated murder with specific intent to cause death, murder; kidnapping; felonious assault. aggravated assault, assault, rape, aggravated robbery, robbery, burglary, aggravated burglary, voluntary manslaughter, involuntary manslaughter, failing to provide for functionally impaired person, aggravated menacing, patient abuse/neglect, abduction, child stealing, child enticement, sexual battery, gross sexual imposition, sexual imposition, importuning, voyeurism, public *indecency,* felonious sexual penetration, compelling prostitution, procuring, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of a minor in nudity oriented material or performance, unlawful abortion, endangering children, contributing to the delinquency of a minor, domestic violence, promoting prostitution (children), prostitution: after positive HIV test, corruption of a minor, custodial interference. carrying concealed weapons, having a weapon while under a disability, improperly discharging a weapon at or near a school or dwelling, corrupting another with drugs, trafficking in drugs, illegal manufacture of drugs or cultivation of marijuana, funding of drug or marijuana trafficking, illegal administration or distribution of anabolic steroids, possess of drugs (that is not a minor drug possession offense), placing harmful objects in food or confection, and

any substantially equivalent offense of the above. Any conviction for simple assault, where judgment is rendered any time during the ten years prior to the date of the receipt of the Disclosure Statement will result in exclusion from participation in any manner and at any level for any programs directly or indirectly overseen by ALRD.

## ALRD POLICY RM-2:

*Policy for Exclusion from Operating Automobiles in any Program Operated by the ALRD*

Drivers shall be prohibited from driving any players or youth referees (accept a son or daughter of the driver) for any programs directly or indirectly overseen by ALRD:

a. Suspension or revocation of a driver's license which has occurred any time during the five years prior to submission of the Disclosure Statement; and
b. Any conviction of driving under the influence of drugs or alcohol where such judgment was entered within the twenty (20) years prior to the submission of the Disclosure Statement

## ALRD POLICY RM-3:

*Policy for Suspension from Programs Operated or Affiliated with the City of Avon Lake*

Any person participating in any ALRD program who becomes a defendant in any litigation, the outcome of which would result in exclusion under the policies identified in ALRD POLICY RM-l or ALRD POLICY RM-2, the outcome of which would result in exclusion under the policies identified above or any litigation based upon activities otherwise detrimental to the welfare of program participants, shall be suspended from all recreation-related activities until such litigation is resolved by court order. The phrase "matters detrimental to the welfare" of program participants shall include all the offenses listed above as well as any other crimes or charges of moral turpitude and other felonies. For purposes of this policy, the phrase "a defendant in litigation" shall include the arrest, indictment, citation or equivalent formal charge of any adult person for any crimes or other offenses listed above. The Risk Management Coordinator will determine the period of suspension.

## ALRD POLICY RM-4:

*Policy Regarding Criminal Activity*

If the Risk Management Coordinator, or Alternate Risk Management Coordinator; any employee; any participant volunteer; or any other person associated with the ALRD comes into knowledge *of* any criminal activity, any or all such persons shall report such criminal activity as required by law.

*Statement of Policy Concerning Safety and Security of Minor Program Participants and Youth Sports Officials and Youth Coaches outside the presence of Parents and/or Guardians*

The ALRD supports and adopts procedures for the safety and security *of* Minor Program Participants in the direct care of its programs, as well as the implementation of the procedures for all Minor Program Participants outside the presence of parents and/or guardians. For purposes of clarity, a Minor Program Participant shall include all persons under the age of 18 years. It is the policy of the ALRD that all Minor Program Participants are entitled to protection and vigilance by the adults appointed to be responsible for them in settings outside the presence of parents and/or guardians.

## ALRD POLICY RM-5:

*Policy Concerning Care of Minor Program Participants Outside the Presence of Parents and/or Guardians*

It is the policy of the ALRD that the following rules apply to the care of Minor Program Participants outside the presence of parents and/or guardians in ALRD directly operated programs.

RULES:

1. All adults accepting responsibility for the care of minor program participants must have a completed Employee/Volunteer Disclosure Form on file as indicated in the Risk Management Policy of the ALRD.
   Adults must be fingerprinted if requested pursuant to this policy.
3 Emergency Medical Forms, signed by parents/guardians must be completed. The form must be accessible at all activities.
4. If medical personnel are not to be on-site, then telephones or other devices must be available to call emergency medical services.
5. At the beginning of the first program, minor program participants must be informed of fire and bad weather procedures, location of fire escapes, and a location for the team to meet outside of the facility in case of emergency.
6. No person under the age of 21 is permitted to drive minor program participants while outside of the control of the parent without written permission of the parent. When transporting minor program participants the driver must obey all traffic and speed laws.
7. Minor program participants are not permitted to leave the team situation unless permitted by the program, and unless the parent gives written permission. Any

person removing a minor program participants must present picture identification, and must be the specific person listed in the parent's permission.

8. Non-related adults and minor program participants are never to be in a room alone together. Another adult or another ~~player~~ minor program participants must always be present.
9. Minor program participants must be supervised at all times.

## ALRD POLICY RM-5.1

### Policy concerning adult participation in any ALRD program

Any of the following people must comply with this policy. Failure to do *so* may result in disciplinary action including but not limited to dismissal, cancellation of contract, suspensions, or other discipline.

a. Coaches, including assistant coaches
b. Trainers
c. Program Directors/Team managers
d. All employees of ALRD, who have direct contact with program participants.
e. All individual contractors who enter into contracts with ALRD.
f. Sports officials, most specifically if such persons have direct contact with minors and/or senior citizens outside the presence of ~~such~~ other adult persons and/or parents.
g. Volunteers

The above persons will be required to submit fingerprints, and a background check will be done if they are involved in a program that involves conducting and/or participating in an ALRD program with ONE or more of the following on a regular basis:

1. Activities held in an isolated setting
2. with little or no parental involvement
3. one adult supervising a child or children, or senior citizen
4. activity with one child, or senior citizen
5. interaction with a specific child, or senior citizen over a long period of time
6. overnight stay
7. activity involving physical contact as a part of instruction or control
8. activity held in a private home
9. activity with a child, children, senior citizen, or team without another adult present
10. Activity involving changing clothes or showering by children, senior citizens, or in the presence of children, or senior citizens.

Any adult listed above, who meets even one of the above criteria, must immediately submit to a background check done before continuing the program.

Adults listed above who find themselves in a situation *where* they have unsupervised *access* to a minor or senior citizen in an ALRD program must immediately have a fingerprint background check before starting or continuing in the program.

Unsupervised means that no other person 18 years or older is present in the same room with the minor or senior citizen and/or if outdoors, no other person 18 years or older is within a 30 yard radius of the minor or senior citizen or has visual contact with the child minor or senior citizen. A minor is defined as an individual under the age of 18 or a mentally and/or physically handicapped individual under the age *of* 21. A senior citizen is defined as an individual over the age of 60 (59?).

All of the people listed above including current and future persons will complete an application with references, which will be checked. The application form is attached.

Persons with no contact with minors or senior citizens are not required to submit to fingerprint checks.

Persons meeting the criteria above who do not comply will be subject to disciplinary action and removal from the program until compliance.

If the background check results in a hit for an offense on the ORC 109.572 list, the person will be asked to resign their position. If they do not resign, the person will be notified of their removal from the program by the Risk Management Coordinator.

## ALRD POLICY F-3:

### Policy Regarding Appeals of Suspensions or Exclusions

Any person subject to any suspension or exclusion pursuant to the policies adopted by the ALRD of the City of Avon Lake, may appeal any such suspension or exclusion by the Risk Management Coordinator through the established Appeals Committee. All appeals shall be handled by procedures adopted by the ALRD and made available to any person who exercises his or her right to appeal.

## ALRD POLICY A-1

ALRD Appeal Process

Upon receipt of an appeal, as allowed and perfected by this policy, the Chairperson shall set a hearing within thirty (30) days. At such hearing the appellant may appear in person or by counsel, and the Risk Management Coordinator may likewise appear in person or by counsel, and each may offer such evidence upon the matter as may be pertinent and relevant.

Upon conclusion of the hearing, the Committee may take such action as it deems appropriate based upon the evidence presented at the hearing.

The Appeals Committee shall consist of the Mayor, the Council Representative to the Recreation Commission, and the Recreation Commission Chairperson. The Mayor shall be the Chairperson of the Appeals Committee.

BY: Mrs. Fenderbosch TEMP NO: 10606

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A COOPERATIVE AGREEMENT BETWEEN THE CITIES OF AVON LAKE AND ELYRIA AND THE RURAL LORAIN COUNTY WATER AUTHORITY, AND DECLARING AN EMERGENCY.

WHEREAS, The Cities of Avon Lake and Elyria own and operate water filtration plants, and

WHEREAS, the Cities of Avon Lake and Elyria and the Rural Lorain County Water Authority own and operate water supply distribution systems, and

WHEREAS, the three parties desire to have an emergency backup water supply, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Mayor and appropriate City staff members are authorized to enter into to a cooperative agreement approved by the City's legal counsel that lays out responsibilities for constructing, owning, and maintaining an emergency interconnection between the respective water systems.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were passed in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulting in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of Avon Lake for the reason that the immediate construction of an interconnection is necessary to have an adequate water supply in emergency situations. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mrs. Fenderbosch TEMP NO: 10607

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING ENTERING INTO A WATER SUPPLY REVOLVING LOAN AGREEMENT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Avon Lake through its Board of Municipal Utilities desires to upgrade its water system, and

WHEREAS, the City of Avon Lake through its Board of Municipal Utilities intends to apply to the Water Supply Revolving Loan Account (WSRLA) for design and construction of a water tower and pumping station, and

WHEREAS, the Ohio Water Supply Revolving Loan Account requires the government authority to pass legislation for application of a loan and the execution of an agreement as well as designating a dedicated repayment source, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Mayor and appropriate City staff members are authorized to sign all documents related to a WSRLA loan authorized by the Board of Municipal Utilities for design and construction of a water tower and pumping station.

Section No. 2: That the Board of Municipal Utilities has designated water-related revenues as a source of repayment.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this resolution/ordinance were passed 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 action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of Avon Lake for the reason that the immediate construction of a water tower and pumping station is necessary to have an adequate water supply in emergency situations. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

Passed: _____ _____
President of Council

Posted: _____ _____
Approved

Attest: _____ _____
Clerk of Council Mayor

BY: Mrs. Fenderbosch TEMP NO: 10608

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING ENTERING INTO A WATER SUPPLY REVOLVING LOAN AGREEMENT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Avon Lake through its Board of Municipal Utilities desires to upgrade its water system, and

WHEREAS, the City of Avon Lake through its Board of Municipal Utilities intends to apply to the Water Supply Revolving Loan Account (WSRLA) for design and construction of an interconnectivity project with the City of Elyria, and

WHEREAS, the Ohio Water Supply Revolving Loan Account requires the government authority to pass legislation for application of a loan and the execution of an agreement as well as designating a dedicated repayment source, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Mayor and appropriate City staff members are authorized to sign all documents related to a WSRLA loan authorized by the Board of Municipal Utilities for design and construction of an interconnectivity project with the City of Elyria.

Section No. 2: That the Board of Municipal Utilities has designated water-related revenues as a source of repayment.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this resolution/ordinance were passed 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 action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of Avon Lake for the reason that the construction of an interconnectivity project with the City of Elyria to ensure an adequate water supply is necessary to have an adequate water supply in emergency situations. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

Passed: _____ _____
President of Council

Posted: _____ _____
Approved

Attest: _____ _____
Clerk of Council Mayor

BY: Mr. Meiners ORDINANCE NO. _____ TEMP NO: 10609

TO AMEND APPROPRIATIONS FOR THE CURRENT AND OTHER EXPENDITURES OF THE CITY OF AVON LAKE FOR THE FISCAL YEAR 2015, AND DECLARING AN EMERGENCY.

WHEREAS it has been determined by the Directror of Finance that certain adjustments to the permanent appropriations are needed;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE
STATE OF OHIO

Section1: That to provide for the current expenses and other expenditures of the City of Avon Lake during the fiscal year ending December 31, 2015, the following sums be and they are hereby set aside and appropriated from the funds herein specified as follows, to wit:

Section 2: That there be appropriated, transferred, and advanced from the following funds and as further detailed in the Schedules incorporated herein:

| General Fund - 100 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| Beginning General Fund Appropriations | $ - | $ - | | $ - | $ 14,541,354.64 |
| 100 Total General Fund Adjustments | $ - | $ - | $ - | $ - | $ - |
| Ending General Fund Appropriations | | | | | $ 14,541,354.64 |

| Special Revenue Fund Group - 200 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 202 SCM&R Fund | $ - | $ - | $ - | $ - | $ - |
| 203 State Highway Fund | $ - | $ - | $ - | $ - | $ - |
| 204 Income Tax Transfer | $ - | $ - | $ - | $ - | $ - |
| 205 Improvement Fund | $ - | $ - | $ - | $ - | $ - |
| 206 Paramedic Fund | $ - | $ - | $ - | $ - | $ - |
| 207 Income Tax Capital improvement | $ - | $ - | $ - | $ - | $ - |
| 208 Office On Aging | $ - | $ - | $ - | $ - | $ - |
| 209 Dial-A-Bus Fund | $ - | $ - | $ - | $ - | $ - |
| 210 Cable TV Improvement | $ - | $ - | $ - | $ - | $ - |
| 212 Law Enforcement Trust Fund | $ - | $ - | $ - | $ - | $ - |
| 213 Law Enforcement Education | $ - | $ - | $ - | $ - | $ - |
| 214 Indigent Drivers Alcohol Treatment | $ - | $ - | $ - | $ - | $ - |
| 215 Municipsl Court Computer Fund | $ - | $ - | $ - | $ - | $ - |
| 216 COPS Fast Fund | $ - | $ - | $ - | $ - | $ - |
| 225 AL/Bay Park Improvement Fund | $ - | $ - | $ - | $ - | $ - |
| 226 Fire apparatus Acquisition Fund | $ - | $ - | $ - | $ - | $ - |
| 230 Board of Building Standards Assmnt | $ - | $ - | $ - | $ - | $ - |
| 231 Employee Sick time Buy Back Fund | $ - | $ - | $ - | $ - | $ - |
| 232 Street Tree Fund | $ - | $ - | $ - | $ - | $ - |
| 235 Continuing Professionals Training | $ - | $ - | $ - | $ - | $ - |
| 236 ALMC-Court Security Fund | $ - | $ - | $ - | $ - | $ - |
| 237 ALMC- Interlock Fund | $ - | $ - | $ - | $ - | $ - |
| **200 Total Special Revenue Funds** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| Debt Service Fund Group - 300 | | | | | |
|---|---|---|---|---|---|
| Fund # Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| **301 General Bond Retirement** | $ - | $ - | $ - | $ - | $ - |
| **302 GO Bond Retirement (Voted)** | $ - | $ - | $ - | $ - | $ - |
| **501 Special Assessment Bond Retirement** | $ - | $ - | $ - | $ - | $ - |
| **520 SA Walker Rd/Lear East** | $ - | $ - | $ - | $ - | $ - |
| **521 SA Lear Rd/Walker South** | $ - | $ - | $ - | $ - | $ - |
| **522 SA Titus Pitts-Hill Ditch** | $ - | $ - | $ - | $ - | $ - |
| **525 Sidewalk Street Lighting** | $ - | $ - | $ - | $ - | $ - |
| **527 Cove Avenue Improvements** | $ - | $ - | $ - | $ - | $ - |
| | $ - | $ - | $ - | $ - | $ - |
| **Total Debt Service Funds** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| Capital Project Fund Group - 400 | | | | | | |
|---|---|---|---|---|---|---|
| Fund # | Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 400 | OCP Rt 83/Webber Rd | $ - | $ - | $ - | $ - | $ - |
| 401 | Lear/Krebs Intersection | $ - | $ - | $ - | $ - | $ - |
| 410 | Sewer Seperstion Projects | $ - | $ - | $ - | $ - | $ - |
| 417 | OCP Police/Court Facility | $ - | $ - | $ - | $ - | $ - |
| 424 | OCP Canterbury Road Imp | $ - | $ - | $ - | $ - | $ - |
| 426 | OCP Troy School Driveway | $ - | $ - | $ - | $ - | $ - |
| 440 | Walkeer/Lear Roads Intersection | $ - | $ - | $ - | $ - | $ - |
| 443 | North Point Erosion Control | $ - | $ - | $ - | $ - | $ - |
| 445 | Pool Reconstruction Fund | $ - | $ - | $ - | $ - | $ - |
| **400** | **Total Capital Project Fund Group** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| Enterprise Fund Group - 700 | | | | | | |
|---|---|---|---|---|---|---|
| Fund # | Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 701 | Water Fund | $ 250,000.00 | $ 250,000.00 | $ - | $ - | $ 500,000.00 |
| 703 | Water MOR SUB Fund | $ - | $ 300,000.00 | $ - | $ - | $ 300,000.00 |
| 704 | Waterworks Construction Fund | $ - | $ - | $ - | $ - | $ - |
| 706 | Water Debt Service | $ - | $ - | $ - | $ - | $ - |
| 721 | Sewer Fund | $ 100,000.00 | $ 100,000.00 | $ - | $ - | $ 200,000.00 |
| 724 | Sewer System Construction Fund | $ - | $ - | $ - | $ - | $ - |
| 725 | Trunk Sanitary Sewer Fund | $ - | $ - | $ - | $ - | $ - |
| 727 | Sewer Debt Service Fund | $ - | $ - | $ - | $ - | $ - |
| 729 | LORCO Force Main & Pump | $ - | $ - | $ - | $ - | $ - |
| 739 | LORCO Collection System Fund | $ - | $ - | $ - | $ - | $ - |
| 749 | LORCO Custodial Account Fund | $ - | $ - | $ - | $ - | $ - |
| 762 | Trunk Water Avon Improvement | $ - | $ - | $ - | $ - | $ - |
| **700** | **Total Enterprise Fund Group** | **$ 350,000.00** | **$ 650,000.00** | **$ -** | **$ -** | **$ 1,000,000.00** |

| Internal Service Fund Group - 600 | | | | | | |
|---|---|---|---|---|---|---|
| Fund # | Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 601 | Police Pension Fund | $ - | $ - | $ - | $ - | $ - |
| 602 | Fire Pension fund | - | - | - | - | - |
| 611 | Deposit Trust | - | - | - | - | - |
| **600** | **Total Internal Service Fund Group** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| Deposit Fund Group - 801 | | | | | | |
|---|---|---|---|---|---|---|
| Fund # | Fund Activity | Personal Service | Other | Capital Improvement | Transfers/ Advances | Total |
| 801 | Transfer fund | $ - | $ - | $ - | $ - | $ - |
| | | - | - | - | - | - |
| **800** | **Total Deposit Fund Group** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| | | | | | | |
|---|---|---|---|---|---|---|
| | **Grand Total All Funds** | **$ 350,000.00** | **$ 650,000.00** | **$ -** | **$ -** | **$ 1,000,000.00** |

Section 3: That the City Director of Finance be and is hereby authorized and directed to draw warrants against the appropriations set forth upon presentation of proper vouchers.

Section 4: That all expenditures within the fiscal year ending December 31, 2015 shall be made in accordance with the code accounts set forth above, and shall be made within the appropriations herein provided ("Appropriations" as used means the total amount appropriated for an individual fund).

Section 5: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

Section 6: This Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to appropriate funds for the current expenses of the City, thus for the health, safety and welfare of the residents of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: _____

PRESIDENT OF COUNCIL

POSTED: _____

APPROVED

ATTEST: _____

CLERK OF COUNCIL

MAYOR