

THE CITY OF SOUTH EUCLID  
SCHEDULE OF MEETING

May 24, 2021

8:00 PM

**Meeting Conducted Via WebEx Meeting Platform**

**PUBLIC ACCESS FOR RESIDENTS:**

**Please go to the City's Homepage at [www.cityofsoutheuclid.com](http://www.cityofsoutheuclid.com)  
and click the "Join City Council Meeting Link"  
at the top of the webpage.**

**The Password to Join the Meeting is:**

**p6wX6UcPsJ5 (76996827 from phones and video systems)**

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1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. REPORT OF MAYOR & DEPARTMENT HEADS

4. REPORT OF LAW DIRECTOR

5. REPORT OF SCHOOL DISTRICT

6. PUBLIC HEARINGS (OPEN MEETING) RELATED TO AGENDA ITEMS

7. REPORT OF COUNCIL COMMITTEES

1. Ordinance 06-21      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. **Second Reading.**

9. LEGISLATION REQUESTED BY THE MAYOR & ADMINISTRATION

1. Ordinance 07-21      Approving the editing and inclusion of certain ordinances as parts of the various component codes of the codified ordinances; providing for the adoption and publication of new matter in the updated and revised codified ordinances; repealing ordinances and resolution in conflict therewith; and declaring an emergency. First Reading.
2. Ordinance 08-21      An ordinance establishing and regulating the Coronavirus Local Fiscal Relief Fund #924; and declaring an emergency. First Reading.
3. Resolution 27-21      Adopting the fiscal budget for the year beginning January 1, 2022. First Reading.
4. Resolution 28-21      Authorizing the Finance Director to reclassify the transfer of \$111,510.00 from the General Fund (101) to the Covid Fund (925). The transfer of funds shall be reclassified to be an advance. First Reading.

5. Resolution 29-21

Authorizing the Finance Director to return the advance of \$111,510.00 in the Covid Fund (925) to the General Fund (101). First Reading.

10. PUBLIC HEARINGS (OPEN MEETING) RELATED TO OPEN BUSINESS

11. COMMUNICATIONS OF CITY COUNCIL

12. ADJOURN

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>ADMINISTRATION</u>	<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	<del>\$78,000</del>	<b>\$119,700</b>	<del>\$111,427</del>	\$105,000 Per annum
Building Commissioner/ Zoning Administrator	\$77,822	<del>\$73,333</del>	<b>\$114,000</b>	<del>\$106,121</del>	\$100,000 Per annum
Service Director	\$77,822	<del>\$73,333</del>	<b>\$114,000</b>	<del>\$106,121</del>	\$100,000 Per annum
Economic Development Director	\$58,012	<del>\$54,666</del>	<b>\$93,480</b>	<del>\$87,019</del>	\$82,000 Per annum
Community Services Director	\$58,012	<del>\$54,666</del>	<b>\$93,480</b>	<del>\$87,019</del>	\$82,000 Per annum
Housing Director	\$53,060	<del>\$50,000</del>	<b>\$93,480</b>	<del>\$87,019</del>	\$82,000 Per annum
Community Center Director	\$53,060	<del>\$50,000</del>	<b>\$93,480</b>	<del>\$87,019</del>	\$82,000 Per annum
Community Development Coordinator	\$50,382	<del>\$47,476</del>	\$75,000	\$65,000	Per annum
Assistant Service Director	\$50,382	<del>\$47,476</del>	\$75,000	\$65,000	Per annum
Assistant Finance Director	\$50,382	<del>\$47,476</del>	<b>\$96,900</b>	<del>\$90,203</del>	\$85,000 Per annum
Law Director	\$54,173	<del>\$51,048</del>	<b>\$75,240</b>	<del>\$70,040</del>	\$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)

RANGE

	<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 4 <sup>th</sup> 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

RANGE

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

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	<del>\$16.00/hr.</del> \$15/hr.	<del>\$31.00/hr</del> \$27.00/hr. \$25/hr.
Part Time Office Assistant	Minimum Wage/hr.	<del>\$20.00/hr</del> \$16.00/hr. \$15/hr
Finance Department Assistant	\$14.00/hr. \$13/hr	<del>\$27.00/hr</del> \$23.00/hr. \$22/hr

BUILDING AND HOUSNG DEPARTMENT

Technical

Chief Building Inspector	\$29.00/hr. \$27/hr	<del>\$42.00/hr</del> \$38.00/hr. \$36/hr
Building Inspector I	\$19.00/hr. \$18/hr	<del>\$32.00/hr</del> \$28.00/hr. \$26/hr
Building Inspector II	\$27.00/hr. \$25/hr	<del>\$37.00/hr</del> \$33.00/hr. \$31/hr
Lead Housing Inspector	\$19.00/hr. \$18/hr	<del>\$31.00/hr</del> \$27.00/hr. \$25/hr
Housing Inspector	\$17.00/hr. \$16/hr	<del>\$27.00/hr</del> \$23.00/hr. \$22/hr
Permit Specialist	\$16.00/hr. \$15.50/hr	<del>\$28.00/hr</del> \$24.00/hr. \$22.50/hr

Administrative

Building or Housing Department Assistant I	\$10.00/hr \$9/hr	<del>\$21.00/hr</del> \$17.00/hr. \$16.25/hr
Building or Housing Department Assistant II	\$16.00/hr. \$14.75/hr	<del>\$25.00/hr</del> \$21.00/hr. \$19.50/hr
Housing Programs Coordinator	\$16.00/hr. \$15.50/hr	<del>\$28.00/hr</del> \$24.00/hr. \$22.50/hr
Office Assistant – Part Time	Minimum Wage/hr.	<del>\$20.00/hr</del> \$16.00/hr \$15/hr
Administrative Support Specialist	<del>\$15.50/hr.</del>	<del>\$25.00/hr</del>
Administrative Asst. to the Building Comm.	\$50,382	<del>\$72,586</del> \$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. <del>\$20/hr</del>
Administrative Support Specialist	\$16.00/hr. <del>\$15/hr</del>	<b>\$32.00/hr</b> <del>\$27.00/hr. \$25/hr</del>

MISCELLANEOUS

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

COMMUNITY CENTER

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

Section 5: EXECUTIVE/ADMINISTRATIVE ASSISTANTS

	<u>RANGE</u>	
	<u>FROM</u>	<u>TO</u>
Executive Assistant to the Mayor	\$50,382 <del>\$47,476</del>	\$75,000 <del>\$65,000</del> 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:	Chairman	\$4,000 Per annum	
(Not to exceed One (1))	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.

Length of Service

During 1st year of employment

- After 1 year
- After 5 years
- After 12 years
- After 17 years
- After 25 years

Length of Vacation

- One-sixth (1/6) week per month to December 31, from date of hire.
- Two (2) weeks
- Three (3) weeks
- Four (4) weeks
- Five (5) weeks
- 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 (4<sup>th</sup>) 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 (11<sup>th</sup>) 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 (17<sup>th</sup>) 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 (24<sup>th</sup>) anniversary date to the common anniversary date.

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

For those employees hired from the sixteenth (16<sup>th</sup>) 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> through the 15<sup>th</sup> of the month, that month will help satisfy your waiting period. If your hire date falls on the 16<sup>th</sup> through the 31<sup>st</sup> 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



COME TOGETHER & THRIVE

## Memorandum

**To:** Members of Council

**From:** Keith Ari Benjamin, Director of Community Services

**Date:** May 20, 2021

**RE:** Ord. 07-21 Codification of Ordinances and Update to Reflect State Code

Ordinance 07-21 is the annual codification update of Ordinances approved by City Council during the last year, along with any revisions necessary as a result of changes to the State Code by American Legal Publishing Corporation.

The codification covers all code changes made by City Council in 2020 through February 2021. Exhibit A attached to the Ordinance details the codified changes – including any changes made by the State of Ohio that impact South Euclid.

Please don't hesitate to let me know if you have any questions or need additional information.

Thank you.

CITY OF SOUTH EUCLID, OHIO

ORDINANCE NO.: 07-21  
INTRODUCED BY: Frank  
REQUESTED BY: Mayor

May 24, 2021

AN ORDINANCE

APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES; PROVIDING FOR THE ADOPTION AND PUBLICATION OF NEW MATTER IN THE UPDATED AND REVISED CODIFIED ORDINANCES; REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH; AND DECLARING AN EMERGENCY.

WHEREAS, American Legal Publishing Corporation has completed its annual updating and revision of the Codified Ordinances of the City, and

WHEREAS, various ordinances of a general and permanent nature have been passed by Council since the date of the previous updating and revision of the Codified Ordinances and have been included in the Codified Ordinances of the City, and

WHEREAS, certain changes were made in the Codified Ordinances to bring City law into conformity with State law.

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

Section 1. That the editing, arrangement and numbering or renumbering of the following ordinances and parts of ordinances are hereby approved as parts of the various component codes of the Codified Ordinances of the City so as to conform to the classification and numbering system of the Codified Ordinances:

<u>Ord. No.</u>	<u>Date</u>	<u>C.O. Section</u>
13-19	1-25-21	1336.01 to 1336.09, 1336.99
18-19	3-9-20	1570.01 to 1570.07, 1570.99
03-20	11-9-20	732.03
05-20	3-9-20	933.07
17-20	12-14-20	311.06
20-20	12-14-20	1307.04
04-20	1-25-21	761.07
18-20	2-22-21	531.09

Section 2. That the following sections of the Codified Ordinances are or contain new matter in the Codified Ordinances and are hereby approved, adopted and enacted:

313.12, 331.42, 335.09, 501.99, 513.01, 529.07

Section 3. That the following section of the Codified Ordinances is hereby repealed:

537.17 Criminal child enticement.

Section 4. That pursuant to Article II, Section 5(d), of the City Charter, Ohio R.C. 731.23 and Section 113.05 of the Codified Ordinances, the Clerk of Council shall publish the number, title and date of passage of this Ordinance, twice on the same day of two successive weeks in a newspaper of general circulation within the City, and, further, shall post a certified copy of this Ordinance, together with such summary, for at least fifteen days in a public place in the City Hall.

Section 5. 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 Ohio R.C. Section 121.22.

Section 6. That this Ordinance is deemed to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety and for the further reason that it will update the codification of the legislation of the City, consistent with the City Charter and with State law, where and as required by Article XVIII, Section 3, of the Ohio Constitution, with which to administer the affairs of the City, enforce law and order and avoid practical and legal entanglements. Wherefore, this Ordinance and the 2020 Replacement Pages for the Codified Ordinances hereby approved, adopted and enacted, shall take effect and be in 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

EXHIBIT A  
SUMMARY OF NEW MATTER  
CONTAINED IN THE 2020 REPLACEMENT PAGES  
FOR THE  
CODIFIED ORDINANCES OF SOUTH EUCLID, OHIO

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New matter in the 2020 Replacement Pages for the Codified Ordinances of South Euclid, Ohio, includes legislation regarding:

<u>Section</u>	<u>New or amended matter regarding:</u>
313.12	Signal preemption devices; prohibitions.
331.42	Wearing earplugs or earphones prohibited.
335.09	Display of license plates; registration.
501.99	Penalties for misdemeanors; suspension of driver's license.
513.01	Definitions related to drugs.
529.07	Open container prohibited.
537.17	Criminal child enticement. (Repealed)



COME TOGETHER & THRIVE

## Memorandum

**To:** Members of Council

**From:** Keith Ari Benjamin, Director of Community Services

**Date:** May 20, 2021

**RE:** Ord. 08-21 Establishing New Fund for American Rescue Plan Act Disbursement

Pursuant to guidance from the Ohio Auditor of State, the City must establish a new Coronavirus Local Fiscal Recovery Fund #924 for the receipt and disbursement of funds anticipated to be received pursuant to the recent passage of the federal American Rescue Plan Act.

Municipalities are anticipating additional guidance on the use of funds and we will update council when final guidance is received, however, establishing the new fund is the first step in the process.

Please don't hesitate to let us know if you have any questions or need additional information.

Thank you.

THE CITY OF SOUTH EUCLID, OHIO

ORDINANCE NO.: 08-21  
INTRODUCED BY: Frank  
REQUESTED BY: Mayor

May 24, 2021

AN ORDINANCE

AN ORDINANCE ESTABLISHING AND REGULATING THE  
CORONAVIRUS LOCAL FISCAL RELIEF FUND #924; AND DECLARING  
AN EMERGENCY

WHEREAS, to be eligible to receive payment of Coronavirus Local Fiscal Recovery Funds as outlined in the American Rescue Plan Act, the legislative authority of a county, township or municipal corporation must adopt a resolution or ordinance creating a dedicated fund.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Euclid, State of Ohio, that:

Section 1: The City Fiscal Officer (Finance Director) be authorized and directed to establish the "Coronavirus Local Fiscal Relief Fund #924" for the deposit, receipt and expenditure of federal coronavirus relief funding under the American Rescue Plan Act.

Section 2: Funds in the Coronavirus Local Fiscal Relief Fund shall be audited by the Auditor of State during the City's next regular audit to determine whether money in the fund has been expended in accordance with the requirements.

Section 3: The City Clerk of Council shall certify a copy of this ordinance to the County Fiscal Officer and Ohio Director of Budget and Management.

Section 4: 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 5: That this Ordinance is deemed to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety within the City and therefore should be adopted at the earliest possible time. Wherefore this Ordinance shall take effect and be in 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

\*\*\*\*\*

**CERTIFICATE OF COPY**

**State of Ohio                    ) County of Cuyahoga            ) SS. City of South Euclid    )**

I, Keith Ari Benjamin, as Clerk of the City of South Euclid, Ohio, do hereby certify that the foregoing is a true and correct copy of the Ordinance adopted by the legislative Authority of the said municipality on the\_\_day of\_\_\_\_\_, 20\_\_\_, that the publication of such Ordinance has been made and certified of record according to law; that no proceedings looking to a referendum upon such Ordinance have been taken; and that such Ordinance and certificate of publication thereof are of record in Ordinance Record No. \_\_\_\_\_, Page\_\_\_\_\_.

**IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

**Keith Ari Benjamin, Clerk, City of South Euclid**

# City of South Euclid Finance Department

## MEMORANDUM

**TO:** South Euclid City Council Members  
**Cc:** Mayor Welo  
**FROM:** Brenda D. Wendt, Finance Director  
**DATE:** May 13, 2021  
**RE:** Year 2022 Tax Budget

---

The Cuyahoga County Budget Commission voted to enact House Bill 129 which eliminated the filing of an annual tax budget but permitted the Commission to request an alternative format to accomplish the same purpose. The alternative format requires much less paperwork. It is this format that I am requesting passage on May 24. The House bill also eliminated the requirement of the public hearing.

The alternative format must be adopted by Council by Council on or before July 15 and filed with the County Auditor no later than July 20, 2021. Legislation authorizing the 2022 alternative Tax Budget will be on the agenda May 24, 2020.

There are three primary purposes the Tax Budget accomplishes.

1. It allows the County Auditor to set a property tax rate for next year. Failure to pass the tax budget would eliminate the property tax revenue for the City in the year 2022.
2. It also allows the city to collect its share of the Undivided Local Government and Local Government Revenue Assistance in the year 2022.
3. It allows the County Auditor to provide South Euclid with a "Certificate of Estimated Resources" which outlines the amount of money the Council may appropriate for the year 2022.

The tax budget **does not appropriate** any money for the coming year. It will enable us to estimate a revenue base from which to pay for expenditures or appropriations. We are in no way obligated to incorporate these estimates in our appropriation ordinances.

Ohio law requires that the fiscal officer estimate the tax value of the municipality in preparing the tax budget. The County Auditor estimated our tax valuation at the end of 2020 at \$383,300,500. The County will not certify to the City more than what their calculations determine; however, we could receive less than what we are entitled to receive if we do not ask for a high enough amount. To assure that we will be able to take full advantage of this calculation I have used a 15% growth rate. We are not penalized for estimating on the high side.

Thank you for your consideration in this matter.

CITY OF SOUTH EUCLID, OHIO

RESOLUTION NO.: 27-21  
INTRODUCED BY: Frank  
REQUESTED BY: Mayor

May 24, 2021

A RESOLUTION

ADOPTING THE FISCAL BUDGET FOR THE YEAR BEGINNING JANUARY 1, 2022.

WHEREAS, the budget for the City of South Euclid, Ohio for the Fiscal Year beginning January 1, 2022 has been prepared in accordance with the requirements of law, and placed on file with the Fiscal Officer; and

WHEREAS, said budget has been available for public inspection for at least ten (10) days by having copies on file in the office of the Fiscal Officer.

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

Section 1: That the budget of the City of South Euclid for the fiscal year beginning January 1, 2022 be and is hereby adopted as the fiscal budget of the City of South Euclid for the fiscal year beginning January 1, 2022.

Section 2: That the Clerk be and he is hereby authorized and directed to certify a copy of said budget and a copy of the Resolution and to transmit the same to the Fiscal Officer of Cuyahoga County, Ohio.

Section 3: That 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 4: Wherefore, this Resolution shall take effect and be in 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

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

For the Fiscal Year Commencing 01/01/22

Fiscal Officer Signature \_\_\_\_\_ Date 06/15/2021

## SCHEDULE 2

I Fund BY Type	II Beginning Estimated Unencumbered Fund Balance	III Property Taxes and Local Government Revenue	IV Other Sources Receipts	V Total Resources Available for Expenditures	VI Total Estimated Expenditures & Encumbrances	VII Ending Estimated Unencumbered Balance
General Fund	2,300,000.00		10,000,000.00	12,300,000.00	17,400,000.00	-5,100,000.00
Operation Home Improvement (103/104)	1.00	0.00	5,000.00	5,001.00	5,000.00	1.00
COPS Grant (106)	1.00	0.00	10,000.00	10,001.00	500.00	9,501.00
Community Diversion Program (107)	16,000.00	0.00	6,500.00	22,500.00	20,000.00	2,500.00
Street Construction & Maintenance (202)	20,000.00	0.00	700,000.00	720,000.00	720,000.00	0.00
State Highway (203)	10,000.00	0.00	50,000.00	60,000.00	55,000.00	5,000.00
Parking Lots & Meters (205)	0.00	0.00	0.00	0.00	0.00	0.00
Swimming Pools (206)	25,000.00	0.00	200,000.00	225,000.00	224,000.00	1,000.00
Permissive Motor Vehicle Tax (207)	34,000.00	0.00	130,000.00	164,000.00	164,000.00	0.00
HUD Grant - NSP 3 (215)	0.00	0.00	0.00	0.00	0.00	0.00
Police Range Fund (220)	34,000.00	0.00	30,000.00	64,000.00	45,000.00	19,000.00
Law Enforcement Trust (221)	108,000.00	0.00	16,000.00	124,000.00	65,000.00	59,000.00
FEMA Firefighters Grant (222)	0.00	0.00	0.00	0.00	0.00	0.00
Bond Retirement - General (327)	100.00	0.00	76,000.00	76,100.00	76,100.00	0.00
Bond Retirement - Recreation (328)	0.00		0.00	0.00	0.00	0.00
General Improvement & Repair (408)	20,000.00	0.00	155,000.00	175,000.00	175,000.00	0.00
Safety Forces Vehicle (409)	5,000.00	0.00	200,000.00	205,000.00	202,000.00	3,000.00
Safety Forces Levy (410)	1,000.00		0.00	1,000.00	2,500,000.00	-2,499,000.00

# DIVISION OF TAXES LEVIED

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)

For the Fiscal Year Commencing 01/01/22

Fiscal Officer Signature \_\_\_\_\_

Date 06/15/2021

## SCHEDULE 1

I Fund	II Purpose 2000000	III Authorized By Voters On MM/DD/YY	IV Levy Type	V Number Of Years Levy To Run	VI Tax Year Begins/ Ends	VII Collection Year Begins/ Ends	VIII Maximum Rate Authorized	IX \$ AMOUNT Requested Of Budget Commission
General Fund	Current Expense	11/08/66	Continuing	n/a	n/a	n/a	10 mill	\$4,440,326
Police Pension	Special Levy	n/a	n/a	n/a	n/a	n/a	.3 mill	\$136,000
Fire Pension	Special Levy	n/a	n/a	n/a	n/a	n/a	.3 mill	\$136,000
Street Const. Equipment	Special Levy	n/a	n/a	n/a	n/a	n/a	2.5 mill	\$1,096,000
Police and Fire Safety Levy	Special Levy	11/5/19	Continuing	1	2019-2021	2020-2022	5.75 mill	\$2,305,215.00
Totals								\$8,113,541

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

For the Fiscal Year Commencing 01/01/22

Fiscal Officer Signature \_\_\_\_\_ Date 06/15/2021

## SCHEDULE 2

I Fund BY Type	II Beginning Estimated Unencumbered Fund Balance	III Property Taxes and Local Government Revenue	IV Other Sources Receipts	V Total Resources Available for Expenditures	VI Total Estimated Expenditures & Encumbrances	VII Ending Estimated Unencumbered Balance
Police Vehicle & Equipment (411)	100	0	0	100	100	0
Energy Efficiency Fund (415)	0			500,000	500,000	0
Water Distribution Infrastructure (424)	40,000	0	1,660,000	1,700,000	1,700,000	0
Road Improvement (425)	10,000		0	10,000	10,000	0
Flood Control (426)	100,000	0	2,000,000	2,100,000	2,100,000	0
Stanhope Parking Lot Const. (430)	0	0	0	0	0	0
Issue II Projects (431)	0	0	0	0	0	0
Land Acquisition (440)	2,500	0	381,000	383,500	380,000	3,500
Bond Retirement - Special Parking (510)	0	0	0	0	0	0
Street Lighting (511)	10,000	0	450,000	460,000	450,000	10,000
Sewer Maintenance (516/517)	1,000	0	350,000	351,000	350,000	1,000
Police Pension (614)	1,000		0	1,000	150,000	-149,000
Fire Pension (615)	1,000		0	1,000	150,000	-149,000
Treasury Funds (917/919)	85,000	0	400,000	485,000	400,000	85,000
Sick Leave Benefit (926)	1,000	0	50,000	51,000	50,000	1,000
				0		0

# UNVOTED GENERAL OBLIGATION DEBT

(Include General Obligation Debt To Be Paid From Inside/Charter Millage Only)

For the Fiscal Year Commencing 01/01/22

Fiscal Officer Signature \_\_\_\_\_ Date 06/15/2021

**City of South Euclid**

## SCHEDULE 3

	I	II	III	IV	V	VI
Purpose Of Bonds Or Notes	Date Of Issue	Final Maturity Date	Principal Amount Outstanding At The Beginning Of The Calendar Year	Amount Required To Meet Calendar Year Principal & Interest Payments	Amount Receivable From Other Sources To Meet Debt Payments	
Taxable Real Estate Acquisition and Urban Redevelopment Refunding Bonds, Series 2019 Limited Tax, General Obligation	12/19/19	12/01/42	\$12,875,000.00	\$843,870.78	Transfer from Gen Fund to Land Acquisition Fund (#440) / TIF	
\$1,900,000 Non-Tax Refunding Note	03/01/15	12/01/29	\$1,110,000.00	\$164,405.00	Transfer from Gen Fund to Land Acquisition Fund (#440) / TIF	
<b>Totals</b>			<b>\$13,985,000.00</b>	<b>\$1,008,275.78</b>		

## MEMORANDUM

**TO:** City Council Members

**CC:** Mayor Welo

**FROM:** Brenda D. Wendt  
Finance Director

**DATE:** May 18, 2021

**RE:** Resolutions for Reclassifying General Fund transfer to an Advance and Paying the Reclassified Advance to the General Fund

---

- In 2020, the City received a grant from Cuyahoga County for CARES dollars equaling \$111,510.
- The grant was a reimbursement-based grant. That is, the money had to be spent first, then the City would receive reimbursement of the spent funds from the County.
- The City transferred \$111,510 in General Funds to the COVID Fund (925) and spent the \$111,510 that was transferred in the year ended December 31, 2020.
- The City immediately sought reimbursement from the County and received the reimbursement of the transferred funds from the County in January, 2021. The reimbursement was recorded in the General Fund making both Funds whole.
- The auditors would like the City to change the transfer in the 3<sup>rd</sup> bullet point to an advance and record the County reimbursement (per the 4<sup>th</sup> bullet point) directly into the COVID 925 Fund.
- The net result is no effect on either the General Fund (101) or the COVID Fund (925). It is strictly housekeeping.

CITY OF SOUTH EUCLID, OHIO

RESOLUTION NO.: 28-21  
INTRODUCED BY: Frank  
REQUESTED BY: Mayor

May 24, 2021

A RESOLUTION

AUTHORIZING THE FINANCE DIRECTOR TO RECLASSIFY THE TRANSFER OF \$111,510.00 FROM THE GENERAL FUND (101) TO THE COVID FUND (925). THE TRANSFER OF FUNDS SHALL BE RECLASSIFIED TO BE AN ADVANCE.

WHEREAS, City Council passed Ordinance 23-20 to make appropriations for current expenses and other expenditures of the City of South Euclid during the fiscal year ending December 31, 2020; and

WHEREAS, the reclassification shall have the net effect of changing the General Fund transfer from account 101-9910-52901 to an advance account 101-9920-52902; and

WHEREAS, the auditor of the State of Ohio would like this transfer to be reclassified as an advance in said fund;

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

Section 1: That the Council of the City of South Euclid hereby authorizes the Finance Director to reclassify the transfer of \$111,510.00 in General Fund account 101-9910-52901 to an advance in General Fund account 101-9920-52902.

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: Wherefore, this Resolution shall take effect and be in 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

CITY OF SOUTH EUCLID, OHIO

RESOLUTION NO.: 29-21  
INTRODUCED BY: Frank  
REQUESTED BY: Mayor

May 24, 2021

A RESOLUTION

AUTHORIZING THE FINANCE DIRECTOR TO RETURN THE ADVANCE OF \$111,510.00 IN THE COVID FUND (925) TO THE GENERAL FUND (101).

WHEREAS, in Resolution 28-21 there was an advance of funds from the General Fund (101) to the COVID Fund (925); and

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

Section 1: That the Council of the City of South Euclid hereby authorizes the Finance Director to return the advance of \$111,510.00 in funds from the COVID Fund (925) to the General Fund (101)

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: Wherefore, this Resolution shall take effect and be in 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