VOTING ORDER

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

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 June 22, 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: June 8, 2015 Regular Council Meeting as amended.

Appointment of a Firefighter/Paramedic

Temporary Legislation #10526, AN ORDINANCE CONFIRMING THE APPOINTMENT OF A FIREFIGHTER/PARAMEDIC IN THE FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

Administration of the Oath of Office to Clayton Khoma by Law Director Lieberman.

Proclamation: Avon Lake Rugby Team

Correspondence

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

Audience Participation

Motions

Instructing the Clerk of Council to return the form to the Division of Liquor Control indicating the City does not request a hearing in the matter of a liquor license transfer – D. Kos.

Authorizing the Finance Director to make payments to companies as part of the the Jobs Growth Incentive Program – L. Meiners.

Authorizing the Finance Director to void uncashed checks that were sent to companies as part of the Jobs Growth Incentive Program – L. Meiners.

Legislation

Third Reading:

Temporary Legislation #10506, establishing the full-time position of Economic Development Director.

Second Readings:

Temporary Legislation #10512, awarding a contract for the 2015 concrete street program.→

Temporary Legislation #10514, amending the Codified Ordinances to permit intoxicating liquor at the Lake House, Assembly Hall (Folger Home), and the Peter Miller House Museum.

Temporary Legislation #10515, amending Codified Ordinance Section 208.01 (e) (16), entitled Lake House.

Temporary Legislation #10516, establishing the full-time position of Recreation Programmer and adopting a job description.

First Readings:

Temporary Legislation #10527, providing for the renewal of the Health Services Contract with the City of Lorain.

Temporary Legislation #10528, authorizing the donation of unclaimed bicycles in the Police Department.

→Suspension of the rule requiring three readings

Temporary Legislation #10529, approving a salary adjustment for Janine Mackert, Business Liaison.

Temporary Legislation #10530, providing for transfers.→

Miscellaneous Business and Announcements

Public Input

Adjournment

→Suspension of the rule requiring three readings

BY: Mr. Bucci TEMP NO: 10526

ORDINANCE NO. _____

AN ORDINANCE CONFIRMING THE APPOINTMENT OF A FIREFIGHTER/PARAMEDIC IN THE 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 an eligibility list established for such position 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 the appointment of Clayton Khoma to the position of Firefighter/Paramedic in the Fire Department, be, and it is hereby approved and confirmed to serve at the will of Council during his probationary period which is hereby set as one calendar year from the effective date of hire.

Section No. 2: That the duties and responsibilities to be performed and undertaken by the Firefighter/Paramedic are shown in the job description for said position adopted by Ordinance No. 132-2011.

Section No. 3: That with Council's present knowledge of Mr. Khoma's experience, ability, and current certifications it has and does fix a bi-weekly Step 1 salary of $2,020.26 for the position, effective June 23, 2015.

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 fully staff the Fire Department to ensure the efficient operation of the Department, thus for the preservation of the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall take effect and be in full force immediately upon its passage and approval by the Mayor.

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: 5/26/15
2nd reading: 6/03/15
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. James TEMP NO: 10512

ORDINANCE NO. _____

AN ORDINANCE AWARDING A CONTRACT FOR THE 2015 CONCRETE STREET PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS, in accordance with the direction of Council, the Public Works Department has prepared plans and specifications for the 2015 Concrete Street Program, which have been and are now on file in the Public Works Department, and

WHEREAS, further in accordance with the direction of Council, the Public Works Department has caused notice to be given as provided by law, inviting bids for construction of said improvements, with bids having been received, opened and tabulated as provided by law, and

WHEREAS, Council coming now to consider said bids has determined that the bid submitted by Denes Concrete of Wellington, Ohio, is the lowest and best responsive bid and 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 the bid by Denes Concrete of Wellington, Ohio (hereafter referred to as "Contractor") for the 2015 Concrete Street Program for the City of Avon Lake, Ohio, in accordance with the plans and specifications, be and the same is hereby awarded to said Contractor in accordance with said plans and specifications and bid received. The total amount of said contract is in the sum of $1,418,060.00.

Section No. 2: That the Contractor shall furnish his good and sufficient performance bond in the amount of $1,418,060.00 to the satisfaction of the Mayor and approved as to form by the Director of Law, conditioned to insure faithful performance of the contract thereby awarded and completion of the work free and clear of all claims and encumbrances.

Section No. 3: That the Contractor shall deposit and keep in force and effect on file with said Director of Finance memoranda of policies of insurance in the amounts and under the conditions set forth in the specifications of the contract documents.

Section No. 4: That upon receipt by the Director of Finance of the certificate of the Public Works Director that the construction has been completed to the full satisfaction of the Public Works Director and in accordance with the plans and specifications, then the Director of Finance shall be authorized and directed to issue to said Contractor the warrants of the City in payment therefore the amount of money determined by said Public Works Department to be due said Contractor under the contract thereby awarded to him and to cause said warrants to be paid.

Section No. 5: That the Mayor shall be and he is hereby authorized and directed to sign and execute the contract hereby awarded.

Section No. 6: 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. 7: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of implementing the 2015 Concrete Street Program during the summer construction season to provide safe roads in the City of Avon Lake, thus for the public health, safety, and welfare. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading: 6/08/15
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. O'Donnell TEMP NO: 10514

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 1070.02 OF THE CODIFIED ORDINANCES TO PERMIT INTOXICATING LIQUOR AT THE LAKE HOUSE, ASSEMBLY HALL (FOLGER HOME) AND THE PETER MILLER HOUSE MUSEUM, AND AMENDING SECTION 1070.99 OF THE CODIFIED ORDINANCES TO PROVIDE AN APPROPRIATE PENALTY FOR VIOLATIONS.

WHEREAS, Subsection 1070.02(l) of the Codified Ordinances of the City currently prohibits intoxicating liquor in any park, on any beach or in a park building or other recreational areas; and

WHEREAS, Council has determined that it is advisable to allow intoxicating liquor at Assembly Hall (the Folger Home), Lake House at Veterans Memorial Park and the Peter Miller House Museum;

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

Section No. 1: That division (l) of Section 1070.02 of the Codified Ordinances of the City is hereby amended as follows:

(l) Consumption of Alcoholic Beverages. ~~No~~Except as hereinafter provided, no intoxicating liquor or intoxicated person is permitted in any park, on any beach or in a park building and other recreational areas. "Intoxicating liquor" includes all beverages which contain any alcoholic content whatsoever, i.e. beer, wine, liquor, ale or spirituous beverages. The dispensing, use, drinking and consumption of intoxicating liquor shall be permitted indoors and in adjacent enclosed areas outdoors only at:

(i) Lake House located at Veterans Memorial Park,

(ii) Assembly Hall (the Folger Home) located at Veterans Memorial Park, and

(iii) The Peter Miller House Museum located at Miller Road Park,

if such dispensing, use, drinking and consumption has been approved in advance by the Mayor and the Recreation Director, adequate security in the form of one or more off-duty peace officers authorized to discharge duties in Lorain County is provided, and if:

(1) Such dispensing, use, drinking or consumption is pursuant to a valid Class F, F-1, F-2, F-3, F-4, F-5, F-6, F-7 or F-8 Liquor Permit issued by the Ohio Department of Commerce, Division of Liquor Control; or

(2) Such dispensing, use, drinking or consumption is in conjunction with a scheduled event held at Lake House or Assembly Hall at which alcoholic beverages will be provided at no charge to the guests.

The number of security persons to be provided and requirements concerning their affiliation and enforcement authority must be approved in advance by the Chief of Police. The fee for utilizing Lake House, Assembly Hall (the Folger Home) and the Peter Miller House Museum for an event at which intoxicating liquor is to be dispensed, used, drunk or consumed shall be as specified in the General Fee Schedule set forth in Section 208.01 of the Codified Ordinances.

Section No. 2: That Section 1070.99 of the Codified Ordinances of the City is hereby amended by the addition of the following division (c):

(c) Whoever violates Section 1070.02(l) is guilty of a misdemeanor of the fourth degree and shall be fined not more than two hundred fifty dollars ($250.00) or imprisoned not more than thirty (30) days, or both.

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 and after the earliest period allowed by law.

1st reading: 6/08/15
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. James TEMP NO: 10515

ORDINANCE NO. _____

AN ORDINANCE AMENDING CODIFIED ORDINANCE SECTION 208.01 (e) (16), ENTITLED LAKE HOUSE, AND DECLARING AN EMERGENCY.

WHEREAS, the Parks & Recreation Commission and the Public Service Committee recommended amending Codified Ordinance Section 208.01 (e) (16), entitled Lake House, 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 208.01 (e) (16) is hereby amended as follows:

(16) Lake House Rental

~~A security deposit of $100.00 is required for each rental and will be refunded by the Recreation Director or his or her designee upon satisfactory inspection of the rooms uses. Usage fees can be waived upon recommendation iof the Recreation Director or his or her designee.~~

~~Resident: 150.00 for the first three hours *plus 25.00 each additional hour~~

~~Nonresident 250.00 for the first three hours *plus 50.00 for each additional hour~~

~~Nonprofit organization 50.00 for the first three hours*plus 15.00 each additional hour~~

~~*There will be a three-hour minimum for all reservations.~~

	NO ALCOHOL			ALCOHOL		
MONDAY - THURSDAY DAYTIME (8am - 4pm)	**First 3 Hours**	**Additional Hours**	**Security Deposit**	**First 3 Hours**	**Additional Hours**	**Security Deposit**
Resident	$ 100.00	$ 15.00	$ 100.00	$ 200.00	$ 30.00	$ 200.00
Avon Lake Non-profit	$ 50.00	$ 15.00	$ 100.00	$ 100.00	$ 30.00	$ 200.00
Avon Lake Business	$ 50.00	$ 15.00	$ 100.00	$ 100.00	$ 30.00	$ 200.00
Avon Lake Bereavement	$ 75.00	$ 15.00	$ 100.00	$ 150.00	$ 30.00	$ 200.00
Non-resident	$ 200.00	$ 25.00	$ 100.00	$ 400.00	$ 50.00	$ 200.00
Out-of-town Non-profit	$ 75.00	$ 25.00	$ 100.00	$ 150.00	$ 50.00	$ 200.00
Out-of-town Business	$ 75.00	$ 25.00	$ 100.00	$ 150.00	$ 50.00	$ 200.00
Non-resident Bereavement	$ 100.00	$ 25.00	$ 100.00	$ 200.00	$ 50.00	$ 200.00
	NO ALCOHOL			**ALCOHOL**		
MONDAY - THURSDAY EVENING (5:30pm - 11pm)	**First 3 Hours**	**Additional Hours**	**Security Deposit**	**First 3 Hours**	**Additional Hours**	**Security Deposit**
Resident	$ 125.00	$ 20.00	$ 100.00	$ 225.00	$ 40.00	$ 200.00
Avon Lake Non-profit	$ 75.00	$ 20.00	$ 100.00	$ 125.00	$ 40.00	$ 200.00
Avon Lake Business	$ 75.00	$ 20.00	$ 100.00	$ 125.00	$ 40.00	$ 200.00
Avon Lake Bereavement	$ 100.00	$ 20.00	$ 100.00	$ 175.00	$ 40.00	$ 200.00
Non-resident	$ 225.00	$ 40.00	$ 100.00	$ 425.00	$ 80.00	$ 200.00
Out-of-town Non-profit	$ 100.00	$ 40.00	$ 100.00	$ 175.00	$ 80.00	$ 200.00
Out-of-town Business	$ 100.00	$ 40.00	$ 100.00	$ 175.00	$ 80.00	$ 200.00
Non-resident Bereavement	$ 125.00	$ 40.00	$ 100.00	$ 225.00	$ 80.00	$ 200.00
	NO ALCOHOL			**ALCOHOL**		
WEEKEND (5:30pm Friday - 11pm Sunday)	**First 3 Hours**	**Additional Hours**	**Security Deposit**	**First 3 Hours**	**Additional Hours**	**Security Deposit**
Resident	$ 150.00	$ 25.00	$ 100.00	$ 300.00	$ 50.00	$ 200.00

Avon Lake Bereavement	$ 125.00	$ 25.00	$ 100.00	$ 250.00	$ 50.00	$ 200.00
Non-resident	$ 250.00	$ 50.00	$ 100.00	$ 500.00	$ 100.00	$ 200.00
Non-resident Bereavement	$ 150.00	$ 50.00	$ 100.00	$ 300.00	$ 100.00	$ 200.00
	NO ALCOHOL			**ALCOHOL**		
HOLIDAY	**First 3 Hours**	**Additional Hours**	**Security Deposit**	**First 3 Hours**	**Additional Hours**	**Security Deposit**
Resident	$ 200.00	$ 50.00	$ 100.00	$ 400.00	$ 100.00	$ 200.00
Avon Lake Bereavement	$ 150.00	$ 50.00	$ 100.00	$ 300.00	$ 100.00	$ 200.00
Non-resident	$ 300.00	$ 100.00	$ 100.00	$ 600.00	$ 200.00	$ 200.00
Non-resident Bereavement	$ 200.00	$ 100.00	$ 100.00	$ 400.00	$ 200.00	$ 200.00

Three hours minimum rental will be charged. All setup and cleanup time must be a part of the charged rental time. A two-hour cleaning period is required between all rentals. Any weekday rental carrying over from daytime into the evening hours will be charged daytime rate. Non-profit organizations must provide non-profit documentation. Non-profit and Business address will be used to determine residency. Bereavement rentals can only be made through the Recreation Office. Holidays include New Year's Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Day. For those Holidays falling on weekends, the Holiday rate shall be used.

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 establish equitable Lake House rental fees to coincide with the new policies for the Lake House rentals and bring revenue into the City, thus for the public welfare. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading: 6/08/15
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

BY: Mr. Bucci TEMP NO: 10516

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING THE FULL-TIME POSITION OF RECREATION PROGRAMMER AND ADOPTING A JOB DESCRIPTION ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Parks and Recreation Commission and the Human Resources Committee that the full-time position of Recreation Programmer be established and a job description for said position be adopted, now therefore;

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

Section No. 1: That the full-time position of Recreation Programmer is hereby established.

Section No. 2: That the specifications, responsibilities, and duties applicable to the full-time position of Recreation Programmer shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

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, the emergency being the necessity of establishing the full-time position of Recreation Programmer to fill a vacancy and continue to offer quality recreation programs to the residents of Avon Lake, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall go into immediate force and effect from and after its passage and approval by the Mayor.

1st reading: 6/08/15
2nd reading:
3rd reading:

PASSED: _____ _____
President of Council

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor

CITY OF AVON LAKE
Position Description

Job Title:	Recreation Programmer
Department:	Parks and Recreation department
Immediate Supervisor:	Recreation Director
Positions Supervised:	This position is not supervisory in nature
FLSA Status:	Full-Time/Non-Exempt
Bargaining Unit:	TBD
Civil Service Status:	Classified

GENERAL RESPONSIBILITIES:
This position is responsible for the planning, development, and coordination of recreation programs and activities for all age groups. May also coordinate programming and maintenance of Recreational Facilities.

GENERAL QUALIFICATIONS:

- Associate degree necessary, but Bachelor's Degree preferred, in Parks and Recreation, or a related field, or five (5) years of work related experience in a recreation setting or an equivalent combination of education, training and prior work experience;
- Two (2) years' experience of progressively more responsible experience in recreation, sports or a closely related field;
- Proficiency with Microsoft Office Suite applications including, Outlook, Word, Excel, Power Point, Publisher, and Access, and Photo Editor;
- First Aid/CPR Certification preferred;
- Valid Ohio Driver's License or must obtain one within six months of employment.

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.

SPECIFIC DUTIES

Each general responsibility is followed by a list of the specific tasks necessary to perform the duty. Essential functions are noted by an "*".

Under the direction of the Recreation Director, the Recreation Programmer performs a variety of technical and routine tasks including but not limited to: coordination of recreation programs, set-up and tear down of program facilities, equipment, and materials, and participation in the management of the Old Firehouse Community Center.

* Identifies, plans, develops, conducts, and evaluates recreation activities and programs to attract and encourage program participation of all city residents including, but not limited to: senior citizen programming; adult programming; teen programming; youth programming; preschool programming; family programming; fitness, health, and wellness programming; performing and fine arts programming; seasonal programming; outdoor adventure programming; and summer youth programming; special programs and events;
* Prepares marketing materials for recreation programs, events, and services, including but not limited to flyers, newsletters, electronic postings, advertisements, and public service announcements;
* Participates in Management the Old Firehouse Community Center, including but not limited to the schedule of events - including recreation programming and community group meetings, and the maintenance of the facility – including cleaning of floors, bathrooms, kitchen area, offices;
* Prepares contracts for recreation service providers and building use agreements for community groups;
* Distributes and collects program evaluations and shares results with contract instructors and staff;
* Prepares End of Program Reports on the outcomes of the recreation programs and services;
* Makes recommendations regarding equipment and supplies required for recreation programs;
* Interviews, trains, and oversees seasonal recreation programming staff and volunteers
* Maintains open and frequent communications with department staff regarding programs, facilities and staffing issues;
* Evaluates, researches, and recommend budgetary requests to Recreation Director;
* Researches alternative funding for departmental programs, events, and services, including but not limited to: fundraising, grants, partnerships, consortiums;

* Increases and extends Recreational knowledge and experience through attending and participating in meetings, workshops, conferences, trainings, and similar;
* Communicates clearly, effectively, and in a timely manner with the public via direct contact, telephone, written form, and electronic means including but not limited to texting, e-mails, tweeting, FaceTime or Skype (or similar), Instagram, etc.;
* Other duties as deemed as necessary or assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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.

- Knowledge of the operation of vehicles, phones, copiers, fax machines, computers, and other office equipment;
- Knowledge of policies, procedures, rules, and ordinances pertaining to the parks and of the use of facilities;
- Ability to meet the public courteously and to provide information;
- Ability to schedule programs for the city and for private functions while not neglecting the City's programs;
- Knowledge of the care and upkeep of recreation facilities;
- Skill in office related tasks such as, accurate recordkeeping, documentation, good writing skills, organization skills, computer system skills;
- Ability to establish and maintain effective working relationships with co-workers, subordinates, and other City employees as will as the general public;
- Ability to plan and oversee the work of seasonal employees

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by a Recreation Programmer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, use fingers and hands dexterously to operate tools, equipment or controls, reach with arms and hands, climb, balance, stoop, kneel, crouch, or crawl, and communicate orally. The employee must work outside in adverse weather conditions, occasionally transport up to 20 pounds, walk up to one mile, and stand for extended periods occasionally.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Recreation Programmer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This job requires sedentary work that involves walking or standing frequently, exerting up to 20 pounds of force on a recurring basis, and routine keyboard operations. The job risk includes exposure to bright/dim light, chemicals, blood borne pathogens, and environmental hazards.

BY: Mr. Meiners TEMP NO: 10527

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE RENEWAL OF THE HEALTH SERVICES CONTRACT WITH THE LORAIN CITY HEALTH DEPARTMENT AND AUTHORIZING THE MAYOR TO ENTER INTO SAID CONTRACT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Avon Lake has been under contract for health services with the City of Lorain and wishes to continue contracting for said services, and

WHEREAS, the present contract will expire on July 31, 2015, and

WHEREAS, this Council finds that the City of Avon Lake should continue said services with the City of Lorain, now therefore;

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

Section No. 1: That the Mayor is hereby authorized and directed to enter into contract with the Lorain City Health Department to provide health services for a one year period beginning August 1, 2015 and ending July 31, 2016. Such contract shall provide for health services as prescribed by the Ohio Revised Code and shall further provide for an alteration of health services as discussed with the Health Department.

Section No. 2: That the contract authorized in Section No. 1 above is hereby approved and confirmed by the Council of the City of Avon Lake.

Section No. 3: That the City of Avon Lake in return for receiving the health services prescribed in the contract will pay to the City of Lorain and its Board of Health the sum of $85,000.00

Section No. 4: That the effective date of this Ordinance shall be contingent upon the City of Lorain passing and approving the necessary concurrent legislation on its part authorizing the health contract between the City of Avon Lake and the City of Lorain and that this Ordinance shall go into

effect and be in force only when approval has been finally received by the legislative action of the City of Lorain.

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, the emergency being the necessity of approving the health services contract with the City of Lorain before the contract expires in order to ensure continued health services to residents of Avon Lake, 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

BY: Mr. Kos TEMP NO: 10528

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE DONATION OF UNCLAIMED PROPERTY IN THE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Avon Lake desires to dispose of property that has been unclaimed for ninety (90) days, and

WHEREAS, the property to be disposed of is itemized on the list attached hereto, and consists of bicycles, and

WHEREAS, it has been recommended by the Chief of Police that the City donate this property which has been unclaimed for ninety (90) days to a non-profit organization known as Ohio City Bicycle Co-Op, Inc., and

WHEREAS, Section 737.32 O.R.C. allows such a donation, 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 does authorize the Chief of Police to donate the property on the attached list to Ohio City Bicycle Co-Op, Inc.

Section No. 2: That Ohio City Bicycle Co-Op, Inc. shall provide a statement to the City of Avon Lake indicating that it is a non-profit organization and complies with the requirements of Section 737.32 O.R.C.

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, the emergency being the necessity of allowing for unclaimed bicycles to be immediately removed from the impound area before they are damaged further due to exposure to the weather. 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: 10529

ORDINANCE NO. _____

AN ORDINANCE APPROVING A SALARY ADJUSTMENT FOR JANINE MACKERT, BUSINESS LIAISON, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Mayor and the Human Resources Committee that Janine Mackert, Business Liaison, should be granted a salary adjustment, 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 following employee be granted the following salary adjustment effective January 1, 2015:

Janine Mackert	Business Liaison	$25.00 per hour

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 shall be declared an emergency in order to have the ordinance in place before Council's summer recess. 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. Meiners TEMP NO: 10530

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR TRANSFERS, AND DECLARING AN EMERGENCY.

WHEREAS, it has been determined by the Finance Director that certain transfers of funds are needed, now therefore;

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

Section No. 1: That the following transfers be executed for the month of June:

From	204	Income Tax Transfer Fund	$812,500.00
To	101	General Fund	$609,375.00
To	207	Income Tax Capital Improvement Fund	$162,500.00
To	301	Bond Retirement (Unvoted) Fund	$ 40,625.00

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 of transferring funds for the current and necessary expenses of the City of Avon Lake, thus for the public welfare. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: _____ _____
Council President

POSTED: _____ _____
Approved

ATTEST: _____ _____
Clerk of Council Mayor