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 28, 2019 in the Council Chamber.

Pledge of Allegiance

Roll Call: Mr. Arnold, Mrs. Campo, Mrs. Fenderbosch, Mr. James, Mr. Kos, Mr. O'Donnell, Mr. Zuber, Mayor Zilka, Law Director Lieberman, Finance Director Presley, Public Works Director Reitz.

Correspondence

Reports

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

Audience Participation

Motion

Authorizing the Mayor to sign and return to the Division of Liquor Control the Economic Development Transfer Form on behalf of Big M Pizza LLC, 153 Lear Road, Avon Lake – D. Kos.
Legislation

First Readings:

Temporary Legislation #11258, adopting the job description for the Mayor's Administrative Assistant.

Temporary Legislation #11259, amending Codified Ordinance Section 1416.01 Residential Code.

Temporary Legislation #11260, authorizing a Resolution of Gratitude and Appreciation for the Charter Review Commission.

Temporary Legislation #11261, authorizing the Mayor to execute an amendment to the lease agreement with TBP Avon Lake, LLC.

Miscellaneous Business and Announcements

Public Input

Adjournment

---Suspension of the rule requiring three readings
ORDINANCE NO. 115-2001


WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Administrative Assistant to the Mayor 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 Administrative Assistant to the Mayor 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Section No. 2: That Ordinance No. 115-2001 is hereby repealed.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 and after the earliest period allowed by law.

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

PASSED: _____________________________ President of Council

POSTED: _____________________________ Approved

ATTEST: _____________________________ Mayor

Clerk of Council
CITY OF AVON LAKE
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT TO THE MAYOR

Job Title: Administrative Assistant to the Mayor
Department: Mayor
Immediate Supervisor: Mayor
Positions Supervised: None
FLSA Status: Full Time/Non-exempt
Bargaining Unit: Non-Bargaining
Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Under the direction of the Mayor, the administrative assistant shall perform all clerical and secretarial tasks to ensure that the department operates in an effective and well-organized manner. The administrative assistant shall serve as liaison between the Mayor, the general public, department heads, and other governmental agencies.

The following duties are typical for this classification. Employees may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

GENERAL QUALIFICATIONS:

- High school diploma and a minimum of three years of administrative experience and/or training sufficient to indicate the ability to perform the job. An associate’s degree or some college preferred
- Valid, State of Ohio motor vehicle operator’s license with an acceptable driving record
- Possess strong organizational and interpersonal communication skills
- Proficient in Microsoft Office, particularly Outlook, Word, and Excel
- Knowledge of general accounting, bookkeeping and payroll practices
- Possess ability to operate office equipment i.e. phones, computers, copy machines, faxes, scanner, etc.
- Possess the ability to perform several tasks simultaneously and with limited supervision

The following duties are typical for this classification. Employees may not perform all of the listed duties and or may be required to perform additional or different duties from those listed below to address business needs and changing needs or practices.

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.

April 18, 2019
CITY OF AVON LAKE
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT TO THE MAYOR

ESSENTIAL JOB FUNCTIONS:

- Performs all administrative tasks to ensure the department operates in an effective and well-organized manner
- Prepares agendas and schedules meetings. Manages the Mayor's schedule
- Greets visitors and answers phone calls to the Mayor’s Office. Responds to concerns as needed
- Manages the operating budget for the Mayor’s Office and Economic Development Department. Maintains bookkeeping records of department receipts and expenditures
- Maintains an efficient filing system for department records
- Composes and prepares routine correspondence, reports, letters, and proclamations
- Enforces city and department financial policies, procedures, rules and regulations
- Processes payroll for the Mayor, Economic Development Director, and Human Resources Director. Maintains employee information and files as they relate to payroll procedures
- Processes purchase orders and invoices for the Mayor’s Office and Economic Development Department. Generate financial and/or budget reports as needed
- Manages records retention, protection, retrieval, transfer, and disposal of records
- Processes parade permits, sign permits, and electronic sign permits
- Recommends methods to improve office efficiency
- Serves as recording secretary for meetings as needed. Attend meetings, and prepare meeting minutes
- Coordinates annual ward meetings
- Assists and/or coordinates special events as needed
- Maintains a professional appearance at all times
- Maintains regular and predictable attendance
- Performs other duties as assigned or as necessary to ensure proper functioning of the Mayor's Office

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to type 50-60 words per minute
- Knowledge of general accounting, bookkeeping, record keeping, filing methods, record management techniques, general office practices and procedures, and payroll practices
- Ability to work with limited supervision
- Ability to manage and coordinate various tasks simultaneously
- A thorough knowledge and ability to operate office equipment such as: personal computer, calculator, copier, printer, fax machine; and other commonly utilized office equipment
- Proficient in Microsoft Office, particularly Outlook, Word, and Excel
- General knowledge of the City of Avon Lake community
- Ability to communicate effectively in verbal and written forms. A strong command of English, including proper spelling, grammar, punctuation, and vocabulary is required
- Ability to interact effectively with the public
- Ability to maintain confidential and sensitive information

April 18, 2019
CITY OF AVON LAKE
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT TO THE MAYOR

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds. Specific vision abilities for this job include close vision and the ability to adjust focus. Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under deadlines; and interact with departments heads, elected officials and the general public in the course of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee 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, and routine keyboard operations. The job risk includes exposure to bright/dim light.

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

April 18, 2019
ORDINANCE NO. ______

AN ORDINANCE AMENDING CHAPTER 1416 OF THE CODIFIED ORDINANCES, ENTITLED 2013 RESIDENTIAL CODE OF OHIO.

WHEREAS, the Building Official and Public Service Committee have recommended amending Chapter 1416 of the Codified Ordinances, entitled 2013 Residential Code of Ohio;

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

Section No. 1: That Section 1416.01 of the Codified Ordinances is hereby amended as follows:

(a) Pursuant to Ohio R.C. Section 731.231, there is hereby adopted, for the purpose of establishing rules and regulations for the construction, alteration, removal, demolition, equipment, use and occupancy, location and maintenance of nonindustrial one, two and three-family dwellings and appurtenant structures, including permits and penalties, the 2013 2019 Residential Code of Ohio.

(b) At least one copy of the 2013 2019 Residential Code of Ohio, as adopted in division (a), shall be on file at the Avon Lake Public Library for inspection by the public. One copy shall also be on file in the County Law Library. In addition, copies of the 2013 2019 Residential Code of Ohio shall be available for purchase, at cost, from the Building Department.

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 adopting the 2019 edition of the Residential Code of Ohio to be in compliance with State laws regarding building regulations and codes, 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:
2nd reading:
3rd reading:

PASSED: __________________________  President of Council

POSTED: __________________________  Approved

ATTEST:
Clerk of Council ______________________ Mayor
RESOLUTION NO. _________

A RESOLUTION OF GRATITUDE AND APPRECIATION FOR MEMBERS OF THE CHARTER REVIEW COMMISSION.

WHEREAS, this Council wishes to pause and express its gratitude for the commendable public service performed by the Charter Review Commission, and

WHEREAS, Robert Brooks, John Evanick, Weldon Rice, Nicole Slivinski, Mark Spaetzel, Loretta Vass, Charles Reeder, Kenneth Glanc, and Michael Sopko served energetically and devotedly on the Charter Review Commission and faithfully executed the duties required of them as members of the Commission, and

WHEREAS, in its meritorious service to the City of Avon Lake, the Charter Review Commission has demonstrated ability, sincerity, and dedication of purpose, now therefore;

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

Section No. 1: That this Council does for and on behalf of the City of Avon Lake extend its gratitude and appreciation to the Charter Review Commission members for their service to the community.

Section No. 2: That the Clerk of Council shall include this Resolution in the minutes of this meeting and she is hereby requested to transmit a copy of this Resolution to the members of the Charter Review Commission.

PASSED: _______________________________ President of Council

POSTED: _______________________________ Approved

ATTEST: 
Clerk of Council _______________________________ Mayor.
ORDINANCE NO. _______

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE LEASE WITH TBP AVON LAKE, LLC, AND DECLARING AN EMERGENCY.

WHEREAS, TBP Avon Lake, LLC ("TBP") and the City entered into a lease dated November 13, 2017 (the "Lease"), whereby TBP leased to the City certain premises (the "Premises") in the Artstown Shopping Center, 33483 Lake Road, Avon Lake; and

WHEREAS, the initial term of the Lease will expire on December 31, 2020; and

WHEREAS, the Lease grants to the City options to extend the term of the Lease for two additional periods of two years and three years, respectively; and

WHEREAS, the City has requested that TBP make certain improvements to the Premises, primarily the installation of an air conditioning system; and

WHEREAS, TBP is willing to make such improvements provided the initial term of the Lease is extended and the options to extend and the rent to be paid are modified in accordance with the terms set forth on Exhibit A hereto;

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

Section No. 1: That the Mayor is authorized and directed to enter into an amendment to the Lease incorporating the terms set forth in Exhibit A hereto, such amendment to be in form and substance acceptable to the Mayor and in form acceptable to the Law Director.

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 amend
the Lease to allow the Recreation Department to continue to offer recreational activities to the citizens of Avon Lake at the Premises, 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: ____________________________ President of Council

POSTED: ____________________________ Approved

ATTEST: ____________________________ Mayor

Clerk of Council