



# CITY OF AMHERST, OHIO

OFFICE OF THE  
CLERK OF COUNCIL  
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OLGA SIVINSKI  
206 SOUTH MAIN STREET  
AMHERST, OH 44001  
council@amherstohio.org

## **Agenda Assignments and Committee Meeting Schedules: FOR 9/17/18**

Agenda requests and committee meeting schedules:

- A-18-39 Finance Reappropriate funds in various departments
- A-18-40 Finance Increase appropriations in part time wages and Fire Levy Gasoline and Oil
- A-18-41 Ordinance Update Ordinance to reflect the two year term for the reappointment members for the Municipal Income Tax Local Board of Tax Review
- A-18-42 Executive Establish a part time Tax Assistant position
- A-18-43 Finance Authorize upgrades to the video recording and broadcasting of the council and council committee meetings at a cost not to exceed \$50,000

Finance September 17, 2018 at 7:00 p.m. A-18-39, A-18-40, A-18-43  
Ordinance September 17, 2018 at 7:05 p.m. A-18-41  
Executive September 17, 20138 at 7:15 p.m. A-18-42

Olga Sivinski  
Clerk of Council

CITY OF AMHERST  
REQUEST FOR LEGISLATIVE ACTION

AGENDA REQUEST 02-18-39

COMMITTEE Finance

DATE: August 29, 2018

SUBMITTED BY: Derek Pittak, Auditor

SUBJECT: Re-appropriate funds in Various Departments per attached Appendix A.

INFORMATION ON SUBJECT: Re-appropriate funds in various departments and declaring an emergency.

RECEIVED ON \_\_\_\_\_ CLERK \_\_\_\_\_

RECEIVED ON 4 Sep 2018 PRESIDENT Jennifer Wasilk

REFERRED TO THE FOLLOWING COMMITTEE:

FINANCE/GRANTS \_\_\_\_\_

BUILDING AND LANDS \_\_\_\_\_

STREETS \_\_\_\_\_

COMMUNITY DEVELOPMENT \_\_\_\_\_

EXECUTIVE AND INSURANCE \_\_\_\_\_

ORDINANCE \_\_\_\_\_

UTILITIES \_\_\_\_\_

RECYCLING \_\_\_\_\_

CABLE TELEVISION \_\_\_\_\_

POLICE AND FIRE \_\_\_\_\_

ANNEXATION \_\_\_\_\_

COMMITTEE OF THE WHOLE \_\_\_\_\_

SPECIAL COMMITTEE \_\_\_\_\_

Final Action Taken by Committee:

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SIGNATURE OF CHAIRPERSON \_\_\_\_\_

**Appendix A - Re-Appropriations**

<b>From Account #</b>	<b>Account Name</b>	<b>Amount</b>	<b>To Account #</b>	<b>Account Name</b>	<b>Amount</b>
<b>Police Department</b>					
100-1001-52125	Workers' Compensation	\$ 26,000.00	100-1001-52112	Overtime	\$ 10,000.00
			100-1001-52121	Ohio Police & Fire	\$ 7,000.00
			100-1001-52402	Gasoline & Oil	\$ 9,000.00
		<u>\$ 26,000.00</u>			<u>\$ 26,000.00</u>
<b>Fire Department</b>					
100-1002-52125	Workers' Compensation	\$ 10,000.00	100-1002-52113	Part Time Wages	\$ 11,500.00
100-1002-52301	Telephone	\$ 2,000.00	100-1002-52304	Contracts	\$ 5,000.00
100-1002-52307	Equipment & Facilities Maint.	\$ 2,000.00			
100-1002-52401	Office Supplies	\$ 1,000.00			
100-1002-52420	Hazardous Materials	\$ 1,500.00			
		<u>\$ 16,500.00</u>			<u>\$ 16,500.00</u>
<b>Building</b>					
100-4001-52403	Repair & Maintenance	\$ 1,000.00	100-4001-52312	Comm Plan Review	\$ 1,000.00
		<u>\$ 1,000.00</u>			<u>\$ 1,000.00</u>
<b>Law Department</b>					
100-7006-52125	Workers' Compensation	\$ 4,000.00	100-7006-52113	Part-Time Wages	\$ 4,000.00
		<u>\$ 4,000.00</u>			<u>\$ 4,000.00</u>
<b>Office On Aging</b>					
210-2003-52125	Workers' Compensation	\$ 1,000.00	210-2003-52405	Meals on Wheels Supplies	\$ 600.00
210-20003-52301	Telephone	\$ 1,000.00	210-2003-52300	Postage	\$ 150.00
			210-2003-52401	Office & Operating	\$ 250.00
			210-2003-52310	Meals on Wheels	\$ 1,000.00
		<u>\$ 2,000.00</u>			<u>\$ 2,000.00</u>
<b>Water Department</b>					
600-5002-52125	Workers' Compensation	\$ 10,000.00	600-5002-52112	Overtime Wages	\$ 25,000.00
600-5002-52304	Contracts	\$ 5,000.00			
600-5002-52350	Engineering Fees	\$ 5,000.00			
600-5002-52501	Capital Outlay	\$ 5,000.00			
		<u>\$ 25,000.00</u>			<u>\$ 25,000.00</u>
<b>Sewer Department</b>					
610-5003-52125	Workers' Compensation	\$ 6,800.00	610-5003-52730	Broadway & Taylor User Fees	\$ 5,000.00
610-5003-52350	Engineering Fees	\$ 2,200.00	610-5003-52112	Overtime	\$ 3,000.00
			610-5003-52121	OPERS & Medicare	\$ 1,000.00
		<u>\$ 9,000.00</u>			<u>\$ 9,000.00</u>
<b>WPCC</b>					
610-5004-52125	Workers' Compensation	\$ 9,000.00	610-5004-52111	Salaries & Wages	\$ 8,000.00
610-5004-52350	Engineering	\$ 7,000.00	610-5004-52112	Overtime	\$ 7,000.00
			610-5004-52402	Gasoline	\$ 1,000.00
		<u>\$ 16,000.00</u>			<u>\$ 16,000.00</u>
<b>Utilities Department</b>					
700-5005-52125	Workers' Compensation	\$ 5,000.00	700-5005-52112	Overtime	\$ 5,000.00
		<u>\$ 5,000.00</u>			<u>\$ 5,000.00</u>

CITY OF AMHERST  
REQUEST FOR LEGISLATIVE ACTION

AGENDA REQUEST A-18-40

COMMITTEE Finance

DATE: August 29, 2018

SUBMITTED BY: Derek Pittak, Auditor

SUBJECT: Increase appropriations for the following Fire Part Time Wages and Fire Levy Gasoline & Oil:

<u>ACCOUNT #</u>	<u>NAME</u>	<u>AMOUNT</u>
100-1002-52113	Part-Time Wages	\$28,500.00
240-1005-52402	Gasoline & Oil	\$ 4,000.00

INFORMATION ON SUBJECT: Increase appropriations in Fire Part-Time Wages and Fire Levy Gasoline and Oil and declaring an emergency.

RECEIVED ON \_\_\_\_\_ CLERK \_\_\_\_\_

RECEIVED ON 7 Sep 18 PRESIDENT Jennifer Naselle

REFERRED TO THE FOLLOWING COMMITTEE:

FINANCE/GRANTS \_\_\_\_\_

BUILDING AND LANDS \_\_\_\_\_

STREETS \_\_\_\_\_

COMMUNITY DEVELOPMENT \_\_\_\_\_

EXECUTIVE AND INSURANCE \_\_\_\_\_

ORDINANCE \_\_\_\_\_

UTILITIES \_\_\_\_\_

RECYCLING \_\_\_\_\_

CABLE TELEVISION \_\_\_\_\_

POLICE AND FIRE \_\_\_\_\_

ANNEXATION \_\_\_\_\_

COMMITTEE OF THE WHOLE \_\_\_\_\_

SPECIAL COMMITTEE \_\_\_\_\_

Final Action Taken by Committee:

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SIGNATURE OF CHAIRPERSON \_\_\_\_\_

City of Amherst

Request for Legislative Action Report

Agenda Number A-18-41  
Committee ORDINANCE

Date: 8/27/18

Submitted by: Richard Ramsey

Subject: Reappoint two members of the Local Board of Tax Review

Information: The ordinance needs to be updated to reflect the two year term for the reappointed members.

RECEIVED: 9/5/18 CLERK: OP

RECEIVED: 9/4/18 PRESIDENT: Jennifer Masell

Referred to the following committee:

- Finance / Grants \_\_\_\_\_
- Buildings & Lands \_\_\_\_\_
- Streets \_\_\_\_\_
- Community Development \_\_\_\_\_
- Executive & Insurance \_\_\_\_\_
- Ordinance ✓ \_\_\_\_\_
- Utilities \_\_\_\_\_
- Recycling \_\_\_\_\_
- Cable Television \_\_\_\_\_
- Police & Fire \_\_\_\_\_
- Annexation \_\_\_\_\_
- Committee of the Whole \_\_\_\_\_
- Special Committee \_\_\_\_\_

Final Action Taken by Committee:

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Signature of Chairperson

RESOLUTION NO. R-16- 02

**A RESOLUTION AUTHORIZING THE APPOINTMENT BY CITY COUNCIL OF TWO MEMBERS OF THE MUNICIPAL INCOME TAX LOCAL BOARD OF TAX REVIEW FOR TWO YEAR TERMS COMMENCING JANUARY 1, 2016; AND DECLARING AN EMERGENCY.** 2018

WHEREAS, O.R.C. 718.11(A)(2) states that the local board of tax review shall consist of three members, and that two members shall be appointed by the legislative authority of the municipal corporation, but that such appointees may not be employees, elected officials, or contractors with the municipal corporation at any time during their term or in the five years immediately preceding the date of appointment; and

WHEREAS, O.R.C. 718.11(A)(3) states that the term for members of the local board or review appointed by the legislative authority of the municipal corporation shall be two years, and that there is no limit on the number of terms that a member may serve if the member is reappointed by the legislative body; and

WHEREAS, the Council for the City of Amherst, Ohio desires to make appointments to the municipal income tax local board of tax review in accordance with these provisions; and

WHEREAS, the Ordinance Committee of Amherst City Council, at its regular meeting on ~~March 7, 2016~~, recommended that Council make such appointments, and that the matter be brought to the floor of Council with the emergency clause.

NOW, THEREFORE, be it resolved by the Council of the City of Amherst, County of Lorain and State of Ohio:

SECTION 1: That by this resolution Council appoints Deborah James and G. Dale Rosenkranz to the local board of tax review to serve two year terms commencing January 1, 2016.

SECTION 2: That it is 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 of any of its committees that resulted in such formal actions were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3: That this Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of Amherst, Ohio, the emergency being the need to make such appointments as nearly as possible to the beginning of the calendar year as required by law; and provided it receives the majority vote of two-thirds or more of those elected to City Council, it shall go into full force and effect from and immediately after its passage and its approval by the Mayor; otherwise it shall take effect at the earliest period allowed by law.

1<sup>st</sup> reading 3/14/16  
2<sup>nd</sup> reading \_\_\_\_\_  
3<sup>rd</sup> reading \_\_\_\_\_

*John S. Dietrich*  
John S. Dietrich, President of Council

City of Amherst

Request for Legislative Action Report

Agenda Number A-18-42  
Committee EXECUTIVE

Date: August 27, 2018

Submitted by: Richard Ramsey

Subject: Requesting that a part time permanent Tax Assistant I position be established

Information:

RECEIVED 4/5/18

CLERK: JD

RECEIVED 9/4/18

PRESIDENT Jennifer Wasilk

Referred to the following committee:

- Finance / Grants \_\_\_\_\_
- Buildings & Lands \_\_\_\_\_
- Streets \_\_\_\_\_
- Community Development \_\_\_\_\_
- Executive & Insurance  \_\_\_\_\_
- Ordinance \_\_\_\_\_
- Utilities \_\_\_\_\_
- Recycling \_\_\_\_\_
- Cable Television \_\_\_\_\_
- Police & Fire \_\_\_\_\_
- Annexation \_\_\_\_\_
- Committee of the Whole \_\_\_\_\_
- Special Committee \_\_\_\_\_

Final Action Taken by Committee:

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Signature of Chairperson \_\_\_\_\_

AN ORDINANCE ESTABLISHING THE SALARIES AND BENEFITS OF THE PERMANENT PART TIME TAX ASSISTANT I AND SETTING THE PAY RATE, TERMS AND OTHER CONDITIONS OF EMPLOYMENT; AND DECLARING AN EMERGENCY.

WHEREAS, at the request of the Treasurer of the City, the Executive Committee of the Council of the City of Amherst, at its regular meeting of \_\_\_\_\_, has recommended that the position of Tax Assistant I; and

WHEREAS, based upon the recommendation of the Executive Committee, the Council of the City of Amherst, Ohio desires to establish the position of Tax Assistant I, and to establish the wages, terms and other conditions of employment for the position;

NOW THEREFORE, be it ordained by the City of Amherst, County of Lorain, and State of Ohio:

SECTION 1. That the rate of pay for the position of Tax Assistant I, who shall work a maximum of 30 hours or less per week shall be \$15.00 per hour. The position shall be an exempt/non-bargaining position.

01-01-19  
\$15.00/hr

01-01-20  
TBD

01-01-21  
TBD

SECTION 2. That the qualifications and duties of the position of Tax Assistant I shall be in accordance with the job description attached as Exhibit A hereto and made a part thereof.

SECTION 3. SICK LEAVE: The Tax Assistant I shall be entitled to 4.6 hours of sick leave with pay for every eight (8) hours to a maximum of one hundred twenty (120) hours per year. The statute allows sick leave to be used for "absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees, and illness, injury, or death in the employee's immediate family. Unused sick leave shall be cumulative without limit. When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every hour of absence from previously scheduled work." An employee shall be permitted to cash out up to thirty (30) hours of sick leave per year during the three (3) years prior to qualifying for retirement. If the employee does not retire and has cashed out thirty (30) hours of sick leave for three (3) years, the employee shall be precluded from cashing out other sick leave.

SECTION 4. VACATIONS: Part-time permanent employees who are exempt shall earn vacation leave on a prorated basis. The ratio between the hours worked and the vacation hours earned by the Tax Assistant I shall be the same as the ratio between the hours worked and the vacation hours earned by a full-time permanent employee with the same amount of service. Thus, the Tax Assistant I is entitled to paid vacations on a prorated basis. The Employer shall permit the Tax Assistant I to accumulate vacation from year to year, provided that such accumulation does not exceed seven (7) weeks. The Employer may authorize additional carry over situations where an employee who has properly requested vacation leave is denied such leave due to the operational needs of the City. However, should it be mutually agreed that an employee work during his scheduled vacation, such employee shall be compensated for such vacation time at his regular rate of pay, and shall not be credited with such vacation hours for the purpose of computing overtime. Employees may schedule vacation time in increments of four (4) or more hours. Employees leaving the service of the City shall be entitled to pay for any accrued but unused vacation time. In the case of death, any unused vacation leave shall be paid to the employee's estate.

SECTION 5. HOLIDAYS: That the holidays shall be as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day



The Tax Assistant I shall be paid holiday pay for that portion of any holiday for which they would normally have been scheduled to work. If any of the listed holidays fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. If any of the listed holidays fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday. The Tax Assistant I is entitled to pay for the portion of the holiday in which he/she would have normally been scheduled to work.

SECTION 6. JURY DUTY LEAVE: If the Tax Assistant I is called for jury duty, either Federal, County or Municipal, he/she shall be paid regular salary less any compensation received from such court for jury duty, as provided for in the Ohio Revised Code. In the event that the Tax Assistant I report for jury duty and is excused with one hour or more remaining until the end of the shift, he/she will report to work for the remainder of the shift.

SECTION 7. MILEAGE & TRAVEL: When an employee designated in Section 1 of this Ordinance is required to be away from the City in the performance of his job, the employee shall be reimbursed for his meals at the following rate of pay:

Up to 9:00 am	\$ 6.00
Up to 1:00 pm	\$10.00
Up to 6:00 pm	\$15.00

An employee utilizing his/her own vehicle for city business shall be reimbursed at the established IRS rate, whether the vehicle is being used in or outside the corporate city limits. Receipts covering expenses must be submitted to the Auditor's Office, along with an expense voucher in order to receive payment as specified in Section 7 herein.

SECTION 8. The Tax Assistant I position is not eligible for medical, dental, vision or life insurance benefits.

SECTION 9. The Tax Assistant I shall participate in the Ohio Bureau of Worker's Compensation 10 Step Drug and Alcohol Program.

SECTION 10. All Ordinances and/or Resolutions in conflict herewith, or any Ordinances and/or Resolutions which purport to set salaries, compensation, or benefits for the above mentioned position are hereby repealed.

SECTION 11. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of the Council and of any of its committees 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.

**139.01 SUPERVISION; RECORDS TO BE CONFIDENTIAL.**

- (a) The position of Income Tax Administrator is hereby abolished  
(Ord. 78-48. Passed 7-24-78.)
- (b) The Income Tax office shall be under the direct supervision of the Treasurer.
- (c) The Treasurer shall be the Tax Administrator as defined in Chapter 192 and shall be responsible for the security of the Income Tax office and files. All information of the Income Tax office pertaining to taxpayers shall remain confidential with the Treasurer, or the Secretary of the Income Tax office or other employees under the supervision of the Treasurer.  
(Ord. 81-1. Passed Over Veto 2-4-81; Ord. 15-30. Passed 10-12-15.)

**139.02 SECRETARY.**

- (a) The position of Secretary of the Income Tax Office is hereby established and existing under the civil service of the City as part of the classified service.  
(Ord. 74-23. Passed 4-8-74.)

**139.03 CLERK.**

There is hereby created the position of Income Tax Office Clerk. The hiring and retaining of such Clerk shall be determined by the Treasurer.  
(Ord. 81-1. Passed Over Veto 2-4-81.)

Tony,

- The descriptor of Tax Secretary should be changed to reflect that this has been my position but was not civil service. It is AFSCME union.
- We are trying to establish a new perm. part time position with the title of Tax Assistant I.  
We already have a perm. part time and should be called Tax Assistant.
- These two positions could be shown as ~~139.02~~ 139.03 instead of ~~the~~ Clerk.

**City of Amherst**  
**Request for Legislative Action Report**

Agenda Number A - 12-11-18-3  
Committee Finance

Date: September 10, 2018

Submitted by: Mark Costilow, Mayor

Subject: Authorization for upgrades to the video recording and broadcasting of the council committee and regular meetings, not to exceed \$50,000.00.

Amount: \$50,000.00

Account #: 250-7050-52501

Information: Steve Bukovac will be in attendance to discuss the options for improving our committee and meeting broadcasting.

RECEIVED: \_\_\_\_\_

CLERK: \_\_\_\_\_

Olga Sivinski

RECEIVED: 9/10/18

PRESIDENT: \_\_\_\_\_

  
Jennifer Wasilk, Council President

Referred to the following committee:

Finance/Grants

Building & Lands

Streets

Community Development

Executive & Insurance

Ordinance

Utilities

Recycling

Technology

Police & Fire

Annexation

Committee of the Whole

Special Committee

Final Action Taken by Committee:

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Signature of Chairperson