



Meeting Conducted Via WebEx Meeting Platform

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NOTICE OF MEETING

CITY COUNCIL

- Joe Frank**
President
- Sara Continenza**
- Chanell Elston**
- Jane Goodman**
- Ruth Gray**
- Susan Hardy**
- Justin Tisdale**

MEETING OF: COMMITTEE OF THE WHOLE

CALLED BY: JOE FRANK, CHAIR

DATE: MONDAY, MAY 24, 2021

LOCATION: WEBEX VIRTUAL MEETING (see info above)

TIME: 7:00 P.M.

RE:

- Monthly Finance & Budget Meeting.
- Update From Legislative Committee Regarding Ord. 06-21 Salary Ord.
- Res. 60-20 American Tower Lease Agreement

COMMITTEE MEMBERS:

- SARA CONTINENZA
- CHANELL ELSTON
- RUTH GRAY
- SUSAN HARDY
- JANE GOODMAN
- JUSTIN TISDALE

ADMINISTRATION

- BRENDA WENDT, FINANCE DIRECTOR
- MICHAEL LOGRASSO, LAW DIRECTOR

CITY OF SOUTH EUCLID
RITA tax collections 2021

Date of Report	+/- \$ vs 2020	+/- % vs 2020	YTD % COLLECTED		YTD Collected	PRIOR	Withholder YTD	PRIOR	Individual YTD	PRIOR	Net Profit YTD	PRIOR
			VS BUDGET	YTD COLLECTED		YTD		YTD		YTD		
12/31/2020	(76,306)	-9.63%	5.65%		715,818	792,165	384,084		269,590		33,192	
1/14/2021	(135,674)	-13.89%	6.63%		840,761	976,435	452,637	503,501	320,110	347,613	37,152	58,509
1/29/2021	(142,134)	-7.36%	14.12%		1,789,054	1,931,188	643,237		998,774		44,085	
2/11/2021	10,511	0.50%	16.68%		2,113,334	2,102,823	949,140	1,001,941	1,011,769	827,376	47,255	145,450
2/26/2021	(82,393)	-2.92%	21.63%		2,741,155	2,823,548	1,259,513		1,262,261		73,967	
3/11/2021	(79,884)	-2.64%	23.23%		2,943,430	3,023,314	1,422,699	1,491,038	1,289,931	1,178,032	79,684	155,971
3/31/2021	(134,793)	-3.38%	30.38%		3,850,288	3,985,081	1,768,884		1,765,398		119,036	
4/13/2021	(106,939)	-2.62%	31.33%		3,969,713	4,076,652	1,851,724	1,872,748	1,793,987	1,668,743	122,683	297,733
4/30/2021	(32,296)	-0.63%	39.99%		5,067,378		2,219,322		2,420,317		181,771	
5/13/2021	58,908	1.13%	41.44%		5,250,942	5,192,034	2,298,873	2,304,607	2,498,785	2,270,187	205,654	346,052
			\$12,672,312		\$0		\$0		\$0		\$0	

* Note: YTD Collected does not equal (Withholder YTD+Individual YTD+Net Profit YTD) due to penalties and interest charged to delinquent accounts.

CITY OF SOUTH EUCLID
2020/2021 RECEIPT AND DISBURSEMENT COMPARISON

RECEIPTS				YTD	
2020					
january	1,573,303	7.85%	1,573,303	7.85%	
february	2,692,382	13.43%	4,265,685	21.29%	
march	1,401,028	6.99%	5,666,713	28.28%	
april	1,362,278	6.80%	7,028,991	35.07%	
may	1,802,592	8.99%	8,831,583	44.07%	
june	994,876	4.96%	9,826,459	49.03%	
july	1,325,237	6.61%	11,151,696	55.65%	
august	2,610,553	13.03%	13,762,249	68.67%	
september	1,700,876	8.49%	15,463,125	77.16%	
october	1,591,891	7.94%	17,055,017	85.10%	
november	1,334,105	6.66%	18,389,122	91.76%	
december	1,585,501	7.91%	19,974,624	99.67%	
projected	19,974,624				
	20,040,452	99.67% of projected total			

RECEIPTS				YTD	
2021					
january	1,378,756	6.92%	1,378,756	6.92%	8.33%
february	2,706,192	13.57%	4,084,948	20.49%	16.67%
march	1,756,610	8.81%	5,841,558	29.30%	25.00%
april	1,389,958	6.97%	7,231,516	36.27%	33.33%
may		0.00%	7,231,516	36.27%	41.67%
june		0.00%	7,231,516	36.27%	50.00%
july		0.00%	7,231,516	36.27%	58.33%
august		0.00%	7,231,516	36.27%	66.67%
september		0.00%	7,231,516	36.27%	75.00%
october		0.00%	7,231,516	36.27%	83.33%
november		0.00%	7,231,516	36.27%	91.67%
december		0.00%	7,231,516	36.27%	100.00%
projected	7,231,516				
	19,935,687	36.27% of projected total			

DISBURSEMENTS				YTD	
2020					
january	1,996,906	9.32%	1,996,906	9.32%	
february	3,448,149	16.09%	5,445,055	25.41%	
march	1,839,369	8.58%	7,284,424	33.99%	
april	1,255,960	5.86%	8,540,384	39.85%	
may	1,471,789	6.87%	10,012,173	46.72%	
june	1,825,066	8.52%	11,837,239	55.24%	
july	731,578	3.41%	12,568,817	58.65%	
august	1,020,107	4.76%	13,588,924	63.41%	
september	405,902	1.89%	13,994,826	65.30%	
october	2,303,861	10.75%	16,298,687	76.06%	
november	52,345	0.24%	16,351,032	76.30%	
december	1,278,956	5.97%	17,629,989	82.27%	
projected	17,629,989				
	21,430,060	82.27% of projected total			

DISBURSEMENTS				YTD	
2021					
january	2,006,345	8.87%	2,006,345	8.87%	8.33%
february	1,771,403	7.83%	3,777,748	16.70%	16.67%
march	1,419,948	6.28%	5,197,695	22.98%	25.00%
april	1,346,727	5.95%	6,544,423	28.94%	33.33%
may		0.00%	6,544,423	28.94%	41.67%
june		0.00%	6,544,423	28.94%	50.00%
july		0.00%	6,544,423	28.94%	58.33%
august		0.00%	6,544,423	28.94%	66.67%
september		0.00%	6,544,423	28.94%	75.00%
october		0.00%	6,544,423	28.94%	83.33%
november		0.00%	6,544,423	28.94%	91.67%
december		0.00%	6,544,423	28.94%	100.00%
projected	6,544,423				
	22,616,802	28.94% of projected total			

General Fund			
Balance	2020	2021	Difference
january	2,826,238	4,301,290	1,475,052
february	2,082,260	5,745,718	3,663,458
march	1,944,991	3,394,133	1,449,142
april	2,135,633	2,847,904	712,271
may	2,636,734		-2,636,734
june	1,822,597		-1,822,597
july	2,561,139		-2,561,139
august	4,149,598		-4,149,598
september	5,154,157		-5,154,157
october	4,208,337		-4,208,337
november	5,017,154		-5,017,154
december	5,352,386		-5,352,386

CITY OF SOUTH EUCLID, OHIO

ORDINANCE NO.: 06-21
 INTRODUCED BY: Frank
 REQUESTED BY: Mayor

April 12, 2021
 As amended in Legislative Committee on May 17, 2021

AN ORDINANCE

FIXING THE SALARY RANGE, COMPENSATION AND RATES OF PAY FOR VARIOUS OFFICES, BOARDS, COMMISSIONS AND DEPARTMENTS OF THE MUNICIPAL GOVERNMENT EFFECTIVE JANUARY 1, 2021, REPEALING ORDINANCE NO. 21-16 ADOPTED FEBRUARY 27, 2017 AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HEREWITH; AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of South Euclid, Ohio:

Section 1: That title, salary, and compensation for the following listed offices are hereby established not to exceed the following amounts (not including longevity):

	<u>RANGE</u>				
	<u>FROM</u>		<u>TO</u>		
Mayor Reference ordinance number 12-07					
Council Reference ordinance number 34-10					
Finance Director	\$82,774	\$78,000	\$119,700	\$111,427	\$105,000 Per annum
Building Commissioner/ Zoning Administrator	\$77,822	\$73,333	\$114,000	\$106,121	\$100,000 Per annum
Service Director	\$77,822	\$73,333	\$114,000	\$106,121	\$100,000 Per annum
Economic Development Director	\$58,012	\$54,666	\$93,480	\$87,019	\$82,000 Per annum
Community Services Director	\$58,012	\$54,666	\$93,480	\$87,019	\$82,000 Per annum
Housing Director	\$53,060	\$50,000	\$93,480	\$87,019	\$82,000 Per annum
Community Center Director	\$53,060	\$50,000	\$93,480	\$87,019	\$82,000 Per annum
Community Development Coordinator	\$50,382	\$47,476	\$75,000	\$65,000	Per annum
Assistant Service Director	\$50,382	\$47,476	\$75,000	\$65,000	Per annum
Assistant Finance Director	\$50,382	\$47,476	\$96,900	\$90,203	\$85,000 Per annum
Law Director	\$54,173	\$51,048	\$75,240	\$70,040	\$66,000 Per annum and \$137.50 per hour for his or his designee's preparation, representation & appearance in all County, State and Federal Courts including preparation, representation and appearance before State and Federal Boards and Commissions and to representation in all City labor matters.

ADMINISTRATION (continued)

	<u>RANGE</u>		
	<u>FROM</u>		<u>TO</u>
Prosecutors	\$15,918	\$15,000	\$31,836 \$30,000 \$100.00 per hour for preparation and appearance in County and State Courts and State and Federal Boards or Commissions, and for preparation and trial time for jury trials in the South Euclid Municipal Court.
City Engineer	\$10,612	\$10,000	\$21,224 \$20,000 Per annum
Fire Chief	Reference ordinance number 04-06		
Police Chief	Reference ordinance number 03-06		
Asst. Fire Chief	Reference ordinance number 04-06		
Asst. Police Chief	Reference ordinance number 03-06		

The Fire Chief, Police Chief, Assistant Fire Chief and Assistant Police Chief shall be entitled to the benefits afforded to their perspective unions under their collective bargaining agreements with the exception of overtime compensation and accrual of accumulated time.

For a Finance Director or Assistant Finance Director who hold a Certified Public Accounting certificate, they shall be entitled to an additional stipend of \$3,000.00 per year.

For a Building Commissioner who holds an Ohio Registration as an Architect or Professional Engineer, they shall be entitled to an additional stipend of \$3,000.00 per year.

The foregoing enumerated offices constitutes administrative and supervisory positions in the city government, and no overtime compensation or accrual of any accumulated compensatory time shall be authorized or permitted.

Traffic Commissioner	Paid one-half rank differential between Police Sergeant and Police Lieutenant
Corporal	Paid six percent (6%) wage differential over the applicable wage rate for a Class A 4th year patrol officer.

Section 2: That title, salary and rates of pay for the following special service employees are hereby established not to exceed the following amounts:

SPECIAL SERVICE EMPLOYEES

Special Police Officer

Current Class "C" rate per CBA

	<u>RANGE</u>		
	<u>FROM</u>		<u>TO</u>
Auxiliary Police Officers	\$12.00/hr	\$11.00/hr.	\$25.00 \$21.00/hr. \$20.00/hr
Jailer	\$16.00/hr.	\$15.00/hr	\$31.00 \$27.00/hr. \$25.00/hr
Senior Records Clerk	\$16.00/hr.	\$15.00/hr	\$31.00 \$27.00/hr. \$25.00/hr
Records Clerk	Minimum Wage/hr.		\$22.00 \$18.00/hr. \$17.00/hr
Office Assistant	\$11.00/hr	\$10.00/hr	\$25.00 \$21.00/hr. \$20.00/hr
Park Guard/Supervisor	\$10.00/hr		\$20.00 \$16.00/hr. \$15.00/hr
Parking Ticket Hearing Officer (Refer to Ordinance 147)	\$25.00/hr.		\$25.00/hr.
Administrative Assistant to Police Chief	\$50,382	\$47,476	\$72,586 \$63,672 \$60,000 Per annum
Animal Warden	\$16.00/hr.		\$31.00 \$27.00/hr.

Section 3: That title, salary and rates of pay for the judge and employees of the Municipal Court are hereby established not to exceed the following amounts:

MUNICIPAL COURT

	<u>Annual City Rate</u>
Judge (City Portion)	\$37,950.00
Clerk of Court (City Portion)	\$33,000 –\$46,800
Acting Judge (City Portion)	\$148.20/day
Magistrate (Small Claims) (permanent part time) (City Portion)	\$12,000 - \$24,000

	<u>RANGE</u>
	<u>FROM</u> <u>TO</u>
Chief Deputy Clerk	\$20/hr \$34/hr
Deputy Clerk	\$10/hr \$22/hr
Deputy Clerk/IT Specialist	\$15/hr \$25/hr.
Bookkeeper	\$10/hr \$33/hr
Chief Bailiff (City Portion)	\$15/hr \$22/hr
Assistant Security Bailiff (City Portion)	\$12/hr \$18/hr
Admin. Bailiff	\$10/hr \$22/hr
Probation Officer	\$15/hr \$25/hr
Magistrate (Small Claims) (part time) (City Portion)	\$20/hr \$30/hr

Section 4: That title, salary and rates of pay for the following departments of the city are hereby established not to exceed the following amounts:

FINANCE DEPARTMENT

	<u>RANGE</u>
	<u>FROM</u> <u>TO</u>
Payroll Administrator	\$16.00/hr. \$15/hr. \$31.00/hr \$27.00/hr. \$25/hr.
Part Time Office Assistant	Minimum Wage/hr. \$20.00/hr \$16.00/hr \$15/hr
Finance Department Assistant	\$14.00/hr. \$13/hr \$27.00/hr \$23.00/hr. \$22/hr

BUILDING AND HOUSNG DEPARTMENT

<u>Technical</u>	
Chief Building Inspector	\$29.00/hr. \$27/hr \$42.00/hr \$38.00/hr. \$36/hr
Building Inspector I	\$19.00/hr. \$18/hr \$32.00/hr \$28.00/hr. \$26/hr
Building Inspector II	\$27.00/hr. \$25/hr \$37.00/hr \$33.00/hr. \$31/hr
Lead Housing Inspector	\$19.00/hr. \$18/hr \$31.00/hr \$27.00/hr. \$25/hr
Housing Inspector	\$17.00/hr. \$16/hr \$27.00/hr \$23.00/hr. \$22/hr
Permit Specialist	\$16.00/hr. \$15.50/hr \$28.00/hr \$24.00/hr. \$22.50/hr
<u>Administrative</u>	
Building or Housing Department Assistant I	\$10.00/hr \$9/hr \$21.00/hr \$17.00/hr. \$16.25/hr
Building or Housing Department Assistant II	\$16.00/hr. \$14.75/hr \$25.00/hr \$21.00/hr. \$19.50/hr
Housing Programs Coordinator	\$16.00/hr. \$15.50/hr \$28.00/hr \$24.00/hr. \$22.50/hr
Office Assistant – Part Time	Minimum Wage/hr. \$20.00/hr \$16.00/hr \$15/hr
Administrative Support Specialist	\$15.50/hr. \$25.00/hr
Administrative Asst. to the Building Comm.	\$50,382 \$72,586 \$63,672 Per annum

In addition to the amounts set forth above for Building and Housing Department personnel, an employee holding any of the following certifications set forth under the Ohio Building Code Section 103.2(2) for required personnel shall be entitled to annual compensation in the amount of \$250.00 per license. Interim certifications are excluded. Certifications must be current with the Board of Building Standards. Failure to maintain certifications will result in forfeiture of compensation. Payable with the first pay of December and prorated for the number of months worked in that calendar year.

The eligible certifications are: Building Official, Master Plans Examiner, Building Inspector, Plumbing Inspector, and Electrical Safety Inspector.

SERVICE DEPARTMENT

	<u>RANGE</u>	
	<u>FROM</u>	<u>TO</u>
Part Time	Minimum Wage/hr.	\$21.00/hr. \$20/hr
Administrative Support Specialist	\$16.00/hr. \$15/hr	\$32.00/hr \$27.00/hr. \$25/hr

MISCELLANEOUS

Clerk of Council	\$16,000 \$10/hr	\$28,000 \$20/hr. Per annum
Receptionist – Clerk	Minimum Wage/hr	\$21.00/hr \$17.00/hr \$16/hr
Law Clerk – Part Time	\$10.00/hr \$9/hr	\$17.00/hr \$16/hr
Office Assistant – Part Time	Minimum Wage/hr	\$16.00/hr \$15/hr
Pool Director	\$6,898.00 \$6,500	\$10,081.00 \$9,500 Per season
Part Time Seasonal Coordinator	Not to exceed \$796.00/week	\$750/wk.
Part Time Seasonal Help	Minimum wage/hr.	\$15.00/hr \$11.00/hr. \$10/hr

COMMUNITY CENTER

Administrative Support Specialist	\$9.00/hr Minimum Wage/hr	\$21.00/hr \$17.00/hr. \$15/hr
Building Assistant	Minimum Wage/hr	\$21.00/hr \$17.00/hr. \$15/hr
Support Staff/Maintenance	Minimum Wage/hr	\$21.00/hr \$17.00/hr \$14/hr

Section 5: EXECUTIVE/ADMINISTRATIVE ASSISTANTS

	<u>RANGE</u>	
	<u>FROM</u>	<u>TO</u>
Executive Assistant to the Mayor	\$50,382 \$47,476	\$75,000 \$65,000 per annum

The offices described in Section 5 are administrative and supervisory positions in the city government and therefore no overtime compensation or accrual of any accumulated compensatory time shall be authorized or permitted.

If an employee is regularly designated and agrees to oversee day-to-day department operations in the absence of the Administrator, that person will receive an amount not to exceed five (5) per cent adjustment above the regular hourly rate for all hours worked. Recommendation for being designated or removed from this assigned rate will require the concurrence of the Department Administrator and the Mayor. This adjustment is specifically excluded when calculating payment within the pay range.

Section 6: That title, salary and compensation of appointees and employees of the various Boards and Commissions of the City are hereby established not to exceed the following amounts and number of meetings listed below:

BOARDS AND COMMISSIONS

Board of Zoning Appeals:	Chairman	\$2,100 Per annum	\$75.00 Per meeting (\$24 meetings per annum)
	Members	\$1,500 Per annum	\$50.00 Per meeting (24 meetings per annum)
City Planning Commission:	Chairman	\$2,100 Per annum	\$87.50 Per meeting (24 meetings per annum)
	Members	\$1,500 Per annum	\$62.50 Per meeting (24 meetings per annum)
Civil Service Commission:	Chairman	\$2,100 Per annum	\$175.00 Per meeting (12 meetings per annum)
	Members	\$1,500 Per annum	\$125.00 Per meeting (12 meetings per annum)
Jury Commission: (Not to exceed One (1))	Chairman	\$4,000 Per annum	
	Members	\$1,600 Per annum	
Architectural Review Board	Chairman	\$2,100 Per annum	\$150.00 Per meeting (12 meetings per annum)
	Members	\$1,500 Per annum	\$100.00 Per meeting (12 meetings per annum)
Records Commission	Chairman	\$1,200 Per annum	\$300 Per meeting (4 meetings per annum)
	Member	\$ 800 Per annum	\$200 Per meeting (4 meetings per annum)

BOARDS AND COMMISSIONS (continued)

Secretaries:

Civil Service Commission	50.00 \$100 Per meeting
Zoning & Bldg. Stand. Bd. of Appeals	50.00 \$100 Per meeting
Planning & Zoning Commission	55.00 \$110 Per meeting
Other Boards & Commissions	35.00 \$ 70 Per meeting
Architectural Review Board	50.00 \$100 Per meeting

Section 7: LONGEVITY

All officials elected to a full time office who purchase additional service credits as permitted by Section 145.201 of the Revised Code of Ohio shall be reimbursed in amount of the costs thereof.

That in addition to their regular compensation, all full time employees with the exception of regular full time members of the members of the Police, Fire, Service and Dispatch who are covered by a collective bargaining agreement shall be paid additional annual compensation for length of continuous service as follows:

1st through 5th year of continuous service	-	No Entitlement
6th through 10th year of continuous service	-	\$ 900.00
11th through 15th year of continuous service	-	\$1,200.00
16th through 20th year of continuous service	-	\$1,500.00
21st year of continuous service & thereafter	-	\$1,800.00

This amount shall be paid ~~as a lump sum in~~ and only for the year represented, and not a cumulative amount including prior years. For the purpose of applying this section, the anniversary date of appointment or employment unless it be on the first of any month, shall be considered as being on the first of the month next following the actual date of appointment or employment for which entitlement for service is allowed.

Section 8: UNIFORM ALLOWANCES

Uniform allowances for specified employees within the Department of Public Safety are hereby established as follows:

Uniform allowance for regular school guard personnel, \$350.00 per year payable with the second pay of the month in March.

Uniform allowance for Police civilian personnel to be \$650.00 per year, to be paid in equal installments with the second pay of the month in March and second pay of the month in September of each year. Uniform allowance for part-time Police civilian personnel (working minimum of 20 hrs/week) to be \$440.00 and to be paid in equal installments with the second pay of the month in March and second pay of the month in September.

Uniform allowance for Special Police Officers and Auxiliaries to be \$350.00 per year, to be paid in equal installments with the second pay of the month in March and second pay of the month in September.

In the event an employee's employment is terminated either by the employee or by the city, the uniform allowance paid shall be recovered by the City on a prorated basis computed on full calendar months worked in the current year of employment and the balance due the City shall be deducted from the final salary payment.

Section 9: VACATIONS

The following vacation allowances, schedule and conditions are hereby established for employees of the City:

(A) All full time employees shall be granted the following vacation with pay each year based upon their cumulative length of continuous service as follows:

Hourly paid permanent part-time employees shall accrue vacation time in the same manner as full time employees, except that the per day hours of vacation pay shall be those part-time hours normally worked by said part-time employees. Seasonal employees are defined as those who are employed to work for a specific limited period of time, regardless of number of hours worked in one week, shall not be entitled to vacation pay. Permanent part-time employees are defined as one who is scheduled to work fifty-two (52) weeks per calendar year at regular scheduled hours per week which must be in excess of twenty (20) hours.

<u>Length of Service</u>	<u>Length of Vacation</u>
During 1st year of employment	One-sixth (1/6) week per month to December 31, from date of hire.
After 1 year	Two (2) weeks
After 5 years	Three (3) weeks
After 12 years	Four (4) weeks
After 17 years	Five (5) weeks
After 25 years	Six (6) weeks

Vacation pay for employees shall be at the employee's weekly rate of pay.

(B) For the purposes of computing vacation to which an employee may be entitled, all employees shall have a common anniversary date of December 31. In order that no employees be penalized by reason of the common anniversary date, the following accrual periods shall be observed:

1. During the first year of employment, vacation will be earned at a rate of 1/6th of a week's vacation for each full month worked from the employee's date of hire to the common anniversary date.
2. During the fifth year of employment vacation will be earned at the rate of 1/4th of a week's vacation for each full month worked from the employee's fourth (4th) anniversary date to the common anniversary date.
3. During the twelfth year of employment, vacation will be earned at the rate of 1/3rd of a week's vacation for each full month worked from the employee's eleventh (11th) anniversary date to the common anniversary date.
4. During the seventeenth year of employment, vacation will be earned at the rate of 5/12th of a week's vacation for each full month worked from the employee's seventeenth (17th) anniversary date to the common anniversary date.
5. During the twenty-fifth year of employment, vacation will be earned at the rate of 1/2th of a week's vacation for each full month worked from the employee's twenty-fourth (24th) anniversary date to the common anniversary date.

For those employees hired prior to the sixteenth (16th) of the month, computation will be made as of the first day of the month hired.

For those employees hired from the sixteenth (16th) to the end of the month, computation will be made effective the next month.

- (C) The right to schedule an employee's vacation period is reserved by the City. Employees shall notify the City by February 1, of each year of their choice of vacation dates. The City will post the vacation schedule by March 1, of each year. Wherever possible the City will seek to accommodate employees as to vacation dates. Any conflict in choice shall be resolved on the basis of departmental seniority. Request for vacation period changes must be made at least two weeks prior to the beginning of the previously approved vacation period. The City may reschedule an employee's vacation period for operational reasons provided it notifies the employee's previously approved vacation. Employees shall be required to take their vacation time off from work and may not receive vacation pay in lieu thereof.
- (D) Vacation time may only be transferred from one year to another year with the expressed written consent of the Mayor.
- (E) If a holiday as provided for in Section 10, of this ordinance falls within a full time or permanent part-time employee's scheduled vacation, it will be considered a designated holiday and not a vacation day.
- (F) An eligible employee may elect to receive his vacation check on the pay date prior to the employee's vacation provided two (2) weeks notice has been given of the employee's desire to receive a vacation check.
- (G) An employee who is discharged or who terminates his employment after qualifying for a vacation shall be paid one-twelfth (1/12) the vacation pay due him based upon his completed length of service, for each full month of employment or major fraction thereof for which he has received no vacation pay, provided the employee has given the City two (2) weeks advance notice of his termination of employment. In the event an employee terminates his employment or is discharged and later rehired, he shall be considered a newly-hired employee. In the event of the death of an employee, his accrued vacation pay shall be paid to his surviving spouse or to his estate.
- (H) Any employee who sustains a work related injury covered by Ohio Workers' Compensation will continue to accrue vacation during the period of disability provided the employee returns to his normal duties within one hundred and eighty (180) days of the date of injury.
- (I) Any employee who is receiving compensation for authorized sick leave will continue to earn vacation credits during the period of such compensation from the City.
- (J) "Length of Service" as used in this Section pertaining to vacation schedules means years of employment with South Euclid only. However, any employee of the Municipality who has been previously employed in a full-time capacity by the State of Ohio or any of its political subdivisions, providing a letter of verification from the prior public employer is submitted within the 1st year of employment with the City, is entitled to have such prior service counted as years of employment for the purpose of computing vacation time herein and shall be credited as such on January 1st after initial employment with the City.

Section 10: HOLIDAYS

The following holidays are hereby established for all full time and permanent part time employees:

All full-time employees of the municipality shall be entitled to time off and to be paid at their hourly rate on the basis of a normally scheduled workday for the following designated holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	

In addition, each full-time employee is entitled six (6) days each calendar year which are undesignated holidays. Employees earn one (1) undesignated holiday for each two (2) calendar months of employment. (See Section 12 for Waiting Period.) Undesignated holidays for the current calendar year only may be used prior to being earned but can only be taken when time permits as decided by the department head. If an employee terminates his/her employment, any holiday taken by the employee but not earned will be repaid to the city by reducing the employees last paycheck.

Permanent part-time employees who are scheduled to work fifty-two weeks per calendar year at regular scheduled hours per week which must be in excess of twenty hours shall be entitled to the designated holidays and undesignated holidays mentioned above. (Payment for permanent part-time employees will be one-fifth (1/5) of their average weekly wage) for each holiday. Employees earn one (1) undesignated holiday for each two (2) calendar months of employment. Undesignated holidays begin to accrue after an employee has completed their waiting period. (See Section 12 for Waiting Period.) Undesignated holidays for the current calendar year only may be used prior to being earned but can only be taken when time permits as decided by the department head. If an employee terminates his/her employment, any holiday taken by the employee but not earned will be repaid to the city by reducing the employees last paycheck.

Eligibility. In order to qualify for holiday pay, any employee who has completed their waiting period, (see Section 12 for Waiting Period) must meet the following requirements:

- A. He/she must be a full-time employee or a permanent part-time employee regularly scheduled to work a minimum of twenty (20) hours per week and have seniority as of the date of such holiday;
- B. He/she must be on the active payroll during the week in which the holiday falls (or the prior week if a Sunday holiday is involved);
- C. He/she must work the last full scheduled shift prior to such holiday and the first full scheduled shift immediately following such holiday unless the employee's absence was involuntary and for a reasonable cause.
- D. Employees who desire to take undesignated holidays must meet the above conditions and give two (2) days' prior notification, if possible, as to when they are taking the time off so that the time off can be approved.

Designated Holiday Observance. Sunday holidays shall be observed on Mondays. If any of the above Holidays falls on a Saturday, the preceding Friday shall be observed as the holiday.

Vacation Exception. Employees who are on vacation during the week in which a holiday is observed and who otherwise qualify for holiday pay and who work their full scheduled shift immediately following such vacation will be paid for that holiday.

Section 11: HOSPITALIZATION INSURANCE

The City will provide a healthcare plan for full-time employees and those recognized by the current healthcare provider and for the Judge of the South Euclid Municipal Court once they have completed the mandatory waiting period. (See section 12 for waiting period).

Employees who are eligible for health insurance coverage, their dependents and spouses, may voluntarily elect, in writing, not to be covered under the City offered health insurance plan. In the event family coverage is discontinued, the employee may elect to be compensated a minimum of \$400.00 for each month the insurance is discontinued and the employee is not covered by a City health insurance plan. If single coverage is discontinued, the employee may elect to be compensated a minimum of \$144.00 per month for each month the insurance is discontinued and the employee is not covered by a City health insurance plan. Payroll payments under this section will be made the last pay in June and the last pay in December. If two employees are both eligible for family coverage through the city paid health insurance and one of the employees enrolls for family coverage, it renders the other employee ineligible to receive the voluntary waiver of health insurance compensation.

Employees who wish to re-enroll in family or single hospitalization insurance coverage with the City may do so during the various insurance plans' normal enrollment period provided the employee, spouse and dependents meet the eligibility requirements for enrollment. As part of the election not to be covered under the City hospitalization insurance plans, the employee, spouse and dependents must acknowledge that if they should seek re-enrollment in

the insurance plans offered by the City, they may not be covered by such carriers for any pre-existing conditions. In addition, the City may require periodic proof of coverage elsewhere. (City to draft waiver.)

Effective January 1, 1999, for all eligible full time employees who have completed two (2) months of service calculated from the employee's date of hire the City will pay the premiums for a minimum \$20,000.00 term life and accidental death and dismemberment insurance.

Section 12: PROBATION PERIOD – WAITING PERIOD

12(a) Probation Period – The Probationary Period is considered the first 90 days of employment.

All employees shall be considered to be probationary employees until they have completed their probationary period.

12(b) Waiting Period – The waiting period is the first 2 months of employment, to be calculated as follows: If your hire date falls on the 1st through the 15th of the month, that month will help satisfy your waiting period. If your hire date falls on the 16th through the 31st of the month, that month will not help satisfy your waiting period.

Benefits including holidays, sick time and hospitalization shall start to accrue beginning with the third (3rd) month for eligible employees who have completed their waiting period pursuant to Section 9, 10 and 11.

Section 13: That officers and employees of the Municipal Government shall be paid bi-weekly, except as otherwise determined by the head of the various departments. All salaries and wages accrued on and after **January 1, 2021** ~~January 1, 2016~~ shall be paid at the rate provided in this Ordinance.

Section 14: EXPENSE

Any full time, part-time or special employee who is required to use a personal vehicle in the performance of said employee's municipal duties other than transportation to and from his place of work, shall be reimbursed therefore, at the rate per mile that is currently in effect per IRS Regulations, upon submission to the Finance Director the record indicating the date, time and purpose of such use, and the number of miles driven.

Any employee who, with prior approval of his department head, is required to be beyond the limits of this municipality in the performance of his municipal duties, or to receive training, therefore, shall be reimbursed for the cost of his overnight accommodation and necessary meals consistent with reasonable rates prevailing, as approved by the responsible department head and Mayor.

Section 14A: REIMBURSEMENT FOR APPROVED EDUCATIONAL COURSE COSTS.

For all job related subjects required to attain a bachelor's degree taken by full time city personnel during an employee's employment and for such other subjects as are approved by the Mayor for department members, the City will reimburse a department member for the costs of said course(s), including applicable tuition, fees, cost of books and related materials necessary in the completion of such course(s), less any amount paid by a federal or public agency toward the cost of said course(s).

The following enumerated conditions and requirements are hereby established as conditions precedent to the reimbursement provided above for approved educational courses:

- A. Full time department members must have completed two continuous years of service in the City before they will be entitled to reimbursement for approved educational courses under this Article.
- B. For reimbursement, a minimum of grade "C" or its equivalent is required to qualify for such reimbursement.
- C. Reimbursement will be paid only at the end of the school quarter or semester upon submission to the satisfaction of the Mayor of the School transcript or other competent evidence that the courses were successfully completed in that particular calendar year.

Section 15: That original Ordinance No. 21-16 20-09, the Ordinance fixing the salary, compensation and rates of pay for various offices, boards, commissions and departments of the Municipal Government and all other ordinances and resolutions or parts thereof which are in conflict or inconsistent with any provisions of this Ordinance be and the same are hereby repealed.

Section 16: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees on or after November 25, 1975, that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 17: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety for the reason that the functions of the various departments of the municipal government are immediately affected hereby. Wherefore, this Ordinance shall take effect upon passage and approval and the signature of the Mayor.

Passed this _____ day of _____, 2021.

Joseph Frank, President of Council

Attest:

Approved:

Keith A. Benjamin, Clerk of Council

Georgine Welo, Mayor

Approved as to form:

Michael P. Lograsso, Director of Law

CITY OF SOUTH EUCLID, OHIO

RESOLUTION NO.: 60-20
INTRODUCED BY: Frank
REQUESTED BY: Mayor

October 26, 2020
Second Reading: April 12, 2021

A RESOLUTION

AUTHORIZING THE MAYOR TO ENTER INTO AN AMENDMENT TO THE OPTION TO LEASE AND LEASE AGREEMENT BETWEEN THE CITY OF SOUTH EUCLID AND ATC SEQUOIA LLC, A DELAWARE LIMITED LIABILITY COMPANY ("AMERICAN TOWER").

WHEREAS, the City of South Euclid entered into an Option to Lease and Lease Agreement on October 5, 1995 and currently leases a portion of the parent parcel and is the beneficiary of certain easements for access and public utilities for the purposes of cellular communications services (Cell Tower) on city-owned property at 1349 South Green Road; and

WHEREAS, the current tenant, Verizon Communications, Inc., has entered into a Management Agreement and a Master Prepaid Lease with American Tower which subleases, manages, operates and maintains, as applicable, the leased premises from the City of South Euclid; and

WHEREAS, the City of South Euclid and American Tower desire to amend the lease to extend the term thereof and to otherwise modify the lease as described in the First Amendment to Option to Lease and Lease Agreement attached herof as Exhibit A.; and

WHEREAS, American Tower shall monetarily compensate the City of South Euclid for modification of the lease according to the terms and conditions contained in the agreement authorized by passage of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of South Euclid, Ohio:

Section 1: That the Mayor be and she is hereby authorized to enter into a First Amendment to Option to Lease and Lease Agreement with ATC Sequoia LLC (American Tower) for the purposes of continuing the lease of city-owned property (communications tower) at 1349 South Green Road. A copy of said Option and Ground Lease Agreement is attached hereto and made a part hereof as Exhibit A.

Section 2: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees on or after November 25, 1975, that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3: That this Resolution shall take effect and be in full force from and after the earliest period allowed by law and upon signature of the Mayor.

Passed this _____ day of _____, 2021.

Joseph Frank, President of Council

Attest:

Approved:

Keith A. Benjamin, Clerk of Council

Georgine Welo, Mayor

Approved as to form:

Michael P. Lograsso, Director of Law