

**North Canton City Council
Committee of the Whole Agenda
Monday, March 2, 2020**

North Canton City Council will meet as a Committee of the Whole, Monday, March 2, 2020, at 7:00 p.m. at the North Canton Civic Center.

Items to be discussed:

1. Ordinance, Rules & Safety Committee

Chairperson: Matthew Stroia
Vice Chairperson: Doug Foltz
Mark Cerreta
Dominic Fonte
Daniel Peters
Daryl Revoldt
Stephanie Werren

An ordinance amending Chapter 111, Council, of the Codified Ordinances of the City of North Canton, specifically, Section 111.04, Legislative Procedure.

2. Personnel & Safety Committee

Chairperson: Daniel Peters
Vice Chairperson: Dominic Fonte
Mark Cerreta
Doug Foltz
Matthew Stroia
Daryl Revoldt
Stephanie Werren

(a) A resolution accepting the Internship Policy Handbook as submitted on February 14, 2020 and shall be maintained by the Department of Administration.

(b) An ordinance amending Chapter 155, Personnel Regulations, Part One - Administrative Code of the Codified Ordinances of the City of North Canton, to adjust the titles and compensation of certain employees.

3. Finance & Property Committee

Chairperson: Stephanie Werren
Vice Chairperson: Matthew Stroia
Mark Cerreta
Doug Foltz
Dominic Fonte
Daniel Peters
Daryl Revoldt

An ordinance authorizing the appropriation of funds of the City of North Canton to be appropriated from the unappropriated resources of the General Fund and the Insurance Fund, for current expenses during the fiscal year ending December 31, 2020.

3. Adjourn

North Canton City Council
Ordinance, Rules and Claims Committee

Ordinance No. - 2020

An ordinance amending Chapter 111, Council, of the Codified Ordinances of the City of North Canton, specifically, Section 111.04, Legislative Procedure, as described below.

WHEREAS, it is in the interest of the Council of North Canton, Ohio to provide an open and transparent legislative process, and,

WHEREAS, the council wishes to improve the legislative process to function more efficiently for the council members and residents of the City of North Canton.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. That Chapter 111, Council, of the Codified Ordinances of the City of North Canton, specifically, Section 111.04, Procedure, be, and is hereby amended as follows:

(a) The Charter's provisions govern Council's legislative process.

(b) The President of Council shall refer those matters that require pre-Council consideration to commissions and boards.

(c) A matter may be introduced to Council only upon the receipt of an Agenda Request Form, as kept on file by the Clerk of Council in the Office of Council. Only the Directors of Administration, Finance, and Law, the Clerk of Council, and elected officials of the City of North Canton may submit such requests.

(d) Upon a matter's introduction to Council, or upon referral back to Council, the Clerk of Council, with the President of Council's approval, shall refer the matter to the proper Council committee for consideration. Upon assignment to a committee the clerk shall notify the chair of the assigned committee of the matter's assignment.

Section 2. That if a provision of this ordinance is or becomes illegal, invalid, or unenforceable, that it shall not affect the validity or enforceability of any other provision of this ordinance.

Section 3. That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

Passed in Council this _____ day of _____ 2020

Stephan B. Wilder, Mayor

Attest:

Signed: _____, 2020

Benjamin Young, Clerk of Council

145 N. Main Street
North Canton, Ohio 44720
Office Phone: (330) 499-8223
Fax: (330)305-0603
byoung@northcantonohio.gov



Benjamin Young
Interim Clerk of Council
CITY OF NORTH CANTON

Legislation Request

To: Daniel J. Peters, Council President

Date: February 21, 2020

Subject: Rule of Council Regarding Legislative Requests

I am requesting an Ordinance to amend Chapter 111.04 LEGISLATIVE PROCEDURE of the codified ordinances in accordance with the attached proposed revisions in order to formalized and streamline the agenda process.

EMERGENCY REQUESTED: YES NO

Respectfully submitted,


Interim Clerk of Council

In order to better reflect and streamline the legislative process of City Council Chapter 111.04 would be amended as follows:

111.04 LEGISLATIVE PROCEDURE.

- (a) The Charter's provisions govern Council's legislative process.
- (b) The President of Council shall refer those matters that require pre-Council consideration to commissions and boards.
- (c) A matter may be introduced to Council only upon the receipt of an Agenda Request form, as kept on file by the Clerk of Council in the Office of Council. Only the Directors of Administration, Finance, and Law, the Clerk of Council, and elected officials of the City of North Canton may make such requests.
- (d) Upon a matter's introduction to Council, or upon referral back to Council, the Clerk of Council, with the President of Council's approval, shall refer the matter to the proper Council committee for consideration. Upon assignment to a committee the clerk shall notify the chair of the assigned committee of the matter's assignment.

A sample agenda request is attached as the following page.

145 N. Main Street
North Canton, Ohio 44720
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Office of City
Council
CITY OF NORTH CANTON

Agenda Request

TO: President of City Council

DATE: _____

SUBJECT: _____

I am Requesting:

Ordinance: ___ Resolution: ___ Discussion: ___ Vote of Council: ___

For:

...

SIGNED: _____

DATE: _____

APPROVAL NEEDED:

Dir. Of Administration ___ Dir. Of Finance ___ Dir. Of Law ___ Council President ___

APPROVED BY:

Signature

Title

Date

North Canton City Council
Personnel and Safety Committee

Resolution No. - 2020

A resolution accepting the Internship Policy Handbook as submitted on February 14, 2020 and shall be maintained by the Department of Administration.

WHEREAS, the City of North Canton employs individuals across many fields who could provide professional knowledge and experience to learners, and

WHEREAS, the City of North Canton is surrounded by several institutions of higher learning whose students seek out the benefits of unpaid internship opportunities, and

WHEREAS, the City of North Canton, in seeking to build a stronger relationship with the surrounding institutions of higher learning and provide opportunity to such institution's students with valuable learning experiences, wishes to more regularly offer and support unpaid city interns.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. That, having found the proposed Internship Policy Handbook fair and reasonable, the Council hereby accepts the Handbook dated February 14, 2020, regarding the City of North Canton, Ohio, Employer, and the selection of unpaid interns from surrounding Institutions of Higher Education.

Section 2. That the Council hereby acknowledges the authority of the Department of Administration to maintain, update, and modify said handbook to ensure continued compliance with all applicable local, state, and federal laws and labor policies.

Section 3. That if a provision of this resolution is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this resolution.

Section 4. That this resolution shall take effect and be in full force from and after the earliest period allowed by law.

Passed in Council this _____ day of _____ 2020

Attest:

Stephan B. Wilder, Mayor

Benjamin R. Young, Clerk of Council

Signed: _____, 2020

145 N. Main Street
North Canton, Ohio 44720
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Benjamin Young
Interim Clerk of Council
CITY OF NORTH CANTON

Legislation Request

To: Daniel J. Peters, Council President

Date: February 7, 2020

Subject: City Internships Policy

I am requesting a Resolution for the support and adoption of a City Internship Policy as described by the attached policy handbook.

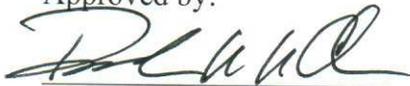
EMERGENCY REQUESTED: ___ YES X NO

Respectfully submitted,



02/14/2020
Date

Approved by:


Director of Administration

2.14.2020
Date

North Canton City Council
Personnel and Safety Committee

Ordinance No. - 2020

An ordinance amending Chapter 155, Personnel Regulations, Part One - Administrative Code of the Codified Ordinances of the City of North Canton, to adjust the titles and compensation of certain employees, and repealing any legislation inconsistent herewith.

WHEREAS, due to the shifting of certain duties and responsibilities, titles and compensation levels relative to those duties and responsibilities require corresponding adjustments.

NOW, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. That Chapter 155 Personnel Regulations of Part One, Administrative Code, specifically, COMPENSATION, be, and the same is hereby amended to read as follows:

COMPENSATION

Full-Time Schedule of Compensation: Full-time employees shall be paid an amount equal to or less than the amount set forth in the following schedule:

<u>Position</u>	<u>Maximum Bi-Weekly Compensation</u>
Director of Administration	\$4,423.08
Director of Finance	\$4,423.08
Director of Law	\$4,423.08
City Engineer	\$4,423.08
<i>Chief of Fire & EMS</i>	<i>\$3,653.85</i>
<i>Chief of Police</i>	<i>\$3,653.85</i>
Superintendent - Drinking Water Plant	\$3,269.23
Superintendent - Streets & Sewers	\$3,269.23
Superintendent - Water Distribution & Parks	\$3,269.23
<i>Deputy Director of Administration and Development</i>	<i>\$3,076.93</i>
<i>Deputy Director of Finance</i>	<i>\$3,076.93</i>

<i>Operations Managers:</i>	\$3,076.93
<i>Drinking Water Plant</i>	
<i>Parks, Rec & Building Maint.</i>	
<i>Streets & Sewer</i>	
<i>Water Distribution</i>	
Construction Engineer	\$2,560.00
Clerk of Council/Law Dept.	\$2,115.38

<u>Position</u>	<u>Maximum Hourly Rate</u>
<i>Accountant/Payroll Manager</i>	\$29.81
<i>Accountant</i>	\$27.40
<i>Administrative Specialist</i>	\$26.44
<i>Client Coordinator</i>	\$25.96
<i>Administrative Assistant</i>	\$24.04

To fill a position listed in the preceding schedule, the Mayor (or in the case of a Council/Law/Finance position, City Council) shall post the open position for a minimum of two weeks on the City's website, bulletin boards in each City facility, and in a local newspaper. The posting may also be advertised on websites and/or in trade publications relevant to the position.

Part-Time Schedule of Compensation: Part-Time employees shall be paid an amount equal to or less than the amount set forth in the following schedule:

<u>Position</u>	<u>Hourly Rate</u>
<u>Public Safety - Fire / EMS</u>	
<i>Assistant Fire Chief</i>	\$ 18.50
<i>Fire Captain</i>	\$ 18.00
<i>Paramedic</i>	\$ 18.00
<i>Firefighter - Paramedic</i>	\$ 18.00
<i>Firefighter - Basic</i>	\$ 16.00
<i>Firefighter</i>	\$ 16.00
<i>Basic</i>	\$ 16.00
<u>Public Safety - Police / Dispatch</u>	
<i>Auxiliary Police</i>	\$ 11.54
<i>School Crossing Guard</i>	\$ 12.66
<u>Special Patrolman</u>	
<i>0 – 12 months</i>	\$ 19.63
<i>After 1 year</i>	\$ 22.73
<i>After 2 years</i>	\$ 23.67

Radio Dispatcher C

<i>0 – 12 months</i>	\$ 18.40
<i>After 1 year</i>	\$ 20.71
<i>After 2 years</i>	\$ 22.01

General

Payroll Manager /Admin Assist.	\$ 19.47
Client Coordinator	\$ 14.00
Casual Labor	\$ 13.59
Seasonal Casual Labor	\$ 13.59
Intern (Non-Accredited)	\$ 13.59

- A. That there be and is hereby established an overtime rate of time and one-half after a scheduled eight hours or working a holiday for part-time police officers and part-time radio dispatchers. *All other hourly employees shall be allowed and paid extra compensation at a) the rate of 1 ½ times the employee's regular hourly rate or b) compensatory time computed at the same rate to be taken in the future as approved in advance when required to perform services in excess of regularly scheduled services. For the purposes of administering overtime, an employee must actually work or be on authorized paid leave, with the exception of sick leave, in excess of forty (40) hours in any work week. Upon accumulation of 40 hours of compensatory time, all further overtime worked by the employee shall be compensated in the form of overtime pay and may not be added to the employee's compensatory time bank.*
- B. Effective January 1 of each year, any employees receiving minimum wage shall have their hourly compensation automatically adjusted to reflect the applicable Federal or State minimum wage, whichever is higher.

Section 2. That any and all legislation inconsistent herewith, be, and is hereby repealed.

Section 3. That if a provision of this ordinance is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.

Passed by Council this _____ day of _____, 2020

Stephan B. Wilder, Mayor

Signed: _____, 2020

ATTEST:

Benjamin Young, Clerk of Council

North Canton City Council
Finance and Property Committee

Ordinance No. - 2020

An ordinance authorizing the appropriation of funds of the City of North Canton to be appropriated from the unappropriated resources of the General Fund and the Insurance Fund, for current expenses during the fiscal year ending December 31, 2020.

WHEREAS, it is necessary to appropriate additional funds into the various budget lines within the 2020 budget to cover additional City expenses for the fiscal year ending December 31, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. To provide for the current expenses and other expenditures of the City of North Canton, during the fiscal year ending December 31, 2020, the following funds, be, and are hereby set aside and appropriated as follows:

101 GENERAL FUND			
101.620	Finance	Personnel	\$ 8,200
101.620	Finance	Prof. Services	\$ 8,000
101.623	Council	Personnel	<u>(\$24,000)</u>
TOTAL GENERAL FUND			(\$ 7,800)
203.631 INCOME TAX FUND		Personnel	(\$6,200)
		Prof. Services	\$6,200
650.765	WATER FUND Admin	Personnel	\$40,300
652.778	SEWER FUND	Personnel	\$ 1,400
654.783	GARBAGE FUND	Personnel	\$ 5,600
TOTAL SUPPLEMENTAL APPROPRIATIONS			\$39,500

Section 2. That the Director of Finance of the City of North Canton, be, and is hereby authorized to issue warrants from appropriations established herein for the payment of vouchers duly approved by the proper departmental authority.

Section 3. That if a provision of this ordinance is or becomes illegal, invalid, or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.

Section 4. That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

Passed in Council this _____ day of _____ 2020

Stephan B. Wilder, Mayor

Signed: _____, 2020

ATTEST:

Benjamin Young, Clerk of Council

City of North Canton

Certificate of Resources, Appropriations, and Fund Balances

Fiscal 2020

Fund & Description	1/1/2020 Beginning Cash Balance	12/31/2019 Carryover Encumbrances	1/1/2020 ACTUAL Unenc Balance	2020 ORIGINAL PERMANENT REVENUE BUDGET	Total Resources Available for Approp	ORD 80-2019 2020 ORIGINAL PERMANENT APPROPRIATIONS BUDGET	ORD 14-2020 Approp Amendmts	Total Curr Yr Appropriations, Incl Amndmts	Curr Yr Excess/(Deficit)	*CAN'T BE NEG Estimated Dec 31, 2020 Fund Balance	F/B Policy Surplus/(Deficit)
*100 General Fund	3,782,902.65	311,534.36	3,471,368.29	8,997,750.00	12,469,118.29	9,095,450.00	(7,800.00)	9,603,650.00	(605,900.00)	2,865,468.29	464,555.79
Special Revenue Funds											
203 INCOME TAX FUND	3,923,279.45	93,535.14	3,829,744.31	7,900,000.00	11,729,744.31	7,900,000.00	0.00	7,900,000.00	0.00	3,829,744.31	
204 FIRE OPERATING FUND	111,832.80	33,908.67	77,924.13	784,667.00	862,591.13	866,817.00		866,817.00	(82,150.00)	(4,225.87)	
205 EMS OPERATING FUND	250,680.44	19,165.20	231,515.24	1,903,000.00	2,134,515.24	2,081,700.00		2,081,700.00	(178,700.00)	52,815.24	
206 COMPUTER TRUST FUND	22,394.72	0.00	22,394.72	-	22,394.72	1,700.00		1,700.00	(1,700.00)	20,694.72	
207 ENFORCEMENT AND EDU	24,060.37	0.00	24,060.37	2,500.00	26,560.37	4,000.00		4,000.00	(1,500.00)	22,560.37	
208 STREET CONST M & R FUND	717,363.14	287,006.35	430,356.79	977,000.00	1,407,356.79	1,343,800.00		1,343,800.00	(366,800.00)	63,556.79	
209 STORM SEWER IMPROVE	378,959.31	77,595.82	301,363.49	376,000.00	677,363.49	289,200.00		289,200.00	86,800.00	388,163.49	
210 STREET IMPROVE LEVY FUND	214,212.55	40,944.78	173,267.77	376,000.00	549,267.77	497,000.00		497,000.00	(121,000.00)	52,267.77	
211 MUNICIPAL ROAD FUND	212,880.70	203,000.00	9,880.70	327,998.00	337,878.70	328,000.00		328,000.00	(2.00)	9,878.70	
212 GENERAL TRUST FUND	58,522.75	4,059.72	54,463.03	1,250.00	55,713.03	54,870.00		54,870.00	(53,620.00)	843.03	
213 LAW ENFORCEMENT TRUST	56,746.70	0.00	56,746.70	1,000.00	57,746.70	29,000.00		29,000.00	(28,000.00)	28,746.70	
214 COMPENSATED ABSENCES	1,386,935.46	0.00	1,386,935.46	100,000.00	1,486,935.46	256,000.00		256,000.00	(156,000.00)	1,230,935.46	
215 CONTINUING PROF EDUC	9,535.00	2,695.00	6,840.00	5,500.00	12,340.00	5,500.00		5,500.00	0.00	6,840.00	
216 COMMUNITY DISASTER RELIEF	1,374.67	0.00	1,374.67	-	1,374.67	1,374.67		1,374.67	(1,374.67)	0.00	
Capital Projects Funds											
330 CAPITAL IMPROVEMENT FUND	1,799,162.62	1,246,013.33	553,149.29	2,779,000.00	3,332,149.29	3,062,700.00		3,062,700.00	(283,700.00)	269,449.29	
331 PARK DEVELOPMENT FUND	391,120.00	250,000.00	141,120.00	1,017,495.00	1,158,615.00	1,112,495.00		1,112,495.00	(95,000.00)	46,120.00	
332 ISSUE 2 IMPROVEMENT FUND	1,220,000.00	1,084,823.60	135,176.40	3,812,440.00	3,947,616.40	3,812,440.00		3,812,440.00	0.00	135,176.40	
333 HOOVER DISTRICT IMP. FUND			0.00		0.00	0.00		0.00	0.00	0.00	
334 INDOOR FIREARMS TRAINING	224,000.00	4,000.00	220,000.00	-	220,000.00	220,000.00		220,000.00	(220,000.00)	0.00	
335 CAPITAL PROJECTS RESERVE	543,555.80	0.00	543,555.80	-	543,555.80	0.00		0.00	0.00	543,555.80	
Enterprise Funds											
650 WATER REVENUE FUND	3,482,738.24	1,083,753.60	2,398,984.64	7,085,000.00	9,483,984.64	7,294,952.00	40,300.00	7,335,252.00	(250,252.00)	2,148,732.64	
651 WATER EXP, REPLACE & IMP	739,462.86	353,269.05	386,193.81	1,200,000.00	1,586,193.81	721,500.00		721,500.00	478,500.00	864,693.81	
652 SEWER REVENUE FUND	1,829,516.67	566,038.46	1,263,478.21	3,450,000.00	4,713,478.21	4,258,660.00	1,400.00	4,260,060.00	(810,060.00)	453,418.21	
654 GARBAGE SERVICE FUND	470,629.26	1,938.06	468,691.20	1,120,000.00	1,588,691.20	1,116,900.00	5,600.00	1,122,500.00	(2,500.00)	466,191.20	
Fiduciary Funds											
761 INSURANCE FUND	1,421,161.25	269,951.15	1,151,210.10	1,441,000.00	2,592,210.10	1,675,000.00		1,678,000.00	(237,000.00)	914,210.10	
870 NORTH CANTON CIV ESCROW	0.00	0.00	0.00	-	0.00	0.00		0.00	0.00	0.00	
871 PERMIT FEE FUND	3,539.80	0.00	3,539.80	5,000.00	8,539.80	5,000.00		5,000.00	0.00	3,539.80	
873 REQUIRED DEPOSITS	178,595.52	0.00	178,595.52	27,500.00	206,095.52	30,000.00		30,000.00	(2,500.00)	176,095.52	
874 UNCLAIMED MONIES	7,003.71	0.00	7,003.71	2,000.00	9,003.71	7,000.00		7,000.00	(5,000.00)	2,003.71	
875 NORTHRIDGE DEVELOPER PMTS	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00		25,000.00	0.00	0.00	
Total	23,462,166.44	\$ 5,933,232.29	17,528,934.15	43,717,100.00	61,246,034.15	46,096,058.67 52,029,290.96	39,500.00	46,654,558.67	(2,937,458.67)	14,591,475.48	
				Total Est Rev		Approp+PrYrEnc					

I, Jina E. Alaback, Finance Director of the City of Louisville, Stark County, Ohio, do hereby certify the above to be true and accurate as taken from the statements and accounts of the above named fund(s).

