

NOTICE OF NORTH CANTON CITY COUNCIL MEETING
Monday, March 9, 2020, 7:00 p.m., North Canton Civic Center
Agenda

1. Call to Order
2. Opening Prayer
3. Pledge of Allegiance
4. Roll Call
5. Consideration:
Council Meeting Minutes – February 24, 2020
Special Committee of the Whole Minutes – February 24, 2020
6. Recognition of Visitors
7. Old Business
8. New Business
9. **Ordinance No. 12 – 2020 – 1st Reading – Ordinance, Rules & Safety Committee**
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.
10. **Resolution No. 1 – 2020 – 1st Reading – Personnel & Safety Committee**
A resolution accepting the Internship Policy Handbook as submitted and shall be maintained by the Department of Administration.
11. **Ordinance No. 13 – 2020 – 1st Reading – Personnel & Safety Committee**
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.
12. **Ordinance No. 14 – 2020 – 1st Reading – Finance & Property Committee**
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.
13. Reports

| | |
|-----------------------------------|---------------------|
| Deputy Director of Administration | Director of Law |
| Director of Administration | Director of Finance |
| Mayor | City Engineer |
| Council Clerk | |
14. Reports - Council

| | | | |
|---------------|----------|------------------|----------|
| Daryl Revoldt | At Large | Stephanie Werren | Ward 3 |
| Dominic Fonte | Ward 4 | Matthew Stroia | At Large |
| Jeff Peters | Ward 2 | Mark Cerreta | At Large |
| Doug Foltz | Ward 1 | | |

15. March Meeting Schedule
 - March 16, 2020 – No Meeting
 - March 23, 2020 – Council; Special Committee of the Whole
 - March 30, 2020 – No Meeting
16. Final Call for New Business
17. Adjourn

North Canton City Council
Ordinance, Rules and Claims Committee

Ordinance No. 12 - 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

North Canton City Council
Personnel and Safety Committee

Resolution No. 1 - 2020

A resolution accepting the Internship Policy Handbook as submitted 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, in seeking to build a stronger relationship with 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 regarding the City of North Canton, Ohio, Employer, and the selection of unpaid interns from 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

Stephan B. Wilder, Mayor

Attest:

Signed: _____, 2020

Benjamin R. Young, Clerk of Council

Internship Program: Policy and Procedures Handbook



**Department of Administration
City of North Canton Ohio
XXXX, 2020**

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I. Description

The City of North Canton seeks to continue to build a strong, objective, and mutually beneficial relationship with universities and colleges. Therefore, it has established an Internship Program to provide students with valuable work experience through internships in various City departments. Accordingly, upon advance, written, supervisory authority, department heads may utilize a single, central channel to request interns to assist in department operations while providing valuable work experience in return.

II. General Policies

A) City Policies

1) Staffing

The Program Administrator, appointed by the Director of Administration, shall oversee the Internship Program. The Program Administrator shall manage the functions described in this handbook not specifically assigned to employees. The department head requesting an intern is responsible for interviewing, selecting, and supervising their interns following the application process.

2) Resource Allocation / Compensation

A) No additional resources shall be allocated to departments requesting or utilizing interns.

Department heads bear sole responsibility for providing the space, resources, and supervision of their interns.

B) Interns may receive college credit hours from their educational institution as compensation for their work, and as a result, shall not be monetarily compensated for the same.

3) Duties Inappropriate for Interns

Interns should be used for tasks that contribute to the City. Interns shall not receive tasks that would not be reasonably expected of a full-time City employee.

4) Compliance with Labor Laws

All internships shall comply with the U.S. Department of Labor, Wage and Hour Divisions, “primary beneficiary test,” as described in Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act. Courts have identified the following seven factors as part of a flexible test, and no single factor is determinative:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

B) University Policies

1) Term of Internship

Each internship shall last for one of the intern’s educational institution’s academic semesters.

At least 135 hours of service is required to complete a full semester.¹ At the intern and department head’s request, the Program Administrator may approve work beyond the 135-hour threshold. An intern who serves for two consecutive semesters shall receive credit for two internships.

¹ Approximately 9 hours a week for 10 weeks.

2) Evaluation Requirements

Evaluations are crucial tools for positive internships and are further necessary for the intern to receive academic credit. Accordingly, supervisors shall provide interns with written evaluations at least twice a semester; preferably, one midway, and one upon conclusion of a semester. In addition, verbal feedback regarding performance should occur when appropriate. The Program Administrator will assist in reminding supervisors and interns of the evaluations at appropriate times and shall receive copies of all written evaluations.

3) Site Visit with Advisor

Upon the intern or educational advisor's request, the advisor may schedule and conduct a site visit together with the intern's supervisor to evaluate assigned tasks and work environment.

4) National Association of Colleges and Employer's Compliance

Internships shall follow National Association of Colleges and Employers requirements, which may change from time-to-time, and currently are as follows:

- a. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- b. The skills or knowledge learned must be transferable to other employment settings.
- c. The experience has a defined beginning and end, and a job description with desired qualifications.
- d. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- e. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- f. There is routine feedback from the experienced supervisor.
- g. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

C) Compliance Statement

Interns are subject to, and shall comply with, the policies and procedures set forth by the City's employee handbook and all relevant federal, state, and local laws.

III. Procedure

A) Intern Requests

1) Authority to Request

With prior supervisory approval, department heads may request the Program Administrator create an internship posting.

2) Requesting Procedure

Intern requests shall be submitted to the Program Administrator through the Intern Request Portal maintained on a City-owned, Google drive, which shall notify the Program Administrator, who shall then process the request in accordance with the rules of this handbook. The current Intern Request Portal may be accessed at: <https://forms.gle/dcdqAK3eKV8uvsBx5>

B) Internship Posting

Upon receipt of an Intern Request, the Program Administrator shall generate an internship posting, which shall contain, at a minimum, internship title, requesting department, brief description of duties, how to apply, and preferred majors. This posting shall be returned to the requesting department to confirm accuracy. Once approved, the Program Administrator shall: cause the posting to be sent to appropriate university/college career centers; place it on the City's Handshake Application Portal; and, if appropriate, send it to any professor with whom a connection exists and whose students would be qualified for the specified internship position.

C) Application and Preliminary Screening

1) Application

To apply for an internship, a student must complete the application through the Application Portal. The Application Portal shall be maintained on a City-owned Google drive. Once submitted

through the Application Portal, the Program Administrator shall receive notice and process the application in accordance with the rules of this handbook. Portal access instructions shall be listed on all internship postings.

The Application Portal may be accessed at: <https://forms.gle/vdGv56iM7VM9Femh8>

2) Screening

Once an application is received, the Program Administrator shall cross-reference the application with the minimum requirements listed on the internship posting. If the applicant meets minimum requirements, the application and any supporting documents shall be forwarded to the requesting Department Head for consideration.

If no applicants meet the minimum requirements by the scheduled posting removal date, their applications shall be forwarded to the requesting Department Head.

D) Interview and Hiring

After the Program Administrator's initial screening of applicants, potential interns shall be interviewed, and hired at the direction of the Director of Administration.

E) Posting Removal

Internship postings shall be retracted from Handshake application system, the Application Portal, contacted university and college career centers, and from any applicable professors upon the Program Administrator notice that a candidate has been hired for the position. If no interns have been hired within one week prior to the first day of the semester for which the internship was intended, similar retractions shall be sent to the identified recipients.

F) Work Credit

No intern shall be denied credit for work truthfully and faithfully completed through this program. And although bound by applicable copyright and patent laws, interns may freely use non-confidential work in professional portfolios.

DRAFT

North Canton City Council
Personnel and Safety Committee

Ordinance No. 13 - 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; and

WHEREAS, the City is obligated to timely provide compensation to its full and part-time employees at reasonable, local market rates.

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. 14 - 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