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AMHERST COUNCIL COMMITTEE MEETINGS SCHEDULE FOR February 20, 2017

- A-17-11 Authorization for the CIC to develop City property.
- A-17-12 An ordinance creating within the City of Amherst, Ohio a Department of Information Technology; and declaring an emergency.

Executive	February 20, 2017 at 7:00 PM	A-17-12
Ordinance	February 20, 2017 at 7:05 PM	A-17-11

Linda Turley
Council Clerk

CITY OF AMHERST

REQUEST FOR LEGISLATIVE ACTION REPORT

AGENDA NUMBER A-17-11

COMMITTEE ordinance

DATE Feb. 7, 2017 SUBMITTED BY John Dietrich

SUBJECT Authorization for the CIC to develop
City property.

INFORMATION ON SUBJECT:

RECEIVED ON 2/7/17 CLERK *Amila Tauli*

RECEIVED ON 2/7/17 PRESIDENT *John Dietrich*

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:

SIGNATURE OF CHAIRPERSON

ORDINANCE NO. O-17-__

AN ORDINANCE AUTHORIZING THE CITY OF AMHERST COMMUNITY IMPROVEMENT CORPORATION, ACTING AS AGENT OF THE CITY, TO RECEIVE AND REVIEW PROPOSALS FOR THE POTENTIAL SALE AND DEVELOPMENT OF CITY OWNED VACANT PROPERTY LOCATED ON CHURCH STREET, AMHERST, OHIO AND TO MAKE RECOMMENDATIONS TO THE CITY; AND DECLARING AN EMERGENCY.

WHEREAS, the City is the owner of vacant real property located on Church Street, Amherst, Ohio; and

WHEREAS, the City desires to investigate the potential sale and development of said property; and

WHEREAS, Amherst Community Improvement Corporation (the "CIC") is a duly organized and existing community improvement corporation created under the provisions of O.R.C. Chapter 1724 for the purpose of advancing, encouraging, and promoting the industrial, economic, commercial, and civic development of the City, and which has authority to act as agent for the city to procure the re-utilization of vacant property pursuant to O.R.C. § 1724.10; and

WHEREAS, the Building and Lands Committee, at its regular meeting on _____, 2017, recommended that the City Authorize the City of Amherst Community Improvement Corporation (the "CIC"), to act as the City's agent and further receive and review proposals for the potential sale and development of said property and to further make recommendations to the City;

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

SECTION 1: That the CIC, acting as agent of the City, is authorized to receive and review proposals for the potential sale and development of the vacant property located on Church Street, Amherst, Ohio.

SECTION 2: That the CIC, upon receiving and reviewing potential offers to purchase and develop said property, shall make recommendations to the City for further action.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and 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.

SECTION 4: That this Ordinance shall take effect at the earliest period allowed by law.

1st reading _____
2nd reading _____
3rd reading _____

John S. Dietrich, President of Council

PASSED _____

APPROVED

ATTEST _____

Mark Costilow, Mayor

Approved as to form by:

Anthony R. Pecora, Director of Law

Filed with the Mayor: _____

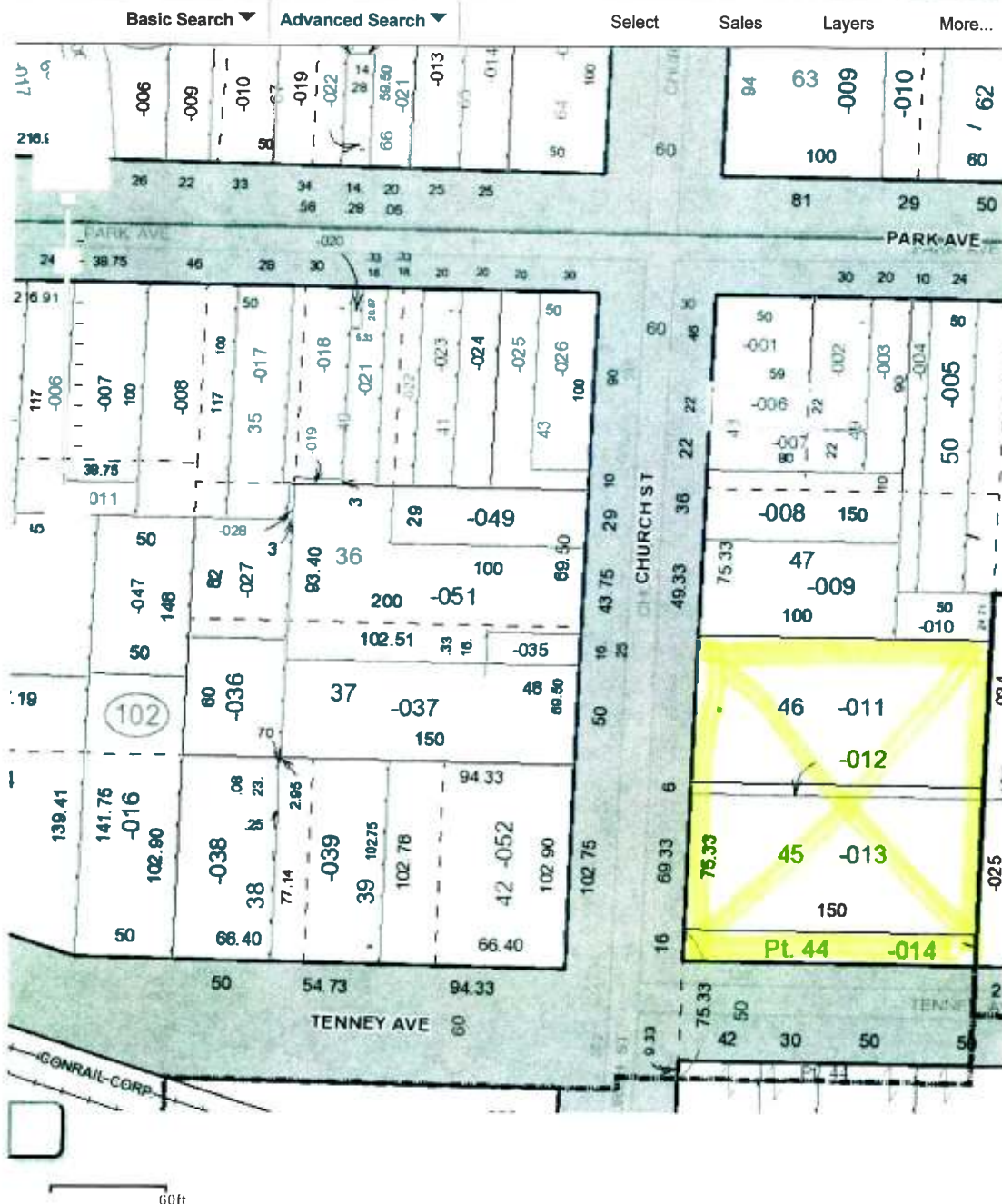
A-17-__





J. Craig Snodgrass, CPA, CGFM

Lorain County Auditor



[Click here for Legal Disclaimer](#)



Board of Directors Community Improvement Corporation (C.I.C.)

	<u>NAME</u>	<u>HOME</u>	<u>OFFICE</u>	<u>CELL</u>	<u>EMAIL ADDRESS</u>
Architect	Jim Yorks	N/A	988-9555	864-3607	jiyorks@centurytel.net
Attorney	Tony Pecora	984-2074	930-4001	213-3184	apecora@sheffieldlaw.com
Bank	Daniel R. Cwalina	N/A	960-6600	759-7128	cwalina@lormet.com
Business	Scott Caco	960-1605	988-5500	541-4273	scottcaco@allstate.com
Council Member	David Janik	988-7711	419-433-5560	714-2654	djanik@bgsu.edu
Council President	John Dietrich	988-7444	988-2420	242-8427	council@amherstohio.org
M. S. President	Denise McCarty	N/A	984-2468	371-0422	dmccarty57@gmail.com
M. S. Director	Teresa L. Gillies	N/A	984-6709	864-2933	exdirector@centurytel.net
Mayor	Mark Costilow	988-4114	988-7711	320-3039	mayor@amherstohio.org
School Official	Steve Sayers	N/A	988-4406	985-8017	steve_sayers@amherstk12.org
Treasurer	Richard Ramsey	N/A	988-3745	N/A	treasurer@amherstohio.org

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

Agenda Number A - 17-12
Committee EXECUTIVE

Date: February 13, 2017

Submitted by: Mark Costilow, Mayor

Subject: An Ordinance creating within the City of Amherst, Ohio a department of Information Technology; declaring an emergency.

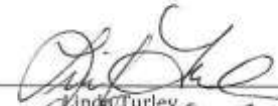
Amount: \$

Account #:

Information: Info to follow


RECEIVED: 2/13/17

CLERK:


Linda Turley

RECEIVED: 2/13/17

PRESIDENT:


John Dietrich, 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:

Signature of Chairperson

AN ORDINANCE CREATING WITHIN THE CITY OF AMHERST, OHIO A DEPARTMENT OF INFORMATION TECHNOLOGY.

WHEREAS, the Executive Committee of the Council of the City of Amherst, Ohio at its meeting held _____ determined the necessity to create the compensation and fringe benefits for a regular, full-time, exempt, confidential and supervisory employee of the City of Amherst, Ohio not represented by an exclusive bargaining representative and to provide fringe benefits therefore.

WHEREAS, the department of Information Technology will work in conjunction with all departments of the City, i.e. Street, Water, Sewer, WPCC, Electric, Building, Police, Fire, and Administrative offices.

WHEREAS, this department and its employee(s) will report to the Safety Service Director and/or Mayor.

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

SECTION 1. EMPLOYEES ENTITLED TO BENEFITS: That the following regular, full-time, exempt employee(s) shall be entitled to the benefits provided herein:

Manager – Information Technology

SECTION 2. WAGES: That the wages for a full-time, exempt, confidential and supervisory employee covered by this Ordinance shall be established and effective as follows:

Position	01-01-2017	01-01-2018	01-01-2019
Manager	\$65,000.00	\$66,310.40	\$67,308.88

New employee(s) in the above-named positions have a starting wage rate of 85% to 100%. The Employer, at its discretion, may start new hires at any percentage between 85% to 100%. The employee will be paid at 100% of stated wages within eighteen (18) months of appointment to the position.

SECTION 3. HOURS OF WORK: The yearly hours shall be a minimum of 2080 hours, with the normal workweek hours for this position shall be 8:00 a.m. to 4:30 p.m. with a 30 minutes' unpaid lunch break. These regular work hours may be adjusted by approval of the Safety Service Director and/or Mayor to accommodate the needs of any department. It is understood as a condition for filling this position, the successful candidate may be required to work evenings, nights and weekends.

SECTION 4. LONGEVITY PAY: Full-time employee(s) under this Ordinance shall be entitled to longevity pay upon completion of five (5) full years of continued service. The benefit shall be computed at the following rate: eight dollars and twenty-five cents (\$8.25) per year of service per month. Longevity shall not become a part of nor affect the regular base pay, and shall not be calculated for or affected by overtime.

SECTION 5. VACATIONS: That vacations shall be as follows: All regular, full-time, employees designed in Section 1 of this Ordinance shall be entitled to the following days vacation with per year based on the following schedule of years of full-time service from the employee's starting date:

After one (1) year	40 hours
Two (2) years, but less than five (5) years	80 hours
Five (5) years, but less than ten (10) years	120 hours
Ten (10) years, but less than eighteen (18) years	160 hours
Eighteen (18) years and over	200 hours

Employees shall become eligible for vacation leave on their anniversary date. Vacations shall not be cumulative and shall be taken during the applicable calendar year or forfeited. The Employer shall permit an employee 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. All vacations shall be scheduled and approved in advance by the Safety Service Director. Employees shall be compensated for vacation time at their regularly hourly rate. 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 6. HOLIDAYS: That holidays shall be as follows: All regular, full-time, non-bargaining employees designated in Section 1 of this Ordinance shall be entitled to a day off with regular pay for the following holidays:

New Year's Eve Day	Veteran's Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	One (1) Personal Holiday
Labor Day	One (1) hour on Election Days
Columbus Day	

Employees shall be compensated for said holidays during the pay period within which they were observed provided the employee is in active pay status during the week within which they were observed. For the purposes of this Section, "active pay status" shall mean hours actually worked, or paid leaves. If any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday. If any of the holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. The Personal Holiday will be taken upon the prior notification and approval of the Supervisor.

SECTION 7. BENEFITS: All regular, full-time employee(s), as defined herein shall be entitled to the following:

Sick Leave and Retirement:

1. Employees shall be entitled to 4.6 hours of sick leave per each eighty (80) hours of service to a maximum of one hundred twenty (120) hours per year while actually disabled by sickness or physical injury, and shall be allowed the same compensation on sick leave as if actually employed.
2. The sick leave herein provided for shall apply to scheduled workdays only. In the event that a department does not have a weekly work schedule, scheduled workdays are defined to be of eight (8) hours duration on Monday, Tuesday, Wednesday, Thursday and Friday.
3. The sick leave herein provided for shall be cumulative without limit. "Cumulative" means the accumulation of all unused sick leave for any number of years.
4. Sick leave shall be granted for absence from duty because of illness, injury, disease, exposure to contagious disease, or attendance upon members if the immediate family whose illness requires the care of such employee. "Immediate family" shall mean father, mother, sister, brother, wife, husband, or children related whether by blood or marriage to the employee.
5. 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.
6. A full-time employee with ten (10) or more years of service may at the time of retirement, elect to be paid in cash for one-fourth ($\frac{1}{4}$) of up to sixteen hundred hours (1600) of accrued but unused sick leave. Payment for sick leave on this basis shall be considered to eliminate all sick leave accrued by the employee and such payment shall be made only once to any employee. The maximum payment which may be made under this section is four hundred (400) hours.

A full-time employee with twenty-five (25) or more years of service may at the time of retirement, elect to be paid in cash for one-half ($\frac{1}{2}$) of up to sixteen hundred (1600) hours of accrued but unused sick leave. Payment for sick leave on this basis shall be considered to eliminate all sick leave accrued by the employee and such payment shall be made only once to any employee. The maximum payment which may be made under the section is eight hundred (800) hours.

SECTION 7.1 Funeral Leave: Regular, full-time, non-bargaining employees shall be granted a leave of absence with pay in the event of the death of a spouse, mother, father, child, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law. Regular, full-time non-bargaining employees shall be entitled to a maximum three (3) workdays for each death within the State of Ohio, and a maximum five (5) workdays for each death if the funeral is out of the State of Ohio. Employees shall be entitled to one (1) workday leave of absence with pay in the event of the death of a stepfather, stepmother, stepbrother, stepsister, aunt or uncle.

SECTION 7.2 Leave of Absence: Upon written request of the Mayor, a regular, full-time non-bargaining employee of the City may be granted a leave of absence, without pay, for sickness and disability not covered in Section 9 or other good cause, provided, however that no leave of absence shall be granted for the purpose of permitting an employee to see and/or accept other employment, and no employee who is on leave of absence shall accept gainful employment elsewhere. Such leave of absence shall be subject to the written approval of the Mayor and shall be for a period not exceeding six (6) months. Medical insurance coverage for employees on authorized paid leaves of absence may be continued upon payment of the monthly premium by the employee to the Auditor's office on the first of each month in advance. Life insurance coverage covered in Section 10 will not be continued for employees on leave of absence. The foregoing leave of absence policy will be applied consistent with the City's obligations under the Family and Medical Leave Act.

SECTION 8. MEDICAL INSURANCE: The City of Amherst shall provide the non-bargaining unit employees with medical and dental insurance coverage. The following changes will be made with respect to:

Steerage:

In Network Coverage: Co-pay 80/20; Deductible \$200.00 single/\$400.00 family; Out of Pocket Maximum \$400.00 single/\$800.00 family.

Out of Network Coverage: Co-pay 60/40; Deductible \$600.00 single/\$1,200.00 family; Out of Pocket Maximum \$1,200.00 single/\$2,400.00 family.

Prescription Drug Benefit:

Co-pays: Generic \$10.00; Brand Preferred \$20.00; Brand non-preferred \$30.00.

Premium Contributions:

Employees will contribute fifteen percent (15%) of the COBRA rates (no caps) for such insurance for the life of the Ordinance.

An employee who is eligible for medical insurance and elects to decline coverage shall receive \$300.00 per month. Election of the option shall be made in writing to the Deputy Auditor during each yearly open enrollment period. Any employee who has elected to participate in this option shall be from year to year. Such payment in lieu of participation shall not be subject to PERS contribution, but shall be applicable to all other taxes. Any employee who has elected to participate in this insurance option and during the year loses insurance coverage through the qualify event shall be provided insurance coverage as provided under this Section, upon written notification to the Deputy Auditor and the stipend shall be pro-rated.

SECTION 8.1 The Employer agrees to contribute the remaining portion of the premium costs for such insurance for the life of this Ordinance. The employer also agrees to contribute \$69.15 per month to the AFSCME Care Plan Fund for each employee in the non-bargaining unit. It is understood that the AFSCME Care Plan contribution shall remain constant through the duration of the Ordinance. The coverage shall include:

Vision Care III
Life Insurance II
Hearing Aid
Employee Assistance III
Dental II - A

SECTION 8.2 The Employer may, during the life of this agreement, change insurance carriers. Prior to any transfer of coverage to a comparable program with a new insurance carrier, the Employer will notify the employees.

SECTION 9. All employees shall participate in the City of Amherst's Drug Free Safety Policy.

SECTION 10. PAYROLL DEDUCTIONS: Payroll deductions permitted by Section 9.41 of the Ohio Revised Code may be made by the Auditor only upon presentation of both satisfactory authorization from the individual employee and satisfactory evidence that a majority of the members of the labor organization or other organization of public employees for which the deduction is to be made to also authorize and request such deduction and shall be subject to the Auditor's approval as to the reasonable capacity to record, account for, and process said deduction on existing municipal forms.

SECTION 11. MILEAGE AND 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 11 herein.

SECTION 12. OVERTIME / CALL-IN / STANDBY: Regular, full-time, non-bargaining employees listed in Section 1 and covered by this Ordinance who are required to work in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be compensated at time and one-half (1 ½) their regular rate of pay or at the discretion of the City, the permitted compensatory time-off for all such hours actually worked in excess of eight (8) hours in any one day or forty (40) hours in one week.

At their option, employees may elect to take the above overtime compensation in the form of pay or compensatory time off. Employees may not accrue more than eight (80) hours of compensatory time at any one time. Compensatory time off shall be scheduled in advance at the request of the employee and with the approval of the Safety Service Director and/or his designee. Compensatory time may be carried over from year to year, not to exceed the eighty (80) hour maximum by giving written notice to the employer of his desire to do so no later than November 7th each year. Any compensatory time not carried over will be paid to the employee in the first pay in December. Hours worked for purposes of this Section shall include actual hours worked and compensable hours excluding sick leave.

Overtime shall not be pyramided. For the purpose of computing overtime pay, holidays and vacation time shall be counted as time actually worked.

An employee who is called in to work, when not an extension of his regularly scheduled shift, shall be granted a minimum of two (2) hours of call in pay at one and one-half (1 ½) times the applicable rate of pay.

SECTION 13. COMPENSATION FOR DEGREES: Effective June 1, 2005, employees who hold a degree in a course of study from an accredited college/university program shall receive additional yearly compensation as listed below:

Associates Degree	\$300.00
Bachelors Degree	\$600.00
Post Graduate Degree	\$900.00

SECTION 14. CONFLICTS: All Ordinances and/or Resolutions in conflict herewith, or any Ordinances or Resolutions which purport to set salaries, compensations, or benefits for the above mentioned full-time, exempt, confidential and supervisory positions are hereby repealed.

SECTION 15. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the Public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 16. That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of public peace, health, safety and welfare of the citizens of Amherst, Ohio. The emergency being the immediate necessity of establishing salaries, terms and other terms of conditions for the Information Technology Department;

1st reading _____
2nd reading _____
3rd reading _____

John S. Dietrich, President of Council

APPROVED

PASSED _____

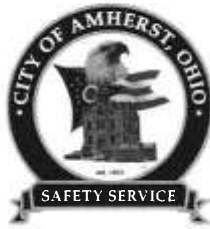
Mark Costilow, Mayor

ATTEST _____

Approved as to form by:

Anthony Pecora, Director of Law

Filed with the Mayor: _____



DEPARTMENT: INFORMATION TECHNOLOGY

TITLE: MANAGER

General Statement: Under the general direction of the Safety Service Director and/or Mayor; directs, manages, supervises and coordinates the activities and operations of the Information Technology Department to include hardware, software, network, telephone, and computer systems administration; identifies, recommends, develops, implements, and supports cost-effective technology solutions for all aspects of the City; prepares bid specifications and analyzes bid proposals for computer, network equipment, software and audio-visual equipment; coordinates assigned activities with other city departments and outside agencies.

Essential Duties: The essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of his/her job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or listen. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and to have a sense of smell. The employee must frequently lift and/or move up to thirty-five (35) pounds, and have the ability to pull up to one hundred thirty five (135) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the work environment is moderate with occasional exposure to loud noises.

Responsibilities:

- Manage the Information Technology department, including citywide computer systems, utilities metering systems, data and voice communication networks, network monitoring, security, messaging systems and administration, facilities operations systems including camera surveillance systems, door access controls, AV systems (including coordination with cable tv station manager).
- Performs administrative functions on the city's wide area network, including user access admission, file management, resource sharing and system security.
- Manages and participate in the development and implementation of Information Technology policies, standards, practices and security measures. Coordinate Information Technology Department activities with other departments ensuring understanding of departmental information needs, capabilities and limitations.

- Manage all telephone systems (including administration of voice-over IP telephony system) to provide voice communication and related services to city facilities via the network.
- Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Train and motivate the Information Technology staff and other city employees.
- Develop long and short range strategic Information Technology plans related to the development, implementation and maintenance of systems, operation, services and hardware.
- Participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies.
- Resolve service complaints received from departments and implement corrective action; receive and prioritize requests for computer applications development and oversee the development and implementation processes.
- Maintain liaison with equipment manufacturer's representatives to ensure satisfactory support and develop timely information regarding new technology, techniques and developments affecting city operations.
- Coordinate the acquisition of computers, peripherals, software and audio visual equipment for city and departmental needs.
- Maintain and repair computer hardware and audio-visual equipment as necessary.
- Participate on various city committees; represent the city in meetings with representatives of manufacturers, vendors, professional and business organizations.
- Coordinate application technologies and systems to achieve overall city objectives.
- Monitor developments and legislation related to information technology matters; evaluate their impact upon city operations and recommend and implement equipment, policy and procedural improvements.
- Performs other related and non-related duties as assigned.
- Maintains a neat and professional appearance and customer focused approach at all times.
- Must have the ability to work as an effective team member; the ability to establish and maintain harmonious working relationships with city staff, contractors and the public.
- Must have the ability to complete projects in a timely manner.

Employee must possess a valid driver's license and retain the ability to be insured by the City's liability carrier.

Employee must possess a high school diploma/GED.

Employee must be able to pass a criminal background check.

Non-Essential Duties: Working with other departments and performing duties Safety Service Director or Mayor.