

VOTING ORDER

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

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

The following business is to be considered at the rescheduled meeting of the Avon Lake City Council on May 26, 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: May 11, 2015 Regular Council Meeting as prepared and published.

Correspondence

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

Executive Session

In compliance with Ohio Revised Code Section 121.22, Council will adjourn to Executive Session to discuss a collective bargaining agreement and the employment of a public employee.

Reconvening of Council Meeting

Audience Participation

Motions

Confirming the Mayor's appointment of Richard Mack to the Parks & Recreation Commission effective May 26, 2015 for a term expiring December 31, 2017 – R. James.

Confirming the Mayor's appointment of Gayle Calkins to the Avon Lake Historical Preservation Commission effective May 26, 2015 for a term expiring December 31, 2015 – D. Kos.

Accepting the resignation of Mark McGuire, Firefighter/Paramedic, effective May 19, 2015 – D. Bucci.

Accepting the retirement of Laddie Lid, Firefighter/Paramedic, effective May 17, 2015 – D. Bucci.

Legislation

Second Readings:

Temporary Legislation #10501, approving a job description for the position of Engineering Technical Aide 1.

Temporary Legislation #10502, amending Codified Ordinance Section 474.08, entitled Keeping to the Right.

First Readings:

Temporary Legislation #10505, recognizing Lilly Jach, Erin Litzler, and Samantha Loar for their crosswalk awareness project.

Temporary Legislation #10506, establishing the Economic Development Department.

Temporary Legislation #10507, amending appropriations and other expenditures for the fiscal year 2015.→

Miscellaneous Business and Announcements

Public Input

Adjournment

BY: Mr. Bucci

TEMP NO: 10501

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF ENGINEERING TECHNICAL AIDE I FOR THE PUBLIC WORKS DEPARTMENT, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 171-2001.

WHEREAS, it has been recommended by the administration and the Human Resources Committee that an updated job description for the position of Engineering Technical Aide I for the Public Works Department 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 Engineering Technical Aide I for the Public Works Department shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 171-2001 is hereby repealed.

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 shall be in full force and effect from the earliest period allowed by law.

1st reading: 5/11/15
2nd reading:
3rd reading:

PASSED: _____
President of Council

POSTED: _____
Approved

ATTEST: _____
Clerk of Council Mayor

CITY OF AVON LAKE

POSITION DESCRIPTION

PUBLIC WORKS ENGINEERING TECHNICAL AIDE 1

May, 2015

Job Title: Engineering Technical Aide 1
Department: Public Works
Immediate Supervisor: Public Works Director
Positions Supervised: None
FLSA Status: Non-Exempt
Bargaining Unit: USW local 836
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Assist the Public Works Director by performing various technical engineering tasks for various public works projects and programs. Performs inspections of various public works and private construction projects.

GENERAL QUALIFICATIONS:

The qualified applicant should possess a minimum of a Bachelor's Degree in a related field or an Associate Degree, with four years of related experience, and two years instruction in drafting, surveying or public works construction materials/methods and experience in construction inspection, drafting design and/or surveying; or an equivalent combination of skills, training, and experience. Should have training and/or experience in AutoCAD and GIS. The qualified applicant must possess a valid Ohio driver's license with an acceptable driving record.

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**

PUBLIC WORKS ENGINEERING TECHNICAL AIDE 1

SPECIFIC DUTIES:

Essential functions are noted by an “*”.

1. Under direction, performs various engineering tasks for various public works projects and programs.
 - Utilizes drafting skills with AutoCAD and GIS. *
 - Assembles information, drafts detailed plans and specifications for various public works projects.
 - Serves as Survey Party Chief, performs engineering field work including field determination of boundary and right-of-way lines.
 - Draws maps of existing topography in project areas.
 - Performs engineering calculations to compute quantities of material to be used on projects to calculate from and interpret survey notes. *
 - Provides assistance to contractors, engineers, and general public including explanation of department policies, location of services, and other information as requested.
 - Prepares and maintains various records and reports as required.
 - Prepares documentation including reference drawings, cost estimates, documentation of utilities, etc. *
 - Assist with preparation of data for improvement programs, including paint striping, sidewalk/street repair and improvements.
 - Assist with preparation of data for legislation, construction standards and subdivision regulations as needed.
 - As directed by the Public Works Director, reviews applications for proposed amendments, proposed projects subject to site plans review, subdivision regulations and conditional use applications to ensure completion and accuracy.
 - As directed by the Public Works Director, interprets relevant aspects of the Planning and Zoning codes contained in City ordinances (or makes recommendations regarding interpretations); responds to related questions as needed.
 - As directed by the Public Works Director, communicates with various department heads involved in administrative review to provide or solicit information, or, to ensure review process is completed in a timely manner.
 - Places signs providing notification of public meetings.

2. **Performs various inspections of public works and private construction projects.**
 - Inspects projects to ensure compliance with established codes, specifications, procedures and standards.
 - Inspects materials to ensure proper quality, utilization, and performance.
 - Prepares construction inspection reports and correspondence regarding infractions.
 - Discusses work related problems with the Public Works Director, associates, supervisors, contractors, and homeowners as needed to research and resolve issues and problems.
 - Investigates complaints and alleged violations involving public property codes; contact citizens or appropriate agencies to resolve violations.

3. **Performs other duties as directed by the Public Works Director.**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Before being hired, the successful applicant for the job should possess:

- An Associate Degree, two years instruction in drafting, surveying, or public works construction material/methods and experience I construction inspection, drafting design and/or surveying, or an equivalent combination of skills, training and experience;
- Knowledge of basic principles and practices of civil engineering;
- Knowledge of professional standards governing public works projects;
- Knowledge of advanced mathematics including geometry and trigonometry;
- Knowledge of basic design and construction techniques, materials, and standards;
- Knowledge of design and surveying techniques;
- Knowledge of inspection methods;
- Knowledge of safety practices and procedures;
- Ability to prepare, operate, and utilize field/surveying equipment and drafting instruments;
- Ability to read and interpret construction plans and drawings;
- Ability to apply knowledge of construction methods and materials to City improvements;
- Ability to gather, analyze, and interpret data;
- Ability to prepare and maintain accurate documentation;
- Ability to communicate effectively through speech and writing;
- Ability to follow detailed oral and written instructions;
- Ability to develop and maintain working relationships with employees, contractors, and citizens;
- Ability to create files and add information to the G.I.S. mapping system;
- Ability to draw in AutoCad;
- Ability to work overtime as needed.

After performing the job, the employee should also possess:

- Knowledge of department policies and procedures;
- Knowledge of City policies and procedures;
- Knowledge of City projects and records regarding previous projects;
- Knowledge of established City codes, standards, and specifications.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.

BY: Mr. Kos

TEMP NO: 10502

ORDINANCE NO. _____

AN ORDINANCE AMENDING CODIFIED ORDINANCE
SECTION 474.08 ENTITLED KEEPING TO THE RIGHT,
AND DECLARING AN EMERGENCY.

WHEREAS, the Safety Committee recommended amending Codified Ordinance Section 474.08, and

WHEREAS, Council coming now to consider said recommendation 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 Codified Ordinance Section 474.08 is hereby amended as follows:

~~474.08 KEEPING TO RIGHT.~~

~~Every person operating a bicycle shall keep to the right hand curb upon all streets, highways and other public ways in the City.~~

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 eliminate conflicts with Ohio Revised Code in order to clarify bicycle safety, 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: 5/11/15
2nd reading:
3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

BY: Mr. Kos

TEMP NO: 10505

RESOLUTION NO. _____

A RESOLUTION RECOGNIZING LILLY JACH, ERIN LITZLER,
AND SAMANTHA LOAR FOR THEIR CROSSWALK AWARENESS
PROJECT.

WHEREAS, Lilly Jach, Erin Litzler, and Samantha Loar
are working to achieve the Girl Scout Silver Award, the
second highest award given by the Girl Scouts, and

WHEREAS, under the Girl Scout requirements, the girls
are asked to contribute 50 or more hours in a project that
will improve some aspect of their community, and

WHEREAS, Lilly, Erin, and Samantha have selected
crosswalk awareness as their project to provide greater
awareness and knowledge of the laws governing the use of
crosswalks and the responsibilities of pedestrians,
motorists, and bicyclists, and

WHEREAS, as part of their project, awareness will be
raised through public service announcements, car magnets,
ribbons on all Avon Lake crosswalk signs, and a survey of
all Avon Lake crosswalks to determine which need to be
painted, now therefore;

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

Section No. 1: That this Council does hereby
recognize and commend Lilly Jach, Erin Litzler, and
Samantha Loar for their determination and dedication to
improve their community through safety awareness.

Section No. 2: That the Clerk of Council is hereby
directed to forward a copy of this Resolution to Lilly
Jach, Erin Litzler, and Samantha Loar.

Section No. 3: That it is found and determined that
all formal actions of this Council concerning and relating
to the adoption of this Resolution were adopted in an open
meeting of this Council and that all deliberations of this
Council 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 Resolution shall be in full force and effect from and after the earliest period allowed by law.

PASSED: _____
President of Council

POSTED: _____
Approved

ATTEST: _____
Clerk of Council Mayor

BY: Mr. Bucci

TEMP NO: 10506

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING THE FULL-TIME POSITION
OF ECONOMIC DEVELOPMENT DIRECTOR.

WHEREAS, Section 36 of the Charter authorizes Council to provide for other departments, divisions, boards, commissions, officers and employees as it may deem necessary from time to time, and determine the organization and duties of said departments, divisions, boards, commissions, officers and employees, and

WHEREAS, it has been determined by the Economic Development Committee that it is in the best interest of the City of Avon Lake and its residents to establish the Department of Economic Development, and

WHEREAS, the Department of Economic Development shall be overseen by a full-time Economic Development Director, and

WHEREAS, the specifications, duties, and qualifications applicable to the position of Economic Development Director shall be shown on a job description approved by City Council, now therefore;

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

Section No. 1: That the Department of Economic Development is hereby created.

Section No. 2: There is hereby created an Economic Development Director.

Section No. 3: The Economic Development Director shall be appointed by and report directly to the Mayor, with the confirmation of City Council.

Section No. 4: The Economic Development Director shall be entitled to the rights and benefits conferred by Sections 260 and 262 of the Codified Ordinances.

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 shall be in full force and effect on January 1, 2016.

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

PASSED: _____
President of Council

POSTED: _____
Approved

ATTEST: _____
Clerk of Council Mayor

To amend appropriations for the current and other expenditures of the City of Avon Lake for the fiscal year 2015

WHEREAS it has been determined by the Director 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

Section 1: 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 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	\$ -	\$ -		\$ -	\$ 14,521,354.64
	100 Total General Fund Adjustments	\$ -	\$ (80,000.00)	\$ -	\$ 100,000.00	\$ 20,000.00
	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	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00
206	Paramedic Fund	\$ -	\$ -	\$ -	\$ -	\$ -
207	Income Tax Capital improvement	\$ -	\$ -	\$ 200,000.00	\$ -	\$ 200,000.00
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	Municipal 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	\$ -	\$ -	\$ 200,000.00	\$ 100,000.00	\$ 300,000.00

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	\$ -	\$ -	\$ -	\$ -	\$ -
703	Water MOR SUB Fund	\$ -	\$ -	\$ -	\$ -	\$ -
704	Waterworks Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ -
706	Water Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
721	Sewer Fund	\$ -	\$ -	\$ -	\$ -	\$ -
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		\$ -	\$ -	\$ -	\$ -	\$ -

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		\$ -	(80,000.00)	\$ 200,000	\$ 200,000	\$ 320,000.00
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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 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.

PASSED:

POSTED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

Approved

Mayor

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

Department	Personal Service	Other	Equipment Replacement	Transfers	Total
Police	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	\$ -	\$ -	\$ -	\$ -	\$ -
Public Health	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation	\$ -	\$ -	\$ -	\$ -	\$ -
Building Inspection	\$ -	\$ -	\$ -	\$ -	\$ -
EAAB	\$ -	\$ -	\$ -	\$ -	\$ -
Planning Commission	\$ -	\$ -	\$ -	\$ -	\$ -
Historic Preservation	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works	\$ -	\$ -	\$ -	\$ -	\$ -
Mayor	\$ -	\$ -	\$ -	\$ -	\$ -
Human Resources	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Economic Development	\$ -	\$ (100,000.00)	\$ -	\$ -	\$ (100,000.00)
IT	\$ -	\$ -	\$ -	\$ -	\$ -
Finance	\$ -	\$ -	\$ -	\$ -	\$ -
Law	\$ -	\$ -	\$ -	\$ -	\$ -
Council	\$ -	\$ -	\$ -	\$ -	\$ -
Court	\$ -	\$ -	\$ -	\$ -	\$ -
Civil Service	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
General Government	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00

GRAND TOTAL	\$ -	\$ (80,000.00)	\$ -	\$ 100,000.00	\$ 20,000.00
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