

**ORDINANCE NO. 2024 - 92**

**AN ORDINANCE AMENDING VARIOUS CHAPTERS OF THE ADMINISTRATIVE CODE WITHIN THE PARMA HEIGHTS CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY**

**WHEREAS**, the Administration conducted a review of the Administrative Code within the Parma Heights Codified Ordinances. Upon review, the Administration is recommending amendments to various chapters of the Administrative Code; and

**WHEREAS**, it is the desire of this Council to adopt the recommendations of the Administration.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Parma Heights, County of Cuyahoga, and State of Ohio:

Section 1: That this Council does hereby amend various chapters of the Administrative Code within the Parma Heights Codified Ordinances, which read in their entirety as set forth in Exhibit "A", attached hereto and incorporated by reference as if fully rewritten.

Section 2: This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of the Council and any of its Committees comprised of a majority of the members of the Council that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 3: This Council declares this Ordinance to be an emergency measure necessary for the immediate preservation of the public health, peace, and safety of this Municipality, and for the further reason that it is necessary for the Administrative Code to reflect modern policies regarding personnel, finances, and other matters on an immediate basis; wherefore, it shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

PASSED: January 27, 2025

Thomas Rounds  
PRESIDENT OF COUNCIL

ATTEST: Barbara Allen  
CLERK OF COUNCIL

January 27, 2025  
APPROVED

FILED WITH  
THE MAYOR: January 27, 2025

MMG  
MAYOR MARIE GALLO



# **EXHIBIT A**

## CHAPTER 101 Codified Ordinances

- 101.01 Designation; citation; headings.
- 101.02 General definitions.
- 101.03 Rules of construction.
- 101.04 Revivor; effect of re-enactment, amendment or repeal.
- 101.05 Construction of section references.
- 101.06 Conflicting provisions.
- 101.07 Separability.
- 101.99 General penalty.

### CROSS REFERENCES

See section histories for similar State law

Codification in book form - see Ohio R.C. 731.23

Imprisonment until fine paid - see Ohio R.C. 1905.30, 2947.14

Ordinances and resolutions - see ADM. Ch. 123

Statute of limitations on prosecutions - see GEN. OFF. 606.06

### 101.01 DESIGNATION; CITATION; HEADINGS.

This volume consists of all ordinances and resolutions of a permanent and general nature of the Municipality, revised, codified, arranged, numbered and consolidated into component codes, titles, chapters and sections, and as such shall be known and may be designated as the Codified Ordinances of Parma Heights, Ohio, 1972, for which designation "Codified Ordinances" may be substituted. Code, title, chapter and section headings do not constitute any part of the law as contained in the Codified Ordinances. (ORC 1.01)

### 101.02 GENERAL DEFINITIONS.

As used in the Codified Ordinances, unless otherwise expressly provided or the context otherwise requires:

- (a) "And" may be read "or", and "or" may be read "and", if the sense requires it.

(b) "Another," when used to designate the owner of property which is the subject of an offense, includes not only natural persons but also every other owner of property.

(c) "Bond" includes an undertaking.

(d) "Child" includes child by adoption.

(e) "Council" means the legislative authority of the Municipality.

(f) "County" means Cuyahoga County, Ohio.

(g) "Fire Chief" shall mean the Chief of the Fire Department.

(h) "Imprisoned" shall have the same meaning as in Ohio R.C. 1.05.

(i) "Internet" means the international computer network of both federal and non- federal interoperable packet switched data networks, including the graphical subnetwork known as the world wide web.

(j) "Keeper" or "proprietor" includes all persons, whether acting by themselves or as a servant, agent, or employee.

(k) "Land" or "real estate" includes rights and easements of incorporeal nature.

(l) "Legislative authority" means the legislative authority of the Municipality.

(m) "May" is permissive.

(n) "Municipality" or "City," means the City of Parma Heights, Ohio.

(o) "OAC" refers to the Ohio Administrative Code.

(p) "Oath" includes affirmation; and "swear" includes affirm.

(q) "Of unsound mind." The person lacks the relevant mental capacity.

(r) "Ohio R.C.," "ORC" or "Revised Code" refers to the Ohio Revised Code.

(s) "Owner," when applied to property, includes any part owner, joint owner, or tenant in common of the whole or part of such property.

(t) "Person" includes an individual, corporation, business trust, estate, trust, partnership, and association.

(u) "Personal property" includes all property except real property.

(v) "Plan of sewerage," "system of sewerage," "sewer," and "sewers" includes sewers, sewage disposal works and treatment plants, and sewage pumping stations, together with facilities and appurtenances necessary and proper therefor.

(w) "Premises," as applied to property, includes land and buildings.

(x) "Property" includes real, personal, mixed estates, and interests.



(y) "Public authority" includes boards of education; the Municipal, County, State, or Federal government, its officers, or an agency thereof; or any duly authorized public official.

(z) "Public place" includes any street, sidewalk, park, cemetery, school yard, body of water or watercourse, public conveyance, or any other place for the sale of merchandise, public accommodation, or amusement.

(aa) "Real property" includes lands, tenements, and hereditaments.

(bb) "Registered mail" includes certified mail; and "certified mail" includes registered mail.

(cc) "Shall" is mandatory.

(dd) "Sidewalk" means that portion of the street between the curb line and the adjacent property line intended for the use of pedestrians.

(ee) "State" means the State of Ohio.

(ff) "Street" includes alleys, avenues, boulevards, lanes, roads, highways, viaducts, and all other public thoroughfares within the Municipality.

(gg) "Tenant" or "occupant," as applied to premises, includes any person holding a written or oral lease, or who actually occupies the whole or any part of such premises, alone or with others.

(hh) "Undertaking" includes a bond.

(ii) "Week" means seven consecutive days.

(jj) "Whoever" includes all persons, natural and artificial; partners; principals, agents, and employees; and all officials, public or private.

(kk) "Writing" includes printing.

(ll) "Written" or "in writing" include any representation of words, letters, symbols, or figures; this provision does not affect any law relating to signatures.

(mm) "Year" means twelve consecutive months.

(ORC 1.02, 1.05, 1.44, 1.59, 701.01)

### 101.03 RULES OF CONSTRUCTION.

(a) Common and Technical Use. Words and phrases shall be read in context and construed according to the rules of grammar and common usage. Words and phrases that have acquired a technical or particular meaning, whether by legislative definition or otherwise, shall be construed accordingly.

(ORC 1.42)

(b) Singular and Plural; Gender; Tense. As used in these Codified Ordinances, unless the context otherwise requires:

- (1) The singular includes the plural, and the plural includes the singular.
- (2) Words of one gender include the other genders.
- (3) Words in the present tense include the future tense.

(c) Council, in consultation with the Director of Law, may, by Ordinance, do any of the following:

(1) Delete any language that has become obsolete as a result of either the passage of time, an amendment to the Parma Heights Codified Ordinances, or the preemption of State or Federal law; and

(2) Prior to reprinting the Codified Ordinances upon any adoption or amendment hereto, make such changes to the numbers, titles, and arrangement of chapters and section as may be necessary to maintain the logical and consistent ordering of the Parma Heights Codified Ordinances; and

(3) Correct typographical errors appearing in the Codified Ordinances.

No such deletion of obsolete language, or rearrangement and correction of typographical errors may be made which affects the substance or meaning of these Codified Ordinances or any part thereof or amendment thereto.

(ORC 1.43)

~~(e)~~ (d) Computation of Time.

(1) The time within which an act is required by law to be done shall be computed by excluding the first and including the last day; except that when the last day falls on Sunday or a legal holiday, then the act may be done on the next succeeding day that is not a Sunday or a legal holiday.

(2) When a public office, in which an act required by law is to be performed, is closed to the public for the entire day that constitutes the last day for doing the act or before its usual closing time on that day, the act may be performed on the next succeeding day that is not a Sunday or a legal holiday.

(3) "Legal holiday," as used in divisions ~~(e)~~(d)(1) and ~~(e)~~(d)(2) of this section, means the following days:

- A. The first day of January, known as New Year's ~~d~~Day;
- B. The third Monday in January, known as Martin Luther King ~~d~~Day;
- C. The third Monday in February, known as ~~Washington-Lincoln~~ Presidents' ~~d~~Day;

D. The day designated in the “Act of June 28, 1968,” 82 Stat. 250, 5 U.S.C. 6103, as amended, for the commemoration of The last Monday of May, known as Memorial dDay;

E. The nineteenth day of June, known as Juneteenth dDay;

F. The fourth day of July, known as Independence dDay;

G. The first Monday in September, known as Labor dDay;

H. The second Monday in October, known as Columbus/Indigenous Peoples’ dDay;

I. The eleventh day of November, known as Veteran’s dDay;

J. The fourth Thursday in November, known as Thanksgiving dDay;

K. The twenty-fifth day of December, known as Christmas dDay;

L. Any day appointed and recommended by the Governor of this State or the President of the United States as a holiday.

(4) If any day designated in this section as a legal holiday falls on a Sunday, the next succeeding day is a legal holiday.

(ORC 1.14)

(5) When an act is to take effect or become operative from and after a day named, no part of that day shall be included. If priority of legal rights depends upon the order of events on the same day, such priority shall be determined by the times in the day at which they respectively occurred.

(ORC 1.15)

(6) If a number of months is to be computed by counting the months from a particular day, the period ends on the same numerical day in the concluding month as the day of the month from which the computation is begun, unless there are not that many days in the concluding month, in which case the period ends on the last day of that month.

(ORC 1.45)

#### 101.04 REVIVOR; EFFECT OF RE-ENACTMENT, AMENDMENT OR REPEAL.

(a) The repeal of a repealing provision of these Codified Ordinances does not revive the provision originally repealed nor impair the effect of any saving clause therein.

(ORC 1.57)

(b) The re-enactment, amendment, or repeal of these Codified Ordinances does not, except as provided in division (c) of this section:

(1) Affect the prior operation of the provision or any prior action taken thereunder.

(2) Affect any validation, cure, right, privilege, obligation, or liability previously acquired, accrued, accorded, or incurred thereunder.

(3) Affect any violation thereof or penalty, forfeiture, or punishment incurred in respect thereto, prior to the amendment or repeal.

(4) Affect any investigation, proceeding, or remedy in respect of any privilege, obligation, liability, penalty, forfeiture, or punishment; and the investigation, proceeding, or remedy may be instituted, continued, or enforced, and the penalty, forfeiture, or punishment imposed, as if the provision had not been repealed or amended.

(c) If the penalty, forfeiture, or punishment for any offense is reduced by a re-enactment or amendment of these Codified Ordinances, the penalty, forfeiture, or punishment, if not already imposed, shall be imposed according to these Codified Ordinances as amended.

(ORC 1.58)

#### 101.05 CONSTRUCTION OF SECTION REFERENCES.

(a) Wherever in a penalty section reference is made to a violation of a section or an inclusive group of sections, or of divisions or subdivisions of a section, such reference shall be construed to mean a violation of any provision of the section, sections, divisions or subdivisions included in the reference.

(b) References in these Codified Ordinances to action taken or authorized under designated sections of these Codified Ordinances include, in every case, action taken or authorized under the applicable legislative provision which is superseded by these Codified Ordinances.

(ORC 1.23)

(c) A reference to any portion of a provision of these Codified Ordinances applies to all re-enactments or amendments thereof.

(ORC 1.55)

(d) Whenever in one section reference is made to another section hereof, the reference shall extend and apply to the section referred to as subsequently amended, revised, recodified, or renumbered, unless the subject matter be changed or materially altered by the amendment or revision.

#### 101.06 CONFLICTING PROVISIONS.

If the provisions of different codes, chapters or sections of the Codified Ordinances conflict with or contravene each other, the provisions bearing the latest passage date shall prevail. If the conflicting provisions bear the same passage date, the conflict shall be

construed so as to be consistent with the meaning or legal effect of the questions of the subject matter taken as a whole.

#### 101.07 SEPARABILITY.

If any provisions of a section of these Codified Ordinances or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the section or related sections which can be given effect without the invalid provision or application, and to this end the provisions are severable.

(ORC 1.50)

#### 101.99 GENERAL PENALTY.

Whenever, in the Codified Ordinances or in any ordinance of the Municipality, any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is otherwise provided, whoever violates or fails to comply with any such provision shall be 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 days, or both. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.



## CHAPTER 105

### Payments to Contractors

105.01 Schedules of payments to supersede Ohio Revised Code.

~~105.02 Procedure for payment.~~

~~105.03~~ 105.02 Estimates not binding on City; no waiver of City rights.

~~105.04~~ 105.03 Provisions for attested accounts.

~~105.05~~ 105.04 Prior estimates subject to correction.

~~105.06~~ 105.05 Final estimate; regulations.

~~105.07~~ 105.06 Noncompliance of contractor.

~~105.08~~ 105.07 Bid evaluation factors.

#### CROSS REFERENCES

Contracts and purchasing generally - see CHTR. Art. V, § 6

Public contracts - see Ohio R.C. 735.071 et seq.

Purchases outside of contracts with the State; exemption from competitive bidding requirements - see ADM. 145.09

#### 105.01 SCHEDULES OF PAYMENTS TO SUPERSEDE OHIO REVISED CODE.

The scheduled time, rate, amount and manner of payments on all construction or improvement contracts or contracts contemplating performance in installments entered into by the City shall be in accordance with the provisions of this chapter, notwithstanding the provisions of Ohio R.C. 735.071 to 735.074, inclusive. It is the intention of Council that the provisions of this chapter shall supersede and shall be in lieu of and exclusive of the provisions of such sections of the Ohio Revised Code. (Ord. 1960-53. Passed 6-13-60.)

#### ~~105.02 PROCEDURE FOR PAYMENT.~~

~~—The payment by the Municipality under its contracts shall be made in accordance with the procedure established in this section for the several improvements herein included and, as to any improvements not included in this section, shall be made in the manner agreed upon between the City and the contractor in the contract for the improvement or construction to be made. The method and schedule of payment are hereinafter set forth according to the type of improvement or construction to which they relate:~~

~~—(a) Sewers: Storm, Sanitary or Combination. On or before the first week of each month, the contractor shall furnish the Municipal Engineer with a statement of the approximate~~

~~estimate of the work which has been done in conformity with the contract. When the Engineer has checked this estimate and determined the total amount of work performed, the sum payable for such amount of work under the contract, less ten percent, shall be due to the contractor after deducting all previous estimates. Such material or partly completed work as the Engineer may find upon the site on the day set for estimating the work will be paid for at a price which, in the judgment of the Engineer, represents the cost to the contractor for such work or material. Ten days after the final measurements have been made, the Engineer shall submit the final estimate in full for all work performed, from which estimate, however, there shall be deducted five percent of the entire amount which shall be retained for a period of four months from the date of the final estimate.~~

~~—(b) Water Mains and Appurtenances. On or before the first week of each month, the contractor shall furnish the Municipal Engineer with a statement of the approximate estimate of the work which has been done in conformity with these specifications. When the Engineer has checked this estimate and determined the total amount of the work performed, the sum payable for such amount of work under the contract, less ten percent, shall be due to the contractor after deducting all previous estimates. Payment for partly completed work and for material delivered to the site and not installed in the work will be paid for at a price which, in the judgment of the Engineer, represents the cost to the contractor for such work or material.~~

~~—Ten days after the final measurements have been made and after acceptance by the Municipal Engineer and the City of Cleveland, Division of Water and Heat, the Engineer shall submit the final estimate in full for all work performed. From such estimate, however, there shall be deducted five percent of the entire amount which shall be retained for a period of four months following the date of submission of the final estimate. At the expiration of the four-month period, the contractor shall refill any depressions or remove any surplus from the street and clean and repair any part of the work under this contract. Upon the completion of such work to the satisfaction of the Engineer, three percent of the total contract amount shall be paid to the contractor. The remaining two percent due to the contractor shall be retained for an additional period of twenty months following the payment of such three percent as a guarantee upon the part of the contractor that the work will remain in good, sound condition.~~

~~—If any of the work done under the contract, in the opinion of the Engineer, requires repairs, replacements or backfillings, the contractor shall agree to furnish all materials and do all such work at his own expense. Should the contractor fail to do so within a reasonable time after notification, the contract shall provide that the Engineer shall have such work done, and the cost shall be paid out of the above mentioned two percent guarantee fund. Should the cost exceed this percent, the contract shall provide that the contractor agrees to pay the amount of the excess.~~

~~—(c) Sidewalks. On or before the first week of each month, the contractor shall furnish the Municipal Engineer with a statement of the approximate estimate of the work which has been done in conformity with these specifications. When the Engineer has checked this estimate and determined the total amount of work performed, the sum payable for such amount of work under the contract, less ten percent, shall be due to the contractor after~~

deducting all previous estimates. Such partly completed work as the Engineer may find upon the day set for estimating work will be paid for at a price which, in the judgment of the Engineer, represents the cost of the contractor's services. Ten days after the final measurements have been made, the Engineer shall submit the final estimate in full for all work performed.

~~—(d) Surface Treatment of Streets and Repairs. The contractor will be paid monthly for the work which, in the opinion of the Municipal Engineer, has been completed. On or before the first week of each month, the contractor shall furnish the Engineer with a statement of the approximate estimate of the work which has been done in conformity with these specifications. When the Engineer has checked this estimate and determined the total amount of work performed, the sum payable for such amount of work under the contract, less eight percent, shall be due to the contractor after deducting all previous estimates.~~

~~—Ten days after the contractor has completed all work under this contract, the Engineer shall prepare an estimate based on all work completed, less four percent and less all previous estimates. Such four percent shall be retained for a period of thirty days. At the expiration of this period, the contractor shall go over the work and shall refill any depression, remove the surplus from the street and clean and repair any part of work in this contract as may be ordered by the Engineer. Upon completion of this work, as required by the contract and to the satisfaction of the Engineer, the total sum for the amount of work done under this contract, less estimates previously paid, shall be due and payable,~~

~~—(e) Pavement and Appurtenances. On or before the first week of each month, the contractor shall furnish the Municipal Engineer with a statement of the approximate estimate of the work which has been done in conformity with these specifications. When the Engineer has checked this estimate and determined the total amount of work performed, then this amount, less ten percent, shall be due to the contractor after deducting all previous estimates. Such material, or partly completed work, which conforms to specifications as the Engineer may find when checking the finished work, will be paid for at a price which, in the judgment of the Engineer, represents the cost to the contractor for such work.~~

~~—Ten days after the contractor has completed all the work stipulated in this contract, the Engineer shall prepare an estimate based on all the work completed, less five percent and less all previous estimates. Such five percent shall be retained for a period of four months or, if inclement weather, snow or ice interfere, until such time as a final inspection of the work can be made. At the expiration of this period, the contractor shall go over the work and shall refill any depression, remove the surplus from the street and clean and repair any part of the work to have been completed under this contract as may be ordered by the Engineer.~~

~~—There will be retained by the Municipality for a three-year period, from the amount due upon the final estimate, a sum of money equal in amount to fifteen cents (15¢) per square yard for all pavement. Should the contractor make all necessary repairs, as directed at the expiration of such guarantee, then such amount, less any expense that the Municipality may have incurred, shall be returned to the contractor as full payment for any balance due on~~

~~the contract and improvement as herein provided. Should snow, ice or mud prevent the contractor from making such repairs at the expiration of the time specified, then the guarantee sum shall remain in the custody of the Municipality until such time as it becomes possible to make such inspection and repair.~~

~~(Ord. 1960-53. Passed 6-13-60.)~~

~~105.03~~ 105.02 ESTIMATES NOT BINDING ON CITY; NO WAIVER OF CITY RIGHTS.

~~The making of or payment of moneys based on the estimates mentioned in Section 105.02 shall not be taken or construed as an acceptance by the City of any such work so estimated. The acceptance of or payment for any work performed or materials furnished under any such contract, or any possession by the City, shall not in any way be construed as a waiver by the City of any rights under the contract or of any right or power therein reserved to the City, nor shall any waiver or any breach of any part, or of the whole, of any such contract be construed as a waiver of any part thereof or of a subsequent breach thereof.~~

~~(Ord. 1960-53. Passed 6-13-60.)~~

~~105.04~~ 105.03 PROVISIONS FOR ATTESTED ACCOUNTS.

~~Any and all payments due or to become due to the contractor and all rights of the contractor to demand and receive such payments shall be subject to all provisions of law relating to attested accounts of subcontractors, equipment men, material men, laborers or mechanics. The contractor shall pay or satisfy the just and equitable claims of all persons or corporations who have performed labor or furnished materials or equipment for the contractor in the execution of each such contract, the just and equitable claims of all persons or corporations who shall previously have filed an attested account of any such claims with the proper official of the City, and all bills, costs or claims of any kind which might become a liability, lien or charge against the City. In the event attested accounts are filed with the City, the City may retain out of the moneys due or to become due to the contractor a sum sufficient to pay all such attested account claimants. In case such accounts are not paid or adjusted to the satisfaction of the City, the City may retain all payments pursuant to this chapter and pursuant to the law of attested accounts provided for by Ohio R. C. 1311.26 to 1331.37, inclusive.~~

~~{(}Ord. 1960-53. Passed 6-13-60.)~~

~~105.05~~ 105.04 PRIOR ESTIMATES SUBJECT TO CORRECTION.

~~All estimates made prior to the final estimate shall be subject to correction at the time of the final estimate and the final payment.~~

(Ord. 1960-53. Passed 6-13-60.)

~~105.06~~ 105.05 FINAL ESTIMATE; REGULATIONS.

The final estimate shall include all work of every description completed and all materials furnished by the contractor stipulated in the contract. All questions as to estimates, measurements or the determination of the quantity or quality of work shall be left to the discretion of the Municipal Engineer. Labor or material furnished outside the provisions of the contract will not be paid for unless it has been ordered by the Engineer and approved by Council.

(Ord. 1960-53. Passed 6-13-60.)

~~105.07~~ 105.06 NONCOMPLIANCE OF CONTRACTOR.

In case the contractor fails to comply with the terms of the specifications or contract or fails to comply with such orders or directions of the Municipal Engineer as are provided for in or pursuant to the contract, the City reserves the right to withhold any estimates that may be due until the terms, specifications, orders or directions are complied with to the satisfaction of the Engineer.

(Ord. 1960-53. Passed 6-13-60.)

~~105.08~~ 105.07 BID EVALUATION FACTORS.

(a) The following factors are significant in determining whether a bid is the lowest and best bid and may be considered and applied by city officials, in their discretion, when determining the lowest and best bid for supplies, commodities, materials, equipment, furnishings or construction, renovation, maintenance, repair, businesses or general services.

- (1) The bidder's familiarity with the project.
- (2) Adequacy of the equipment for the project.
- (3) The bidder's record on similar projects.
- (4) The bidder's experience in the relevant field in the preceding twelve months, including the original contract price for each job undertaken and the cost of any change order and overruns.
- (5) The bidder's compliance with deadlines.
- (6) The bidder's prior performance on any project taken for the City of Parma Heights.
- (7) The bidder's financial solvency.



(8) Whether the bidder has ever sued or been sued by a public entity over a public project.

(9) The bidder's bonding record.

(10) The bidder's compliance record with, and maintenance of, unemployment and workers' compensation laws for all employees.

(11) The bidder's compliance record with, and maintenance of, federal and state wage laws for all employees.

(12) The bidder's compliance record with, and maintenance of, the Fair Labor Standards Act for all employees.

(13) The bidder's compliance record with, and maintenance of, Occupational Safety and Health Administration regulations for all employees.

(14) The experience, training, and skill of the bidder's workforce in writing.

(15) The number of years the bidder has been in the relevant businesses.

(16) The continuity of the bidder's workforce.

(17) The bidder's past compliance with employee drug testing.

(18) Past compliance with local and state income tax laws.

(19) The bidder's participation in a state accredited apprenticeship program when it is required by Ohio prevailing wage law.

(20) Any other factor determined to be relevant.

(b) Bid specifications may contain provisions conforming to subsection (a) of this section. Evidence of the factors a bidder wishes to be considered is the responsibility of the bidder.

(c) City Officials may reject any or all bids, or parts of bids, for any reason if acceptance is not in the best interest of the City.

(Ord. 2023-53. Passed 10-10-23.)

CHAPTER 107  
Public Meetings

107.01 Purposes.

107.02 Definitions.

107.03 Notice of regular and organizational meetings.

107.04 Notice of special meetings.

107.05 Notice to news media of special meetings.

107.06 Notification of discussion of specific types of public business.

107.07 General.

CROSS REFERENCES

Public meetings - see Ohio R.C. 121. 22

Council meetings - see CHTR. Art. Ill, § 8; ADM. 121.01

107.01 PURPOSES.

Council has adopted this chapter for the purposes of:

(a) Establishing a reasonable method whereby a person may determine ~~the time and place of all regularly scheduled meetings and~~ the time, place and purpose of all special meetings;

(b) Making provision for giving advance notice of special meetings to the news media that have requested notification; and

(c) Making provision for persons to request and obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed.

This chapter applies to each Municipal body, as defined in Section 107. 02, and is in addition to any applicable legal requirements relative to notices to members of a Municipal body or to others in connection with specific meetings or specific subject matters.

(Ord. 1975-84. Passed 12-22-75.)

107.02 DEFINITIONS.

As used in this chapter:

(a) "Clerk" means the Clerk of Council.

(b) "Day" means a calendar day.

(c) "Meeting" means any prearranged discussion of the public business of a Municipal body by a majority of the members of such Municipal body.

(d) "Municipal body" means each of the following:

- (1) The Council;
- (2) The Planning Commission;
- (3) The Board of Zoning Appeals;
- (4) The Board of Tax Appeals;
- (5) ~~Assessment Equalization Boards~~ Charter Review Commission;
- (6) The Civil Service Commission;
- (7) ~~The Building Commission~~ Records Commission;
- (8) The Recreation Commission;
- (9) ~~The Public Properties Commission~~; and

(10) A committee of any of the above Municipal bodies comprised of members of such bodies if such committee is:

- A. Comprised of a majority of the members of the main Municipal body, or
- B. A decision-making committee.

(e) "Oral notification" means notification given orally, either in person or by telephone, directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone at the telephone number, of such person as shown on the records kept by the Clerk as provided in this chapter.

(f) "Post" means to post a notice in an area accessible to the public during the usual business hours at the office of the Clerk and at the following locations:

- (1) Parma Heights City Hall, 6281 Pearl Road; and
- (2) City of Parma Heights website.

A notice identifying the locations at which notifications will be posted pursuant to this chapter shall be published by the Clerk within ten calendar days after the adoption of this chapter.

(g) "Published" means published once in a newspaper having a general circulation in the City, as defined in Ohio R.C. 7.12, except that no portion of such newspaper need be printed in the City. If, at the time of any such publication, there is no such newspaper of general circulation, then such publication shall be in a newspaper then determined by the Clerk to have the largest circulation in the City.

(h) "Special meeting" means a meeting which is neither a regular meeting nor an adjournment of a regular or special meeting to another time or day to consider items specifically stated on the original agenda of such regular or special meeting.

(i) "Written notification" means notification in writing mailed, ~~telegraphed~~ emailed, or delivered to the address of the person for whom such notification is intended, as shown on the records kept by the Clerk under this chapter, or in any way delivered to such person. If mailed, such notification shall be mailed by first-class mail, deposited in a U.S. Postal Service mailbox not later than the second day preceding the day of the meeting to which such notification refers, provided that at least one regular mail delivery day falls between the day of mailing and the day of such meeting.

(Ord. 1975-84. Passed 12-22-75; Ord. 2014-22. Passed 8-11-14.)

#### 107.03 NOTICE OF REGULAR AND ORGANIZATIONAL MEETINGS.

(a) The Clerk shall post a statement of the time(s) and place(s) of the regular meetings of each Municipal body for each calendar year not later than the second day preceding the day of the first regular meeting, other than the organizational meeting, of the calendar year of such Municipal body. The Clerk shall check at reasonable intervals to ensure that such statement remains so posted during such calendar year. If, at any time during the calendar year, the time or place of regular meetings, or of any regular meeting, is changed on a permanent or temporary basis, a statement of the time and place of such changed regular meetings shall be so posted by the Clerk at least twenty-four hours before the time of the first changed regular meeting.

(b) The Clerk shall post a statement of the time and place of any organizational meeting of a Municipal body at least twenty-four hours before the time of such organizational meeting.

(c) Upon the adjournment of a regular or special meeting to another day, the Clerk shall promptly post notice of the time and place of such adjourned meeting.

(Ord. 1975-84. Passed 12-22-75.)

#### 107.04 NOTICE OF SPECIAL MEETINGS.

(a) Except in the case of a special meeting referred to in Section 107.05(d), the Clerk shall, not later than twelve hours before the time of a special meeting of a Municipal body, post a statement of the time, place and purposes of such special meeting.

(b) The statement provided for herein and the notifications provided for in Section 107.05 shall state such specific or general purpose or purposes then known to the Clerk to be intended to be considered at such special meeting and may state, as an additional general purpose, that any other business that may properly come before such Municipal body at such meeting may be considered and acted upon.

(Ord. 1975-84. Passed 12-22-75.)

#### 107.05 NOTICE TO NEWS MEDIA OF SPECIAL MEETINGS.

(a) A news medium organization that desires to be given advance notification of special meetings of a Municipal body shall file with the Clerk a written request therefor.

Except in the event of an emergency requiring immediate official action, as referred to in subsection (d) hereof, a special meeting shall not be held unless at least ~~twenty-four~~ twelve hours advance notice of the time, place and purposes of such special meeting is given to the news media that have requested such advance notification in accordance with subsection (b) hereof.

(b) News media requests for such advance notification of special meetings shall specify the following:

- (1) The Municipal body that is the subject of such request;
- (2) The name of the medium;
- (3) The name and address of the person to whom written notifications to the medium may be mailed, ~~telegraphed~~ emailed, or delivered;
- (4) The names, addresses and telephone numbers, including addresses and telephone numbers at which notifications may be given either during or outside of business hours, of at least two persons to either one of whom oral notifications to the medium may be given; and
- (5) At least one telephone number which the request identifies as being manned and that can be called at any hour for the purpose of giving oral notification to such medium.

Any such request shall be effective ~~for six months from the date of filing with the Clerk or~~ until the Clerk receives written notice from such medium canceling or modifying such request, whichever is earlier. Each requesting news medium shall be informed of such period of effectiveness at the time it files its request. Such requests may be modified or extended only by filing a completely new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the City, the Municipal body that is the subject of such request, and the Clerk.

(c) The Clerk shall give such oral notification or written notification or both, as the Clerk determines, to the news media that have requested such advance notification in accordance with subsection (b) hereof, of the time, place and purposes of each special meeting, at least ~~twenty-four~~ twelve hours prior to the time of such special meeting.

(d) In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four hours advance notification thereof to the requesting news media. The persons calling such meeting, or any one or more of such



persons, or the Clerk on their behalf, shall immediately give oral notification or written notification, or both, as the person or persons giving such notification determine, of the time, place and purposes of such special meeting to such news media that have requested such advance notification in accordance with subsection (b) hereof. The minutes or the call, or both, of any such special meeting shall state the general nature of the emergency requiring immediate official action.

(Ord. 1975-84. Passed 12-22-75.)

#### 107.06 NOTIFICATION OF DISCUSSION OF SPECIFIC TYPES OF PUBLIC BUSINESS,

(a) A person, upon written request and as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is scheduled to be discussed. Such person may file a written request with the Clerk specifying the following:

(1) The person's name;

(2) The address(es) and telephone number(s) at or through which the person can be reached during and outside of business hours;

(3) The specific type of public business the discussion of which the person is requesting advance notification of; and

(4) The Municipal body that is the subject of such request; ~~and~~

~~(5) The number of calendar months (not to exceed three) that the request covers.~~

Such requests may be canceled by a subsequent request therefor from such person to the Clerk.

~~Each such written request must be accompanied by cash, or a check or money order payable to the City, in the amount of three dollars (\$3.00) for each month covered by the request, which amount has been determined by Council to represent a reasonable fee to cover the costs of providing such advance notification.~~

~~Such requests may be modified or extended only by filing a complete new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the City, the Municipal body that is the subject of such request, and the Clerk.~~

(b) The Clerk shall give such advance notification by written notification, oral notification, or both, as the Clerk determines. The contents of written notification may be a copy of the agenda of the meeting. Written notification may be accomplished by giving advance copies of the agendas of all meetings of the Municipal body that is the subject of such request.

(Ord. 1975-84. Passed 12-22-75.)

107.07 GENERAL.

(a) Any person may visit or telephone the office of the Clerk during that office's regular office hours to determine, based on information available at that office: the time and place of regular meetings; the time, place and purposes of any then known special meetings; and whether the available agenda of any such future meeting states that any specific type of public business, identified by such person, is to be discussed at such meeting.

(b) Any notification provided herein to be given by the Clerk may be given by any person acting on behalf of or under the authority of the Clerk.

(c) A reasonable attempt at notification shall constitute notification in compliance with this chapter.

(d) A certificate by the Clerk as to compliance with this chapter shall be conclusive upon the City and the Municipal body involved.

(Ord. 1975-84. Passed 12-22-75.)

CHAPTER 121  
Council

121.01 Time of meetings.

121.02 Holidays.

~~121.03 Day before elections.~~

~~121.03~~ ~~121.04~~ Establishment of Clerk and Assistant Clerks.

~~121.04~~ ~~121.05~~ Duties of Clerk and Assistant Clerks of Council.

~~121.05~~ ~~121.06~~ Powers vested in Council.

~~121.06~~ ~~121.07~~ Rules of Order.

CROSS REFERENCES

Number, term, qualifications - see CHTR. Art. III, § 1, 2

Removal and vacancies - see CHTR. Art. III, § 4, 5

Meetings, quorum, rules - see CHTR. Art. III, § 8 et seq.

121.01 TIME OF MEETINGS.

The regular meetings of Council shall be held on the second and fourth Monday of each calendar month from September through June at 7:00 p.m. in the Parma Heights Municipal Building.

(Ord. 1956-5. Passed 1-16-56; Ord. 2019-38. Passed 12-9-19.)

121.02 HOLIDAYS.

When a regular meeting time of Council falls upon a holiday as defined herein, Council shall meet on the day following the holiday at the same hour and place at which regular meetings are ordinarily held.

A holiday for the purposes of this chapter shall be any of the following:

- (a) A national holiday;
- (b) A State holiday; or
- (c) A holiday celebrated by and within the City.

It shall be the duty of the Mayor to define a certain day as being a holiday and to declare it as such. Notice of the holidays shall be given by the Mayor at the regular meeting next preceding the meeting which would fall upon a holiday, or, in the event of a failure to so

notify Council, the Mayor shall cause notice to be sent to each member of Council in the same manner in which notice of special meetings is given.

In the event the Mayor is absent from the City or unable for any reason to perform this duty, the President of Council shall declare the holiday and give notice to Council in the same manner as is required of the Mayor herein.

(Ord. 1955-89. Passed 11-14-55.)

#### 121.03 ~~DAY BEFORE ELECTIONS.~~

~~When a regular meeting time of Council falls upon the day before a primary, general or special election is to be held in the Municipality, Council shall meet on the following Monday at the same hour and place at which regular meetings are held.~~

(Ord. 1955-89. Passed 11-14-65.)

#### 121.03 ~~121.04~~ ESTABLISHMENT OF CLERK AND ASSISTANT CLERKS.

(a) There is hereby established the position of Clerk of Council.

(b) There are hereby established the positions of two Assistant Clerks of Council. (Ord. 1973-65. Passed 9-10-73.)

#### 121.04 ~~121.05~~ DUTIES OF CLERK AND ASSISTANT CLERKS OF COUNCIL.

(a) The Clerk of Council and Assistant Clerks of Council shall perform such duties as are provided for in the City Charter, as may be assigned from time to time by Council and as are outlined in subsection (b) hereof.

(b) The duties of the Clerk of Council and the Assistant Clerks of Council shall include, but are not limited to, the following:

(1) Attendance at all meetings of Council, recording the minutes, keeping a journal of Council's proceedings, recording in full all ordinances and resolutions of Council in books kept for that purpose and authenticating the same by ~~her~~ their signature;

(2) Attendance at all meetings of the Planning Commission, recording the minutes of the meetings, keeping a journal of the Commission's proceedings, recording in full all recommendations of the Commission in books kept for that purpose and authenticating the same by ~~her~~ their signature;

(3) Attendance at all public hearings of the Board of Zoning Appeals, reporting the proceedings, and maintaining an appropriate file for them; ~~and~~

(4) Attendance at meetings of any other boards and commissions as directed by the Mayor or President of Council, reporting the proceedings, and maintaining an appropriate file for them; and

(5) Such other duties as may be required by the ~~Director of Law~~ Mayor or the President of Council.

(Ord. 1973-65. Passed 9-10-73.)

#### 121.05 ~~121.06~~ POWERS VESTED IN COUNCIL.

All powers which are now or may hereafter be vested in the City under Article I of the City Charter and which under State statutes are to be exercised by any board, commission or by the body provided by statute but not created by Charter or ordinance of the City, are to be vested in Council, except as otherwise provided by the City Charter.

(Ord. 1958-14. Passed 4-14-58.)

#### 121.06 ~~121.07~~ RULES OF ORDER.

There is hereby adopted the Rules of Order attached to original Ordinance 1991-46, passed December 30, 1991, as Exhibit A and that have been amended from time-to-time. by Ordinance 2002-24, passed June 10, 2002, and Ordinance 2011-1, passed January 10, 2011, Ordinance 2022-40, passed November 28, 2022, and Ordinance 2024-1, passed January 8, 2024. The Clerk of Council shall maintain the current Rules of Order as well as a record of all amendment dates and accompanying Ordinances. Such Rules are hereby made a part of this section by reference as if fully rewritten herein for the purpose of establishing Rules of Order governing Council.

(Ord. 1991-46. Passed 12-30-91; Ord. 2002-24. Passed 6-10-02; Ord. 2011-1. Passed 1-10-11; Ord. 2011-1. Passed 1-10-11.)



CHAPTER 141

Mayor

141.01 Compensation for use of private automobile.

141.02 Special Assistants to the Mayor. Secretary.

141.03 Expenditures ~~Termination of employees who attain seventy years of age.~~  
(Repealed)

CROSS REFERENCES

Term, qualifications, vacancy or absence - see CHTR. Art. II, § 1

Powers of Mayor - see CHTR. Art. II, § 2 et seq.

Run-off election for Mayor - see CHTR. Art. VI, § 4

141.01 COMPENSATION FOR USE OF PRIVATE AUTOMOBILE.

(a) Council authorizes and approves payment from the proper fund to the Mayor for the use of ~~his~~ their private automobile in the performance of official business of the Municipality.

(b) The compensation for the use of the private automobile in the performance of official business shall be at the rate of six hundred dollars (\$600.00) per year, payable monthly. Beginning January 1, 2026, compensation for the use of the private automobile in the performance of official business shall be at the rate of seven thousand two hundred dollars (\$7,200.00) per year, payable monthly.

(c) When the Municipality has provided an automobile for the use of the Mayor on official business, payment to the Mayor for the use of ~~his~~ their private automobile on the public business of the Municipality shall be terminated.

(Ord. 1954-18. Passed 1-25-54.)

141.02 SPECIAL ASSISTANTS TO THE MAYOR. SECRETARY.

(a) There is hereby established the positions of Special Assistants Secretary to the Mayor.

(b) ~~The Special Assistants Secretary~~ to the Mayor shall be appointed by the Mayor, ~~shall serve at his pleasure~~ and shall perform such duties on behalf of the Municipality as may be assigned to ~~them~~ her by the Mayor from time to time, subject to the budget approved by Council.

(Ord. 1959-12. Passed 3-23-59.)

141.03 EXPENDITURES ~~TERMINATION OF EMPLOYEES WHO ATTAIN SEVENTY YEARS OF AGE. (REPEALED)~~

The Mayor is authorized to expend budgeted funds to advance economic development, civic, charitable, and other interests of the City so long as they are reasonable in nature and scope. These expenditures may include, but are not limited to, meals, transportation, media, and expenses for the attendance at meetings, conferences, and the like.

~~(EDITOR'S NOTE: Section 141.03 was repealed by Ordinance 2023-17, passed April 10, 2023.)~~

CHAPTER 142

Director of Administration, Personnel and Intergovernmental Relations (REPEALED)

~~142.01 Establishment.~~

~~142.02 Duties.~~

~~142.03 Compensation.~~

~~142.04 Appointment and term.~~

~~CROSS REFERENCES~~

~~Executive powers of Mayor -- see CHTR. Art. II, § 2~~

~~Administrative departments, boards and commissions generally -- see CHTR. Art. IV, § 1~~

~~Civil Service Commission -- see ADM. Ch. 165~~

~~Employees generally -- see ADM. Ch. 179~~

~~142.01 ESTABLISHMENT:~~

~~The position of Director of Administration, Personnel and Intergovernmental Relations is hereby established.~~

~~(Ord. 1974-62. Passed 7-29-74.)~~

~~142.02 DUTIES.~~

~~The Director of Administration, Personnel and Intergovernmental Relations shall manage, supervise and be responsible for the administrative procedures in all departments of the City and shall serve as Administrative Assistant to the Mayor. He shall also manage and supervise all labor relations with City employees and shall set the standards of employment. They He shall manage and supervise intergovernmental relations with the United States, the State and all political subdivisions thereof, including, but not limited to, the County, regional authorities and other municipalities. (Ord. 1974-62. Passed 7-29-74.)~~

~~142.03 COMPENSATION.~~

~~The compensation of the Director of Administration, Personnel and Intergovernmental Relations shall be determined from time to time by Council.~~

~~142.04 APPOINTMENT AND TERM.~~

—The Director of Administration, Personnel and Intergovernmental Relations shall be appointed by the Mayor and serve at the pleasure of the Mayor.

{Ord. 1974-62. Passed 7-29-74.}

CHAPTER 143  
Department of Law

143.01 Director of Law; appointment.

143.02 Special counsel.

143.03 Residency requirement.

143.04 Paralegal/Law Clerk.

~~143.05 Assistant to Director of Law.~~

~~143.06~~ 143.05 Director of Law; duties; compensation.

~~143.07~~ 143.06 Assistant Director of Law/Prosecutor.

CROSS REFERENCES

Director of Law - see CHTR. Art. IV, § 3

Solicitors - see Ohio R.C. 733.49 et seq.

143.01 DIRECTOR OF LAW; APPOINTMENT.

The advice and consent of Council required by Article IV, Section 3 of the City Charter in the appointment of the Director of Law shall be evidenced by motion duly adopted approving the Mayor's appointment.

(Ord. 1961-5. Passed 1-9-61.)

143.02 SPECIAL COUNSEL.

In order to assist the Director of Law in the performance of the duties provided for in the City Charter or in order to provide legal services for the City when the position of Director of Law is vacant or when the Director is absent from the City, inaccessible or has declined to perform such services, the Mayor is authorized to employ for and on behalf of the City ~~the firm of Squire, Sanders and Dempsey, Cleveland, Ohio, or other special counsel, under the title of special counsel~~ and to agree on behalf of the City to pay such reasonable compensation for services ~~as may be approved by Council.~~

143.03 RESIDENCY REQUIREMENT.

Neither the Director of Law, any assistants herein provided for nor any other attorney or firm of attorneys designated or employed hereunder shall ever be required to be residents or electors of the City. (Ord. 1961-5. Passed 1-9-61.)



143.04 PARALEGAL/LAW CLERK.

There is hereby created the position of Paralegal/Law Clerk who shall be appointed by the Mayor, ~~shall serve at his pleasure~~ and shall perform such clerical duties on behalf of the Municipality as may be assigned ~~by the Mayor~~ from time to time.

(Ord. 1956-80. Passed 11-12-56.)

~~143.05 ASSISTANT TO DIRECTOR OF LAW.~~

~~—(a) Effective June 3, 1974, the position of Assistant to the Director of Law is created.~~

~~{Ord. 1974-45. Passed 6-4-74.}~~

~~—(b) The compensation of the Assistant to the Director of Law shall be determined from time to time by Council. (Adopting Ordinance)~~

~~—(c) The Assistant to the Director of Law shall be appointed by the Mayor with the advice and consent of Council.~~

(Ord. 1974-45. Passed 6-4-74.)

~~143.06~~ 143.05 DIRECTOR OF LAW; DUTIES; COMPENSATION.

(a) The salary of the Director of Law shall compensate the Director for all ordinary services. Ordinary services include the preparation of contracts, bonds and other instruments in writing concerning the City; acting as legal adviser and attorney for the City, the Mayor, Council and administrative officials in matters relating to their official duties; acting as Prosecutor in the Mayor's Court or Municipal Court in any case to which the City is a party; drafting of ordinances and resolutions; attendance at Council meetings and Cabinet meetings; and administering and supervising the Department of Law.

(b) The Director of Law is hereby authorized ~~and directed~~ to act as chief trial counsel and attorney and/or chief prosecuting attorney in all civil and/or criminal litigation brought by or against the City in the courts of record, or before any arbitration board, or, with the approval of the Mayor, to arrange for special counsel, as provided in Section 143.02, to represent the City in such matters. The Director of Law is authorized and directed to represent the City as trial counsel and attorney in the Mayor's Court, Municipal Court, Court of Common Pleas, Court of Appeals, and the Supreme Court of Ohio in all criminal prosecutions to which the City is a party, and, with the approval of the Mayor, to arrange for special counsel, as provided in Section 143.02, to represent the City in such matters.

(c) The Director of Law, when representing the City in matters referred to in sub-section (b) hereof, shall receive additional compensation at a reasonable rate for such services as

shall be approved by Council. In no event shall such additional compensation to the Director exceed those fees charged by special counsel for like services.

(Ord. 1976-65. Passed 9-13-76.)

~~143.07~~ 143.06 ASSISTANT DIRECTOR OF LAW/PROSECUTOR.

(a) The position of Assistant Director of Law/Prosecutor is hereby established.

(b) The Assistant Director of Law/Prosecutor shall represent the City in all criminal matters and court proceedings, as authorized by the Mayor. He or she shall perform all other duties now or hereafter imposed upon municipal prosecutors by the laws of the State of Ohio. He or she shall perform such other duties consistent with the office of Assistant Law Director.

(c) The compensation of the Assistant Director of Law/Prosecutor shall be that sum as provided for the Assistant Director of Law in payroll ordinances.

(d) The Assistant Director of Law/Prosecutor shall be appointed by the Mayor and serve at the pleasure of the Mayor.

(Ord. 2004-34. Passed 12-13-04.)

CHAPTER 145

Department of Finance

145.01 Duties of Director.

145.02 Finance Clerk; duties.

145.03 ~~Income Tax Clerks.~~ Utilization charges for emergency medical services.

145.04 Fees and charges for Municipal documents and services.

145.05 Petty cash accounts.

145.06 Change funds.

145.07 Assistant Director of Finance-~~Tax Administrator.~~

145.08 Cooperative purchasing.

145.09 Purchases outside of contracts with the State; exemption from competitive bidding requirements.

145.10 Collection of Municipal Income Tax.

145.11 Blanket purchase orders.

CROSS REFERENCES

Director of Finance - see CHTR. Art. IV, § 4

Contracts and purchasing generally - see CHTR. Art. V, § 6

Admissions tax, Director's duties - see ADM. Ch. 191

Earned income tax, Director's duties - see ADM. Ch. 193

Drug Law Enforcement Fund - see GEN. OFF. 606.251

Law Enforcement Trust Fund - see GEN. OFF. 606.251

145.01 DUTIES OF DIRECTOR.

The Director of Finance shall perform such duties as the City Charter ~~commands~~ provides and such other duties as the Mayor or Council may from time-to-time request.

(Ord. 1955-93. Passed 12-28-55.)

145.02 FINANCE CLERK; DUTIES.

(a) There is hereby created the position of Finance Clerk. They He shall be appointed by the Mayor, shall serve at Ms pleasure and shall perform such clerical duties on behalf of the Municipality as may be assigned by the Mayor from time to time.

(b) Additional positions may be created and filled if deemed necessary by the Director of Finance and approved by the Mayor.

(Ord. 1956-40. Passed 5-21-56.)

#### 145.03 INCOME TAX CLERKS. UTILIZATION CHARGES FOR EMERGENCY MEDICAL SERVICES.

~~—There are hereby created the positions of Income Tax Clerk I and Income Tax Clerk II. They shall be appointed by the Mayor, shall serve at his pleasure and shall perform such clerical duties on behalf of the Municipality as may be assigned by the Mayor and Director of Finance from time to time.~~

~~(Ord. 1968-6. Passed 1-22-68.)~~

(a) The Council hereby adopts as utilization charges the following rates:

(1) Basic Life Support \$550.00 \$650.00

(2) Advanced Life Support 1 \$750.00

(3) Advanced Life Support 2 \$950.00 \$1,050.00

(4) With a mileage fee of \$15.00 \$16.00 per mile when transporting.

(b) The Mayor and the Director of Finance are hereby authorized and directed to establish a billing procedure consistent with the rates identified in division (a) of this section for the services provided, and to perform collection of such billings or to engage an agency to perform such collection services for a reasonable fee which shall be negotiated from time to time by the Mayor.

(c) It is the policy of this Council that the procedures for billing shall include the waiver of such billings where it is determined that the person receiving the emergency services is indigent or is otherwise unable to pay for such services, and there is no other source for the payment thereof.

(d) The funds collected pursuant to the provisions hereof shall be deposited into one or more funds established by Council for the purposes of the acquisition of medical services vehicles, equipment, Fire Department equipment, the upgrading and/or replacement of the current Fire and Police Department building and facilities, the payment of the cost of financing thereof, and any cost incurred in the collection of such fees. All interest earned on the monies to the credit of such funds shall be credited to the same fund.

(Ord. 2002-14. Passed 4-22-02; Ord. 2022-3. Passed 3-14-22.)

145.04 FEES AND CHARGES FOR MUNICIPAL DOCUMENTS AND SERVICES.

(a) The following fees or charges shall be made by the City for the following documents or services:

Document	Fee
Document	
	Fee
(1) Codified Ordinances	
per copy	
	\$130.00
(2) Charter	
per copy	
	5.00
(3) Planning and Zoning Code	
per copy	
	\$5.00
(4) Building Code	
per copy	
	5.00
(5) Fire Prevention Code	
per copy	
	3.00
(6) Income Tax Code	
per copy	
	5.00
(7) Maps of the City	



A. 13 inches by 17 inches

per copy

2.00

B. 34 inches by 44 inches

per copy

6.00

(8) Copies of Police Accident Reports

per page

0.05

(9) Photographs -

Black/white 8 X 10 inches

per print

10.00

each additional print of same negative

5.00

(10) Photographs -

per print

15.00

Color 8 X 10 inches

each additional print of same negative

7.50

(11) Copies of Ordinances or Resolutions

per page

0.05

both sides

0.10

(12) Minutes of Council, Boards, or Commissions

per page

0.05

both sides

0.10

(13) Copies of any plans or documents

per page

1.00

both sides

2.00

oversized paper

3.00

(14) Copies of any item furnished by applicant

per page

1.00

both sides

2.00

(15) All documents mailed will be subject to the postage rate

(16) Municipal Income Tax Forms:

0-50 forms (any combination of forms)

3.50

For orders in excess of 50 forms, a per form charge will be assessed based on printing costs in effect at the time the order is placed. Orders in excess of 50 forms must be picked up in person at City Hall.

(17) Special assessment requests (title agencies)

\$20.00 ~~10.00~~ per parcel

(b) All proceeds received from the sale of any of these items shall be paid into the General Fund of the City.

(Ord. 1997-17. Passed 5-27-97; Ord. 2000-27. Passed 6-12-00; Ord. 2019-36. Passed 12-9-19.)

#### 145.05 PETTY CASH ACCOUNTS.

There is hereby established a petty cash account for the following offices and departments of the City in the following amounts:

Finance Department	\$ 50.00
Police Department	\$ 500.00
Senior Center	\$ 500.00
Fire Department	\$ 25.00
Concession Stand	\$ 100.00

(Ord. 2002-36. Passed 9-23-02; Ord. 2019-36. Passed 12-9-19.)

#### 145.06 CHANGE FUNDS.

There is hereby established a Change Fund account for the following offices and departments of the City in the following amounts:

Building and Service	\$ <u>150.00</u> <del>100.00</del>
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Concession Stand	\$ 100.00
Court Clerk	\$ 50.00
Pool	\$ 50.00
Recreation	\$ 50.00

(Ord. 1997-3. Passed 2-10-97; Ord. 2019-36. Passed 12-9-19.)

145.07 ASSISTANT DIRECTORS OF FINANCE-TAX ADMINISTRATOR.

(a) The positions of Assistant Directors of Finance-Tax Administrator is are hereby established.

(b) ~~The Tax Administrator shall manage, supervise and be responsible for the administrative procedures in the Income Tax Department and shall serve as Assistant to the Director of Finance.~~ The Assistant Directors of Finance Tax Administrator shall also manage and supervise all income tax collections and be appointed by the Mayor, and shall perform any and all other such duties delegated by the Director of Finance, subject to the budget approved by Council.

~~(c) The compensation of the Assistant Directors of Finance-Tax Administrator shall be as established from time to time by Council, per annum, payable in twenty-six substantially equal installments.~~

(Ord. 1984-15. Passed 4-23-84.)

145.08 COOPERATIVE PURCHASING.

(a) The Director of Finance Public Service (known as the Purchasing Agent) hereby requests authority, in the name of the City, to participate in State contracts which the Department of Administrative Services, Office of State Purchasing, has entered into for the purchase of supplies, services, equipment and certain materials pursuant to Ohio R.C. 125.04.

(b) The Mayor is hereby authorized to agree, in the name of the City, to be bound by all contract terms and conditions as the Department of Administrative Services, Office of State Purchasing, prescribes. Such terms and conditions may include a reasonable fee to cover the administrative costs which the Department of Administrative Services incurs as a result of the City's participation in a contract. Further, the Mayor does hereby agree to be bound by all such terms and conditions.

(c) The Mayor is hereby authorized to agree, in the name of the City, to directly pay the vendor, under each such State contract in which it participates, for items it receives pursuant to the contract, and the Mayor does hereby agree to directly pay the vendor.

(Res. 1988-10. Passed 4-11-88).

#### 145.09 PURCHASES OUTSIDE OF CONTRACTS WITH THE STATE; EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS.

(a) The Director of ~~Finance~~ Public Service may, if authorized and directed by ordinance of Council, purchase equipment, supplies or services from another party, including another political subdivision, instead of by participating in contracts into which the Department of Administrative Services, Office of State Purchasing, has entered for the purchase of equipment, supplies or services, as provided in Section 145.08, if the Director of Public Service can purchase such supplies, equipment or services from such other party upon equivalent terms, conditions and specifications, but at a lower price than through such State contracts. Purchases that the Director of Public Service makes under this section are exempt from any competitive selection procedures otherwise required by law.

(b) If the Director of ~~Finance~~ Public Service makes any purchase under this section, he or she shall maintain sufficient information regarding the purchase to verify that the conditions for making a purchase under this section have been satisfied.

(Ord. 1998-4. Passed 3-9-98.)

#### 145.10 COLLECTION OF MUNICIPAL INCOME TAX.

The collection of municipal income taxes may be outsourced to a separate public or private entity with the approval of the Mayor and City Council.

#### 145.11 BLANKET PURCHASE ORDERS.

The Director of Finance is hereby authorized to certify blanket purchase orders for expenditures, orders for payment, and contracts or obligations calling for or requiring payment, not to exceed fifty thousand dollars (\$50,000.00) per cost code. The term of any blanket purchase order shall not exceed the end of the fiscal year in which the blanket purchase order was certified. An itemized statement of obligations incurred and expenditures made under a blanket purchase order shall be rendered to the Finance Director before another such blanket purchase order may be issued. Not more than one blanket purchase order per cost code shall be outstanding at a time.



## CHAPTER 147

### Department of Public Service

EDITOR'S NOTE: The City enters into collective bargaining agreements with Local ~~1099~~ 860, Municipal, County and State Employee's Union, with respect to terms and conditions of employment of certain employees in the Department of Public Service. Copies of the latest agreement may be obtained, at cost, from the Clerk of Council.

~~147.01~~ Duties of Director.

~~147.02~~ Public Works Coordinator. ~~Assistants.~~

~~147.03~~ ~~Commissioner of Licenses.~~

~~147.04~~ 147.03 Building and Service Department Clerks.

~~147.05~~ 147.04 Department employees.

~~147.06~~ 147.05 Emergency personnel and equipment.

~~147.07~~ Insurance, vacations, holidays, longevity and jury duty.

~~147.08~~ Sick leave.

~~147.09~~ Secretary to the Director.

~~147.10~~ 147.06 Inspection of bridges.

~~147.11~~ Minimum call-in pay. (Repealed)

~~147.12~~ Overtime.

~~147.13~~ 147.07 Approval of contracting and purchasing, purchase orders.

~~147.14~~ Compensation for volunteer firemen.

~~147.15~~ Uniform allowances. (Repealed)

~~147.16~~ Tool allowances.

~~147.17~~ Arborist/Tree Consultant.

~~147.18~~ Commercial Driver's License pay.

~~147.19~~ 147.08 Building inspection services.

#### CROSS REFERENCES

Director of Public Service - see CHTR. Art. IV, § 5

Assisting Recreation Department -see ADM. 155.03

Enforcement of Ohio Building Code - see BLDG. 1303.04

Director as property maintenance officer - see BLDG. 1363.01

Director as Purchasing Agent - see ADM. 145.08, 145.09

#### 147.01 DUTIES OF DIRECTOR.

The Director of Public Service shall perform such duties as the City Charter commands and such other duties as the Mayor and Council may from time-to-time request.

(Ord. 1956-8. Passed 2-13-56.)

#### 147.02 PUBLIC WORKS COORDINATOR. ASSISTANTS.

Within the Department of Public Service, there ~~is~~ are hereby established the positions of Public Works Coordinator ~~assistants to the Director of Public Service~~. They shall perform such duties as shall be provided by ordinance and as shall be commanded by the Mayor or the Director.

~~—(a) One of the assistants to the Director shall be the Supervisor of the Service Department. He shall be responsible for the assignment of all personnel within the Department performing garbage and rubbish collection duties, street maintenance and repair, and park maintenance. He shall perform such other duties as may be commanded by the Mayor or the Director.~~

~~—(b) One of the assistants to the Director shall be the Supervisor of Buildings and Equipment. He shall be responsible for the maintenance of all public buildings and equipment and shall perform such other duties as may be commanded by the Mayor or the Director.~~

~~—(c) Other assistants to the Director shall be established as are required to aid and assist the Director in carrying on the functions of inspection and reinspection of buildings and in performing such other duties as may be commanded by the Mayor or the Director. The assistants serving in this capacity shall be known as Inspectors of Buildings.~~

~~{Ord. 1962-55. Passed 7-30-62.}~~

~~—(d) One of the assistants shall be a construction consultant. He shall assist the Director, the Building Commission and the Inspectors of Buildings by furnishing technical advice with respect to multi-family and commercial construction.~~

~~{Ord. 1962-99. Passed 12-27-62.}~~

~~—(e) One of the assistants shall be a general assistant. He shall assist the Director in performing all of the duties and obligations imposed upon the Director. He shall perform such other duties as may be commanded by the Mayor or the Director.~~

~~{Ord. 1963-52. Passed 7-8-63.}~~

~~—(f) One of the assistants shall have the position of Assistant to the Director of Public Service—Property Maintenance Officer.~~

(Ord. 1978-12. Passed 4-17-78.)

#### ~~147.03~~ COMMISSIONER OF LICENSES.

~~—There is hereby created the position of Commissioner of Licenses. He shall be appointed by the Mayor upon recommendation of the Director of Public Service and shall serve at the pleasure of the Mayor. He shall perform such duties as shall be commanded by the Mayor or the Director.~~

(Ord. 1962-6. Passed 1-29-62.)

#### ~~147.04~~ 147.03 BUILDING AND SERVICE DEPARTMENT CLERKS.

There ~~are~~ is hereby created the positions of Building and Service Department Clerks who He shall be appointed by the Mayor, ~~shall serve at his pleasure~~ and shall perform such clerical duties on behalf of the City as may be assigned ~~by the Mayor~~ from time to time.

(Ord. 1956-40. Passed 5-21-56.)

#### ~~147.05~~ 147.04 DEPARTMENT EMPLOYEES.

In the Department of Public Service, there shall be the following members, who will receive compensation on an hourly rate basis:

##### Classification of Members by Job Description.

(a) Supervisors. The supervisors shall be responsible for the assignment of all personnel within the Department performing garbage and rubbish collection duties, street maintenance and repair, park maintenance, public building maintenance, equipment and vehicle maintenance and such other duties as may be directed by the Mayor or the Director of Public Service.

(b) Foreman. The foreman shall assign the labor personnel of the Department and direct their activities. They shall keep accurate records of the hours worked by such employees and of the motor vehicle fuels and lubricants consumed. They shall perform such other duties as may be required of them from time to time by their superior.

(c) Additional classifications may be contained in the Laborers' International Union of North America, Local 860 collective bargaining agreement.

~~—(c) Mechanics Supervisor. The mechanics supervisor shall be responsible for the assignment of all personnel within the Mechanical Garage performing service, overhaul and maintenance on vehicles and equipment owned by the City and such other duties as may be~~

directed by the Mayor or the Director of Public Service, including, but not limited to, service, overhaul and maintenance on vehicles and equipment owned by the City.

~~—(d) Mechanic I. Employees in this classification are normally required to diagnose and perform all major and minor repairs on all types of vehicles, including automotive, light truck, heavy truck, heavy equipment and fire equipment. Must be knowledgeable of and able to repair gasoline and diesel engines, drivetrains, brake systems, steering systems, heating and air conditioning systems, cooling systems, electrical systems, hydraulic systems and on-board computers of all types of vehicles. Must be able to install needed special equipment required on City-owned vehicles and equipment. Employee must be experienced in all types of welding, including oxygen-acetylene (cutting and brazing), arc (vertical and overhead), mig, aluminum and stainless steel. Will be required from time to time to fabricate certain needed parts for various assignments and operate a sandblaster in a safe manner. Employee must be skilled in vehicle refinishing, including panel repair, body work and vehicle painting. Employee may be required to perform other work of a similar nature as directed by supervision. Employee in this classification may be assigned to perform work normally performed by employees in other classifications in the Public Service Department, but without a reduction in their rate of pay unless they bump into a lower paying classification in order to avoid a layoff. The City shall not be required to have any number of employees in this classification at any time.~~

~~—(e) Mechanic II. Employees in this classification are normally required to diagnose and perform all major and minor repairs on all automobiles, light trucks and heavy trucks owned by the City. Employee must also be able to assist the Mechanic I on all major and minor repairs on heavy equipment and fire equipment. Employee must be knowledgeable of and able to repair gasoline and basic diesel engines, drivetrains, brake systems, steering systems, heating and air conditioning systems, cooling systems, electrical systems and on-board computers of all types of vehicles. Employee must be experienced in basic types of welding, including oxygen-acetylene (cutting and brazing), arc and mig. Employee may be required to perform other work of a similar nature as directed by supervision. Employee in this classification may be assigned to perform work normally performed by employees in other classifications in the Public Service Department, but without a reduction in their rate of pay unless they bump into a lower paying classification in order to avoid a layoff. The City shall not be required to have any number of employees in this classification at any time.~~

~~—(f) Mechanic's Helper. Employees in this classification are normally required to assist a Mechanic I and/or Mechanic II in the service, overhaul and maintenance of all equipment owned by the City. Employee will perform routine inspections, service and preventive maintenance on all vehicles and equipment. Employee will be knowledgeable in all aspects of basic automotive system functions and must be experienced in small engine repairs, including two-cycle engines. Employee will be skilled in mounting, balancing and repairs of all sizes of tires. Employee will also pick up needed parts from various suppliers. Employee must assist in vehicle refinishing, including, but not limited to, sanding, preparation, panel repair, body work and vehicle painting. Employee may be required to perform other work of a similar nature as directed by supervision. Employee in this classification may be assigned to perform work normally performed by employees in other classifications in the~~



Public Service Department, but without a reduction in their rate of pay unless they bump into a lower paying classification in order to avoid a layoff. Whenever an employee in this classification of Mechanic's Helper is assigned by supervision to work involving vehicle refinishing, such employee shall be paid the rate established for the classification of Mechanic II for the hours engaged in such assignment. The City shall not be required to have any number of employees in this classification at any time.

~~—(g) Mechanic's Helper (Probationary). Employees in this classification are at entry level in the Mechanical Garage of the Public Service Department, perform the same duties as employees in the classification of Mechanic's Helper, are not members of the bargaining unit, are paid at a rate that is one dollar (\$1.00) per hour below that paid employees in the classification of Mechanic's Helper and, upon satisfactorily completing six months of probationary service, are transferred to the classification of Mechanic's Helper.~~

~~—(h) Serviceman Grade I. Employees in this classification are assigned to perform the duties of Serviceman Grade II and Serviceman Grade III and, in addition, operate multiple types of heavy equipment used by the City, such as vac-alls, back-hoes, asphalt rollers, graders, street sweepers, front-end loaders, salt spreader trucks and bombardier sidewalk plows, and perform skilled maintenance work such as masonry repairs and maintenance, cement refinishing and repairs, plumbing maintenance, carpentry maintenance, electrical maintenance and sign-making work as required by supervision. Employees in this classification are assigned to perform work also performed by employees in other classifications in the Service Department, but without a reduction in their rate of pay unless they bump into a lower paying classification in order to avoid a layoff.~~

~~—(i) Serviceman Grade II. Employees in this classification are assigned to perform the duties of a Serviceman Grade III and, in addition, may be assigned to operate a refuse collection truck. An employee assigned to operate a refuse collection truck leads the activities of the employees assigned to the truck and is responsible for their activities. Employees in this classification are assigned to perform work also performed by employees in other classifications in the Service Department, but without a reduction in their rate of pay unless they bump into a lower paying classification in order to avoid a layoff.~~

~~—(j) Serviceman Grade III. Employees in this classification perform manual labor such as refuse collection, ditch and sewer construction and maintenance, road repair work and other types of physical labor if required, under the supervision of a Foreman or other supervisor or of an employee of higher classification, and may operate one or more types of light equipment under five tons capacity.~~

~~—(k) Serviceman Grade III (Probationary). Employees in this classification are at entry level in the Department of Public Service, perform the same duties as employees in the classification of Serviceman Grade III, are not members of the bargaining unit, are paid at a rate that is one dollar (\$1.00) below that paid employees in the classification of Serviceman Grade III and, upon satisfactorily completing six months of probationary service, are transferred to the classification of Serviceman Grade III.~~

~~—(l) Serviceman Grade IV. Employees in this classification shall be those employees who work on a part-time, seasonal or temporary basis in the Service Department of the City.~~

(Ord. 1983-40. Passed 10-17-83; Ord. 1991-28. Passed 8-12-91; Ord. 2015-5. Passed 2-9-15.)

#### 147.06 147.05 EMERGENCY PERSONNEL AND EQUIPMENT.

In addition to the provisions of Section ~~147.05~~ 147.04, the following rules shall govern the Director of Public Service in the event of emergency. When the Director deems an emergency situation to have occurred with respect to the clearing of streets and ways of snow, ice, rain or other debris, or when ~~he~~ they deems an emergency situation to have accrued with respect to the collection and disposal of rubbish or garbage, ~~he is~~ they are authorized, subject to the approval of the Mayor, to hire emergency personnel and rent emergency equipment to cope with the situation. The rate of compensation shall be the usual rate then and there existing under the same or similar circumstances for communities of the same or similar size as that of the Municipality.

(Ord. 1956-8. Passed 2-13-56.)

#### ~~147.07 INSURANCE, VACATIONS, HOLIDAYS, LONGEVITY AND JURY DUTY.~~

~~—(a) Medical Insurance. Each non-aligned regular full-time employee of the Department of Public Service shall, after one month of such full-time service, be entitled to health insurance provided by the City. The plan design, coverage options, and employee cost of participation of such health insurance will be determined annually; and such health plan information are to be described in a health benefit summary document to be provided to employees at the inception of each health benefit year.~~

~~—(b) Insurance-Group Life. Each regular full-time employee of the Service Department shall, after one year of such full-time employment, be entitled to fully paid group life insurance in the amount of twenty-five thousand dollars (\$25,000).~~

~~—(c) Vacation. Each non-aligned regular full-time member of the Department of Public Service shall be entitled to the following annual benefits, based on the length of continuous employment: two weeks of vacation with pay at the end of one year of full-time active duty; three weeks of vacation with pay at the end of five years of full-time active duty; four weeks of vacation with pay at the end of ten years of full-time active duty; five weeks of vacation with pay at the end of seventeen years of full-time active duty and six weeks of vacation with pay after twenty-four years full-time active duty. Vacation shall be earned as of January 1 of each year and shall be taken by the employee in the calendar year in which it is earned, provided, however, that when an employee has an anniversary of employment in a calendar year which would entitle the employee to receive an additional increment of vacation, the employee shall be entitled to observe the additional increment of vacation in the twelve-month period measured from the anniversary.~~



~~Vacation shall not be accrued from year to year or payment made in lieu thereof, except by special arrangement with the Director of Public Service, provided, however, that any full-time member of the Department of Public Service who has concluded twenty-one continuous years of service, may, at his or her option, bank not more than three weeks per year, up to a maximum of nine weeks. Such employee may receive cash payment for such banked vacation one time, either at retirement or before, but may not thereafter bank additional hours after the nine weeks have been utilized. In lieu of banking vacation time, an employee may turn in for annual payment not more than three weeks per year, up to a maximum amount of nine weeks. The Finance Department must be notified of this intent not later than November 1 of the calendar year in which payment is requested. Said payment shall be made on the last pay of the calendar year in which payment is requested.~~

~~Vacation or payment in lieu of accrued vacation shall be granted to an employee after his or her retirement or termination of employment, unless such termination of employment is made for cause, in which event no such vacation or payment in lieu thereof shall be allowed.~~

~~Payment in lieu of vacation shall be calculated at the employee's normal rate of pay.~~

~~(d) Holidays. Each nonaligned regular full-time employee of the Department of Public Service who has served at least thirty days of service with the City prior to any holiday hereinafter set forth, and who has also worked or been on vacation during his regularly scheduled workdays immediately preceding and succeeding such holiday, shall be entitled to the following twelve paid holidays with pay at eight times the employee's normal hourly rate of pay for each of such holidays:~~

- ~~(1) The first day of January, known as New Year's Day;~~
- ~~(2) The third Monday in January, known as Martin Luther King Day;~~
- ~~(3) The third Monday in February, known as Washington-Lincoln or Presidents' Day;~~
- ~~(4) Decoration or Memorial Day (date of observance as established by State Legislature);~~
- ~~(5) The fourth day of July, known as Independence Day;~~
- ~~(6) The first Monday in September, known as Labor Day;~~
- ~~(7) The second Monday in October, known as Columbus Day;~~
- ~~(8) The eleventh day of November, known as Veterans' Day;~~
- ~~(9) The fourth Thursday in November, known as Thanksgiving Day;~~
- ~~(10) The twenty-fifth day of December, known as Christmas Day;~~
- ~~(11) A floating holiday to be taken on a day of the employee's choice, subject to the approval of the departmental supervision; and~~
- ~~(12) The employee's birthday.~~

~~The City, in response to certain reductions in the workweek hours for the City firefighters, does hereby agree to grant each full-time non-aligned employee the following additional three holidays.~~

~~(1) The fourth Friday of November, known as the day after Thanksgiving.~~

~~(2) The twenty-fourth day of December, known as Christmas Eve Day.~~

~~(3) Effective January 1, 2001, a floating holiday to be taken on a day of the employee's choice, subject to approval of departmental supervision.~~

~~All part-time employees and full-time employees in the Department of Public Service with less than thirty days service with the City shall be entitled to the aforesaid holidays without pay.~~

~~In cases where an employee is required to work on a day which he or she would otherwise be entitled under this section to observe as a holiday, he or she will be paid for the holiday at the rate of eight times his or her normal hourly rate of pay and will be paid, in addition, at the rate of time and one-half for the hours he or she works on such holiday.~~

~~(e) Longevity Pay. Additional compensation for continuous full-time employment, which shall be entitled "longevity pay", shall be paid for each calendar year on the first pay period in December of each calendar year. The rate of longevity pay to which an employee shall be entitled in any calendar year shall be computed in accordance with the following schedule:~~

<del>Years of Continuous, Full-Time Employment Completed as of the Anniversary Date of Employment</del>	<del>Rate of Longevity Pay Per Month</del>
<del>0-4</del>	<del>0</del>
<del>5</del>	<del>\$20.83</del>
<del>10</del>	<del>41.66</del>
<del>15</del>	<del>62.50</del>
<del>20</del>	<del>83.33</del>
<del>25</del>	<del>104.16</del>
<del>30</del>	<del>125.00</del>

~~The amount of longevity pay to which an employee is entitled in a calendar year shall be computed by multiplying the number of months in the calendar year preceding and subsequent to his or her anniversary date of employment in that year by the applicable rate or rates of monthly longevity pay based upon the number of years of continuous full-time employment completed in that year, as determined in accordance with the above schedule.~~

~~In each calendar year, the anniversary date of employment shall be the first day of the month in which the employee commenced his continuous, full-time employment with the~~

City. In calculating the length of an employee's continuous employment, full-time service in all departments of the City shall be included.

~~—(f) Jury Duty Compensation. Each nonaligned regular full-time employee of the Department of Public Service shall, if called for jury duty, receive their regular compensation during the time spent in the capacity as jurors less the amount paid to them by the Court for such duty as jurors.~~

~~{Ord. 1994-20. Passed 4-25-94; Ord. 2000-16. Passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2001-28. Passed 9-10-01; Ord. 2006-10. Passed 3-30-06; Ord. 2013-4. Passed 2-25-13.}~~

#### ~~147.08 SICK LEAVE.~~

~~—Each regular full time non-aligned employee in the Department of Public Service shall be entitled to 4.6 hours of sick leave for every eighty hours of regularly scheduled employment. Unused sick leave shall be cumulative up to a total of 1,750 hours for employees working an eight-hour day, and up to 1,531 hours for employees working seven-hour days. Sick leave accrued under prior ordinances of the City shall remain in effect. Payment of sick leave shall be made only when approved by the Director of Public Service, who may require the employee to furnish a satisfactory, written, signed statement to justify the use of sick leave, and in the case of sick leave absence in excess of one day, shall require certification of the nature of the illness or injury from the employee's physician or the Police Surgeon. Absences due to service-connected injury will not be charged against an employee's accumulated sick leave so long as it does not exceed the employee's attending physician's and/or the Police Surgeon's prognosis as to the employee's ability to return to employment. Once an employee has returned to assume normal duties, following an absence due to a service-connected injury, subsequent absences, alleged as being due to a service-connected injury, will be charged against an employee's accumulated sick leave, unless excused by the employee's attending physician's and/or the Police Surgeon's certificate. In the case of disagreement between physicians, the certification of a third physician will be required.~~

~~—An employee may use a portion of his or her accumulated sick leave for funeral arrangements and services for his or her spouse, child, parents, mother-in-law, father-in-law, grandparents, grandparents-in-law, sister, brother, sister-in-law, brother-in-law, grandchildren, step-parent, step-sister, step-brother, aunt, uncle, cousin, niece and nephew. Funeral leave so utilized shall not be so charged as to reduce an employee's sick leave incentive.~~

~~—Department of Public Service employees shall be paid an incentive for conservation of annual sick leave allowances as follows:~~

<del>Unused Sick Leave Hours</del>	<del>Incentive Payment Hours</del>
<del>120</del>	<del>30</del>
<del>112</del>	<del>28</del>



104	26
96	24
88	22
80	20
72	18
64	16
56	14
48	12
40	10
Less than 40	-0-

-

~~—In the case of employees working seven-hour days:~~

<del>Unused Sick Leave Hours</del>	<del>Incentive Payment Hours</del>
<del>105</del>	<del>30</del>
<del>98</del>	<del>28</del>
<del>91</del>	<del>26</del>
<del>84</del>	<del>24</del>
<del>77</del>	<del>22</del>
<del>70</del>	<del>20</del>
<del>63</del>	<del>18</del>
<del>56</del>	<del>16</del>
<del>49</del>	<del>14</del>
<del>42</del>	<del>12</del>
<del>35</del>	<del>10</del>
<del>Less than 35</del>	<del>-0-</del>

-

~~—The equivalent hourly rate to be paid will be that in effect as of December 31 in the year in which the sick leave days are accumulated. Payment is to be made concurrent with the second payroll of February following the year in which sick leave days were accumulated. Such incentive payment will in no way diminish an employee's sick leave accumulation.~~

~~—At the time of retirement from active duty with the City or death of the employee, the employee, or the employee's estate, will be paid in cash for sixty percent of the value of his~~

~~or her accrued, but unused, sick leave credit. Such payment shall be based on the employee's rate of pay at time of retirement or death. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which may be made shall be sixty percent of 1,200 hours for employees working eight-hour days and sixty percent of 1,050 hours for employees working seven-hour days. The formula for computation shall be:~~

~~—(a) In the case of employees working eight-hour days:~~

~~—annual rate x (accumulated hours x.60)~~

~~— 2,080~~

~~—(b) In the case of employees working seven-hour days:~~

~~—annual rate x (accumulated hours x.60)~~

~~— 1,820~~

~~—NOTE: Annual rate of pay used in above unused sick time payment calculations is based on the total of the base salary and longevity pay only.~~

~~{Ord. 1997-20. Passed 6-23-97; Ord. 2000-16. Passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2006-10. Passed 3-30-06; Ord. 2013-4. Passed 2-25-13.}~~

#### ~~147.09 SECRETARY TO THE DIRECTOR.~~

~~—There is hereby created the position of Secretary to the Director of Public Service. He shall be appointed by the Mayor, shall serve at his pleasure and shall perform such clerical duties on behalf of the Municipality as may be assigned by the Mayor and the Director from time to time.~~

~~(Ord. 1967-35. Passed 6-12-67.)~~

#### ~~147.10~~ 147.06 INSPECTION OF BRIDGES.

The Director of Public Service is hereby designated as the municipal official of the City having responsibility for the inspection of all bridges or portions thereof within the City except for bridges on State and/or County highways.

(Ord. 1968-73. Passed 11-25-68.)

#### ~~147.11 MINIMUM CALL-IN PAY. (REPEALED)~~

~~—(EDITOR'S NOTE: Section 147.11 was repealed by Ordinance 2015-6, passed February 9, 2015.)~~

~~147.12 OVERTIME.~~

~~—Full-time non-exempt employees in the Department of Public Service shall be paid in addition to their regular compensation, for the performance of overtime duties, as provided for in Section 147.12.~~

~~(Ord. 1983-40. Passed 10-17-83; Ord. 2013-4. Passed 2-25-13; Ord. 2015-7. Passed 2-9-15.)~~

~~147.13~~ 147.07 APPROVAL OF CONTRACTING AND PURCHASING, PURCHASE ORDERS.

(a) The Director of Public Service shall recommend a purchase of all materials, supplies, tools, machinery and equipment and shall supervise all construction, alterations and repairs ~~in each of the various departments of the Municipality~~ subject to the approval of City Council. Such purchases, construction, alterations or repairs shall be administered and controlled by means of a numbered purchase order system.

(b) The issuance of a purchase order authorizing such purchases, construction, alterations or repairs shall be made by the Finance Director only upon the prior issuance of a purchase requisition by such Director or by the officer at the head of the department for which it is to be made or done, or upon order of Council.

(c) An open purchase order for frequent purchases from the same vendor, supported by a requisition for each individual purchase, approved by the Director of Finance, may be issued ~~by the Director of Public Service~~ for a period not to exceed one year or to expire by December 31, whichever occurs sooner. Each such open purchase order shall be assigned to only one vendor.

(Ord. 1985-4. Passed 2-11-85.)

~~147.14 COMPENSATION FOR VOLUNTEER FIREMEN.~~

~~—The compensation of any member of the Department of Public Service who is also a Volunteer Fireman shall be, when called from his or her regular Department work to serve as a Volunteer Fireman, the compensation of a Volunteer Fireman as provided by Council or his or her regular compensation as an employee of the Department, whichever is greater.~~

(Ord. 1997-20. Passed 6-23-97; Ord. 2000-53. Passed 11-27-00.)



~~147.15 UNIFORM ALLOWANCES. (REPEALED)~~

~~(EDITOR'S NOTE: Section 147.15 was repealed by Ordinance 2015-8, passed February 9, 2015.)~~

~~147.16 TOOL ALLOWANCES.~~

~~—The City agrees to provide a mechanic's tool allowance, not to exceed three hundred dollars (\$300.00) per employee, per year, for those employees classified as Mechanic's Supervisor in the City's Service Garage. Tools included in this allowance are those normal hand tools (nonpowered) utilized by mechanical personnel in the performance of their mechanical duties. Replacement of such tools when worn out or broken will be at City expense. Replacement of such tools in other circumstances will be at the employee's expense. Tools that are worn out or broken are to be given to the City upon replacement.~~

~~(Ord. 1991-28. Passed 8-12-91; Ord. 2013-4. Passed 2-25-13.)~~

~~147.17 ARBORIST/TREE CONSULTANT.~~

~~—The position of part-time Arborist/Tree Consultant is hereby established. Compensation shall be as provided from time to time by Council.~~

~~(Ord. 1996-3. Passed 2-12-96.)~~

~~147.18 COMMERCIAL DRIVER'S LICENSE PAY.~~

~~—Each full-time member of the Department of Public Service in the classification of Supervisor, Foreman and Mechanic Supervisor who are is required to keep and maintain a commercial driver's license shall be entitled to an additional allowance for the maintenance of such commercial driver's license; which shall equal fifty cents (\$0.50) per hour for all hours worked, effective December 1, 2003. This allowance shall be paid with each bi-weekly pay, in an amount to be derived by multiplying all hours worked in a current pay period by thirty cents (\$0.30) per hour.~~

~~(Ord. 2000-16, passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2006-10. Passed 3-30-06; Ord. 2013-4. Passed 2-25-13.)~~

~~147.19~~ 147.08 BUILDING INSPECTION SERVICES.

The Mayor and Director of Public Services are empowered to order that building inspection services be provided to the City of Middleburg Heights Ohio and to any other political subdivision without a mutual aid agreement.

(Ord. 2015-24. Passed 6-22-15.)

CHAPTER 149  
Department of Public Safety

149.01 Duties of Director.

~~149.02 Assistant Director.~~

149.03 149.02 School guard employment.

~~149.04 Collective negotiating procedure. (Repealed)~~

CROSS REFERENCES

Appointment of Director of Public Safety - see CHTR. Art. IV, § 7

Duties of Director - see Ohio R.C. 737.02 et seq.

149.01 DUTIES OF DIRECTOR.

The Director of Public Safety shall have all of the powers and perform all of the duties connected with and incident to the authority of such Director set forth and provided in Ohio R. C. Chapter 737 or any other general law pertaining to such position now or hereafter in effect.

(Ord. 1957-33. Passed 6-24-57.)

~~149.02 ASSISTANT DIRECTOR.~~

~~There is hereby created the position of Assistant Director of Public Safety. He shall perform such duties and functions as may be assigned to him by the Director of Public Safety or the Mayor. Such duties and functions shall consist of assisting the Director in performing those functions assigned to him by Section 149.01. The Assistant Director shall be appointed by the Mayor pursuant to Article II, Section 2, of the City Charter. The Assistant Director may be removed by the Mayor at his pleasure unless he is removed as otherwise provided by the City Charter.~~

~~(Ord. 1958-17. Passed 4-28-58.)~~

149.03 149.02 SCHOOL GUARD EMPLOYMENT.

The Mayor is hereby authorized to employ school guards for the purpose of guarding, watching and supervising the crossing of streets in the vicinity of schools located in the Municipality or of schools located across the street from Municipal boundary lines when such schools are attended by the children of residents of the Municipality. The Mayor is further authorized to determine the locations at which such guards are to be employed and also to determine the hours during which such guards shall be employed.

(Ord. 1957-9. Passed 4-15-57.)

~~149.04 COLLECTIVE NEGOTIATING PROCEDURE. (REPEALED)~~

~~—(EDITOR'S NOTE: Section 149.04 was repealed by Ordinance 1984-1, passed January 9, 1984.)~~

CHAPTER 151  
Department of Police

EDITOR'S NOTE: The City enters into collective bargaining agreements with the ~~Northern Ohio Patrolman's Benevolent Association~~ and the Fraternal Order of Police with respect to terms and conditions of employment of certain employees in the Department of Police. Copies of the latest agreement may be obtained, at cost, from the Clerk of Council.

151.01 Personnel.

151.02 Detective Bureau.

~~151.03 Juvenile Bureau.~~

151.04 151.03 Chief of Police; Assistant Chief/Captain.

~~151.05~~ 151.04 Power of officers.

~~151.06 Uniform allowances.~~

~~151.07 Overtime.~~

~~151.08 Insurance, vacations, holidays, longevity and jury duty.~~

~~151.09 Sick leave.~~

~~151.10~~ 151.05 Rules and regulations.

151.11 151.06 Appointment, promotion and dismissal.

~~151.12 Police civilian clerical employees; appointment; duties.~~

151.13 151.07 Police civilian clerical employees; appointment; duties; overtime.

~~151.14 Additional Police Clerks.~~

~~151.15 Police Surgeon.~~

~~151.16 Fee for use of BAC Verifier.~~

~~151.17 Residency requirements.~~

~~151.18 Fee for investigative hypnosis.~~

~~151.19 Fee for use of City Jail. (Amended and recodified)~~

151.20 151.08 Police Department Investigation Fund.

~~151.21~~ 151.09 Auxiliary Police Unit.

~~151.22~~ 151.10 Safety Forces Chaplain.

~~151.23 Emergency responder allowance.~~

~~151.24 Police Chief Secretary/Matron.~~

~~151.25~~ 151.11 Law Enforcement Training Grant Fund.

~~151.26~~ 151.12 Administrative tow fee.

#### CROSS REFERENCES

Mayor to appoint Chief - see CHTR. Art. IV, § 1

Civil Service application - see CHTR. Art. IV, § 8

Suspension of Chief - see Ohio R.C. 124.34, 124.40

General duties - see Ohio R.C. 737.11

Collective negotiating procedure - see ADM. 149.04

Failure to aid a law enforcement officer - see GEN. OFF. 606.13

Disposition of property held by police - see GEN. OFF. 606.25

Law Enforcement Trust Fund - see GEN. OFF. 606.251

Drug Law Enforcement Fund - see GEN. OFF. 606.253

Assaulting a law enforcement officer - see GEN. OFF. 606.29

Impersonating police officer - see GEN. OFF. 606.30, 642.20

Police dogs - see GEN. OFF. 618.26, 618.27

#### 151.01 PERSONNEL.

(a) The Department of Police shall be composed of a one Chief of Police, and a command structure that may include Captains, Assistant Chiefs, Sergeants, and so many Patrolmen as are deemed necessary by the Chief of Police and approved by the Mayor, any such special police officers as the Mayor shall from time to time designate, and any interim or temporary appointments acting in the positions described above.

(b) In case of an emergency, the Mayor may appoint additional police officers for temporary service in the Department who need not be in the classified list of such Department. Such additional persons shall be employed for the time during which the emergency exists, but not in excess of 120 days.

(c) When a circumstance of unavailability or vacancy occurs in the office of Chief, Captain or Sergeant, the Mayor may appoint, from the regular members, an Acting Chief, Acting Captain or Acting Sergeant, pending promotional exams, and may also appoint a police officer in accordance with the provisions of the City Charter, and the rules and regulations of the Civil Service Commission.

(Ord. 2019-5. Passed 2-11-19; Ord. 2019-26. Passed 6-24-19; Ord. 2023-60. Passed 9-25-23.)

## 151.02 DETECTIVE BUREAU.

There shall be a Detective Bureau within the Department of Police, to be administered and controlled by the Chief of Police, subject to the laws of the State, these Codified Ordinances and the direction of the Director of Public Safety. The Detective Bureau shall comprise the plainclothes force of the City and shall consist of such number of plainclothes officers as shall be assigned by the Chief of Police. Such members of the Detective Bureau shall be subject to call for regular police work whenever the Chief of Police determines that their services are necessary in that capacity.

(Ord. 2019-5. Passed 2-11-19.)

## ~~151.03 JUVENILE BUREAU.~~

~~—(a) There shall be a Juvenile Bureau within the Department of Police, to be administered and controlled by the Chief of Police, subject to the laws of the State, these Codified Ordinances and the direction of the Director of Public Safety. The Chief may assign other members of the Department or employees to assist the Juvenile Bureau whenever he or she deems it necessary.~~

~~—(b) Any police officer assigned to duty in the Juvenile Bureau shall be a high school graduate and shall have at least two years of general police experience. Any police officer serving in the Juvenile Bureau shall be paid the prevailing rate for a similar rank and comparable position in the Department.~~

~~—(c) The Juvenile Bureau shall maintain activity and statistical records. All juvenile records shall be kept separate from those of adults. All records shall be available to the Ohio Youth Commission and to other authorized personnel.~~

~~—(d) The Juvenile Bureau is established and shall be administered to attain at least, but not limited to, the following objectives:~~

~~—(1) The apprehension of offenders;~~

~~—(2) The interview of juveniles taken into custody and of the parents or guardians of these juveniles;~~

~~—(3) The investigation of offenses or alleged offenses involving juveniles;~~

~~—(4) The police disposition through clearance and/or referral of juveniles to agencies or to the Juvenile Court;~~

~~—(5) The preventive surveillance of juvenile gathering places;~~

~~—(6) The development of working relationships and programs with schools and community agencies; and~~



~~—(7) Department of Police representation in community planning and public relations in regard to children and youth.~~

~~(Ord. 2019-5. Passed 2-11-19.)~~

151.04 151.03 CHIEF OF POLICE; ASSISTANT CHIEF/CAPTAIN.

(a) The Chief of Police shall, under the direction of the Mayor, be the executive head of the Department of Police. In ~~his~~ their absence from duty or incapacity the Chief, or in ~~his~~ their absence the Mayor, shall have the authority to designate any full-time officer from the rank of Sergeant and above in the Police Department to serve as the acting Chief.

~~(Ord. 1955-67. Passed 8-1-55; Ord. 2012-36. Passed 8-6-12.)~~

~~(b) (1) The Chief of Police shall be entitled to the following employee benefits: uniform allowances, medical and life insurance coverage, vacations, holidays, longevity compensation, sick leave, emergency responder pay and college education pay, as described in the employment contract entered into by the City with the Ohio Patrolmen's Benevolent Association for the Police Sergeants and Captains.~~

~~—(2) The Assistant Chief of Police shall receive the same fringe benefits, effective upon the same dates and in the same amounts, as provided to the rank of Captain by the employment contract entered into by the City with the Ohio Patrolman's Benevolent Association for Police Sergeants and Captains.~~

~~(b) (c)~~ (e) Effective January 1, 1985, when any vacancy in the office of Chief of Police occurs due to retirement, death, termination, or any other circumstances provided in the Civil Service Rules, and a member of the Department is assigned the duty of "Acting Chief" on a temporary or interim basis, such member may be paid at the Chiefs normal rate of pay for such duty during the interim time period until a new Chief is appointed.

~~(d) Each nonaligned regular, full-time member of the Police Department holding the position of Chief of Police or Assistant Chief of Police shall be entitled to emergency responder allowance in addition to his or her regular compensation. Such allowance shall be paid as follows: six percent of the base annual salary, payable in two equal installments, on the pay days closest to May 1 and November 1 of each calendar year. When an employee leaves the Department through retirement, resignation or termination, the emergency responder allowance shall be pro-rated and the amount paid but unearned shall be deducted from the employee's final paycheck.~~

~~(Ord. 2019-5. Passed 2-11-19; Ord. 2023-61. Passed 9-25-23.)~~

151.05 151.04 POWER OF OFFICERS.

Members of the Department of Police shall have all the powers conferred by law upon police officers under the Ohio Revised Code and such other powers, not inconsistent with the nature of their offices, as are conferred by City ordinances from time to time.

(Ord. 2019-5. Passed 2-11-19.)

#### ~~151.06 UNIFORM ALLOWANCES.~~

~~—(a) Each non-aligned, regular full-time sworn officer of the Police Department shall be entitled to a uniform allowance of seven hundred and fifty dollars (\$750.00) yearly; and in addition, shall be entitled to a safety equipment/leather gear maintenance allowance of seven hundred and fifty dollars (\$750.00) yearly. Said uniform and safety equipment/leather gear maintenance allowances, shall for payment purposes, be combined into one payment totaling one thousand five hundred dollars (\$1,500) per year; payable in equal amounts of seven hundred and fifty dollars (\$750.00) on the closest pay to February 1 and August 1 of each year.~~

~~—(b) Each person employed as a non-aligned full-time Chiefs Secretary/Matron shall receive an annual uniform allowance of nine hundred and seventy-five dollars (\$975.00) per year; payable in equal amounts of four hundred and eighty-seven dollars and fifty cents (\$487.50) on the pay closest to February 1 and August 1 of each year.~~

~~—(c) Every school guard shall be entitled to a uniform allowance of one hundred twenty dollars (\$120.00) yearly, payable in equal amounts of sixty dollars (\$60.00) on April 1 and on October 1 of each calendar year.~~

(Ord. 2019-5. Passed 2-11-19.)

#### ~~151.07 OVERTIME.~~

~~—All non-aligned regular full-time members of the Police Department, excluding the Police Chief, shall be paid, in addition to their regular compensation, for the performance of overtime duties as provided for in Section 179.07.~~

(Ord. 2019-5. Passed 2-11-19.)

#### ~~151.08 INSURANCE, VACATIONS, HOLIDAYS, LONGEVITY AND JURY DUTY.~~

~~—(a) Medical Insurance. Each non-aligned regular full-time employee of the Police Department shall, after one month of such full-time service, be entitled to health insurance provided by the City. Health benefit plan design, coverage options and employee cost of participation shall be determined annually; and such conditions to be outlined in a Health Benefit Summary document to be provided to employee at the inception of each benefit year.~~

~~—(b) Insurance-Group Life. Effective January 1, 2013, each non-aligned full-time employee of the Police Department shall, after one year of such full-time service, be entitled to fully paid group life insurance in the amount of twenty-five thousand dollars (\$25,000).~~

~~—(c) Vacations.~~

~~—(1) Each nonaligned regular and civilian full-time member of the Police Department shall be entitled to the following annual vacation benefits, based on the length of continuous employment: two weeks of vacation with pay at the end of one year of full-time active duty; three weeks of vacation with pay at the end of five years of full-time active duty; four weeks of vacation with pay at the end of ten years of full-time active duty; five weeks of vacation with pay at the end of seventeen years of full-time active duty and six weeks of vacation with pay after twenty-four years full-time active duty.~~

~~—(2) Vacation shall be earned as of January 1 of each year and shall be taken by the employee in the calendar year in which it is earned, provided, however, that when an employee has an anniversary of employment in a calendar year which would entitle the employee to receive an additional increment of vacation, the employee shall be entitled to observe the additional increment of vacation in the twelve-month period measured from the anniversary. Vacation shall not be accrued from year to year or payment made in lieu thereof, except by special arrangement with the Director of Public Service, provided, however, that any full-time member of the Department of Public Service who has concluded twenty-one continuous years of service, may, at his or her option, bank not more than three weeks per year, up to a maximum of nine weeks. Such employee may receive cash payment for such banked vacation one time, either at retirement or before, but may not thereafter bank additional hours after the nine weeks have been utilized. In lieu of banking vacation time, an employee may turn in for annual payment not more than three weeks per year, up to a maximum amount of nine weeks. The Finance Department must be notified of this intent not later than November 1 of the calendar year in which payment is requested. Said payment shall be made on the last pay of the calendar year in which payment is requested.~~

~~—(3) Vacation or payment in lieu of accrued vacation shall be granted to an employee after his or her retirement or termination of employment, unless such termination of employment is made for cause, in which event no such vacation or payment in lieu thereof shall be allowed. Payment in lieu of vacation shall be calculated at the employee's normal rate of pay.~~

~~—(d) Holidays.~~

~~—(1) Each nonaligned regular and civilian full-time employee of the Police Department shall be entitled to the following twelve paid holidays:~~

~~—A. The first day in January, known as New Year's Day;~~

~~—B. The third Monday in January, known as Martin Luther King Day;~~

~~—C. The third Monday in February, known as Washington-Lincoln or Presidents' Day;~~



- ~~— D. Decoration or Memorial Day (date of observance as established by State Legislature);~~
- ~~— E. The fourth day in July, known as Independence Day;~~
- ~~— F. The first Monday in September, known as Labor Day;~~
- ~~— G. The second Monday in October, known as Columbus Day;~~
- ~~— H. The eleventh day in November, known as Veterans' Day;~~
- ~~— I. The fourth Thursday in November, known as Thanksgiving Day;~~
- ~~— J. The twenty-fifth day of December, known as Christmas Day;~~
- ~~— K. A floating holiday to be taken on a day of the employee's choice, subject to approval of departmental supervision; and~~
- ~~— L. The employee's birthday.~~

~~— (2) The City, in response to certain reductions in the workweek hours for the City firefighters, does hereby agree to grant each full-time non-aligned employee the following additional three holidays.~~

- ~~— A. The fourth Friday of November, known as the day after Thanksgiving.~~
- ~~— B. The twenty-fourth day of December, known as Christmas Eve Day.~~
- ~~— C. Effective January 1, 2001, a floating holiday to be taken on a day of the employee's choice, subject to approval of departmental supervision.~~

~~— (e) Longevity Pay.~~

~~— (1) Additional compensation for continuous, full-time employment, which shall be entitled "longevity pay", shall be paid for each calendar year at the first pay period in December of that calendar year. The rate of longevity pay to which an employee shall be entitled in any calendar year shall be computed in accordance with the following schedule:~~

<del>Years of Continuous, Full-Time Employment Completed as of the Anniversary Date of Employment</del>	<del>Rate of Longevity Pay Per Month</del>
<del>Years of Continuous, Full-Time Employment Completed as of the Anniversary Date of Employment</del>	<del>Rate of Longevity Pay Per Month</del>
<del>0-4</del>	<del>0-</del>
<del>5</del>	<del>\$20.83</del>
<del>10</del>	<del>41.66</del>
<del>15</del>	<del>62.50</del>
<del>20</del>	<del>83.33</del>

25  
30

104.16  
125.00

~~—(2) The amount of longevity pay to which an employee is entitled in a calendar year shall be computed by multiplying the number of months in such calendar year preceding and subsequent to his or her anniversary date of employment in that year by the applicable rate or rates of monthly longevity pay based upon the number of full years of continuous, full-time employment completed in that year as determined in accordance with the above schedule.~~

~~—(3) In each calendar year, the anniversary date of employment shall be the first day of the month in which the employee commenced his or her continuous, full-time employment with the City. In calculating the length of an employee's continuous employment, full-time service in all departments of the City shall be included.~~

~~—(f) Jury Duty Compensation. Each non-aligned regular and civilian full-time employee of the Police Department shall, if called for jury duty, receive their regular compensation during the time spent in the capacity as jurors, less the amount paid them by the Court for such duty as jurors.~~

~~{Ord. 2019-5. Passed 2-11-19.}~~

#### ~~151.09 SICK LEAVE.~~

~~—(a) Each non-aligned full-time employee of the Police Department shall be entitled to 4.6 hours of sick leave for every eighty hours of regularly scheduled employment. Unused sick leave shall be cumulative up to a total of not more than 1,750 hours for employees working forty hours per week.~~

~~—(b) Sick leave accrued under prior ordinances shall remain in effect, and sick leave days accrued as of December 31, 1981, shall be converted to hours at the rate of eight hours per each day accrued. Payment for sick leave, at the rate of one hour for every hour of sick leave absence, shall be made only when approved by the Director of Public Safety, who may require the employee to furnish a satisfactory, written, signed statement to justify the use of sick leave and, in the case of a sick leave absence in excess of two days, shall require certification as to the nature of the illness or injury from the employee's physician or the Police Surgeon.~~

~~—(c) Absences due to service-connected injury will not be charged against an employee's accumulated sick leave so long as it does not exceed the employee's attending physician's and/or the Police Surgeon's prognosis as to the employee's ability to return to employment. Once an employee has returned to assume normal duties, following an absence due to a service-connected injury, subsequent absences will be charged against an~~

employee's accumulated sick leave unless excused by an employee's attending physician's and/or the Police Surgeon's certificate. In case of a disagreement between physicians, the certification of a third physician will be required.

~~(d) (1) An employee may use a portion of his or her accumulated sick leave for funeral arrangements and services for his or her spouse, child, parents, mother-in-law, father-in-law, grandparents, grandparents-in-law, sister, brother, sister-in-law, brother-in-law, grandchildren, step-parent, step-sister, step-brother, aunt, uncle, cousin, niece and nephew. Funeral leave so utilized shall not be charged so as to reduce an employee's sick leave incentive.~~

~~(2) Police Department employees shall be paid an incentive for conservation of annual sick leave allowances as follows:~~

~~A. In the case of employees working forty hours per week:~~

<del>Unused Sick</del>	<del>Incentive Payment</del>
<del>Leave Days</del>	<del>Hours</del>
<del>Unused Sick</del>	<del>Incentive Payment</del>
<del>Leave Days</del>	<del>Hours</del>
<del>120</del>	<del>30</del>
<del>112</del>	<del>28</del>
<del>104</del>	<del>26</del>
<del>96</del>	<del>24</del>
<del>88</del>	<del>22</del>
<del>80</del>	<del>20</del>
<del>72</del>	<del>18</del>
<del>64</del>	<del>16</del>
<del>56</del>	<del>14</del>
<del>48</del>	<del>12</del>
<del>40</del>	<del>10</del>
<del>Less than 40</del>	<del>0</del>

~~B. In the case of employees working 37.5 hours per week:~~

<del>Unused Sick</del>	<del>Incentive Payment Hours</del>
<del>Leave Days</del>	
<del>Unused Sick</del>	<del>Incentive Payment Hours</del>
<del>Leave Days</del>	
<del>113</del>	<del>30</del>



105	28
98	26
90	24
83	22
75	20
68	18
60	16
53	14
45	12
38	10
Less than 38	-0-

~~—(3) The hourly rate to be paid will be that in effect as of December 31 in the year in which the sick leave days are accumulated. Payment is to be made concurrent with the second payroll of February following the year in which sick leave days were accumulated. Such incentive payment will in no way diminish an employee's sick leave accumulation. The incentive for conservation of annual sick leave shall be prorated and paid for the portion of the year in which separation, by death or retirement, of an employee of the Police Department shall occur.~~

~~—(e) (1) Police Department employees shall be paid an incentive for conservation of annual sick leave allowances as follows:~~

Unused Sick Leave Days	Incentive Payment Hours
120	30
112	28
104	26
96	24
88	22
80	20
72	18
64	16
56	14
48	12
40	10
Less than 40	-0-

~~(2) At the time of retirement from active duty with the City or death of the employee, the employee, or the employee's estate, will be paid in cash for sixty percent of the value of his or her accrued, but unused, sick leave credit. Such payment shall be based on the employee's rate of pay at time of retirement or death. Retirement shall be as defined in Police and Fireman's Pension Fund or Ohio Public Employees Retirement Fund Regulations. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum which may be paid shall be sixty percent of 1,200 hours, the formula for computation shall be:~~

~~A. In the case of employees working forty hours per week:~~

$$\frac{\text{annual rate} \times (\text{accumulated hours} \times .60)}{2,080}$$

~~B. NOTE: Annual rate of pay used in above unused sick time payment calculations is based on the total of the base salary and longevity pay only.~~

~~(f) Jury Duty Compensation. Each non-aligned regular and civilian full-time employee of the Police Department shall, if called for jury duty, receive their regular compensation during the time spent in the capacity as jurors, less the amount paid them by the Court for such duty as jurors.~~

~~(Ord. 2019-5. Passed 2-11-19.)~~

#### ~~151.10~~ 151.05 RULES AND REGULATIONS.

The Mayor shall promulgate such rules and regulations from time to time as are necessary to maintain a high degree of efficiency and discipline within the Department of Police. Existing rules and regulations in force at the present time shall remain in existence until amended or revoked by the Mayor.

(Ord. 1955-67. Passed 8-1-55; Ord. 2019-5. Passed 2-11-19.)

#### ~~151.11~~ 151.06 APPOINTMENT, PROMOTION AND DISMISSAL.

The appointment, promotion, suspension or dismissal of members to or from the Department of Police shall be in accordance with the provisions of the City Charter, the rules and regulations of the Parma Heights Civil Service Commission, and other applicable laws ~~the Ohio Revised Code.~~

(Ord. 2019-5. Passed 2-11-19.)

~~151.12 POLICE CIVILIAN CLERICAL EMPLOYEES; APPOINTMENT; DUTIES.~~

~~—There are hereby created the non-aligned positions of Police Chief's Secretary, Civilian Clerk/Case Manager, and Civilian Clerk/Receptionist. They shall be appointed by the Mayor, shall serve at his pleasure and shall perform such clerical duties on behalf of the Municipality as may be assigned by the Mayor and the Chief of Police from time to time.~~

~~{Ord. 2019-5. Passed 2-11-19.}~~

~~151.13~~ 151.07 POLICE CIVILIAN CLERICAL EMPLOYEES; APPOINTMENT; DUTIES;  
OVERTIME.

(a) Police Civilian Clerks shall serve on a regular duty as directed by the Mayor for an average of forty hours per week, provided, however, that they shall not be required to remain on regular duty for more than twelve consecutive hours, unless and except they are called upon by the Mayor to respond to an emergency.

(b) The Mayor shall have the power to appoint Police Civilian Clerks from time to time as they deem necessary for the proper functioning of the Municipality. These Police Clerks shall serve at the pleasure of the Mayor, and shall perform such clerical duties on behalf of the Municipality as may be assigned by the Mayor and the Chief of Police. When any Police Civilian Clerk is called upon by the Mayor to serve for more than forty hours per week, such additional time in excess of forty hours is to be compensated for in the manner provided for in Section 151.07(b).

~~—(c) The normal hourly rate of pay of a Police Civilian Clerk shall be calculated by dividing the annual salary of the Police Civilian Clerk by 2080.~~

~~{Ord. 2019-5. Passed 2-11-19.}~~

~~151.14 ADDITIONAL POLICE CLERKS.~~

~~—The Mayor shall have the power to appoint such additional part-time Police Clerks from time to time as he deems necessary for the proper functioning of the Municipality. These part-time Police Clerks shall serve at the pleasure of the Mayor.~~

~~{Ord. 2019-5. Passed 2-11-19.}~~

~~151.15 POLICE SURGEON.~~

~~—(a) The office of Police Surgeon is hereby established. It shall be the duty of such Surgeon to answer calls from the Department of Police regarding the physical condition of persons arrested and being held by the Department. It shall also be the duty of the Surgeon to~~

~~conduct physical examinations of such persons and to advise the Chief of Police, the Mayor or the senior officer on duty as to what actions should be taken in the matter of the health of any such persons.~~

~~—(b) The office of Police Surgeon shall be filled by a medical doctor admitted to the practice of medicine and surgery in the State. Such medical doctor shall serve at the pleasure of the Mayor.~~

~~(Ord. 2019-5. Passed 2-11-19.)~~

#### ~~151.16 FEE FOR USE OF BAC VERIFIER.~~

~~—(a) A charge of fifteen dollars (\$15.00) shall be made to each municipality, firm, person or corporation on whose behalf a test is made on the BAC Verifier machine owned by the City. The charge shall accrue once the test is ordered and the machine prepared, whether or not the person being tested permits the test to be completed.~~

~~—(b) In addition, such municipality, firm, person or corporation shall reimburse the City for the compensation paid to an employee while testifying, advising or conferring in regard to a given test.~~

~~(Ord. 2019-5. Passed 2-11-19.)~~

#### ~~151.17 RESIDENCY REQUIREMENTS.~~

~~—(a) Each person appointed as a full-time member of the Department of Police shall, within eighteen months of appointment, reside within twenty miles from the closest boundary of the City. He or she shall be required to maintain his or her residence within such twenty-mile area at all times while serving as a member of the Department.~~

~~—(b) Each person who is serving as a full-time member of the Department on the effective date of this section shall be required to reside within twenty miles from the closest boundary of the City limits and shall maintain his or her residence within such area at all times when serving in such capacity.~~

~~—(c) The failure of any person to comply with divisions (a) or (b) of this section shall constitute good cause for dismissal.~~

~~—(d) If at any time the State Legislature or a court of appropriate jurisdiction either eliminates residency as a requirement of employment, or if the limitation is extended beyond the current twenty-mile limitations, this City shall abide by the expansion or elimination of such residency requirement.~~

~~(Ord. 2019-5. Passed 2-11-19.)~~



~~151.18 FEE FOR INVESTIGATIVE HYPNOSIS.~~

~~—(a) A charge of twenty-five dollars (\$25.00) per hour shall be made to each municipality or person on whose behalf the service of investigative hypnosis is conducted by the City.~~

~~—(b) In addition, such municipality or person shall reimburse the City at the rate of twenty-five dollars (\$25.00) per hour for services rendered while testifying, advising or conferring in regard to the investigative hypnosis.~~

(Ord. 1983-9. Passed 2-28-83; Ord. 2019-5. Passed 2-11-19.)

~~151.19 FEE FOR USE OF CITY JAIL. (AMENDED AND RECODIFIED)~~

~~—(EDITOR'S NOTE: Section 151.19 was amended by Ordinance 1991-17, passed May 27, 1991, and recodified as part of the 1992 updating and revision of these Codified Ordinances. See Section 971.01 of the Streets, Utilities and Public Services Code.)~~

~~151.20~~ 151.08 POLICE DEPARTMENT INVESTIGATION FUND.

(a) There is hereby established a Police Department Investigation Fund, as approved by the Auditor of State, Bureau of Inspection and Supervision of Public Offices, in accordance with R.C. § 5705.12.

(b) Such Fund shall be established in the amount of three thousand dollars (\$3,000) by transfer from the General Fund and may be reimbursed by the Director of Finance upon receipt of proof of expenditures charged to the Fund.

(c) All expenses incurred in the undercover investigation of violations shall be charged to such Fund.

(Ord. 2019-5. Passed 2-11-19.)

~~151.21~~ 151.09 COMPENSATION OF AUXILIARY POLICE.

(a) There is created in the Division of Police a body to be known as the Auxiliary Police Unit, which shall have as its head the Chief of Police. The Chief shall prescribe rules and regulations for the organization, training, administration, control and conduct of the Auxiliary Police Unit. Auxiliary Police, when performing services for the City, ~~the Kids in the Commons, the Memorial Day Parade, Movie Nights and such other events as may deemed necessary by the Mayor or Police Chief shall may be compensated on an hourly basis at a rate of fifteen dollars (\$15.00) per hour, said at a rate to be determined from time to time by Council ~~the Mayor.~~~~



(b) Members of the Auxiliary Police Unit are not eligible for membership in the police relief and pension fund under R.C. Chapter 742, nor shall they be in the classified service of the Municipality.

(c) Uniforms shall be prescribed and replaced as deemed necessary by the Chief of Police.

(Ord. 2019-5. Passed 2-11-19.)

~~151.22~~ 151.10 SAFETY FORCES CHAPLAIN.

(a) The Office of Safety Forces Chaplain is hereby established and it shall be the requirement of such person to perform the duties of Law Enforcement Chaplains generally. Said duties shall include but are not limited to the following:

(1) Assist in making notification to families of Department members who have been injured or killed;

(2) After family notification, will respond to the hospital when an officer has been injured or killed;

(3) Visit sick and injured personnel;

(4) Attend and participate, when requested, in the funerals of active or retired members of the Department;

(5) Be on call and, if at all possible, be on the streets during any major demonstration or any public function requiring the presence of a large number of Department personnel;

(6) Counsel with officers and other personnel having personal problems, at their request;

(7) Participate with in-service training classes for personnel;

(8) Be willing to enter into training courses to enhance his/her effectiveness;

(9) Attend Department graduation, promotion activities, award ceremonies, dinners, social events, etc. and offer invocations and benedictions;

(10) Represent the Department before official bodies and at public functions upon the request of the Chief;

(11) Be responsible for the organization and development of the spiritual organization in the Department;

(12) Respond to all major disasters such as bombings, collapse of buildings, explosions, multiple fire alarms, unusual industrial accidents, and similar situations;

(13) Be involved in public relations efforts;

(14) Provide liaison with other religious leaders in the community;

(15) When responding to the scene of death or injury, whether Departmental person or private citizens, the chaplain will notify the person's personal clergy person as soon as possible;

(16) Will make referrals in cases where specialized attention is needed, or in those cases beyond the chaplain's ability to assist.

(b) The Office of Safety Forces Chaplain shall be filled by a licensed member of the clergy and such chaplain shall serve at the pleasure of the Mayor.

(Ord. 2019-5. Passed 2-11-19.)

#### ~~151.23 EMERGENCY RESPONDER ALLOWANCE.~~

~~—Each non-aligned regular full-time member of the Police Department holding the position of Chief of Police and Assistant Chief of Police shall be entitled to emergency responder allowance in addition to their regular compensation. This compensation shall be paid as follows: six percent of the base annual salary; payable in two equal installments on the pay days closest to May 1 and November 1 of each calendar year. When an employee leaves the Department through retirement, resignation or termination, the emergency responder allowance shall be prorated and the amount paid but unearned shall be deducted from the employee's final paycheck.~~

(Ord. 2019-5. Passed 2-11-19.)

#### ~~151.24 POLICE CHIEF SECRETARY/MATRON.~~

~~—Full-time position of Police Chief Secretary/Matron with prior part-time service as a dispatcher with the City shall be credited with one additional year of service for each three years of continuous service as a part-time dispatcher (continuous part-time service shall be prorated for partial years of service) for purposes of calculating longevity and vacation benefits.~~

(Ord. 2019-5. Passed 2-11-19.)

#### ~~151.25~~ 151.11 LAW ENFORCEMENT TRAINING GRANT FUND.

(a) The Law Enforcement Training Grant Fund is hereby created to account for the Law Enforcement Training Grant funding received during 2015, and for any such funding received in subsequent years.

(b) The proceeds received from the Law Enforcement Training Grants program are designated by Ohio Administrative Code 109:2-18-04 to be used only to defray the cost of continuing professional training programs for law enforcement officers.

(c) The creation of the fund is mandated by Ohio Administrative Code 109:2-18-04, which requires that funds received through the Law Enforcement Training Grant program be accounted for separate and apart from other City funds.

(Ord. 2019-5. Passed 2-11-19.)

~~151.26~~ 151.12 ADMINISTRATIVE TOW FEE.

An administrative towing fee is established and the Department of Police is authorized to charge an administrative towing fee in the amount of twenty-five dollars (\$25.00) to the owner of any vehicle seeking release of the vehicle from impound. The administrative towing fee shall not be applicable in the event that the vehicle is not returned to or claimed by the owner and shall be in addition to any fee that is charged by any agency for a police ordered tow of a vehicle. The fee may be increased from time to time by the Director of Public Safety to reflect the actual increase in costs associated with processing the police ordered tow of a vehicle. The Director of Public Safety shall notify Council of such increases not less than thirty days prior to the effective date of the increase.

(Ord. 2019-15. Passed 4-22-19.)

CHAPTER 153  
Department of Fire

EDITOR'S NOTE: The City enters into collective bargaining agreements with Local 1690, International Association of Firefighters, with respect to terms and conditions of employment of certain employees in the Department of Fire. Copies of the latest agreement may be obtained, at cost, from the Clerk of Council.

153.01 Personnel.

153.02 Fire Chief; Assistant Chief.

~~153.03 Overtime.~~

~~153.04 Volunteer firefighters.~~

~~153.05 Uniform allowances.~~

~~153.06 Hours required.~~

~~153.07 Insurance, vacations, holidays, longevity and jury duty.~~

~~153.08 Sick leave.~~

~~153.09~~ 153.03 Rules and regulations.

~~153.10~~ 153.04 Appointment, promotion and dismissal.

~~153.11~~ 153.05 Additional Clerks. Firefighter residency requirements.

~~153.12 Utilization charges for emergency medical services.~~

~~153.13 Emergency responder allowance.~~

CROSS REFERENCES

Appointment of Chief - see CHTR. Art. IV, § 1

Civil service application - see CHTR. Art. IV, § 8

Suspension of Chief - see Ohio R.C. 124.34, 124.40

Department of Public Service employees as volunteer firemen - see ADM. 147.14

Collective negotiating procedure - see ADM. 149.04

Obstructing firemen - see GEN. OFF. 606.14

Assaulting a firefighter - see GEN. OFF. 606.29

Clean indoor air; enforcement by Fire Department - see GEN. OFF. 619.09

Personating an officer - see GEN. OFF. 642.20

False fire alarm - see GEN. OFF. 648.09

#### 153.01 PERSONNEL.

(a) ~~The Fire Department shall be composed of the following regular members: one a Fire Chief, and a command structure that may include an~~ one Assistant Chief, ~~up to seven Lieutenants, and so many twenty-one Firefighters as are deemed necessary by the Fire Chief and approved by the Mayor,~~ and any interim or temporary appointments acting in the positions described above. There may also be volunteer firefighters ~~in a number not to exceed twenty-five as may be~~ from time to time duly designated and appointed by the Mayor.

(b) When a circumstance of unavailability or vacancy occurs in the office of Chief, Assistant Chief or Lieutenant, the Mayor may appoint from the regular members an Acting Chief, Assistant Chief or Lieutenant, pending promotional exams, and may also appoint a Firefighter in accordance with the provisions of the City Charter, and the rules and regulations of the Civil Service Commission.

(Ord. 1999-6. Passed 2-22-99; Ord. 2001-17. Passed 6-11-01; Ord. 2005-35. Passed 11-28-05; Ord. 2013-7. Passed 2-25-13; Ord. 2023-62. Passed 10-23-23.)

#### 153.02 FIRE CHIEF; ASSISTANT CHIEF.

(a) The Fire Chief shall, under the direction of the Mayor, be the executive head of the Department of Fire. In ~~his~~ their absence from duty or incapacity the chief, or in ~~his~~ their absence the Mayor, shall have the authority to designate any full-time officer from the rank of Lieutenant or above in the Fire Department to serve as the acting Chief.

(Ord. 2012-35. Passed 8-6-12.)

(b) The Fire Chief shall be responsible for the prevention and control of the hazards of fire and the care and maintenance of all fire equipment and the buildings in which such equipment is housed. ~~He~~ They shall also supervise and direct the hours of work and the duties of all firemen. Members of the Department of Fire shall have all the powers and duties conferred by law upon firemen in a city under the Ohio Revised Code and such other powers, not inconsistent with the nature of their offices, as are conferred by ordinance of this Municipality from time to time.

(Ord. 1956-70. Passed 9-24-56.)

~~(c) The Fire Chief shall be entitled to the following employee benefits: uniform allowances, medical and life insurance coverage, vacations, holidays, longevity compensation, sick leave, emergency responder pay and college education pay as described in the employment contract entered into by the City and Local 1690 of the International Firefighters Association.~~



~~The Assistant Fire Chief shall receive the same fringe benefits, effective upon the same dates and in the same amounts, as provided to the position of Assistant Chief of Police (See Section 151.04(b)).~~

~~(Ord. 1994-48. Passed 10-11-94; Ord. 2000-16. Passed 4-10-00.)~~

~~(c)(d) Effective January 1, 1985, when any vacancy in the office of Fire Chief occurs due to retirement, death termination, or any other circumstances provided in the Civil Service Rules, and a member of the Department is assigned the duty of "Acting Chief" on a temporary or interim basis, such member may be paid at the Chief's normal rate of pay for such duty during the interim time period until a new Chief is appointed.~~

~~(Ord. 1985-12. Passed 5-13-85; Ord. 2023-63. Passed 10-23-23.)~~

~~(e) Each non-aligned regular member of the Fire Department holding the position of Fire Chief or Assistant Fire Chief shall be entitled to emergency responder allowance in addition to his or her regular compensation. Such allowance shall be paid as follows: 6% of the base annual salary, payable in two equal installments, on the pay days closest to May 1 and November 1 of each calendar year. When an employee leaves the Department through retirement, resignation or termination, the emergency responder allowance shall be pro-rated and the amount paid but unearned shall be deducted from the employee's final paycheck.~~

~~(Ord. 2000-16. Passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2006-10. Passed 3-30-06.)~~

#### ~~153.03 OVERTIME.~~

~~All non-aligned regular members of the Fire Department, excluding the Fire Chief, shall be paid, in addition to their regular compensation, for the performance of overtime duties, as provided for in Section 179.07.~~

~~(a) When any member is assigned to the Fire Prevention Bureau and working 40 hours per week, compensation for overtime shall be calculated by multiplying his or her normal hourly rate of pay by 1.5 for the number of hours worked in the performance of such duties in excess of 40 hours for each calendar week.~~

~~(b) When a non-aligned regular fireman not on duty is called in for duty at a fire, he or she shall be compensated at his or her overtime rate for all hours worked on such call, but he or she shall not receive overtime pay for fewer than two hours for the call in.~~

~~(Ord. 1997-20. Passed 6-23-97; Ord. 2000-16. Passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2006-10. Passed 3-30-06.)~~

#### ~~153.04 VOLUNTEER FIREFIGHTERS.~~

~~—(a) Volunteer firemen shall be obligated to respond to all emergency alarms whenever physically possible and perform such duties as directed by their superior officers not inconsistent with the responsibilities of the Department of Fire. Volunteer firemen shall attend such scheduled drills and meetings as established by the Fire Chief. Failure to attend eighty percent of such drills during any fiscal year shall be grounds for removal and dismissal from the rolls of volunteer firemen.~~

~~(Ord. 1956-70. Passed 9-24-56.)~~

~~—(b) (EDITOR'S NOTE: Division (b) of this section was repealed by Ordinance 1994-20, passed April 25, 1994.)~~

#### ~~153.05 UNIFORM ALLOWANCES.~~

~~—(a) Each non-aligned regular full-time member of the Fire Department shall be entitled to a uniform allowance of one thousand five hundred dollars (\$1,500) yearly, payable in equal amounts of seven hundred and fifty dollars (\$750.00) on the pay closest to February 1 and August 1 of each year.~~

~~(Ord. 1997-20. Passed 6-23-97; Ord. 2000-16. Passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2006-10. Passed 3-30-06; Ord. 2013-7. Passed 2-25-13.)~~

~~—(b) (EDITOR'S NOTE: Division (b) of this section was repealed by Ordinance 1994-20, passed April 25, 1994.)~~

#### ~~153.06~~ 153.03 HOURS REQUIRED.

The Fire Chief and Assistant Fire Chief and members assigned to the Fire Prevention Bureau shall serve forty hours per week as directed by the Mayor. The other regular members of the Fire Department shall serve on regular duty as directed by the Mayor for an average of forty-eight hours per week.

(Ord. 1991-28. Passed 8-12-91; Ord. 2013-7. Passed 2-25-13.)

#### ~~153.07 INSURANCE, VACATIONS, HOLIDAYS, LONGEVITY AND JURY DUTY.~~

~~—(a) Insurance-Medical. Each non-aligned regular and civilian employee of the Fire Department shall, after one month of such full-time service, be entitled to health insurance provided by the City. Health benefit plan design, coverage options and employee cost of participation shall be determined annually and such conditions to be outlined in a Health Benefit Summary document to be provided to employee at the inception of each benefit year.~~



~~—(b) Insurance-Group Life. Each non-aligned full-time regular and civilian employee shall, after one year of such full-time service, be entitled to fully paid group life insurance in the amount of twenty-five thousand dollars (\$25,000).~~

~~—(c) Vacations. Each nonaligned regular and civilian full-time member of the Fire Department shall be entitled to the following annual vacation benefits, based on the length of continuous employment: two weeks of vacation with pay at the end of one year of full-time active duty; three weeks of vacation with pay at the end of five years of full-time active duty; four weeks of vacation with pay at the end of ten years of full-time active duty; five weeks of vacation with pay at the end of seventeen years of full-time active and six weeks of vacation with pay after twenty-four years full-time active duty. Vacation shall be earned as of January 1 of each year and shall be taken by the employee in the calendar year in which it is earned, provided, however, that when an employee has an anniversary of employment in a calendar year which would entitle the employee to receive an additional increment of vacation, the employee shall be entitled to observe the additional increment of vacation in the twelve-month period measured from the anniversary. Vacation shall not be accrued from year to year or payment made in lieu thereof, except by special arrangement with the Director of Public Service, provided, however, that any full-time member of the Fire Department who has concluded twenty-one continuous years of service, may, at his or her option, bank not more than three weeks per year, up to a maximum of nine weeks. Such employee may receive cash payment for such banked vacation one time, either at retirement or before, but may not thereafter bank additional hours after the nine weeks have been utilized. In lieu of banking vacation time, an employee may turn-in for annual payment not more than three weeks per year, up to a maximum amount of nine weeks. The Finance Department must be notified of this intent not later than November 1 of the calendar year in which payment is requested. Said payment shall be made on the last pay of the calendar year in which payment is requested.~~

~~—Vacation or payment in lieu of accrued vacation shall be granted to an employee after his or her retirement or termination of employment, unless such termination of employment is made for cause, in which event no such vacation or payment in lieu thereof shall be allowed.~~

~~—Payment in lieu of vacation shall be calculated at the employee's normal rate of pay.~~

~~—(d) Holidays. Each nonaligned regular and civilian full-time employee of the Fire Department shall be entitled to twelve paid holidays. The City, in response to certain reductions in the workweek hours for the City firefighters, does hereby agree to grant each non-aligned regular and civilian employee of the Fire Department one additional holiday for the year 2000. Commencing January 1, 2001, each non-aligned regular and civilian full-time employee of the Fire Department shall be entitled to fifteen paid holidays.~~

~~—(e) Longevity Pay. Additional compensation for continuous, full-time employment, which shall be entitled "longevity pay", shall be paid for each calendar year at the first pay period in December of that calendar year. The rate of longevity pay to which an employee shall be entitled in any calendar year shall be computed in accordance with the following schedule:~~

<del>Years of Continuous, Full-Time Employment Completed as of the Anniversary Date of Employment</del>	<del>Rate of Longevity Pay Per Month</del>
<del>0-4</del>	<del>\$-0-</del>
<del>5</del>	<del>20.83</del>
<del>10</del>	<del>41.66</del>
<del>15</del>	<del>62.50</del>
<del>20</del>	<del>83.33</del>
<del>25</del>	<del>104.16</del>
<del>30</del>	<del>125.00</del>

~~The amount of longevity pay to which an employee is entitled in a calendar year shall be computed by multiplying the number of months in such calendar year preceding and subsequent to his or her anniversary date of employment in that year by the applicable rate or rates of monthly longevity pay based upon the number of full years of continuous, full-time employment completed in that year as determined in accordance with the above schedule.~~

~~In each calendar year, the anniversary date of employment shall be the first day of the month in which the employee commenced his or her continuous, full-time employment with the City. In calculating the length of an employee's continuous employment, full-time service in all departments of the City shall be included.~~

~~(f) Jury Duty Compensation. Each non-aligned regular and civilian full-time employee of the Fire Department shall, if called for jury duty, receive their regular compensation during the time spent in the capacity as jurors less the amount paid them by the court for such duty as jurors.~~

~~(Ord. 1997-20. Passed 6-23-97; Ord. 2000-16. Passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2001-28. Passed 9-10-01; Ord. 2006-10. Passed 3-30-06; Ord. 2013-7. Passed 2-25-13.)~~

#### ~~153.08 SICK LEAVE.~~

~~(a) Each non-aligned regular and civilian full-time employee of the Fire Department shall be entitled to 4.6 hours of sick leave for every eighty hours of regularly scheduled employment. Fire Department personnel normally employed on a forty hour per week schedule shall be entitled to accrue sick leave not to exceed 1,750 hours. Employees working thirty-five hours per week shall be entitled to accrue sick leave not to exceed 1,531 hours.~~



~~—(b) Absences due to service connected injury will not be charged against an employee's accumulated sick leave so long as it does not exceed the employee's attending physician's and/or the Police Surgeon's prognosis as to the employee's ability to return to employment. Once an employee has returned to assume normal duties, following an absence due to a service connected injury, subsequent absences, alleged as being due to a service connected injury, will be charged against the employee's accumulated sick leave, unless excused by the certification of the employee's attending physician's and/or the Police Surgeon. In the case of disagreement between physicians, the certification of a third physician will be required.~~

~~—(c) An employee may use a portion of his or her accumulated sick leave for funeral arrangements and services for his or her spouse, child, parents, mother-in-law, father-in-law, grandparents, grandparents-in-law, sister, brother, sister-in-law, brother-in-law, grandchildren, step-parent, step-sister, step-brother, aunt, uncle, cousin, niece and nephew. Funeral leave so utilized shall not be charged so as to reduce the employee's sick leave incentive.~~

~~—(d) At the time of retirement from active duty with the City or death of the employee, the employee, or the employee's estate, will be paid in cash for sixty percent of the value of his or her accrued, but unused, sick leave credit. Such payment shall be based on the employee's rate of pay at time of retirement or death. Retirement shall be as defined in Police and Fire Pension Fund or Ohio Public Employee Retirement System regulations. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which may be made shall be sixty percent of 1,200 hours for a forty hour per work week employee and sixty percent of 1,050 hours for a thirty-five hour work week employee. The formula for computation shall be:~~

~~—(1) In the case of employees working 40 hours per week:~~

~~— annual rate x (accumulated hours x 60%)~~

~~— 2,080~~

~~—(2) In the case of employees working 35 hours per week:~~

~~— annual rate x (accumulated hours x 60%)~~

~~— 1,820~~

~~NOTE: Annual rate of pay used in above unused sick time payment calculations is based on the total of the base salary and longevity pay only.~~

~~—(e) For Fire Department personnel, the following sick leave conservation incentive table shall prevail:~~

~~—(1) In the case of employees working forty hours per week:~~

~~Unused Sick Leave Days    Incentive Payment Hours~~



120	30
112	28
104	26
96	24
88	22
80	20
72	18
64	16
56	14
48	12
40	10
Less than 40	-0-

~~(2) In the case of employees working 35 hours per week:~~

<del>Unused Sick Leave Days</del>	<del>Incentive Payment Hours</del>
<del>105</del>	<del>30</del>
<del>98</del>	<del>28</del>
<del>91</del>	<del>26</del>
<del>84</del>	<del>24</del>
<del>77</del>	<del>22</del>
<del>70</del>	<del>20</del>
<del>63</del>	<del>18</del>
<del>56</del>	<del>16</del>
<del>49</del>	<del>14</del>
<del>42</del>	<del>12</del>
<del>35</del>	<del>10</del>
<del>Less than 35</del>	<del>-0-</del>

~~(f) For payment purposes, the equivalent hourly rate to be paid will be that hourly rate in effect as of December 31, in the year in which the sick leave days are accumulated. Payment is to be concurrent with the second payroll in February following the year in which sick leave days were accumulated. Such incentive payment will in no way diminish an employee's sick leave accumulation.~~

~~—(g) The incentive for conservation of annual sick leave shall be prorated and paid for the year in which separation, by death or retirement, of an employee of the Fire Department shall occur.~~

~~(Ord. 1997-20. Passed 6-23-97; Ord. 2000-16. Passed 4-10-00; Ord. 2000-53. Passed 11-27-00; Ord. 2006-10. Passed 3-30-06; Ord. 2013-7. Passed 2-25-13.)~~

#### ~~153.09~~ 153.04 RULES AND REGULATIONS.

The Mayor shall promulgate such rules and regulations from time to time as are necessary to maintain a high degree of efficiency and discipline within the Department of Fire. Existing rules and regulations in force at the present time shall remain in existence until amended or revoked by the Mayor.

(Ord. 1955-83. Passed 10-17-55.)

#### ~~153.10~~ 153.05 APPOINTMENT, PROMOTION AND DISMISSAL.

The appointment, promotion, suspension or dismissal of members to or from the Department of Fire shall be in accordance with the provisions of the City Charter, the rules and regulations of the Parma Heights Civil Service Commission and other applicable laws ~~the Ohio Revised Code.~~

(Ord. 1962-52. Passed 7-30-62.)

#### ~~153.11~~ 153.06 ADDITIONAL CLERKS. FIREFIGHTER RESIDENCY REQUIREMENTS.

The Mayor shall have the power to appoint civilian clerical employees from time to time as they deem necessary for the proper functioning of the Municipality. These civilian clerical employees shall serve at the pleasure of the Mayor.

~~—(a) Each person appointed as a full-time member of the Department of Fire shall, within eighteen months of appointment, reside within twenty miles from the closest boundary of the City. He or she shall be required to maintain his or her residence within such twenty-mile area at all times while serving as a member of the Department.~~

~~—(b) If at any time the State Legislature or a court of appropriate jurisdiction either eliminates residency as a requirement of employment, or if the limitation is extended beyond the current twenty-mile limitations, this City shall abide by the expansion or elimination of such residency requirement.~~

~~—(c) The failure of any person to comply with divisions (a) or (b) of this section shall constitute good cause for dismissal.~~

~~(Ord. 1988-39. Passed 11-28-88; Ord. 2000-29. Passed 6-12-01; Ord. 2001-30. Passed 9-10-01; Ord. 2013-7. Passed 2-25-13.)~~

~~153.12 UTILIZATION CHARGES FOR EMERGENCY MEDICAL SERVICES.~~

~~—(a) The Council hereby adopts as utilization charges the following rates:~~

~~—(1) Basic Life Support \$550.00 \$650.00~~

~~—(2) Advanced Life Support 1 \$750.00~~

~~—(3) Advanced Life Support 2 \$950.00 \$1,050.00~~

~~—(4) With a mileage fee of \$15.00 \$16.00 per mile when transporting.~~

~~—(b) The Mayor and the Director of Finance are hereby authorized and directed to establish a billing procedure consistent with the rates identified in division (a) of this section for the services provided, and to perform collection of such billings or to engage an agency to perform such collection services for a reasonable fee which shall be negotiated from time to time by the Mayor.~~

~~—(c) It is the policy of this Council that the procedures for billing shall include the waiver of such billings where it is determined that the person receiving the emergency services is indigent or is otherwise unable to pay for such services, and there is no other source for the payment thereof.~~

~~—(d) The funds collected pursuant to the provisions hereof shall be deposited into one or more funds established by Council for the purposes of the acquisition of medical services vehicles, equipment, Fire Department equipment, the upgrading and/or replacement of the current Fire and Police Department building and facilities, the payment of the cost of financing thereof, and any cost incurred in the collection of such fees. All interest earned on the monies to the credit of such funds shall be credited to the same fund.~~

~~(Ord. 2002-14. Passed 4-22-02; Ord. 2022-3. Passed 3-14-22.)~~

~~153.13 EMERGENCY RESPONDER ALLOWANCE.~~

~~—Each non-aligned regular member of the Fire Department holding the position of Fire Chief or Assistant Fire Chief shall be entitled to emergency responder allowance in addition to their regular compensation. This compensation shall be paid as follows: 6% of the base annual salary, payable in two equal installments on the pay days closest to May 1 and November 1 each calendar year. When an employee leaves the department through retirement, resignation, or termination, the emergency responder allowance shall be prorated and the amount paid but unearned shall be deducted from the employee's final paycheck.~~

~~(Ord. 2006-10. Passed 3-30-06.)~~

## CHAPTER 155

### Department of Recreation

155.01 Duties of Department.

155.02 Personnel.

155.03 Duties of Service Department.

155.04 Leaving public properties when so ordered.

155.05 Rules, regulations and charges.

155.06 Criminal background checks of coaches, assistants and supervisors; disqualification.

155.99 Penalty.

#### CROSS REFERENCES

Appointment of Director - see CHTR. Art. IV, § 6

Parks and playgrounds - see S. & P.S. Ch. 961

Municipal swimming pool - see S. & P.S. Ch. 969

#### 155.01 DUTIES OF DEPARTMENT.

The Department of Recreation shall have the duty and obligation of operating the recreational activities, functions and programs which are now or may hereafter be performed or carried on by the Municipality. Council may, from time to time, designate additional activities, functions or programs for operation by the Department, but the Department shall immediately take charge of operating and carrying on all recreational activities, functions or programs in connection with the swimming pool, baseball, including both hardball and softball, tennis, ~~ice skating~~ soccer, pickleball, competitive swim, and any other activities, functions or programs which are scheduled within the parks or recreation areas owned or controlled by the Municipality.

(Ord. 1958-36. Passed 5-26-58.)

#### 155.02 PERSONNEL.

The Department of Recreation shall be composed of the following employees:

(a) Director of Recreation. The Director shall be appointed by and serve at the pleasure of the Mayor. The Director shall have control, supervision and direction of the Department of Recreation and all of its employees. Any order issued by the Director shall be binding upon the employees of the Department.

(b) Pool Manager. ~~Deputy Director of Recreation for Swimming and Ice Skating.~~ The Pool Manager ~~Deputy Director~~ shall assist the Director of Recreation in the performance of their ~~his~~ duties and shall, subject to the control and supervision of the Director, be in charge of and operate any swimming pools and ice skating rinks owned or controlled by the City. ~~They~~ He shall, in addition, have control and be in charge of all personnel employed at such facilities.

(c) ~~(1)~~ Assistant Director of Recreation. ~~Manager.~~ The Assistant Director of Recreation ~~Manager~~ shall assist the ~~Deputy~~ Director of Recreation for Swimming and Ice Skating in operating any recreational programming swimming pools and ice skating rinks owned or controlled by the City. Additionally, the Assistant Director of Recreation shall perform such duties as are assigned by the Director of Recreation. ~~He shall, in addition, have control and be in charge of guards employed at such facilities.~~

(d) ~~(2)~~ Athletics Coordinator. The Athletics Coordinator shall assist the Director of Recreation in the performance of their duties and shall be in charge of all upkeep and maintenance of all recreation facilities. The Athletics Coordinator shall also organize and run all athletic programs, subject to the supervision of the Director of Recreation. ~~Cashier. The cashier shall be employed at the swimming pools or ice skating rinks of the City and shall perform the duties and functions designated by the Deputy Director of Recreation for Swimming and Ice Skating.~~

(e) ~~(3)~~ Part-Time Employees. In addition to those positions listed in this section, the Director of Recreation may hire part-time or seasonal employees when deemed necessary for the efficient and effective operation of the Recreation Department. ~~Guard. The guard shall be employed at the swimming pools or ice skating rinks of the City and shall perform the duties and functions designated by the Deputy Director of Recreation for Swimming and Ice Skating.~~

~~(4)~~ Checker. ~~The checker shall be employed at the swimming pools or ice skating rinks of the City and shall perform the duties and functions designated by the Deputy Director of Recreation for Swimming and Ice Skating.~~

~~(5)~~ Professional ice skating instructor. ~~The instructor shall perform the duties of ice skating instructor as designated by the Deputy Director of Recreation for Swimming and Ice Skating.~~

~~(c)~~ Deputy Director of Recreation for Hockey. ~~The Deputy Director shall assist the Director of Recreation and shall, subject to the control and direction of the Director of Recreation, be in charge of all hockey programs operated by the City.~~

~~(f)(d)~~ Senior Center Administrator. ~~Deputy Director of Recreation for Senior Citizens Activities.~~ The Senior Center Administrator ~~Deputy Director~~ shall assist the Director of Recreation and shall, subject to the control and supervision of the Mayor ~~Director of Recreation~~, have the duty and responsibility of developing, planning, coordinating, supervising, and operating recreational activities, functions, and programs for the senior citizens of the City and such other duties and responsibilities in relation to the senior citizens of the City as the Mayor ~~or the Director of Recreation~~ may from time to time direct.



~~(e) Deputy Director of Recreation for the Cultural Center. The Deputy Director shall assist the Director of Recreation in the performance of his duties and shall, subject to the control and supervision of the Director, be in charge of and operate the Cultural Center. He shall, in addition, have control and be in charge of all scheduling, productions and other activities to be held at the Cultural Center. The Deputy Director of Recreation for the Cultural Center shall also be in charge of all personnel employed at the Cultural Center.~~

~~—(1) Secretary. The secretary shall assist the Deputy Director of Recreation for the Cultural Center in the operation of all phases of the Cultural Center.~~

~~(2) Instructor. The instructor shall assist the Deputy Director of Recreation for the Cultural Center in the instruction of arts and crafts.~~

~~—(3) Technician. The technician shall assist the Deputy Director of Recreation for the Cultural Center in the operation of all stage equipment owned by the City.~~

~~—(4) Stage helper. The stage helper shall assist the Deputy Director for the Cultural Center in the operation of any equipment necessary for theater operation.~~

~~—(f) Recreation Maintenance Supervisor. The Recreation Maintenance Supervisor shall assist the Deputy Director of Recreation for Swimming and Ice Skating and the Deputy Director of Recreation for the Cultural Center in the performance of their duties and shall be in charge of all upkeep and maintenance of all recreation facilities.~~

~~(g) (1) Recreation Maintenance Foreman. The Recreation Maintenance Foreman shall assist the Recreation Maintenance Supervisor in carrying out his their duties, and any duties assigned by the Director of Recreation.~~

~~—(g) Deputy Director of Recreation for Baseball. The Deputy Director shall assist the Director of Recreation in the performance of their his duties and shall, subject to the control and direction of the Director, establish the schedule for the organized baseball diamonds which are established on property owned or controlled by the City.~~

~~—(1) Supervisor of Umpires. The Supervisor shall assist the Deputy Director of Recreation for Baseball in obtaining, training and assigning umpires for all baseball games scheduled by the Director of Recreation of the City.~~

~~—(2) Assistant Supervisor of Umpires. The Assistant Supervisor shall assist the Deputy Director of Recreation for Baseball in obtaining, training and assigning umpires for all baseball games scheduled by the Director of Recreation of the City.~~

~~—(3) League Supervisor. The League Supervisor shall assist the Deputy Director of Recreation for Baseball and shall, subject to the control and direction of the Director of Recreation, establish, control and direct the operations of the organized baseball league of the City.~~

~~—(4) Statistician. The statistician shall assist the Deputy Director of Recreation for Baseball in keeping accurate detailed records of all the games played, team records and any other records required in the baseball program and the publication of all information relating to the baseball program.~~

~~—(5) Umpire. The Umpire shall perform duties in umpiring and controlling scheduled baseball games subject to the control and direction of the Deputy Director of Recreation for Baseball.~~

~~(h) Deputy Director of Recreation for Tennis. The Deputy Director shall assist the Director of Recreation in the performance of his duties and shall, subject to the control and under the direction of the Director of Recreation, be in charge of and operate any tennis courts owned by and controlled by the City, and any programs of instruction, competition or tournaments conducted at, or in connection with, the tennis courts.~~

~~(1) Instructor. The instructor shall perform the duties as designated by the Deputy Director of Recreation for Tennis.~~

~~(2) Attendant. The attendant shall perform the duties as designated by the Deputy Director of Recreation for Tennis.~~

~~(i) Deputy Director of Recreation for Golf. The Deputy Director shall assist the Director of Recreation in the performance of his duties and shall, subject to the control and direction of the Director, establish the schedule, rules and regulations, and supervise the operation of golf courses owned and operated by the City.~~

~~—(1) Instructor. The instructor shall perform the duties as designated by the Deputy Director of Recreation for Golf.~~

~~—(2) Attendant. The attendant shall perform the duties as designated by the Deputy Director of Recreation for Golf.~~

~~—(j) Deputy Director of Recreation for Basketball. The Deputy Director shall assist the Director of Recreation in the performance of his duties and shall, subject to the control and direction of the Director, be in charge of and operate any and all basketball courts and basketball programs owned and controlled by the City.~~

~~—(1) Instructor. The instructor shall perform the duties as designated by the Deputy Director of Recreation for Basketball.~~

~~—(k) Deputy Director of Recreation for Flag Football. The Deputy Director shall assist the Director of Recreation in the performance of his duties and shall, subject to the control and direction of the Director, be in charge of and operate any and all football fields and football programs owned and controlled by the City.~~

~~—(l) Deputy Director of Recreation for Playgrounds. The Deputy Director shall assist the Director of Recreation in the performance of his duties and shall, subject to the control and direction of the Director, be in charge of and operate any and all playgrounds and playground activities owned and controlled by the City.~~

~~(1) Playground supervisor. The playground supervisor shall perform the duties as designated by the Deputy Director of Recreation for Playgrounds.~~

~~—(2) Instructor. The instructor shall perform the duties as designated by the Deputy Director of Recreation for Playgrounds.~~



(Ord. 1974-103. Passed 11-25-74.)

#### 155.03 DUTIES OF SERVICE DEPARTMENT.

The Director of Public Service and the Department of Public Service shall be responsible for extraordinary maintenance, repair, construction or rebuilding of any facilities controlled or operated by the Department of Recreation. It shall be the duty of the Director of Recreation to advise the Director of Public Service, in writing, of any repairs, extraordinary maintenance, construction or rebuilding which the Director of Recreation desires the Department of Public Service to perform.

On receipt of such written advice, the Director of Public Service shall investigate to determine that such extraordinary maintenance, repair, construction or rebuilding is within the scope of the duties placed upon his Department by this chapter and that their ~~his~~ Department is capable of performing the requested service. If their ~~his~~ determination is affirmative, they ~~he~~ shall cause the requested extraordinary maintenance, repair, construction or rebuilding to be performed. If their ~~his~~ determination is negative, they ~~he~~ shall advise the Director of Recreation in writing of their ~~his~~ determination and the reasons therefor.

(Ord. 1958-36. Passed 5-26-58.)

#### 155.04 LEAVING PUBLIC PROPERTIES WHEN SO ORDERED.

No person shall refuse to leave lands which are owned or controlled by the Municipality and designated for use for recreational purposes, parking areas, or driveways incident thereto, when ordered to leave such lands by an employee of the Department of Recreation, the Department of Police, or the Department of Fire.

(Ord. 1962-49. Passed 7-30-62.)

#### 155.05 RULES, REGULATIONS AND CHARGES.

The Director of Recreation, with the approval of the Mayor, is hereby authorized to establish, amend, revise, and rescind rules, regulations and charges for the use of the recreational facilities of the City. Such rules and regulations shall be such as will promote the orderly and equitable use of the facilities, protect the health and safety of persons using the facilities and spectators thereat and provide for the protection, preservation and prevention of the misuse or damage of City property. The charges shall be such as will defray a reasonable part of the expense of operation and maintenance of the recreational facilities without imposing such a burden as would forestall the full and equitable use of the facilities, and they shall be restricted to the use of those facilities with respect to which it is feasible to collect charges.

Such rules, regulations and charges shall not conflict with the ordinances and laws relating thereto and shall be superseded in pertinent respect by any ordinance or resolution hereafter adopted by Council with which they may conflict. Such rules and regulations shall be posted in a sufficient number of locations to apprise the ordinarily observant person of their existence. When so posted, they shall have the effect of law.

(Ord. 1960-59. Passed 6-27-60.)

#### 155.06 CRIMINAL BACKGROUND CHECKS OF COACHES, ASSISTANTS AND SUPERVISORS; DISQUALIFICATION.

(a) The Director of Recreation or Director of Human Resources ~~are~~ is hereby directed to perform or cause to be performed criminal background checks as lawfully permitted upon all individuals who are to be ~~coaches, assistants, or other supervisors~~ volunteers or paid personnel for all recreational programs which involve minor children. ~~This requirement shall apply regardless of whether the individuals involved are volunteers or paid personnel.~~

(b) The Director of Recreation or Director of Human Resources shall ~~utilize~~ provide an the Application Form ~~as set forth in this section~~ in the selection of any coach, assistant, or other supervisor for any recreational programming which involves minor children, regardless of whether these individuals are volunteers or otherwise. Release of any information contained in the application form and information contained in any background check shall be governed by the provisions contained in Ohio R.C. 149.43, as the same may be amended from time to time.

(c) The Director of Recreation or Director of Human Resources shall utilize the following guidelines to determine whether an individual is qualified to participate as a coach, assistant, or supervisor for the activities described in this section:

Ohio R.C. Chapter 2903: Homicide and Assault:

Ohio R.C. 2903.01 Aggravated Murder

Ohio R.C. 2903.02 Murder

Ohio R.C. 2903.03 Voluntary Manslaughter

Ohio R.C. 2903.04 Involuntary Manslaughter

Ohio R.C. 2903.041 Reckless Homicide

Ohio R.C. 2903.05 Negligent Assault

Ohio R.C. 2903.06 Aggravated Vehicular Homicide

Ohio R.C. 2903.08 Aggravated Vehicular Assault

Ohio R.C. 2903.09 Unlawful Termination of Another's Pregnancy

- Ohio R.C. 2903.11 Felonious Assault
- Ohio R.C. 2903.12 Aggravated Assault
- Ohio R.C. 2903.13 Assault
- Ohio R.C. 2903.14 Negligent Assault
- Ohio R.C. 2903.15 Permitting Child Abuse
- Ohio R.C. 2903.16 Failing to Provide for functionally Impaired Person
- Ohio R.C. 2903.21 Aggravated Menacing
- Ohio R.C. 2903.211 Menacing by Stalking
- Ohio R.C. 2903.214 Protection Orders
- Ohio R.C. 2903.22 Menacing
- Ohio R.C. 2903.31 Hazing; Recklessly Participating or Permitting
- Ohio R.C. 2903.34 Patient Abuse Neglect; Spiritual Treatment
- Ohio R.C. 2903.35 False Statements
- Ohio R.C. 2903.36 Retaliation Against Person Reporting Patient Abuse or Neglect

Ohio R.C. Chapter 2905: Kidnapping and Extortion

- Ohio R.C. 2905.01 Kidnapping
- Ohio R.C. 2905.02 Abduction
- Ohio R.C. 2905.03 Unlawful Restraint
- Ohio R.C. 2905.05 Criminal child enticement

Ohio R.C. Chapter 2907: Sex Offenses:

- Ohio R.C. 2907.02 Rape
- Ohio R.C. 2907.03 Sexual Battery
- Ohio R.C. 2907.04 Unlawful Sexual Conduct with a Minor
- Ohio R.C. 2907.05 Gross Sexual Imposition
- Ohio R.C. 2907.06 Sexual Imposition
- Ohio R.C. 2907.07 Importuning
- Ohio R.C. 2907.08 Voyeurism
- Ohio R.C. 2907.09 Public Indecency



- Ohio R.C. 2907.21    Compelling Prostitution
- Ohio R.C. 2907.22    Promoting Prostitution
- Ohio R.C. 2907.23    Procuring Prostitution
- Ohio R.C. 2907.24    Soliciting; Solicitation After Positive HIV Test
- Ohio R.C. 2907.241    Loitering to Engage in Solicitation; Loitering to Engage in Solicitation After Positive HIV Test
- Ohio R.C. 2907.25    Prostitution; Prostitution after Positive HIV Test
- Ohio R.C. 2907.31    Disseminating Matter Harmful to Juveniles
- Ohio R.C. 2907.311    Displaying Matter Harmful to Juveniles
- Ohio R.C. 2907.32    Pandering Obscenity
- Ohio R.C. 2907.321    Pandering Obscenity Involving a Minor
- Ohio R.C. 2907.322    Pandering Sexual Oriented Matter Involving a Minor
- Ohio R.C. 2907.323    Illegal Use of a Minor in Nudity-Oriented Material or Performance
- Ohio R.C. 2907.33    Deception to Obtain Matter Harmful to Juveniles
- Ohio R.C. 2907.34    Compelling Acceptance of Objectionable Materials

(1) An individual is automatically disqualified from coaching, assisting, or supervising if he or she has been convicted of or found guilty of any felony level sex offense contained within Ohio R.C. Chapter 2907 if that conviction occurred within the past ten years.

(2) An individual is automatically disqualified from coaching, assisting, or supervising if he or she has been convicted of or found guilty of any felony contained within Ohio R.C. Chapter 2903 if that conviction occurred within the past ten years.

(3) An individual is automatically disqualified from coaching, assisting, or supervising if he or she has been convicted of or found guilty of domestic violence as defined in Ohio R.C. 2919.25(A) and (B) within the past ten years.

(d) Any crimes not listed above will be evaluated at the discretion of the Director of Recreation.

(e) The applicant will have the right to appeal the decision of the Director of Recreation ~~Director~~. All appeals will be decided upon by the Mayor. The Mayor's decision shall be final.

(Ord. 2005-36. Passed 11-28-05.)

155.99 PENALTY.

Whoever violates Section 155.04 or any of the rules and regulations established pursuant to Section 155.05 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 days, or both. Each refusal to leave such lands in response to an order shall be deemed a separate violation.

CHAPTER 157

Department of Public Information and Public Relations (~~REPEALED~~)

~~157.01 Director; appointment.~~

~~157.02 Duties of Director.~~

~~157.03 Compensation of Director.~~

~~CROSS REFERENCE~~

~~Power to create - see CHTR. Art. IV, § 1~~

~~157.01 DIRECTOR; APPOINTMENT.~~

~~There is hereby established the position of Director of Public Information and Public Relations, who shall be appointed by the Mayor with the concurrence of a majority of Council.~~

~~(Ord. 1971-19. Passed 3-22-71.)~~

~~157.02 DUTIES OF DIRECTOR.~~

~~The Director of Public Information and Public Relations shall assist the Mayor, Council and department heads in keeping the citizens of the City informed on the operations of the City's government and on the issues and problems facing the City. It shall also be the function of the Director to design and coordinate efforts to promote the good reputation of the City and such other functions and responsibilities as the Mayor and the President of Council shall from time to time request.~~

~~(Ord. 1971-19. Passed 3-22-71.)~~

~~157.03 COMPENSATION OF DIRECTOR.~~

~~The Director of Public Information and Public Relations shall serve without compensation.~~

~~(Ord. 1971-19. Passed 3-22-71.)~~

CHAPTER 158

Director of Human Services Resources

158.01 Position of Director of Human Services Resources established; powers and duties.

158.01 POSITION OF DIRECTOR OF HUMAN SERVICES RESOURCES ESTABLISHED;  
POWERS AND DUTIES.

(a) The position of Director of Human Services Resources is hereby established, and shall be appointed by the Mayor. The compensation of the Director of Human Resources shall be determined from time to time by Council.

(b) The Director of Human Services Resources shall develop and implement Safety and Risk Management Programs. The Director of Human Resources shall manage, supervise, and be responsible for the policies and procedures throughout all departments of the City. They shall also manage and supervise all labor relations with City employees and shall set the standards of employment. He or she shall be the City's Mayor's Court Probation Officer. He or she shall secure and manage grants for the City and interact with various political subdivisions, including but not limited to the County of Cuyahoga and Regional and Federal authorities in order to effectuate a grant program.

~~—(c) The compensation of the Director of Human Services shall be determined from time to time by Council.~~

~~—(d) The Director of Human Resources shall be appointed by the Mayor and serve at the pleasure of the Mayor.~~

(Ord. 2001-3. Passed 2-12-01; Ord. 2001-16. Passed 6-11-01.)

CHAPTER 159  
Municipal Engineer

159.01 Creation; duties; compensation.

CROSS REFERENCES

Civil engineer - see Ohio R. C. 733.80

General duties - see Ohio R.C. 735.32

159.01 CREATION; DUTIES; COMPENSATION.

There is hereby created within the Municipality the position of Municipal Engineer, who shall perform such duties and receive such compensation as are specified by ordinance of Council.

The City may utilize the services of another public or private entity to perform the duties of the Municipal Engineer at the direction of the Mayor.

(Ord. 1958-10. Passed 3-24-58.)



## CHAPTER 163

### Boards and Commissions Generally

163.01 Election of chairmen.

163.02 Annual elections.

163.03 Eligibility.

163.04 Presiding officer; ~~sergeant-at-arms~~.

### CROSS REFERENCES

General provisions - see CHTR. Art. IV, § 1

Civil Service Commission - see CHTR. Art. IV, § 8

Planning Commission - see CHTR. Art. IV, § 9; P. & Z. 1101.01 et seq.

Board of Zoning Appeals - see CHTR. Art. IV, § 10; P. & Z. 1139.01 et seq.

Building Commission - see CHTR. Art. IV, § 11; BLDG. 1321.01 et seq.

Recreation Commission - see CHTR. Art. IV, § 12; ADM. 169.01

Board of Tax Appeals - see CHTR. Art. IV, § 13; ADM. 193.05 et seq.

### 163.01 ELECTION OF CHAIRMEN.

All boards and commissions created by the City Charter and acting within and for the Municipality by virtue of the City Charter shall elect a chairman. ~~He~~ They shall be directly responsible to the Mayor and Council during the period of ~~his~~ their chairmanship for the proper conduct of the committee, the prompt consideration and disposition of its business and for periodic reports of the same to the Mayor and Council if and when they request reports.

(Ord. 1955-13. Passed 3-21-55.)

### 163.02 ANNUAL ELECTIONS.

All of the boards and commissions shall conduct elections to choose a chairman annually at the first meeting of the board or commission which is held in every calendar year.

(Ord. 1955-13. Passed 3-21-55.)

### 163.03 ELIGIBILITY.

Any member of the board or commission is eligible to be elected chairman. Nothing in this chapter shall be construed as being prohibitive of a member being elected to succeed himself as chairman, and all chairmen shall remain chairmen until a successor is elected to succeed them.

(Ord. 1955-13. Passed 3-21-55.)

#### 163.04 PRESIDING OFFICER; ~~SERGEANT-AT-ARMS.~~

(a) The President of Council, the chairman of any board or commission or the Mayor, at any regular meeting of the body which ~~he~~ they heads or at any special meeting called by any such persons concerning matters pertaining to the City and its duties and obligations, shall be the presiding officer of such meeting.

(b) The presiding officer shall call such meeting to order at the hour appointed and shall proceed with the order of business. ~~He~~ They shall preserve order and decorum, prevent personalities from entering into the discussions and confine the discussion to the questions and problems under consideration.

~~—(c) The presiding officer shall appoint a Sergeant-at-Arms who, under his their direction, shall preserve order and decorum and shall, at the request of the presiding officer, eject from such meeting any person interfering with the orderly conduct thereof. The Sergeant-at-Arms shall be a police officer assigned by the officer in charge of the shift during which such meeting is being conducted.~~

(Ord. 1963-31. Passed 4-15-63.)

CHAPTER 165  
Civil Service Commission

~~165.01—Secretary.~~

CROSS REFERENCE

Civil Service Commission - see CHTR. Art. IV, § 8

~~165.01—SECRETARY.~~

~~—There is hereby established the position of Secretary to the Civil Service Commission, who shall be appointed by the Commission, serve at its pleasure and perform such duties on behalf of the Commission as may be assigned to him or her from time to time.~~

<Ord. 1967-10. Passed 3-27-67.)

CHAPTER 172

Public Properties Commission (REPEALED)

~~172.01 Creation; membership.~~

~~172.02 Duties.~~

~~—CROSS REFERENCES~~

~~—Power to create—see CHTR. Art. IV, § 1~~

~~—Parks and playgrounds—see S. & P. S. Ch. 961~~

~~—Municipal Cemetery—see S. & P.S. Ch. 963~~

~~—Municipal Swimming Pool—see S. & P. S. Ch. 969~~

~~172.01 CREATION; MEMBERSHIP.~~

~~—There is hereby created a Public Properties Commission composed of four members. They shall serve without compensation and be residents of the City. The Mayor, with the advice and consent of Council, shall appoint three residents of the City who shall serve for a term of six years or until their successors are appointed, except that of the three appointed for the term beginning January 1, 1975, one shall be appointed for a term of two years, one shall be appointed for a term of four years, and one shall be appointed for a term of six years. The fourth member shall be a Councilman appointed by the Mayor, with the advice and consent of Council, and shall serve until the date of the next organizational meeting of Council following his appointment or until his successor is appointed. A vacancy occurring during the term of any member of the Commission shall be filled for the unexpired term in the manner authorized for an original appointment.~~

~~(Ord. 1975-14. Passed 2-10-75.)~~

~~172.02 DUTIES.~~

~~—The Public Properties Commission shall be solely an advisory body, submitting to Council its recommendations on the use, operation and maintenance of all public properties owned by the City.~~

~~(Ord. 1975-14. Passed 2-10-75.)~~

## CHAPTER 179

### Employees Generally

EDITOR'S NOTE: Ordinance 1996-19, passed July 8, 1996, adopted a Drug Testing Policy for all non-aligned, non-union, part-time and full-time personnel in the City. Ordinance 1996-22, passed September 9, 1996, adopted a Drug Testing Policy for all full-time City personnel who are, at the time of adoption of the ordinance, members of ~~Service Workers~~ Laborers' International Union of North America, Local 1099 860. Copies of such ordinances and of such Policies may be obtained, at cost, from the Clerk of Council.

Because of the frequency of change, provisions relating to regular compensation are not codified. Copies of the latest relevant legislation may be obtained, at cost, from the Clerk of Council.

~~179.01 Bonds.~~

~~179.02 Assistant Clerks.~~

~~179.03~~ 179.01 Employee benefits.

~~179.04~~ 179.02 Equal opportunity employment, ; ~~Affirmative Action Plan.~~

~~179.05~~ 179.03 Additional sick leave.

~~179.06~~ 179.04 Travel allowances.

~~179.07~~ 179.05 Overtime for ~~FLSA non-exempt~~ employees.

~~179.08~~ 179.06 Payment of ~~OP-E-R-S~~ contributions.

~~179.09~~ 179.07 Payment of Police and Firemen's Disability and Pension Fund contributions.

~~179.10~~ 179.08 Military leave.

~~179.11~~ 179.09 Compensation of Acting Directors and Acting Assistant Directors.

~~179.12 Commercial driver's licenses required.~~

#### CROSS REFERENCES

Welfare of employees - see Ohio Const. Art. II, § 34

Sick leave - see Ohio R.C. 124.38 et seq.

Definitions - see Ohio R.C. 145.01

Oath of office - see Ohio R.C. 705.28

Department of Finance - see ADM. 145.01 et seq.

Department of Public Service - see ADM. 147.01 et seq.



Collective negotiating procedure for safety forces - see ADM. 149.04

~~179.01 BONDS.~~

~~—(a) The following officers and employees of the City shall furnish fidelity bonds in form approved by the Director of Law in the amounts given:~~

<del>Officer or Employee</del>	<del>Amount of Bond</del>
<del>Mayor</del>	<del>\$5,000</del>
<del>Mayor's Secretary</del>	<del>5,000</del>
<del>Finance Director</del>	<del>25,000</del>
<del>Service Director</del>	<del>5,000</del>
<del>Assistant Service Director</del>	<del>5,000</del>
<del>Mayor's Court Clerk and substitutes</del>	<del>5,000</del>
<del>Secretary to Service Director - Building Clerk</del>	<del>5,000</del>
<del>Income Tax Clerk</del>	<del>5,000</del>
<del>License Commissioner</del>	<del>5,000</del>
<del>Assistant Income Tax Clerk</del>	<del>5,000</del>
<del>Clerk of Council</del>	<del>5,000</del>
<del>Clerk of Planning Commission</del>	<del>5,000</del>

~~—(b) All other officers and employees of the City shall be covered by a Public Employees Blanket Bond in form approved by the Director of Law in the amount of two thousand, five hundred dollars (\$2,500).~~

~~—(c) The cost of the bond provided for in divisions (a) and (b) of this section shall be paid by the City.~~

~~{Ord. 1971-79. Passed 12-27-71.}~~

~~179.02 ASSISTANT CLERKS.~~

~~—There shall be the following Assistant Clerks who shall receive compensation on an hourly rate basis~~

~~—(a) Class A. This classification includes those employees who, through experience, natural aptitude and initiative, capably perform the operations required of them without supervision and who are able to supervise the work of other employees.~~

~~—(b) Class B. This classification includes those employees who, while qualified as skilled equipment operators or experienced office clerks, lack the aptitude or initiative to direct other employees.~~

~~—(c) Class C. This classification includes those employees who lack specialized skills and value to the Municipality but who, through initiative and willingness, are able to perform their duties without supervision.~~

~~—(d) Class D. This classification includes those employees who lack specialized skills of value to the Municipality and who are unable to perform their duties without constant supervision.~~

~~{Ord. 1961-59. Passed 8-14-61.}~~

#### 179.03 179.01 EMPLOYEE BENEFITS.

(a) Medical Insurance. Each non-aligned full-time employee, after ~~one month~~ thirty days of such full-time service, and the Mayor, during the entirety of their term, shall be entitled to health insurance provided by the City. Health benefit plan design, coverage options and employee cost of participation shall be determined annually and such conditions to be outlined in a Health Benefit Summary document to be provided to employees at the inception of each benefit year. The Mayor may permit part-time directors and non-aligned part-time employees of the City to participate in the City's medical and/or group life insurance programs, and the City will pay the cost of the respective premium as part of the Director's and/or non-aligned part-time employees' compensation package.

(Ord.2001-7. Passed 2-26-01; Ord. 2001-28. Passed 9-10-01; Ord. 2012-37. Passed 8-6-12; Ord.2013-5. Passed 2-25-13.)

(b) Group Life Insurance. Each regular full-time employee ~~shall,~~ after one year of such full-time service, and the Mayor, during the entirety of their term, shall be entitled to fully paid group life insurance in the amount of twenty-five thousand dollars (\$25,000).

(Ord. 1991-28. Passed 8-12-91; Ord. 2012-37. Passed 8-6-12; Ord. 2013-5. Passed 2-25-13.)

~~—(c) Part-Time Employees. Elected officials, part-time directors and other part-time employees of the City may, at their option, elect to participate in the City's medical and/or group life insurance programs. In the event of such election and after six months of such part-time services, as it affects the medical insurance program, and one year of such services, as it affects the group life insurance program, the elected official, part-time director or other part-time employee will have his monthly or biweekly pay reduced by the amount of the applicable premium necessary for proper coverage in the elected insurance program. Where such monthly or biweekly payroll payment is insufficient to cover the cost of such insurance premium, the part-time employee will be required to make the required monthly premium payment, in cash, to keep the insurance in effect.~~

(Ord. 1983-29. Passed 10-11-83; Ord. 2013-5. Passed 2-25-13.)

(c)(d) Sick Leave.

(1) Each regular full-time employee, including civilian employees in the Departments of Police and Fire, shall be entitled to 10 hours of sick leave per month for 40 hour per week employees and 8.75 hours of sick leave per month for 35 hour per week employees ~~4.6 hours of sick leave for every pay period for 80 hours~~ of regularly scheduled employment. Unused sick leave shall be cumulative up to a total of 1,750 hours for employees working eight-hour days, and up to 1,531.25 for employees working seven-hour days. Sick leave accrued under prior ordinances shall remain in effect and sick leave days accrued as of December 31, 1981, shall be converted to hours by taking the sick leave days accrued and multiplying such figure by the number of hours in such employee's regularly scheduled work day. Payment for sick leave, at the rate of one hour per every hour of sick leave absence, shall be made only when approved by the Director of Personnel, who may require the employee to furnish a satisfactory, written, signed statement to justify the use of sick leave, and, in the case of sick leave absence in excess of one day, who shall require certification as to the nature of the illness or injury from the employee's physician ~~or the Police Surgeon~~.

(2) An absence due to a service-connected injury will not be charged against an employee's accumulated sick leave so long as it does not exceed the employee's attending physician's ~~and/or Police Surgeon's~~ prognosis as to the employee's ability to return to employment. Once an employee has returned to assume normal duties, following absence due to a service-connected injury, subsequent absences, alleged as being due to the service-connected injury, will be charged against the employee's accumulated sick leave, unless excused by the employee's attending physician's ~~and/or Police Surgeon's~~ certificate. ~~In case of a disagreement between physicians, the certification of a third physician will be required.~~

(3) At the ~~time~~ time of retirement from active duty with the City or death of the employee, the employee, or the employee's estate, will be paid in cash for sixty percent of the value of his or her accrued, but unused, sick leave credit. Such payment shall be based on the employee's rate of pay at time of retirement or death. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which may be made shall be sixty percent of 1,200 hours for employees working eight-hour days and sixty percent of 1,050 hours for employees working seven-hour days. The formula for computation shall be:

A.(a) In the case of employees working eight-hour days:

$$\frac{\text{annual salary rate} + \text{annual longevity (if applicable)} \text{ divided by annual regular hours} \times .60 \text{ (up to 1,200 hours)} \text{ (accumulated hours} \times .60)}{2,080}$$

B.(b) In the case of employees working seven-hour days:

$$\frac{\text{annual salary rate} + \text{annual longevity (if applicable)} \text{ divided by annual regular hours} \times .60 \text{ (up to 1,050 hours)} \text{ (accumulated hours} \times .60)}{1,820}$$

NOTE: Annual rate of pay used in above unused sick time payment calculations is based on the total of the base salary and longevity pay only.

~~(4) City employees shall be paid an incentive for conservation of annual sick leave allowances as follows:~~

~~(a) In the case of employees working eight hour days:~~

<del>Unused Sick Leave Hours</del>	<del>Incentive Payment (hrs.)</del>
<del>120</del>	<del>30</del>
<del>112</del>	<del>28</del>
<del>104</del>	<del>26</del>
<del>96</del>	<del>24</del>
<del>88</del>	<del>22</del>
<del>80</del>	<del>20</del>
<del>72</del>	<del>18</del>
<del>64</del>	<del>16</del>
<del>56</del>	<del>14</del>
<del>48</del>	<del>12</del>
<del>40</del>	<del>10</del>
<del>Less than 40</del>	<del>-0-</del>

~~(b) In the case of employees working seven and one-half hour days:~~

<del>Unused Sick Leave Hours</del>	<del>Incentive Payment (hrs.)</del>
<del>113</del>	<del>30</del>
<del>105</del>	<del>28</del>
<del>98</del>	<del>26</del>
<del>90</del>	<del>24</del>
<del>83</del>	<del>22</del>
<del>75</del>	<del>20</del>
<del>68</del>	<del>18</del>

60	16
53	14
45	12
38	10
Less than 38	-0-

— (c) In the case of employees working seven-hour days:

<del>Unused Sick Leave Hours</del>	<del>Incentive Payment (hrs.)</del>
<del>105</del>	<del>30</del>
<del>98</del>	<del>28</del>
<del>91</del>	<del>26</del>
<del>84</del>	<del>24</del>
<del>77</del>	<del>22</del>
<del>70</del>	<del>20</del>
<del>63</del>	<del>18</del>
<del>56</del>	<del>16</del>
<del>49</del>	<del>14</del>
<del>42</del>	<del>12</del>
<del>35</del>	<del>10</del>
<del>Less than 35</del>	<del>-0-</del>

— (5) ~~The equivalent hourly rate to be paid will be that in effect as of December 31 in the year in which the sick leave days are accumulated. Payment shall be made concurrently with the second payroll of February following the year in which sick leave days were accumulated. Such incentive payment will in no way diminish an employee's sick leave accumulation.~~

— (6) ~~Effective January 1, 2024, all paid incentive for conservation of annual sick leave allowances shall be discontinued for all non-aligned employees, and divisions (d)(4) and (d)(5) shall be repealed.~~

(Ord. 1994-47. Passed 10-1 1-94; Ord. 1997-20. Passed 6-23-97; Ord. 2013-5. Passed 2-25-13; Ord. 2023-16. Passed 4-10-23.)



~~(d)(e)~~ Funeral Attendance. A full-time employee shall be granted a five (5) day leave of absence with pay, in the event of the death of an immediate family member. Immediate family shall include: spouse or domestic partner, children, father, mother, brother, sister, aunt, uncle, cousin, niece, nephew, brother-in-law, sister-in-law, mother-in-law, father-in-law, step-parents, step-children, step parents of spouse, son-in-law, daughter-in-law, grandparents, grandparents of spouse, and grandchildren. An employee may use a portion of his or her accumulated sick leave for funeral arrangements and services for his or her spouse, child, parents, mother-in-law, father-in-law, grandparents, grandparents-in-law, sister, brother, sister-in-law or brother-in-law, grandchildren, step-parent, step-sister, step-brother, aunt, uncle, cousin, niece and nephew.

(Ord 1991-28. Passed 8-12-91; Ord. 2013-5. Passed 2-25-13.)

~~(e)(f)~~ Vacations.

(1) All full-time employees will be credited with their unused earned vacation balances beginning on January 1, 2020.

(2) Effective January 1, 2020, vacation leave for all full-time employees shall be computed on the full-time months actually employed. The rate that vacation leave accrues shall depend upon the number of years of total service for the City as a full-time employee. The employee's vacation leave shall accrue at the rate indicated in the following schedule:

Total Years <u>Months</u> of Service	Accrual Rate per Month	Vacation Days per Year	Maximum Accrual
<del>0</del> <u>1</u> up to <del>4</del> <u>48</u>	6.666 hours (80-hr base) 5.833 hours (70-hr base)	10 working days	160 hours (80-hr base) 140 hours (70-hr base)
<del>5</del> <u>49</u> to <del>11</del> <u>108</u>	10.000 hours (80-hr base) 8.750 hours (70-hr base)	15 working days	200 hours (80-hr base) 185 hours (70-hr base)
<del>12</del> <u>109</u> up to <del>20</del> <u>192</u>	13.333 hours (80-hr base) 11.666 hours (70-hr base)	20 working days	240 hours (80-hr base) 220 hours (70-hr base)
<del>21</del> <u>193</u> up to <del>23</del> <u>276</u>	16.666 hours (80-hr base) 14.583 hours (70-hr base)	25 working days	280 hours (80-hr base) 255 hours (70-hr base)
<del>24</del> <u>277</u> or more	20.000 hours (80-hr base)	30 working days	320 hours (80-hr base)

17.500 hours (70-hr  
base)

290 hours (70-hr  
base)

NOTE: Hour base is the amount of hours that the employee works in a pay period.

(3) Vacation time earned during the first calendar month of full-time employment shall be prorated based on the amount of vacation contained in the schedule above to reflect service time from the date of full-time employment to end of the first calendar month. Vacation time earned during the final calendar month year of full-time employment shall be prorated based on the amount of vacation contained in the schedule above to reflect service time from the first day of the calendar month to the final date of full-time employment.

(4) Full-time employees may accumulate a maximum amount of their annual vacation accrued plus eighty hours (seventy hours for employees working thirty-five hours per week), effective January 1, 2020. All vacation hours that exceed the allowable maximum accrual, per total months of service, at the end of each pay period will expire without compensation.

(5) A full-time employee who is reemployed or rehired by the City upon retirement will not be paid for any earned and unused accumulated vacation. The employee will continue to accrue vacation and retain his or her unused accumulated vacation time and continue to earn vacation based on the schedule in subsection (a) above, not to exceed four weeks (twenty work days) per year.

(6) Full-time employees terminating employment due to voluntary resignation or retirement shall be paid all earned and unused vacation time.

(7) In the case of death of any full-time employee, the earned and unused vacation time shall be paid to the employee's estate.

(8) Full-time employees who have concluded twenty-one continuous years of service may, at his or her option, bank not more than two weeks per year, up to a maximum amount of nine weeks. Full-time employees may receive cash payment for such banked vacation one time, either at retirement or before, but may not thereafter bank additional hours after the nine weeks have been utilized.

(9) In lieu of banking vacation time, an employee who has concluded twenty-one continuous years of service may turn in for annual payment not more than two weeks per year, up to a maximum amount of nine weeks. The Mayor and Finance Director must approve this intent no later than November 1 of the calendar year in which payment is requested. Such payment shall be made on the last pay of the calendar year in which payment is requested.

~~(f)(g)~~ Holidays. Each regular full-time employee of the City who has served at least thirty days of service prior to any holiday hereinafter set forth and who has worked or been on vacation during ~~his~~ their regularly scheduled work days immediately preceding and succeeding such holiday, shall be entitled to the following thirteen legal holidays with pay at the employee's normal hourly rate of pay for each of such holidays:

- (1) The first day of January, known as New Year's Day;
- (2) The third Monday in January, known as Martin Luther King Day;
- (3) The third Monday in February, known as ~~Washington-Lincoln~~ or Presidents' Day;
- (4) ~~Decoration or~~ The last Monday of May, known as Memorial Day ~~(date of observance as established by State Legislature);~~
- (5) The nineteenth day of June, known as Juneteenth Day;
- (6) The fourth day of July, known as Independence Day;
- (7) The first Monday in September, known as Labor Day;
- (8) The second Monday in October, known as Columbus/Indigenous Peoples' Day;
- (9) The eleventh day of November, known as Veterans' Day;
- (10) The fourth Thursday in November, known as Thanksgiving Day;
- (11) The fourth Friday of November, known as the day after Thanksgiving;
- (12) The twenty-fourth day of December, known as Christmas Eve Day;
- (13) (11) The twenty fifth day of December, known as Christmas Day; and
- (14) (12) Three A floating holidays to be taken on a day of the employee's choice subject to approval of departmental supervision; and Floating holidays shall be prorated in the employee's initial and final year of employment.
- ~~(13) The employee's birthday.~~

All part-time employees and full-time employees of the City with less than thirty days of service with the City shall be entitled to the aforesaid holidays without pay.

Employees are not eligible for compensation payouts for any remaining floating holidays after separation from the City.

The City, in response to certain reductions in the workweek hours for the City firefighters, does hereby agree to grant each full-time non-aligned employee the following additional three holidays:

The fourth Friday of November, known as the day after Thanksgiving;

The twenty-fourth day of December, known as Christmas Eve Day; and

Effective January 1, 2001, a floating holiday to be taken on a day of the employee's choice, subject to approval of departmental supervision.

(Ord. 1991-28. Passed 8-12-91; Ord. 2000-52. Passed 11-27-00; Ord. 2013-5. Passed 2-25-13; Ord. 2023-16. Passed 4-10-23.)

~~(g)~~ ~~(h)~~ Longevity Pay. Directors and non-aligned employees listed within this Chapter hired after November 1, 2021 shall not be entitled to receive longevity pay under this section. Additional compensation for continuous full-time employment, which shall be entitled longevity pay, shall be paid for each calendar year on the first pay period in December of each year. The rate of longevity pay to which an employee shall be entitled in any calendar year shall be computed in accordance with the following schedule:

Years of Continuous, Full-Time Employment Completed as of the Anniversary Date of Employment	Rate of Longevity Pay Per Month
Years of Continuous, Full-Time Employment Completed as of the Anniversary Date of Employment	Rate of Longevity Pay Per Month
0-4	\$-0-
5	20.83
10	41.66
15	62.50
20	83.33
25	104.16
30	125.00

The amount of longevity pay to which an employee is entitled in a calendar year shall be computed by multiplying the number of months in the calendar year preceding and subsequent to his or her anniversary date of employment in that year by the applicable rate or rates of monthly longevity pay based upon the number of years of continuous full-time employment completed in that year, as determined in accordance with the above schedule.

In each calendar year, the anniversary date of employment shall be the first day of the month in which the employee commenced his continuous, full-time employment with the City. In calculating the length of an employee's continuous employment, full-time service in all departments of the City shall be included.

— ~~(1) Non-aligned employees listed within this Chapter hired after November 1, 2021 shall not be entitled to receive longevity pay under division (h).~~

— ~~(2) No Director is eligible for longevity pay under division (h).~~

(Ord. 2013-5. Passed 2-25-13; Ord. 2023-16. Passed 4-10-23.)

~~(h)~~ ~~(i)~~ Jury Duty Compensation. Each regular full-time employee shall, if called for jury duty, receive ~~his~~ their regular compensation during the time spent in the capacity as a juror less the amount paid to ~~him~~ them by the court for such duty as a juror.

(i) The Chief of Police shall be entitled to the following employee benefits: uniform allowances, medical and life insurance coverage, vacations, holidays, longevity



compensation, sick leave, emergency responder pay and college education pay, as described in the collective bargaining agreement entered into by the City with the Ohio Patrolmen's Benevolent Association for the Police Sergeants and Captains. Effective January 1, 2025, upon the appointment of the next Chief of Police and regarding all such future appointments to Chief of Police, the Chief of Police shall not be entitled to the following employee benefits: longevity compensation, non-use of sick leave incentive payment, and emergency responder pay.

(j) The Assistant Chief of Police shall receive the same fringe benefits, effective upon the same dates and in the same amounts, as provided to the rank of Captain by the collective bargaining agreement entered into by the City with the Ohio Patrolmen's Benevolent Association for Police Sergeants and Captains. Effective January 1, 2025, upon the appointment of the next Assistant Chief of Police and regarding all such future appointments to Assistant Chief of Police, the Assistant Chief of Police shall not be entitled to the following employee benefits: longevity compensation, non-use of sick leave incentive payment, and emergency responder pay.

(k) The Fire Chief shall be entitled to the following employee benefits: uniform allowances, medical and life insurance coverage, vacations, holidays, longevity compensation, emergency responder pay, sick leave, and college education pay as described in the collective bargaining agreement entered into by the City and Local 1690 of the International Firefighters Association. Effective January 1, 2025, upon the appointment of the next Fire Chief and regarding all such future appointments to Fire Chief, the Fire Chief shall not be entitled to the following employee benefits: longevity compensation, non-use of sick leave incentive payment, and emergency responder pay.

(l) The Assistant Fire Chief shall receive the same fringe benefits, effective upon the same dates and in the same amounts, as provided to the position of Assistant Chief of Police, reflecting the same fringe benefits provided to the rank of Captain by the Ohio Patrolmen's Benevolent Association for Police Sergeants and Captains. Effective January 1, 2025, upon the appointment of the next Assistant Fire Chief and regarding all such future appointments to Assistant Fire Chief, the Assistant Fire Chief shall not be entitled to the following employee benefits: longevity compensation, non-use of sick leave incentive payment, and emergency responder pay.

(Ord. 1983-29. Passed 10-11-83; Ord. 2013-5. Passed 2-25-13; Ord. 2020-6. Passed 3-9-20.)

#### 179.04 EQUAL OPPORTUNITY EMPLOYMENT; AFFIRMATIVE ACTION PLAN.

(a) Equal Employment Opportunity (EEO) has been and will continue to be a fundamental principle of the City of Parma Heights. The City's policy is to hire and promote individuals who best meet the requirements of open positions. Council formally declares that the City will hire and promote its employees without regard to race, color, religion, sex,



national origin, age or handicap, except where age or handicap would be an obvious and bona fide obstacle to expected and required job performance, and furthermore will continue to recruit, hire and develop the best qualified persons available for the jobs involved, basing its judgments on job-related qualifications, because artificial barriers of personal attitudes and customs cannot be permitted to affect matters of employment practices.

(b) It is the City's policy to provide equal employment opportunity in full compliance with all applicable laws including, but not limited to, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age of Discrimination in Employment Act, the Equal Pay Act, and State of Ohio fair employment practices laws. The City pledges itself to ensure that all activities relative to recruitment, hiring and promoting are undertaken to effect the principle of equal opportunity and that only valid requirements are imposed when promotional opportunities exist. Further, all matters related to compensation, benefits, transfers, layoffs, recall from layoffs and training will be free from any and all discriminatory practices. In addition, all facilities of the City will be available to all employees on a nondiscriminatory basis.

(c) Decisions regarding applications for employment, recruitment, hiring, training, transfer, promotion, pay, benefits, lay-off, demotion, or discharge will be made without respect to race, color, ethnicity, religion, gender, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by law. The Director of Personnel, by direction of the Mayor, shall have overall responsibility for the implementation of the City's Affirmative Action Plan. With the cooperation of appropriate personnel, the Director of Personnel shall conduct periodic reviews to determine whether or not Affirmative Action goals are being achieved. Reports of these reviews shall be the basis for appropriate action to correct deficiencies.

(d) Scope. This measure applies to all employees, prospective employees, contractors, suppliers, volunteers, and guests. Although we do not promise to employ or promote people in any particular groups, we do pledge to treat qualified job applicants and employees eligible for promotion fairly. Outside sources of recruitment, when utilized, shall be informed that the City is an equal opportunity employer and that legal advertisements for bids shall include the wording "AN EQUAL OPPORTUNITY EMPLOYER" and that equal opportunity clauses shall be included in all major single purchase orders, leases and contracts for two thousand five hundred dollars (\$2,500) or more.

(e) As an EEO employer, the City complies with all applicable laws, rules, and regulations preventing discrimination against job applicants based upon their race, color, ethnicity, religion, gender, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by law. Additionally, the following will apply:

- (1) The directors, managers, and supervisors are responsible for ensuring that this policy is fully implemented and compliance is achieved.
- (2) Allegations that anyone subject to this policy has engaged in prohibited conduct will be thoroughly investigated.

- (3) If the investigation determines that a City employee has engaged in discriminatory practices or behavior, said employee will be disciplined up to and including termination of employment.
- (4) Anyone in a management/supervision capacity that is aware of an employee engaging in prohibited conduct, and fails to take immediate and appropriate corrective action, will also be disciplined accordingly.
- (5) Any victim of discrimination should not hesitate to come forward.
- (6) Any individual who feels that coming forward would be or has been futile, unsatisfactory, or counterproductive should contact the Law Department.
- (7) Any type of retaliatory behavior, or threats of retaliation made against a victim of discrimination who has reported it, or against someone who was aware of the discrimination and reported, will result in immediate disciplinary action.

~~The Clerk of Council shall post, or have posted, a copy of this section on all departmental bulletin boards and provide a copy to all employees of the City, as well.~~

(Res. 1976-8. Passed 6-14-76.)

~~179.05~~ 179.03 ADDITIONAL SICK LEAVE.

(a) The Mayor, upon the favorable recommendation of a panel consisting of the Personnel Director, the President of Council and the department head of the affected employee, may authorize the advancement of additional sick leave days in cases where an employee's accrued sick leave has been fully absorbed by a prolonged temporary illness or injury.

(b) Factors to be considered by the panel in making its recommendation shall include the following:

- (1) The employee's length of service;
- (2) The employee's sick leave record;
- (3) The employee's record of employment; and

(4) The likelihood that the advanced days will be repaid by way of future accumulated days and/or secured.

(c) In cases when additional sick days are authorized, the Mayor ~~shall~~ may notify the Director of Law to secure the repayment of the days advanced by obtaining from the employee any and all documents, notes and securities deemed necessary by the Director of Law to secure the repayment, including, but not limited to, the following:

- (1) A note and mortgage;
- (2) Co-signatures on the note, where the employee lacks adequate security; and

(3) Assignment of future Q.P.-E.-R.-S. benefits. (Ord. 1976-70. Passed 10-12-76.)

~~179.06~~ 179.04 TRAVEL ALLOWANCES.

(a) The payment or reimbursement of expenses incurred by any official, employee or member of any department, board or commission of the Municipality, for travel or expenses incidental thereto incurred in the furtherance of the interests of the Municipality, is hereby authorized; subject to approval by the Mayor.

(b) Such payment or reimbursement shall be as follows:

(1) Business miles will be computed and paid each month at the applicable IRS Mileage Rate in effect at that time. Mileage figures must be submitted to the Finance Department before payment can be made.

~~(2) Officials or employees who use their own vehicles on a regular basis, upon the approval of their respective department heads, shall be compensated at the rate of up to fifty dollars (\$50.00) per month. Mileage figures must be submitted to the Finance Department before payment can be made.~~

~~(3) City officials, employees or members of any department, board or commission, shall be permitted reimbursement for meal costs of not more than forty dollars (\$40.00) per day for each full day while traveling in furtherance of the interests of the City. Verified receipts for all meal costs must be submitted to the Finance Director.~~

~~(3)~~(4) Payment or reimbursement for all other related expenses, including other forms of transportation, meal costs, and housing accommodations, must be verified by submission of receipts to the Finance Director.

(Ord. 1997-18. Passed 5-27-97; Ord. 2012-43. Passed 10-9-12; Ord. 2013-5. Passed 2-25-13.)

~~179.07~~ 179.05 OVERTIME FOR ~~FLSA NON-EXEMPT~~ EMPLOYEES.

Effective with the pay period commencing on February 7, 2015, the overtime policy for FLSA non-exempt employees shall be as follows:

(a) The rate of compensation for overtime hours worked by full-time employees shall be determined by dividing the annual salary by 1,820 hours for those working a thirty-five hour week and by 2,080 hours for those working a forty-hour week; and by multiplying the quotient by the number of hours worked in the performance of overtime duties.

(b) The method of compensation shall be determined as follows:

(1) Employees normally working a thirty-five work week, having overtime worked extra hours that increase their weekly total hours worked to over thirty-five but not more than forty.

A. The employee may take an equal number of hours off during a subsequent work day to compensate for the ~~overtime~~ extra hours worked, subject to supervisor approval.

B. The employee may request to be paid for such ~~overtime~~ extra hours worked not to exceed forty hours per week; such payment to be made at the employees regular rate of pay.

(2) When employees, normally working a thirty-five or thirty-seven and one-half hour work week have ~~overtime~~ extra hours worked that increase their weekly total of hours worked in excess of forty hours, or when an employee normally working a forty-hour work week has overtime hours in excess of forty hours per work week the following may occur:

A. The employee may, at a rate of one and one-half hours for each overtime hour worked and subject to supervisor approval, take an equal number of hours off during a subsequent work day, if the day chosen falls within the same work week.

B. If the compensatory time-off cannot reasonably be scheduled within the same ~~work week~~ pay period with supervisor approval, then for overtime hours in excess of forty hours:

1. ~~May at the employee's request be paid~~ The City will pay overtime compensation to the employee at one and one-half times the employee's ~~non-overtime~~ regular rate of pay.

2. The employee may convert such overtime hours to an equal amount of compensatory time-off at a rate of one and one-half hours for each overtime hour worked; to be used at a later time mutually convenient to the City and the employee, subject to the approval of departmental supervision. (Such bank of accumulated unused compensatory time shall not exceed 96 hours).

Exempt employees are not entitled to overtime pay as guaranteed by the Fair Labor Standards Act ("FLSA"). In general, to be considered an "exempt" employee, the employee must be paid a salary (not hourly) and must perform executive, administrative, or professional duties.

(c) Exempt Employees.

(1) The following salaried positions are exempt and shall receive no overtime or compensatory time compensation:

A. Mayor

B. Director of Finance and Human Resources

C. Director of Law

D. Director of Recreation

E. Director of Public Service

F. Director of Public Safety

G. Chief of Police

H. Fire Chief

I. Other positions as determined by the Mayor and approved by City Council

(Ord. 1985-23. Passed 9-23-85; Ord. 2013-5. Passed 2-25-13; Ord. 2015-9. Passed 2-9-15.)

~~179.08~~ 179.06 PAYMENT OF OP-E-R-S CONTRIBUTIONS.

(a) Effective 12:01 a.m. on January 1, 1983, and ~~subject to the provisions of subsection (c) hereof,~~ the full amount of the statutorily required contribution to the Ohio Public Employees Retirement System of Ohio (OP-E-R-S) shall be withheld from the gross pay of each person within any of the classes established in subsection (b) hereof, and shall be 'picked up' (assumed and paid to P. E. R. S.) by the City. This "pick up" by the City, commencing January 1, 1983, is and shall be designated as public employee contributions and shall be in lieu of contributions to P. E. R. S. by each person within any of the classes established in subsection (b) hereof. No person subject to this "pick up" shall have the option of choosing to receive the statutorily required contribution to P. E. R. S. directly instead of having it "picked up" by the City or of being excluded from the "pick up."

The City shall, in reporting and making remittance to P. E. R. S., report that the public employee's contribution for each person subject to this "pick up" has been made as provided by statute.

(b) The "pick up" by the City as provided by this section shall apply to all persons in the following classes:

(1) All full-time employees of the City who are contributing members of OP-E-R-S. For purposes of this section, a "full-time employee" is a person who performs work for the City in accordance with an established scheduled working time, such schedule to be based upon not less than thirty-five hours per five consecutive calendar days for fifty-two consecutive five-day periods per year.

A "full-time employee" shall not include:

- A. A student whose employment will not exceed 1,500 hours in any calendar year; or
- B. Any new employee who is not a member of OP-E-R-S at the time of his or her employment, whose employment will not exceed twenty hours per week; or
- C. A temporary or emergency employee whose employment will not exceed three calendar months.

(2) The Mayor.

(3) Councilpersons.

(4) The Law Director and the Assistant Law Director.



(5) The Finance Director and the Assistant Finance Director.

(6) The Recreation Director,

(7) The Director of Public Service.

(8) The Director of Public Safety.

~~—(9) The Director of Personnel and Intergovernmental Relations.~~

~~—(c) If any person within any of the classes established in subsection (b) hereof is subject to a 'pick up' by the City of his or her statutorily required contribution to P.E.R.S., other than as provided by this section, the "pick up" provided in subsection (a) hereof shall apply only to an amount equal to the difference between the full amount of that person's statutorily required contribution to P. E. R. S. and the amount which is "picked up" by the City, other than as provided by this section.~~

~~—(d) The gross wage or salary of any person subject to the "pick up" provided by this section shall not change as a result of this "pick up."~~

~~—(e) The Director of Finance is hereby directed to implement the provisions of this section to effect the "pick up" of the statutorily required contributions to P. E. R. S. for those persons within the classes established in subsection (b) hereof so as to enable them to obtain the resulting Federal and State tax deferments and other benefits.~~

(Ord. 1983-55. Passed 12-12-83.)

#### ~~179.09~~ 179.07 PAYMENT OF POLICE AND FIREMEN'S DISABILITY AND PENSION FUND CONTRIBUTIONS.

(a) Effective 12:01 a.m., January 1, 1984, and subject to the provisions of subsection (c) hereof, the full amount of the statutorily required contribution to the Police and Firemen's Disability and Pension Fund (the "Fund") of Ohio shall be withheld from the gross pay of each person within the class established in subsection (b) hereof, and shall be "picked up" (assumed and paid to the Fund) by the City. This "pick up" by the City, commencing January 1, 1984, is and shall be designated as public employee contributions and shall be in lieu of contributions to the Fund by each person within any of the classes established in subsection (b) hereof. No person subject to this "pick up" shall have the option of choosing to receive the statutorily required contribution to the Fund directly instead of having it 'picked up' by the City or of being excluded from the "pick up."

~~—The City shall, in reporting and making remittance to the Fund, report that the public employee's contribution for each person subject to this "pick up" has been made as provided by statute.~~

(b) The "pick up" by the City, as provided by this section, shall apply to all persons in the following class: All full-time employees of the Police Department of the City who are contributing members of the Fund. For purposes of this section, a "full-time employee" is a

person who performs work for the City Police Department in accordance with an established scheduled working time, such schedule to be based upon not less than forty hours per seven consecutive calendar days for fifty-two consecutive seven-day periods per year for a total of 2,080 hours per year.

~~—(c) If any person within any of the classes established in subsection (b) hereof is subject to a “pick up” by the City of his or her statutorily required contribution to the Fund, other than as provided by this section, the “pick up” provided in subsection (a) hereof shall apply only to an amount equal to the difference between the full amount of that person's statutorily required contribution to the Fund and the amount which is “picked up” by the City, other than as provided by this section.~~

~~—(d) The gross wage or salary of any person subject to the “pick up” provided by this section shall not change as a result of this “pick up.”~~

~~—(e) The Director of Finance is hereby directed to implement the provisions of this section to effect the “pick up” of the statutorily required contributions to the Fund for those persons within the class established in subsection (b) hereof so as to enable them to obtain the resulting Federal and State tax deferments and other benefits.~~

(Ord. 1984-14. Passed 4-9-84.)

#### ~~179.10~~ 179.08 MILITARY LEAVE.

(a) All city employees who are members of the Ohio National Guard, the Ohio Naval Militia, the Ohio Military Reserve or other reserve components of the Armed Forces of the United States shall be entitled to leaves of absence from their respective scheduled duties for such time as they are in such military service on field training or active duty, for periods not exceeding thirty-one days in any calendar year.

(b) If a City employee's military pay or compensation during such period of leave of absence from scheduled duties is less than his or her City pay would have been for such period, he or she shall be paid by the City the difference in money between the City pay and his or her military pay for such period. In determining such employee's military pay for the purposes of this section, allowances for travel, food or housing shall not be considered, but any other pay or allowance of whatever nature, including longevity pay, shall be considered.

(c) Such leave of absence from scheduled duties shall not affect the person's rights to vacation leave, sick leave, bonuses or other normal benefits of his or her employment.

(Ord. 1987-42. Passed 9-14-87.)

#### ~~179.11~~ 179.09 COMPENSATION OF ACTING DIRECTORS AND ACTING ASSISTANT DIRECTORS.



Effective January 1, 1986, when a vacancy in the office of director or assistant director of any of the departments in the City occurs by reason of retirement, death, termination or extended leave, and an employee is assigned, by the Mayor, the duty of acting director or acting assistant director, during the interim time period until a new director or assistant director is appointed, such employee shall be paid at the director's or assistant director's normal rate of pay for such duty.

(Ord. 1986-21. Passed 4-28-86.)

#### ~~179.12 COMMERCIAL DRIVER'S LICENSES REQUIRED.~~

~~—(a) Effective April 1, 1992, any employee whose regularly scheduled duties require him or her to operate at least one of the following vehicles shall have and maintain a valid State of Ohio commercial driver's license (CDL):~~

~~—(1) A single vehicle with a gross vehicle weight rating of more than 26,000 pounds.~~

~~—(2) A trailer with a gross vehicle weight rating of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds.~~

~~—(3) A vehicle designed to transport more than fifteen persons (including the driver).~~

~~—(4) Any size vehicle transporting hazardous materials which requires placarding.~~

~~—(b) These various employees are required to pass the General Knowledge Test and Road Skills Test (unless grandfathered). In addition, some employees will be required to pass the Tanker Test Endorsement, the Air Brake Endorsement, the Passenger Transport Test Endorsement and the Hazardous Material Test Endorsement. For all employees hired on or before March 31, 1991, the City agrees to reimburse each employee for the initial cost of securing a CDL with the various endorsements. This refers only to the cost of the actual license and not to any outside training the employee may require. In addition, the City agrees to pay for one and only one Road Skills Test, through March 31, 1992, for any employee who is ineligible for grandfather status, whose regularly scheduled duties require him or her to possess a CDL.~~

~~—(c) It is the sole responsibility of the employee to notify his or her supervisor if the employee's CDL is suspended, revoked or canceled or if he or she is disqualified from driving, before the employee's next regularly scheduled work shift after he or she becomes aware of said suspension, revocation, cancellation or disqualification. Failure on the part of the employee to notify his or her supervisor of any of the above-mentioned conditions shall result in immediate dismissal from employment. The employee must also notify his or her supervisor of any traffic violations (except parking) before the employee's next regularly scheduled work shift after a conviction. Failure to notify a supervisor of a conviction of a traffic violation will result in a one-day suspension from employment, without pay, for the first offense; a three-day suspension from employment, without pay, for the second offense; and dismissal from employment upon the third offense.~~

(Ord. 1991-28. Passed 8-12-91.)

CHAPTER 181  
Mayor's Court

181.01 Report of Court receipts by Mayor. (Repealed)

181.02 Payment to General Fund. (Repealed)

181.03 Court Clerk.

181.04 Defense of indigents.

181.05 Court costs.

181.06 Computer Fund.

181.07 Mayor's Court Magistrate.

CROSS REFERENCES

Judicial powers of Mayor - see CHTR. Art. II, § 3

Mayor's Court, jurisdiction and authority - see Ohio R.C. 1905.01 et seq.

Suspension of driver's license - see TRAF. 303.99(c); GEN. OFF. 698.07

Failure to pay fine - see GEN. OFF. 606.32

Disobedience of court orders, processes, etc. - see GEN. OFF. 606.34

Using sham legal process - see GEN. OFF. 606.35

181.01 REPORT OF COURT RECEIPTS BY MAYOR. (REPEALED)

(EDITOR'S NOTE: Section 181.01 was repealed as part of the 1979 updating and revision of these Codified Ordinances. The subject of Court receipts is covered by Ohio R.C. 733.40.)

181.02 PAYMENT TO GENERAL FUND. (REPEALED)

(EDITOR'S NOTE: Section 181.02 was repealed as part of the 1979 updating and revision of these Codified Ordinances. The subject of Court receipts is covered by Ohio R.C. 733.40.)

181.03 COURT CLERK.

There is hereby created the position of Court Clerk of the Municipality who shall be appointed by the Mayor, shall serve at ~~his~~ their pleasure and shall perform such clerical duties on behalf of the Municipality as may be assigned by the Mayor from time to time.

(Ord. 1956-40. Passed 5-21-56.)

181.04 DEFENSE OF INDIGENTS.

(a) The Mayor is hereby authorized and directed to assign a lawyer or lawyers to defend indigents charged with violations of ordinances of the City.

(b) The Mayor is hereby authorized to agree on behalf of the City to pay such reasonable compensation for defense of indigents charged with violation of City ordinances as may be approved by Council.

(c) The Director of Finance is hereby authorized and directed to pay such compensation for the defense of indigents from Account No. 141, entitled Account for Extra Legal Counsel.

(Ord. 1974-27. Passed 4-8-74.)

181.05 COURT COSTS.

(a) The Mayor is hereby authorized to set court costs in an amount as recommended by the Director of Finance. Such costs shall be determined on the basis of actual costs necessary to operate the Mayor's Court.

(Ord. 1980-43. Passed 10-14-80.)

(b) Court costs assessed against defendants in actions pending in the Mayor's Court shall be retained by the Municipality such pending actions are dismissed upon the payment of costs.

This division shall be effective as of the earliest date that costs were assessed against defendants.

(Ord. 1990-2. Passed 1-22-90.)

181.06 COMPUTER FUND.

(a) There is hereby established a Mayor's Court Computer Fund in and for the City.

(b) A portion of the court costs, in an amount not to exceed the maximum set by Ohio R.C. 1901.261(A), shall be designated as the Mayor's Court computer fee, and the same shall be paid into the Mayor's Court Computer Fund.

(c) Proceeds received hereunder shall be used only as payment for Court computer hardware and software, the acquisition thereof, and for updates, ongoing maintenance and other technological expenses of the Mayor's Court.

(d) The Director of Finance and the Law Director shall obtain written approval from the State Auditor for the Mayor's Court Computer Fund.



(Ord. 1996-6. Passed 2-26-96.)

181.07 MAYOR'S COURT MAGISTRATE.

(a) There is hereby created the position of Mayor's Court Magistrate. Such Magistrate shall be appointed by the Mayor.

(b) The Magistrate shall perform those duties of a Mayor's Court Magistrate as defined by the Ohio Revised Code, and shall be qualified as required by State law.

(c) ~~The compensation for the Magistrate shall be fixed by Council.~~ In the event that the Magistrate is unavailable for a Court session, the Mayor on an as-needed basis, may engage the services of a qualified Magistrate to preside over such session.

(d) The compensation for the Magistrate and any substitute Magistrate shall be budgeted by Council.

(Ord. 2000-41. Passed 9-11-00.)