

**North Canton City Council
Special Council Meeting Agenda
Monday, April 6, 2015**

Mr. Daniel Peters, President of North Canton's City Council, has requested a Special Council Meeting of Council Members, the Mayor, Director of Administration, Director of Finance, and the Director of Law, for **Monday, April 6, 2015, immediately following the Committee of the Whole Meeting** in Council Chambers at North Canton City Hall, to consider the following:

1. Call to Order
2. Roll Call
3. New Business
4. **Ordinance No. 22 - 2015 – 1st Reading – Street and Alley Committee**

An ordinance amending Ordinance No. 43 – 2014, the Price Park East Parking Lot Rehab Project in the City of North Canton, increasing the appropriation from not to exceed \$95,000.00 to not to exceed \$185,000.00, and declaring the same to be an emergency.

5. **Ordinance No. 23 - 2015 – 1st Reading – Park and Recreation Committee**

An ordinance repealing and replacing Ordinance No 29 – 2011 to increase the rates for season membership and daily admission to the City of North Canton Municipal Swimming Pool, and rate for swimming lessons, repealing any and all legislation inconsistent herewith, and declaring the same to be an emergency.

6. **Ordinance No. 24 - 2015 – 1st Reading – Personnel and Safety Committee**

An ordinance amending Section 20 COMPENSATION, of Chapter 155 Personnel Regulations of Part One – Administrative Code of the Codified Ordinances of the City of North Canton, remove the swimming pool positions, in accordance with North Canton Ordinance No. 14 – 2015, and for the timely implementation of an essential, part-time payroll manager/administrative assistant position, and declaring the same to be an emergency.

7. **Ordinance No. 25 - 2015 – 1st Reading – Personnel and Safety Committee**

An ordinance repealing and replacing the Public Records Policy section of the City of North Canton Personnel Handbook, and declaring the same to be an emergency.

8. Adjourn

Mary Beth Bailey
Clerk of Council

North Canton City Council
Street and Alley Committee

Ordinance No. 22 - 2015

An ordinance amending Ordinance No. 43 - 2014, the Price Park East Parking Lot Rehab Project in the City of North Canton, increasing the appropriation from not to exceed \$95,000.00 to not to exceed \$185,000.00, and declaring the same to be an emergency.

WHEREAS, it is necessary for the City to increase the appropriation from not to exceed \$95,000.00 to not to exceed \$185,000.00 in order for work to begin on the Price Park East Parking Lot Rehab Project.

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

- Section 1. That Ordinance No. 43 - 2014, 2014 Price Park East Parking Lot Rehab Project, be, and the same is hereby amended to increase its appropriation from not to exceed \$95,000.00 to not to exceed \$185,000.00; copy of Ordinance No. 43 – 2014 is attached hereto and is incorporated herein.
- Section 2. 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 3. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary for the timely completion of the Price Park East Parking Lot Rehab Project so that residents and guests may timely utilize the park's health and recreation benefits during a brief favorable weather window; wherefore, provided it receives the affirmative vote of six or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed in Council this _____ day of _____ 2015.

David Held, Mayor

Signed: _____, 2015

ATTEST:

Mary Beth Bailey, Clerk of Council

North Canton City Council
Park and Recreation Committee

Ordinance No. 23 - 2015

An ordinance repealing and replacing Ordinance No. 29 - 2011 to increase the rates for season membership and daily admission to the City of North Canton Municipal Swimming Pool, and rate for swimming lessons, repealing any and all legislation inconsistent herewith, and declaring the same to be an emergency.

WHEREAS, the City desires to increase the rates for season memberships and daily admissions for the North Canton Municipal Swimming Pool.

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

Section 1. That the daily rates for admission to the North Canton Municipal Swimming Pool, be, and are hereby adopted:

DAILY RATE

Per Person	\$ 9.00
After 5:00 p.m.	\$ 7.00
One child under 6 admitted free with each paid adult	

GIFT CERTIFICATES

Gift certificates may be purchased for daily admission and season memberships and are nonrefundable. Daily passes are \$9.00; Season memberships are available at the applicable rates for single, family, additional, Buddy, and senior (62) passes.

Section 2. That the season membership rates, effective prior to the opening date of the municipal pool, be, and are hereby adopted:

RESIDENT OF CITY OF NORTH CANTON

Single	\$ 72.00
Family (up to four)	180.00
(Additional)	30.00
Buddy pass	110.00
Senior (62)	25.00

SCHOOL DISTRICT/TAXES/OWN PROPERTY
(Outside City Rates)

Single	\$ 110.00
Family (up to four)	300.00
(Additional)	40.00
Buddy pass	110.00
Senior (62)	35.00

NONRESIDENT FAMILY PASS
(Limited to 100 Family Memberships)

Family (up to four)	\$425.00
(Additional)	60.00
Buddy pass	110.00

Section 3. That the season membership rates commencing the opening date of the municipal pool, be, and are hereby adopted:

RESIDENT OF CITY OF NORTH CANTON

Single	\$ 72.00
Family (up to four)	195.00
(Additional)	35.00
Buddy pass	110.00
Senior (62)	30.00

SCHOOL DISTRICT/TAXES/OWN PROPERTY
(Outside City Rates)

Single	\$130.00
Family (up to four)	335.00
(Additional)	45.00
Buddy pass	110.00
Senior (62)	40.00

NONRESIDENT FAMILY PASS
(Limited to 100 Family Memberships)

Family (up to four)	\$450.00
(Additional)	60.00
Buddy pass	110.00

- Section 4. That a Buddy pass will be limited to one per family purchasing a single or family season membership. Buddy pass may be used by a babysitter, relative, or friend accompanying the season membership holder to the pool. A Buddy pass is not limited to a specific person.
- Section 5. That to qualify for a season membership based on outside City rates for payment of City income tax, the minimum amount of taxes paid must be at least \$100 per year, based on the previous year's W-2 or estimated taxes.
- Section 6. That there will be rate of \$25.00 per session for swimming lessons and they are offered to only to season members.
- Section 7. That any and all legislation inconsistent herewith, be, and the same are hereby repealed.
- Section 8. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary in order to have the new rates in effect when pool passes go on sale, and to allow for press releases on new rates in a timely manner; wherefore, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor.

Passed in Council this _____ day of _____, 2015

David Held, Mayor

SIGNED: _____, 2015

ATTEST:

Mary Beth Bailey, Clerk of Council

North Canton City Council
Personnel and Safety Committee

Ordinance No. 24 - 2015

An ordinance amending Section 20 COMPENSATION, of Chapter 155 Personnel Regulations of Part One - Administrative Code of the Codified Ordinances of the City of North Canton, remove the swimming pool positions, in accordance with North Canton Ordinance No. 14-2015, and for the timely implementation of an essential, part-time payroll manager/administrative assistant position, and declaring the same to be an emergency.

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, Section 1. GENERAL PERSONNEL REGULATIONS of the Codified Ordinances of the City of North Canton, be, and the same is hereby amended to read as follows:

Section 2. **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:

Position	Bi-Weekly Compensation
Director of Administration	\$3,510.86
Director of Law	\$3,463.99
Director of Finance	\$3,463.99
City Engineer	\$3,463.99
Chief of Police	\$3,210.72
Chief of Fire & EMS	\$3,210.72
Supt., Permits & Inspection	\$2,599.32
Director of Permits & Development	\$2,599.32
Supt., Utilities & Services	\$2,599.32
Supt., Streets & Parks	\$2,599.32
Superintendent – Drinking Water Plant	\$2,769.24
Supt., Recreation, Buildings & Grounds	\$2,599.32
Operations Managers:	
Recreation, Buildings & Grounds	
Streets & Parks	
Water & Sanitary Sewer	
Drinking Water Plant	\$2,465.68
Chief Building Officer	\$2,465.68
Clerk of Council/Law Dept.	\$2,146.82
Deputy Director of Finance	\$1,962.01
Administrative Assistant/Payroll Clerk	\$1,730.00
Administrative Assistant	\$1,730.00

At all times the position of Director of Permits & Development is filled, the person serving in the capacity shall also hold the title of Superintendent, Permits & Inspection at no additional compensation.

Public Safety – FIRE / EMS

Assistant Fire Chief	\$ 14.96
Fire Captain	\$ 14.60
Fire Captain / EMT – Paramedic	\$ 14.60
Fire Captain / EMT – Basic	\$ 14.60

EMT – Paramedic	\$ 14.60
Firefighter / EMT – Paramedic	\$ 14.60

Public Safety – FIRE / EMS (Cont.)

Firefighter / EMT – Basic	\$ 14.13
Firefighter	\$ 14.13
EMT – Basic	\$ 14.13
EMT Personnel on Standby	\$ 2.21
Manned at Station: PPT or SDP	
Fire/Medic	\$ 13.30
Paramedic	\$ 13.30
Firefighter	\$ 12.30
Basic	\$ 12.30

Part-time employees staffed at station will not receive standby wages and will work a minimum of four hours.

Public Safety – Police

Dispatcher C	\$ 12.21
School Crossing Guard	\$ 11.77
Auxiliary Police	\$ 11.04
Special Patrolman	\$ 14.96

Financial & Clerical

Fiscal/Clerical Specialist	\$ 11.88
Payroll Manager/Admin. Assist.	\$ 19.47

Department of Engineering

Engineering Clerk	
Special Project Inspector	\$ 11.88

Engineering Clerk, Special Project Inspector, and Nuisance Officer shall be paid an amount equal to or less than the amount set forth in the schedule listed above	\$ 16.82
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<u>Building & Permits</u>

Building Inspector	
Nuisance Officer	\$ 24.08
	\$ 17.00

Municipal Swimming Pool

Pool Director*	
Assistant Pool Director*	\$6,288.71
Concession Stand Mgr.*	\$4,666.12
Pool Personnel	\$4,891.26
Lifeguard I	Minimum Wage
Lifeguard II	Minimum Wage + 3.5%
Lifeguard/Instructor I	Lifeguard 1 + 3.5%
Lifeguard/Instructor II	Minimum Wage + 15.3%
Head Lifeguard I	Lifeguard/Instructor 1 + 3.5%
Head Lifeguard II	Minimum Wage + 23.1%
Pool Maintenance	Head Lifeguard 1 + 3.5%
*Paid for Season	Minimum Wage

General Government

Summer I	Minimum Wage
Summer II	Minimum Wage + 7.3%
Intern	Minimum Wage + 25.3%
Skilled Worker	\$ 14.50
Laborer	\$ 13.00

Laborer shall be paid an amount equal to or less than the amount set forth in the schedule listed above

Recreation

Class "A" Instructor	\$ 11.00
Senior Program Director**	\$ 203.50

**Paid bi-weekly

A. In the event the Senior Program Director works less than 20 hours in a bi-weekly pay period, the actual hours worked will be paid at the Senior Program Director's applicable hourly rate.

B. That there be and is hereby established an overtime rate of time and one-half after a scheduled eight (8) hours or working a holiday for part-time police officers and part-time radio dispatchers.

C. Effective January 1 of each year, any employee 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.

Section 4. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton, and further necessary to timely remove the swimming pool positions in accordance with North Canton Ordinance No. 14-2015, and for the timely implementation of an essential, part-time payroll manager/administrative assistant position; wherefore, this ordinance shall take effect and be in force immediately upon its adoption by Council and approval by the Mayor.

Passed by Council this _____ day of _____, 2015

David Held, Mayor

Signed: _____, 2015

ATTEST:

Mary Beth Bailey, Clerk of Council

North Canton City Council
Personnel and Safety Committee

Ordinance No. 25 - 2015

An ordinance repealing and replacing the Public Records Policy section of the City of North Canton Personnel Handbook, and declaring the same to be an emergency.

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

Section 1. That the Public Records Policy section of the City of North Canton Personnel Handbook, be, and the same is hereby repealed and replaced to read as follows:

A. MISSION STATEMENT.

The City believes openness and transparency leads to a better-informed citizenry, which leads to better government, and better public policy. Consistent with the premise that government—at all levels—exists first and foremost to serve the interests of the people, the City's mission and intent is to fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act, R.C. 149.43 et seq., as may be amended from time to time.

B. DEFINING PUBLIC RECORDS.

All City records are public unless they are exempt from disclosure under federal or Ohio law. All public records shall be organized and maintained in such a way that they are available for inspection and copying.

A record is defined as a document, in any format, that is created, received, or comes under the City's jurisdiction, and which documents the City's organization, functions, policies, decisions, procedures, operations, or activities.

A "public record" is a "record" that is being kept by the City at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

C. RESPONSE TIMEFRAME.

Public records are available for inspection during regular business hours, with the exception of published holidays. Public records shall be made available for inspection promptly. Copies of public records shall be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; staffing levels; the proximity of the location where the records are stored; the necessity for any legal review and redaction of the records requested; and other facts and circumstances of the records requested.

D. RESPONDING TO REQUESTS.

No specific language is required to make a request for public records. The requester must at least, however, identify the records requested with sufficient clarity to allow the City to identify, retrieve, and review the records. If it is not clear what records are requested, the City shall contact the requester for clarification, and shall assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

A records request need not be in writing, and the requester does not have to provide the requester's identity or the intended use of the requested public record. However, Ohio law permits the City to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requester by enhancing the City's ability to identify, locate, or deliver the public records that have been requested; and (2) after informing the requester that a written request is not required and that the requester may decline to reveal the requester's identity or intended use of the requested records.

The City must examine each public record request under both state and federal law, which are subject to constitutional and statutory law amendments and

enactments, and an evolving common law. Therefore, a City employee who receives a public record request must advise the Law Director and Administration office without delay. The Law Director shall assist the employee in evaluating and responding to the request. The Administration office shall transmit the City's response to the request and track it for compliance and efficiency by maintaining a log of each public records request together with a copy of the response, and shall be responsible to deliver the City's response to the requester.

An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. And although the City is not obligated to create new records or perform new analysis of existing information to satisfy a public record request, it may accommodate a requester by generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, a City employee must accompany the requester during the inspection to make certain original records are not removed, altered, or destroyed. A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's internet website (www.ohioattorneygeneral.gov) for the purpose of keeping employees and the public educated as to the City's obligations under the Ohio Public Records Act, Open Meetings Act, records retention laws, and Personal Information Systems Act.

D. ELECTRONIC RECORDS.

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

E. DENIAL OR REDACTION OF RECORDS.

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the City must provide the requester an opportunity to revise the request by informing the requester of the manner in which the City maintains and accesses records.

A denial of a public records request must include an explanation and the legal authority. If the initial request was made in writing, the explanation shall also be in writing. If portions of a requested record are public and portions are exempt, the exempt portions shall be redacted and the rest released. The City shall make the redaction plainly visible, and each redaction must be accompanied by a supporting explanation, including the legal authority.

Ohio's General Assembly has passed a number of laws that protect certain records by requiring or permitting a public office to withhold them from public release. If the City invokes one of these exceptions, it may only withhold a record or part of a record clearly covered by the exception, and it must tell the requester the legal authority it is relying on to withhold the record.

F. COPYING AND MAILING COSTS.

Those seeking public records may be charged only the actual cost of making copies, not the labor cost. Currently, the established cost to reproduce records is as follows:

1. The cost for black and white photocopies is three cents (\$.03) per single-sided sheet; the cost for two-sided black and white photocopies is six cents (\$.06) per sheet.
2. The cost for color photocopies is 13 cents (\$.13) per single-sided sheet; the cost for two-sided color photocopies is 26 cents (\$.26) per sheet.
3. The cost for a black and white digital scan of a document is one cent (\$.01) per page. The cost for a color digital scan of a document is nine cents (\$.09) per page.
4. For discs, video, or cassette tapes, the fee shall be the replacement cost for the requested medium. Reproduction costs may only be charged if a commercial or professional service is contracted to provide the requested copies.

5. Persons requesting photographs pursuant to this policy shall be charged the actual cost incurred by the City for the reproduction of the photographs.
6. For any other type of media, the fee shall be the replacement or reproduction cost for that particular media.
7. The cost of copies shall be analyzed and updated from time-to-time as the cost of reproducing records changes.
8. Established costs and fees under this policy shall be clearly posted and visible to the public.

A requester may be required to pay in advance for the actual costs involved in providing the copy. A requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the City determines that the record can reasonably be duplicated as an integral part of the City's normal operations.

If a requester asks that documents be delivered, the requester may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery.

G. DELIVERY METHODS.

A requester may personally pick up requested copies of public records, or may send a designee, after having providing the applicable record custodian notice of the designation. Based upon the requester's choice, the City's Administration office shall transmit copies of public records via the U.S. mail, or by any other reasonable means of delivery or transmission available to City. Copies of public records may be transmitted by e-mail if the City maintains the records electronically, or it determines that it reasonably can duplicate the requested records into electronic form as an integral part of its normal operation.

H. MANAGING RECORDS.

City records are subject to records retention schedules. The City's current schedules are available at City Hall, a location readily available to the public as required by Ohio Revised Code 149.43(B)(2).

I. POLICY POSTING AND DISTRIBUTION.

The City's Administration office shall create a poster describing the above policy and post it in a conspicuous place in City Hall, Station 1 - Fire Division, Station 2 - EMS Division, the Service Center, the Water Treatment Plant, and the Civic Center. This policy shall be included in the employee handbook, and the record custodian for each City department that maintains public records shall acknowledge, in writing, receipt of this policy.

- Section 2. That any and all legislation inconsistent herewith, including Ordinance No. 139-07 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.
- Section 4. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton, and further necessary to promptly update and refresh public record policies and publications, and educate all City employees regarding Ohio's Public Records Act, together the City's policy to comply or exceed therewith; wherefore, provided it receives the affirmative vote of six or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed by Council this _____ day of _____, 2015

David Held, Mayor

Signed: _____, 2015

ATTEST:

Mary Beth Bailey, Clerk of Council