



AGENDA
ATHENS CITY COUNCIL
MONDAY, NOVEMBER 18, 2024 AT 7:00 PM

e-mail: dwalker@ci.athens.oh.us

Streaming is available at www.ci.athens.oh.us/video

1. Establish Quorum

2. Disposition of Minutes:

- Regular Session of Council held November 4, 2024
- Special Session of Council held November 12, 2024

3. Communications

4. Reports and Communications from Other Elected Officials

5. Ordinances for Third Reading:

0-101-24

AN ORDINANCE AMENDING ATHENS CITY CODE TITLE 1, GENERAL PROVISIONS, CHAPTER 1.03, CODE FEES ESTABLISHED, SECTION 5.04.08, SEWER RATES.

Introduced by All Council Members

0-103-24

AN ORDINANCE AMENDING THE 2024 APPROPRIATION ORDINANCE 130-23.

Introduced by Council Member Risner

0-104-24

AN ORDINANCE AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ENTER INTO CONTRACT(S) FOR THE NEXT PHASE OF CONSTRUCTION AND CONSTRUCTION ENGINEERING OF THE CITY SEWER SYSTEM IMPROVEMENTS, PROJECT #330; AMENDING ORDINANCE 10-24; AND DECLARING AN EMERGENCY.

Introduced by Council Member Risner

0-105-24

AN ORDINANCE AUTHORIZING PARTICIPATION IN FEDERAL GENERAL SERVICES ADMINISTRATION (GSA), A COOPERATIVE PURCHASING PROGRAM.

Introduced by Council Member Risner

0-108-24

AN ORDINANCE AUTHORIZING DESIGN AND CONSTRUCTION OF A PUBLIC SAFETY TRAINING FACILITY, PROJECT #373.

Introduced by Council Member McCarey

6. Ordinances for Second Reading:

0-112-24

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT TO PROVIDE FINANCIAL SUPPORT FROM THE CITY'S TRANSIENT GUEST TAX FOR THE OPERATION OF THE OUTDOOR RECREATION COUNCIL OF APPALACHIA (ORCA).

Introduced by Council Member Risner

0-113-24

AN ORDINANCE AMENDING THE 2024 APPROPRIATION ORDINANCE 130-23.

Introduced by Council Member Risner

0-114-24

AN ORDINANCE AMENDING ORDINANCE 131-23, THE 2024 STAFFING LEVELS AND PAY GRADES IN THE MAYOR'S OFFICE; AND DECLARING AN EMERGENCY.

Introduced by the Finance & Personnel Committee

0-115-24

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF ATHENS, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2025.

Introduced by the Finance & Personnel Committee

0-116-24

AN ORDINANCE AUTHORIZING 2025 NON-UNION COMPENSATION; REPEALING ALL ORDINANCES INCONSISTENT THEREWITH; AND DECLARING AN EMERGENCY.

Introduced by the Finance & Personnel Committee

0-117-24

AN ORDINANCE ADOPTING A FRINGE BENEFITS PACKAGE FOR NON-UNION PERSONNEL WITHIN THE CITY OF ATHENS AND REPEALING ALL ORDINANCES INCONSISTENT THEREWITH; AND DECLARING AN EMERGENCY.

Introduced by the Finance & Personnel Committee

0-118-24

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO, OR TO EXTEND THE AGREEMENT WITH THE BOARD OF ATHENS COUNTY COMMISSIONERS, FOR THE PURPOSE OF OBTAINING THE SERVICES OF THE PUBLIC DEFENDER'S OFFICE THROUGH DECEMBER 31, 2025.

Introduced by Council Member Risner

0-119-24

AN ORDINANCE AMENDING ATHENS CITY CODE TITLE 1, GENERAL PROVISIONS, CHAPTER 1.03, CODE FEES ESTABLISHED, TO INCLUDE SECTIONS 23.03.11(D), ACCESSORY STRUCTURES AND ACCESSORY ENERGY SYSTEMS, AND 23.03.12(B), PRINCIPAL RENEWABLE ENERGY SYSTEMS.

Introduced by Council Member Swank

7. Ordinances for First Reading:

0-120-24

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT EXTENSION TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF THE ATHENS COUNTY ECONOMIC DEVELOPMENT COUNCIL; AND DECLARING AN EMERGENCY.

Introduced by the Finance & Personnel Committee

0-121-24

AN ORDINANCE AUTHORIZING 2025 STAFFING LEVELS; REPEALING ALL ORDINANCES INCONSISTENT THEREWITH; AND DECLARING AN EMERGENCY.

Introduced by the Finance & Personnel Committee

0-122-24

AN ORDINANCE AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ENTER INTO A CONTRACT WITH THE EMPLOYEE BENEFIT SERVICE CENTER TO SERVE AS THE CITY'S THIRD-PARTY HEALTH INSURANCE ADMINISTRATOR (TPA); AND DECLARING AN EMERGENCY.

Introduced by Council Member Risner

0-123-24

AN ORDINANCE AUTHORIZING A GROUP EXCESS LOSS MEDICAL INSURANCE CONTRACT; AND DECLARING AN EMERGENCY.

Introduced by Council Member Risner

0-124-24

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A ONE-YEAR AGREEMENT WITH SUNDAY CREEK HORIZONS, A CONSULTING FIRM.

Introduced by Council Member Swank

0-125-24

AN ORDINANCE AUTHORIZING DISPOSAL OF VEHICLES NO LONGER NEEDED FOR A MUNICIPAL PURPOSE.

Introduced by Council Member Spjeldnes

0-126-24

AN ORDINANCE AMENDING ATHENS CITY CODE TITLE 5, PUBLIC UTILITIES, CHAPTER 5.03, WATER REGULATIONS, SECTION 5.03.03, WASTED WATER CHARGED FOR; AND TITLE 1, GENERAL PROVISIONS, CHAPTER 1.03, CODE FEES

ESTABLISHED.

Introduced by Council Member McCarey

0-127-24

AN ORDINANCE AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ENTER INTO A CONTRACT TO LEASE OR OTHERWISE MONETIZE THE CITY'S SOLAR RENEWABLE ENERGY CREDITS (SRECs).

Introduced by Council Member Risner

8. Announcements & Other Business:

- Motion to Remove from the Table:

0-55-24

AN ORDINANCE REZONING UNDEVELOPED LOTS ON GRAND PARK BOULEVARD AND EDEN PLACE FROM R-2 RESIDENTIAL, ONE FAMILY/TWO FAMILY ZONE TO R-3 RESIDENTIAL, MULTI-FAMILY ZONE.

Introduced by Council Member Swank

- Motion to Amend Rules of Council

9. Opportunity for Citizens to Speak on Legislative Items and City Services Not Covered on the Agenda

10. Adjournment

Sam Crowl
President of Council

The City of Athens supports the Americans with Disabilities Act. Requests for reasonable accommodation may be made with the ADA Coordinator in the City Building or by calling 592-3367.

0-101-24

Introduced by All Members of Council

AN ORDINANCE AMENDING ATHENS CITY CODE TITLE 1, GENERAL PROVISIONS, CHAPTER 1.03, CODE FEES ESTABLISHED, SECTION 5.04.08, SEWER RATES.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Effective January 1, 2025, Athens City Code Title 1, General Provisions, Chapter 1.03, Code Fees Established, Section 5.04.08, Sewer Rates, are hereby amended to read as follows:

Section 5.04.08, Sewer Rates

Residential	\$6.00	\$6.18
Commercial	\$6.79	\$6.99
Industrial	\$7.49	\$7.71

The monthly base rate charge is as follows:

<u>Base Rate per 1000 gallons</u> <u>(metered amounts as noted above)</u>		<u>Monthly Base</u> <u>Rate Charge</u>	
0	- 15	\$ 31.34	\$ 32.28
16	- 50	\$ 54.18	\$ 55.81
51	- 100	\$ 139.22	\$ 143.40
101	- 200	\$ 224.42	\$ 231.15
201	- 500	\$ 431.44	\$ 444.38
501	- 1000	\$ 887.74	\$ 914.37
1001	- 2500	\$1,567.05	\$1,614.06
2501	- 5000	\$1,933.92	\$1,991.94
5000+		\$2,480.60	\$2,555.01

SECTION II: This Ordinance shall be in full force and effect at the earliest moment permitted by law upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-103-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AMENDING THE 2024 APPROPRIATION ORDINANCE 130-23.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The 2024 Appropriation Ordinance 130-23 is hereby amended by appropriating from the unappropriated balance the following sums:

Twenty-Five Thousand Dollars (\$25,000.00) to Cable Access Fund, 215, T.C. 500, to replace The Government's Channel's video switcher system;

One Thousand Five Hundred Dollars (\$1,500.00) to CDBG Formula Grant Fund, 248, T.C. 300, for payments covering general administration, fair housing, and CHIP program expenses; and

Forty-Five Thousand Dollars (\$45,000.00) to Sewer Fund, 750.637, T.C. 300, to cover electric costs for AEP and Oak Tree Equity (solar), and increasing the total appropriations by said amounts.

SECTION II: The 2024 Appropriation Ordinance 130-23 is hereby amended by decreasing Transportation Assistance Fund, 214, T.C. 500, capital outlay, by Forty-Four Thousand Four Hundred Sixty-Five Dollars (\$44,465.00), and increasing Transportation Assistance Fund, 214, T.C. 300, professional services, by the same amount, to allow all future transit payments to be made from an operating fund line, and increasing and decreasing the total appropriations by said amount.

SECTION III: This Ordinance shall be in effect and full force upon passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-104-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ENTER INTO CONTRACT(S) FOR THE NEXT PHASE OF CONSTRUCTION AND CONSTRUCTION ENGINEERING OF THE CITY SEWER SYSTEM IMPROVEMENTS, PROJECT #330; AMENDING ORDINANCE 10-24; AND DECLARING AN EMERGENCY.

WHEREAS, the City is preparing for the next phase of this project, the bikeway force main;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The 2024 Appropriation Ordinance, 0-130-23 is hereby amended by appropriating from the unappropriated balance the sum of One Million Seven Hundred Eighty-Seven Thousand Two Hundred Fifteen Dollars (\$1,787,215.00) to Sewer Fund, Plant, 750.637, T.C. 500, for the bikeway force main, and increasing the appropriations by said amount.

SECTION II: Section II of Ordinance 10-24 is hereby amended to read as follows:

Section II: The Service-Safety Director is hereby authorized to expend up to ~~Two Million One Hundred Seven Thousand Three Hundred Fifty Dollars (2,107,350.00)~~ **Three Million Eight Hundred Ninety-Four Thousand Five Hundred Sixty-Five Dollars (\$3,894,565.00)** from Sewer Fund, Plant, 750, T.C. 500, for said Project #330.

SECTION III: This Ordinance shall be an emergency measure necessary for the preservation of the health, welfare and safety of the residents of the City of Athens, Ohio, in order that bids can be accepted as soon as the City receives OEPA approval to do so, and it shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-105-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AUTHORIZING PARTICIPATION IN FEDERAL GENERAL SERVICES ADMINISTRATION (GSA), A COOPERATIVE PURCHASING PROGRAM.

WHEREAS, Ohio Revised Code Section 9.48 provides the opportunity for political subdivisions to participate in a joint purchasing program operated by or through a national or state association for the acquisition of equipment, materials, supplies or services; and

WHEREAS, through participation in said association the City of Athens is exempt from any competitive selection procedures, otherwise required by law, if the contract in which it is participating was awarded pursuant to a publicly solicited request for a proposal or a competitive selection procedure of another political subdivision within the State of Ohio or in another state;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The Service-Safety Director is hereby authorized to register with the federal General Services Administration (GSA), a cooperative purchasing Program for the purpose of participating in a joint purchasing program in which the City of Athens is eligible for membership, for the acquisition of equipment, materials, supplies or services.

SECTION II: This Ordinance shall be in effect and full force upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-108-24

Introduced by Micah McCarey, Chair
City & Safety Services Committee

**AN ORDINANCE AUTHORIZING DESIGN AND CONSTRUCTION OF A PUBLIC
SAFETY TRAINING FACILITY, PROJECT #373.**

WHEREAS, there will be future water and street appropriations requested for this project in order to connect the water line and road from the end of Kenny Drive to Elliottsville Road in order to increase access and redundancy in the water system; and

WHEREAS, the City has received 2024 State Capital Bill funding in the amount of \$2.5 million; and

WHEREAS, the City will be utilizing the federal General Services Administration (GSA) cooperative purchasing program, and competitive bidding is not required;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The 2024 Appropriation Ordinance, 130-23, is hereby amended by appropriating from the unappropriated balance the following sums:

Two Million Five Hundred Thousand Dollars (\$2,500,000.00) to Safety Services Fund, 206, T.C. 500;

Two Hundred Thousand Dollars (\$200,000.00) to Street Fund, 220, T.C. 500; and

Two Hundred Thousand Dollars (\$200,000.00) to Water Fund, 740, T.C. 500; for said Public Safety Training Facility, and increasing the total appropriations by said amounts.

SECTION II: The Service Safety Director is hereby authorized to expend up to Two Million Nine Hundred Thousand Dollars (\$2,900,000.00) as follows:

Two Million Five Hundred Thousand Dollars (\$2,500,000.00) from Safety Services Fund, 206, T.C. 500;

Two Hundred Thousand Dollars (\$200,000.00) from Street Fund, 220, T.C. 500; and

Two Hundred Thousand Dollars (\$200,000.00) from Water Fund, 740, T.C. 500 for Project #373.

SECTION III: This Ordinance shall be in effect and full force upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

RECORD OF ORDINANCES

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROR11

Ordinance No. **0-112-24** Passed _____, 20____

Introduced by Council Member Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT TO PROVIDE FINANCIAL SUPPORT FROM THE CITY'S TRANSIENT GUEST TAX FOR THE OPERATION OF THE OUTDOOR RECREATION COUNCIL OF APPALACHIA (ORCA).

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The Mayor is hereby authorized to enter into an agreement to provide financial support from the City's Transient Guest Tax, paid into the General Fund, to the Outdoor Recreation Council of Appalachia (ORCA), a Regional Council of Governments (COG) for the operation of ORCA, provided that the proceeds of such tax are sufficient, legally available, and lawfully appropriated for the purpose, and the City's General Fund reserve balance is 9% or higher. A copy of said agreement is attached hereto and incorporated herein by reference.

SECTION II: This Ordinance shall be in full force and effect at the earliest moment permitted by law upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

AGREEMENT

PARTIES: This Agreement is entered into by and between the City of Athens, Ohio, hereinafter referred to as “City” and the Outdoor Recreation Council of Appalachia, hereinafter referred to as “ORCA.”

PURPOSE: This Agreement is for the purpose of providing financial support for the operation of ORCA and shall continue from year to year and be in effect until withdrawn by the City. In such a case, the City shall notify the ORCA Board in writing ninety (90) days prior to withdrawal as set forth below. This Agreement shall replace and supersede any prior Agreements.

ORCA AGREES:

- 1) Any prior Agreements, including the Agreement attached to Athens City Ordinance 110-19, entered into between ORCA and the City, are **null and void**. Further, the City is hereby released from all financial obligations on any prior agreements, including the financial obligation referred to in Athens City Ordinances 110-19 and 45-24.
- 2) To use the sum paid by the City for the purpose of integrating conservation, outdoor recreation, and economic development in a way that strengthens and inspires communities in Southeast Ohio and to develop outdoor recreation opportunities across governmental boundaries that create sustainable and equitable economic development, inspiring communities throughout Appalachian Ohio.
- 3) To provide to Athens City Council by the end of the first quarter of each calendar year, a complete written accounting of all expenditures of funds and activities of ORCA in which City funds were expended during the preceding twelve (12) month period.

CITY AGREES:

- 1) To pay Annual Membership Dues to ORCA by the end of the first quarter of each calendar year in an amount equaling one dollar for each resident of the City. Payment amounts will correspond with current Census population data
- 2) For calendar year 2024, the City will pay ORCA the sum of \$24,673, for 2024 Annual Membership Dues, which is due and payable upon signing of this agreement as authorized by Athens City Council.
- 3) For calendar year 2025 and thereafter, the City will pay the Annual Membership Dues to ORCA by the end of the first quarter of each calendar year.
- 4) If the City wishes to withdraw from ORCA, the City shall notify the ORCA Board in writing ninety (90) days prior to withdrawal. Withdrawal will be final after the ninetieth (90th) day, EXCEPT THAT all obligations, financial or otherwise, to ORCA assumed by the City prior to submitting the notice of intent to withdraw shall continue until the end of ORCA’s then-current Fiscal Year.

For the City of Athens, Ohio:

Steve Patterson, Mayor

Date

For the Outdoor Recreation Council of Appalachia

Director:

Date

Director:

Date

Director:

Date

Director:

Date

Director:

Date

Approved as to Form:

Lisa A. Eliason, Athens City Law Director

Date

0-113-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AMENDING THE 2024 APPROPRIATION ORDINANCE 130-23.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The 2024 Appropriation Ordinance 130-23 is hereby amended by appropriating from the unappropriated balance the following sums needed for the 2024 Medical Fund and personnel costs:

Twenty Thousand Dollars (\$20,000.00) to General Fund, Auditor, 101.102, T.C. 100;

Twenty Thousand Dollars (\$20,000.00) to General Fund, Law Director, 101.104, T.C. 100;

Eleven Thousand Dollars (\$11,000.00) to General Fund, Council, 101.105, T.C. 100;

Twelve Thousand Dollars (\$12,000.00) to General Fund, Lands & Buildings, 101.112;

Thirty Thousand Dollars (\$30,000.00) to General Fund, Police, 101.207, T.C. 100;

One Hundred Fifty Thousand Dollars (\$150,000.00) to General Fund, Fire, 101.208, T.C. 100;

Eleven Thousand Dollars (\$11,000.00) to General Fund, Parking Enforcement, 101.718, T.C. 100;

Six Thousand Dollars (\$6,000.00) to Cemetery Fund, 210.115, T.C. 100;

Fifty-One Thousand Dollars (\$51,000.00) to Street Fund, 220.717, T.C. 100;

One Hundred Ten Thousand Dollars (\$110,000.00) to Community Center Operations Fund, 271.940, T.C. 100;

Seventy-Five Thousand Dollars (\$75,000.00) to Water Fund, Plant, 740.637, T.C. 100;

One Thousand Five Hundred Dollars (\$1,500.00) to Sewer Fund, Maintenance, 750.635, T.C. 100;

Thirty Thousand Dollars (\$30,000.00) to Sewer Fund, Plant, 750.637, T.C. 100;

Eight Thousand Dollars (\$8,000.00) to Storm Water Environmental Coordinator Fund, 755.637, T.C. 100; and

Five Thousand Dollars (\$5,000.00) to Sanitation Fund, 760, T.C. 100, and increasing the total appropriations by said amounts.

SECTION II: This Ordinance shall be in effect and full force upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-114-24

Introduced by the Finance & Personnel Committee

AN ORDINANCE AMENDING ORDINANCE 131-23, THE 2024 STAFFING LEVELS AND PAY GRADES IN THE MAYOR'S OFFICE; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Ordinance 131-23, authorized staffing levels and pay grades in the Mayor's Office, are hereby amended to read as follows:

FUND	DEPARTMENT	POSITION	F.T.E.
101.101, General	Mayor	Executive Assistant (Mayor)	1
101.101, General	Mayor	Administrative Coordinator	1
101.101, General	Mayor	Grants Administrator	1
101.101, General	Mayor	Human Resources Director	1
101.101, General	Mayor	Deputy Service-Safety Director	0.7
101.101, General	Mayor	Service-Safety Director	1
101.101, General	Mayor	City Planner	1
101.101, General	Mayor	DEIA/Training Coordinator	1
101.101, General	Mayor	Receptionist	0.73

SECTION II: This Ordinance shall be an emergency measure necessary for the preservation of the health, welfare, and safety of the residents of the City of Athens, Ohio, in order to continue to provide efficient delivery of services, and it shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

City of Athens Pay Grades

PAY GRADE	MIN	MID	MAX	POSITION TITLE
12	\$41.79	\$50.66	\$59.54	Service-Safety Director
11	\$38.59	\$47.28	\$55.97	City Engineer/Director of Public Works; Fire Chief; Police Chief; Chief City Prosecutor
10	\$35.40	\$43.37	\$51.34	Human resources Director; Deputy Auditor; APR Director; Director of Code Enforcement; Government Channel Director; Deputy Service-Safety Director
9	\$32.48	\$38.97	\$45.47	Prosecutor; Assistant Law Director/Part-Time Prosecutor; Fire Captain; Police Captain; Assistant City Engineer; WTP Manager; WWTP Manager; City Planner
8	\$29.80	\$35.76	\$41.72	Assistant Director of Arts, Parks and Recreation; Assistant Director of Development, Enforcement and Facilities; Assistant Director of Public Works
7	\$27.34	\$32.81	\$38.28	Building Project Supervisor; Cler of Council*; Lab Technician; Labor Supervisor (APR); Environmental Coordinator; Labor Supervisor (Sewer, Street, Water)
6	\$25.08	\$29.47	\$33.86	Grant Administrator (Mayor); Social Worker; Project Inspector; Income Tax Administrator (2); IT System Administrator
5	\$23.01	\$27.03	\$31.06	Account Administrator I (Auditor); Executive Administrator (Auditor); Account Administrator II (Utilities Billing); Program Specialist (Arts); Program Specialist (APR); Program Specialist (Childcare); Human Resources Coordinator; DEIA Coordinator
4	\$21.12	\$24.81	\$28.50	IT Technician; TGC Technician; Solid Waste Control Inspector; Building Projects Technician; Administrative Coordinator (E/PW)
3	\$19.37	\$22.75	\$26.14	Administrative Assistant II; Account Administrator I (Utilities Billing); Production Specialist (TGC); Executive Assistant (Mayor)
2	\$17.77	\$20.87	\$23.98	Operations Specialist (2); Administrative Assistant; Legal Secretary II
1	\$16.29	\$19.15	\$22.01	General Secretary; Legal Secretary I; Executive Assistant (Mayor); Data Entry Operator; Receptionist

O-115-24

An ORDINANCE to make appropriations for current expenses and other expenditures of the City of Athens, Ohio, during the fiscal year ending December 31, 2025.

SECTION I. BE IT ORDAINED by the Council of the City of Athens, State of Ohio, that to provide for the current expenditures of the said City of Athens during the fiscal year ending December 31, 2025, the following sums be and they are hereby set aside and appropriated as follows:

SECTION II. That there be appropriated from the following funds:

GENERAL FUND

101

DEPARTMENT	Transaction Classes >>	PERSONNEL	SUPPLIES	DEBT	CAPITAL	TRANSFERS	BUDGET	% of Total
		100	SERVICES 200-300	SERVICE 400	OUTLAY 500	& REFUNDS 600	TOTAL	
MAYOR	101.101	1,024,250	117,060.00	0	2,000	0	1,143,310	5.73
AUDITOR	101.102	599,950	271,100	0	8,000	400,000	1,279,050	6.41
TREASURER	101.103	21,010	4,450	0	0	0	25,460	0.13
LAW DIRECTOR	101.104	659,250	89,800	0	13,000	0	762,050	3.82
COUNCIL	101.105	476,500	132,366	0	2,450	0	611,316	3.06
COURT	101.106	1,082,500	416,000	0	2,000	0	1,500,500	7.52
POLICE	101.207	5,060,500	619,200	0	74,000	0	5,753,700	28.84
FIRE	101.208	4,524,100	482,520	0	37,000	0	5,043,620	25.28
CODE	101.351	774,050	150,700	0	21,500	500	946,750	4.75
PARKING ENFORCEMENT	101.718	525,800	362,800	0	52,500	500	941,600	4.72
LANDS & BLDGS	101.112	717,250	338,250	0	83,000	0	1,138,500	5.71
OTHER ADMIN	101.120	0	796,400	0	8,500	500	805,400	4.04
TOTAL		15,465,160	3,780,646	0	303,950	401,500	19,951,256	100.00
% of Total		77.51	18.95	0.00	1.52	2.01	100.00	

OTHER FUNDS

DEPT	FUND	PERSONNEL	SUPPLIES	DEBT	CAPITAL	TRANSFERS	BUDGET
		100	SERVICES 200 & 300	SERVICE 400	OUTLAY 500	& REFUNDS 600	TOTAL
Safety Services	206	0	0	0	0	0	0
Cemetery	210	111,470	16,850	0	31,000	200	159,520
Tourism	212	0	375,000	0	0	0	375,000
Transportation Assistance	214	0	152,500	0	0	0	152,500
Cable Access	215	0	0	0	11,340	0	11,340
Streets	220	1,481,200	876,899	0	704,820	0	3,062,919
Wheel Tax	226	0	0	0	0	0	0
Judges Court computer	230	0	14,000	0	2,000	23,000	39,000
Clerk of Court Computer	231	0	46,000	0	1,000	0	47,000
Diversion	232	64,990	14,800	0	1,250	0	81,040
Court Comm Corrections	235	71,520	9,050	0	1,000	0	81,570
DUI Court	237	82,200	33,000	0	0	0	115,200
CDBG Formula Grant	248	0	22,000	0	180,000	0	202,000
Athens Enhancement Fund	250	0	27,100	0	0	0	27,100
Recreation	270	1,083,470	515,590	0	88,800	1,250	1,689,110
Community Center Operations	271	770,750	362,485	0	54,500	2,500	1,190,235

APR Income Tax	273	0	28,500	0	295,000	0	323,500
Law Enforcement Trust	293	0	0	0	14,000	0	14,000
ARPA Funds	286	0	0	0	0	0	0
Opioid Settlement Fund	287	0	60,000	0	0	0	60,000
Drug Law Enforcement	294	0	0	0	5,000	0	5,000
Fire Station Debt Fund	430	0	0	1,000,000	0	0	1,000,000
APR Debt	450	0	0	550,000	0	0	550,000

OTHER FUNDS

DEPT	FUND	PERSONNEL 100	SUPPLIES SERVICES 200 & 300	DEBT SERVICE 400	CAPITAL OUTLAY 500	TRANSFERS & REFUNDS 600	BUDGET TOTAL	
Street Rehab	572	0	0	320,000	0	0	320,000	
Capital Improvements	580	0	0	0	500,000	0	500,000	
Small Cities ODOT	589	0	0	0	3,000,000	0	3,000,000	
Court Capital	592	0	0	0	100,000	0	100,000	
TIF Muni Imp Tax Increm	593	0	470,000	0	0	0	470,000	
DRD	596	0	0	0	0	0	0	
Parking Garage	730	0	171,900	0	0	165,100	337,000	
Parking Garage Debt	733	0	0	163,000	0	0	163,000	
Water Fund - Maintenance	740.635	649,500	288,333	0	519,300	0	1,457,133	
Water Fund - Administration	740.636	440,800	369,450	0	9,000	401,000	1,220,250	
Water Fund - Plant	740.637	1,251,900	882,450	0	217,500	0	2,351,850	5,029,233
WTP Improvement Debt	744	0	0	399,000	0	0	399,000	
Sewer Fund - Maintenance	750.635	640,000	168,147	0	235,251	0	1,043,398	
Sewer Fund - Administration	750.636	387,550	375,850	0	8,700	1,000	773,100	
Sewer Fund - Plant	750.637	1,189,500	971,100	0	107,000	0	2,267,600	4,084,098
Storm Sewer	755.635	0	30,000	0	140,000	0	170,000	
Storm Water Env. Coord.	755.637	55,000	15,550	0	1,500	0	72,050	
Sewer Debt	758	0	0	1,389,000	0	0	1,389,000	
Sanitation	760	330,000	1,803,400	0	54,500	200	2,188,100	
Internal Service - Mechanics	865.645	236,500	81,585	0	5,500	0	323,585	
Internal Service - IT	865.647	179,500	308,650	0	30,000	0	518,150	
Medical Insurance Fund	866	0	5,878,000	0	0	0	5,878,000	
Unclaimed Funds	903	0	0	0	0	5,000	5,000	
OTHER FUNDS TOTAL		9,025,850	14,368,189	3,821,000	6,317,961	599,250	34,132,250	
GENERAL FUND TOTAL		15,465,160	3,780,646	0	303,950	401,500	19,951,256	
GRAND TOTAL		24,491,010	18,148,835	3,821,000	6,621,911	1,000,750	54,083,506	
		45.28	33.56	7.07	12.24	1.85	100.00	

SECTION III. And the City Auditor is hereby authorized to draw his warrants on the City Treasurer for payments from any of the foregoing appropriations upon receiving proper

SECTION IV. This ordinance shall take effect at the earliest period allowed by law.

Passed: _____, 2024

Approved by: _____
Finance Committee

Attest: _____
Clerk

Finance Committee

President of Council

Finance Committee

Finance Committee

Mayor

RECORD OF ORDINANCES

Government Forms and Supplies (844) 224-3338 FORM NO. SHTHOR11

Ordinance No. **0-116-24**

Passed _____, 20____

Introduced by Finance & Personnel Committee

15th
11/4
AN ORDINANCE AUTHORIZING 2025 NON-UNION COMPENSATION; REPEALING ALL ORDINANCES INCONSISTENT THEREWITH; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Pursuant to Ohio Revised Code 731.08, Power of Legislative Authority as to Salaries and Bonds, and the City of Athens Non-Union Fringe Benefits, City Council does hereby authorize a 2025 general hourly pay increase for full time and permanent part-time non-union employees, as attached hereto and incorporated herein by reference. Non-Union employees in a probationary status shall not be eligible for any general hourly pay increase.

SECTION II: City Council does hereby authorize a one-time lump sum payment to those employees whose general hourly pay rate exceeds or will exceed the maximum pay rate in their pay grade, as attached hereto and incorporated herein by reference. Said general hourly pay increase or lump sum payment shall be effective the first pay period of 2025.

SECTION III: This Ordinance shall be an emergency measure necessary for the preservation of the health, safety and welfare of the residents of the City of Athens in order to maintain fiscal integrity, and that it shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

Position	Pay Band	Pay Range			2024 Wage	\$0.75/hr COLA	
		MIN	MID	MAX		Pay	%
SERVICE SAFETY DIRECTOR*	12	\$41.79	\$50.66	\$59.54	\$53.71	\$54.46	1.38
CITY ENGINEER/DIRECTOR OF PUBLIC WORKS*	11	\$38.59	\$47.28	\$55.97	\$38.62	\$39.37	1.90
CHIEF CITY PROSECUTOR*	11	\$90.59	\$47.28	\$55.97	\$42.01	\$49.56	1.72
ASSISTANT LAW DIRECTOR/PT PROSECUTOR*	11	\$38.59	\$47.28	\$55.97	\$38.62	\$39.37	1.90
FIRE CHIEF*	11	\$38.59	\$47.28	\$55.97	\$51.74	\$52.49	1.43
POLICE CHIEF*	11	\$38.59	\$47.28	\$55.97	\$50.24	\$50.99	1.47
DIRECTOR APR*	10	\$35.40	\$43.37	\$51.34	\$35.60	\$36.35	2.06
DIRECTOR OF CODE ENFORCEMENT*	10	\$35.40	\$43.37	\$51.34	\$35.60	\$36.35	2.06
DEPUTY AUDITOR*	10	\$35.40	\$43.37	\$51.34	\$35.60	\$36.35	2.06
GOVERNMENT CHANNEL DIRECTOR*	10	\$35.40	\$43.37	\$51.34	\$39.24	\$39.99	1.88
HUMAN RESOURCES DIRECTOR*	10	\$35.40	\$43.37	\$51.34	\$38.92	\$39.67	1.89
DEPUTY SERVICE SAFETY DIRECTOR*	10	\$35.40	\$43.37	\$51.34	\$35.60	\$36.35	2.06
PROSECUTOR*	10	\$35.40	\$43.37	\$51.34	\$0.00	\$0.00	0.00
PROSECUTOR*	10	\$35.40	\$43.37	\$51.34	\$36.10	\$36.85	2.04
FIRE CAPTAIN*	9	\$32.48	\$38.97	\$45.47	\$44.60	\$45.35	1.65
POLICE CAPTAIN*	9	\$32.48	\$38.97	\$45.47	\$44.95	\$45.70	1.64
ASSISTANT CITY ENGINEER*	9	\$32.48	\$38.97	\$45.47	\$32.48	\$33.23	2.26
WTP MANAGER	9	\$32.48	\$38.97	\$45.47	\$33.91	\$34.66	2.16
WWTP MANAGER	9	\$32.48	\$38.97	\$45.47	\$35.96	\$36.71	2.04
CITY PLANNER*	9	\$32.48	\$38.97	\$45.47	\$33.65	\$34.40	2.18
ASSISTANT DIRECTOR OF APR*	8	\$29.80	\$35.76	\$41.72	\$30.25	\$31.00	2.42
ASSISTANT DIRECTOR OF DEVELOPMENT, ENFORCEMENT AND FACILITIES*	8	\$29.80	\$35.76	\$41.72	\$32.78		
ASSISTANT DIRECTOR OF PUBLIC WORKS*	8	\$29.80	\$35.76	\$41.72	\$34.99	\$35.74	2.10
LAB TECH	7	\$27.34	\$32.81	\$38.28	\$37.24	\$37.99	1.97
LAB TECH	7	\$27.34	\$32.81	\$38.28	\$35.95	\$36.70	2.04
LABOR SUPERVISOR - APR	7	\$27.34	\$32.81	\$38.28	\$29.34	\$30.09	2.49
ENVIRONMENTAL COORDINATOR	7	\$27.34	\$32.81	\$38.28	\$30.04	\$30.79	2.44
LABOR SUPERVISOR - STREETS	7	\$27.34	\$32.81	\$38.28	\$29.57	\$30.32	2.47
LABOR SUPERVISOR - SEWER	7	\$27.34	\$32.81	\$38.28	\$29.65	\$30.40	2.47
LABOR SUPERVISOR - WATER	7	\$27.34	\$32.81	\$38.28	\$0.00	\$0.00	0.00
CLERK OF COUNCIL*	7	\$27.34	\$32.81	\$38.28	\$31.84	\$32.59	2.30
BUILDING PROJECT SUPERVISOR	7	\$27.34	\$32.81	\$38.28	\$31.97	\$32.72	2.29
SOCIAL WORKER	6	\$25.08	\$29.47	\$33.86	\$30.68	\$31.43	2.39
INCOME TAX ADMINISTRATOR	6	\$25.08	\$29.47	\$33.86	\$27.35	\$28.10	2.67
INCOME TAX ADMINISTRATOR	6	\$25.08	\$29.47	\$33.86	\$25.72	\$26.47	2.83
SYSTEM ADMINISTRATOR*	6	\$25.08	\$29.47	\$33.86	\$25.72	\$26.20	8.80
PROJECT INSPECTOR	6	\$25.08	\$29.47	\$33.86	\$25.52	\$26.27	2.85
GRANTS ADMINISTRATOR (MAYOR)	6	\$25.08	\$29.47	\$33.86	\$25.72	\$0.00	0.00
ACCOUNT ADMINISTRATOR II (Utilities Billing)	5	\$23.01	\$27.03	\$31.06	\$26.25	\$27.00	2.78
ACCOUNT ADMINISTRATOR I (Auditor)	5	\$23.01	\$27.03	\$31.06	\$23.71	\$24.46	3.07
EXECUTIVE ADMINISTRATOR (Auditor)	5	\$23.01	\$27.03	\$31.06	\$24.80	\$25.55	2.94
PROGRAM SPECIALIST (Arts)	5	\$23.01	\$27.03	\$31.06	\$23.01	\$23.76	3.16
PROGRAM SPECIALIST (CHILDCARE)	5	\$23.01	\$27.03	\$31.06	\$25.02	\$25.77	2.91
PROGRAM SPECIALIST (Parks and Recreation)	5	\$23.01	\$27.03	\$31.06	\$24.08	\$24.83	3.02
DE/TRAINING COORDINATOR	5	\$23.01	\$27.03	\$31.06	\$23.01	\$23.76	3.16
ADMINISTRATIVE COORDINATOR (HR)	5	\$23.01	\$27.03	\$31.06	\$23.01	\$23.76	3.16
IT TECHNICIAN	4	\$21.12	\$24.81	\$28.50	\$0.00	\$0.00	0.00
TGC TECH	4	\$21.12	\$24.81	\$28.50	\$23.66	\$24.41	3.07
BUILDING PROJECTS TECHNICIAN	4	\$21.12	\$24.81	\$28.50	\$27.34	\$28.09	2.67
SOLID WASTE CONTROL INSPECTOR	4	\$21.12	\$24.81	\$28.50	\$21.16	\$21.91	3.42
SOLID WASTE CONTROL INSPECTOR	4	\$21.12	\$24.81	\$28.50	\$24.26	\$25.01	3.00
EXECUTIVE ASSISTANT (SSD)	4	\$21.12	\$24.81	\$28.50	\$22.84	\$24.81	7.94
ADMINISTRATIVE COORDINATOR (EPW)	4	\$21.12	\$24.81	\$28.50	\$25.00	\$25.75	2.91
COURT SECURITY	4	\$21.12	\$24.81	\$28.50	\$25.02	\$25.77	2.91
COURT ADMINISTRATOR	4	\$21.12	\$24.81	\$28.50	\$25.00	\$25.75	2.91
COURT REPORTER	4	\$21.12	\$24.81	\$28.50	\$21.43	\$22.18	3.38
DIVERSION PROGRAM COORDINATOR	4	\$21.12	\$24.81	\$28.50	\$23.76	\$24.51	3.06
DIVERSION PROGRAM COORDINATOR	4	\$21.12	\$24.81	\$28.50	\$0.00	\$0.00	0.00
ADMINISTRATIVE ASSISTANT II	3	\$19.37	\$22.75	\$26.14	\$21.80	\$22.55	3.33
EXECUTIVE ASSISTANT (MAYOR)	3	\$19.37	\$22.75	\$26.14	\$0.00	\$0.00	0.00
INTENSIVE PROBATION DIRECTOR	3	\$19.37	\$22.75	\$26.14	\$25.02	\$25.77	2.91
ACCOUNT ADMINISTRATOR I (Utilities Billing)	3	\$19.37	\$22.75	\$26.14	\$19.54	\$20.29	3.70
OPERATIONS SPECIALIST	2	\$17.77	\$20.87	\$23.98	\$23.55	\$24.30	3.09
OPERATIONS SPECIALIST	2	\$17.77	\$20.87	\$23.98	\$18.57	\$19.32	3.88
PROJECT ASSISTANT	2	\$17.77	\$20.87	\$23.98	\$18.29	\$19.04	3.94
EXECUTIVE ASSISTANT	2	\$17.77	\$20.87	\$23.98	\$22.04	\$0.00	0.00
LEGAL SECRETARY II	2	\$17.77	\$20.87	\$23.98	\$22.31	\$23.06	3.25
DIVERSION ADMINISTRATIVE ASSISTANT	2	\$17.77	\$20.87	\$23.98	\$19.09	\$0.00	0.00
PROBATION OFFICER	2	\$17.77	\$20.87	\$23.98	\$16.76	\$0.00	0.00
PROBATION OFFICER	2	\$17.77	\$20.87	\$23.98	\$19.82	\$20.57	3.65
GENERAL SECRETARY	1	\$16.29	\$19.15	\$22.01	\$17.47	\$18.22	4.12
GENERAL SECRETARY - CODE	1	\$16.29	\$19.15	\$22.01	\$18.09	\$18.84	3.98
LEGAL SECRETARY I	1	\$16.29	\$19.15	\$22.01	\$17.72	\$18.47	4.06
DATA ENTRY OPERATOR	1	\$16.29	\$19.15	\$22.01	\$18.52	\$19.27	3.89
DATA ENTRY OPERATOR	1	\$16.29	\$19.15	\$22.01	\$17.11	\$17.86	4.20

Remove position
Pay Band Change

Currently not filled
Pay Band Change

On probation

Currently not filled

Raise to FLSA exempt threshold (\$58,656.00)

Remove position

Currently not filled

Pay Band Change; increase to 50% through new pay band

Municipal Court
Municipal Court
Municipal Court
Municipal Court
Municipal Court - position not filled

Pay Band Change; Currently not filled
Municipal Court

Municipal Court - position title changing
Municipal Court - position title changing
Municipal Court

* = FLSA Exempt

\$51.70
Cost \$107,536.00

City of Athens Pay Grades				
PAY GRADE	MIN	MID	MAX	POSITION TITLE
12	\$41.79	\$50.66	\$59.54	Service-Safety Director
11	\$38.59	\$47.28	\$55.97	City Engineer/Director of Public Works; Fire Chief; Police Chief; Chief City Prosecutor; Assistant Law Director
10	\$35.40	\$43.37	\$51.34	Human Resources Director; Deputy Auditor; Director of Arts, Parks and Recreation; Director of Development, Enforcement and Facilities; Government Channel Director; Deputy Service-Safety Director; Prosecutor (2)
9	\$32.48	\$38.97	\$45.47	Prosecutor; Assistant Law Director/Part-Time Prosecutor; Fire Captain; Police Captain; Assistant City Engineer; WTP Manager; WWTP Manager; City Planner
8	\$29.80	\$35.76	\$41.72	Assistant Director of Arts, Parks and Recreation; Assistant Director of Development, Enforcement and Facilities; Assistant Director of Public Works
7	\$27.34	\$32.81	\$38.28	Lab Technician (2); Labor Supervisor-APR; Environmental Coordinator; Clerk of Council; Building Project Supervisor; Labor Supervisor [(4) Water, Sewer, Streets, APR]
6	\$25.08	\$29.47	\$33.86	Grant Administrator (Mayor); Social Worker; Project Inspector; Income Tax Administrator (2); IT System Administrator
5	\$23.01	\$27.03	\$31.06	Account Administrator I (Auditor); Executive Administrator (Auditor); Account Administrator II (Utilities Billing); Program Specialist (Arts); Program Specialist (APR); Program Specialist (Childcare); Human Resources Coordinator; DEIA Coordinator
4	\$21.12	\$24.81	\$28.50	IT Technician; TGC Technician; Solid Waste Control Inspector; Building Projects Technician; Administrative Coordinator (E/PW); Executive Assistant (SSD); Court Security; Court Administrator; Diversion Program Coordinator (2)
3	\$19.37	\$22.75	\$26.14	Administrative Assistant II; Account Administrator I (Utilities Billing); Production Specialist (TGC); Executive Assistant (Mayor); Intensive Probation Director
2	\$17.77	\$20.87	\$23.98	Operations Specialist (2); Administrative Assistant; Legal Secretary II; Court Reporter; Diversion Administrative Assistant; Probation Officer
1	\$16.29	\$19.15	\$22.01	General Secretary (Fire); General Secretary (Code); Legal Secretary I; Data Entry Operator (2); Receptionist

RECORD OF ORDINANCES

Government Forms and Supplies (844) 224-3338 FORM NO. SHTR0111

Ordinance No. 0-117-24 Passed _____, 20____

Introduced by Finance & Personnel Committee

AN ORDINANCE ADOPTING A FRINGE BENEFITS PACKAGE FOR NON-UNION PERSONNEL WITHIN THE CITY OF ATHENS AND REPEALING ALL ORDINANCES INCONSISTENT THEREWITH; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Effective January 1, 2025, the Fringe Benefits Package attached hereto and incorporated herein shall be in effect, and all ordinances inconsistent therewith shall be repealed.

SECTION II: This Ordinance shall be an emergency measure necessary for the preservation of the health, safety, and welfare of the residents of the City of Athens in order to meet the January 1, 2025, effective date, and that it shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

CITY ORDINANCE

0-117-24

NON-UNION PERSONNEL SALARY
AND FRINGE BENEFIT PACKAGE

AS AMENDED

0-54-93, dated May 3, 1993
0-143-93, dated November 1, 1993
0-164-93, dated December 26, 1993
0-50-96, dated April 22, 1996
0-128-99, dated December 20, 1999
0-133-00, dated December 18, 2000
0-125-01, dated December 17, 2001
0-44-04, dated May 17, 2004
0-53-06, dated June 5, 2006
0-149-07, dated December 17, 2007
0-16-08, dated March 17, 2008
0-132-08, dated December 15, 2008
0-63-09, dated May 18, 2009
0-145-09, dated December 14, 2009
0-122-10, dated December 13, 2010
0-78-11, dated July 18, 2011
0-127-11, dated December 19, 2011
0-122-12, dated December 17, 2012
0-103-13, dated October 7, 2013
0-147-13, dated December 16, 2013
0-03-14, dated February 17, 2014
0-15-14, dated March 17, 2014
0-122-14, dated December 15, 2014
0-28-15, dated May 4, 2015
0-107-15, dated November 16, 2015
0-72-16, dated May 31, 2016
0-152-16, dated December 14, 2016
0-152-17, dated December 11, 2017
0-143-18, dated December 17, 2018
0-132-19, dated December 16, 2019
0-142-20, dated December 14, 2020
0-142-21, dated December 13, 2021
0-148-22, dated December 5, 2022
0-132-23, dated December 11, 2023

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EXHIBIT A

NON-UNION PERSONNEL SALARY AND FRINGE BENEFIT PACKAGE

DEFINITIONS: For the purpose of this Ordinance, the following terms are defined:

Full Time Non-Exempt Employee - One whose earnings are calculated on an hourly basis and works 40 hours or more per week. These are employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act.

Full Time Exempt Employee - One whose earnings are calculated on a biweekly basis, and not determined by hours worked per week. These are employees primarily performing work that is not subject to overtime provisions of the Fair Labor Standards Act. Exempt employees are generally expected to work a minimum of 40 hours per week.

Three-Quarter Time Employee – One whose earnings are calculated on an hourly basis, works at least but no more than 30 hours a week, does not exceed 1,560 hours per year and is eligible for non-union benefits.

Permanent Part-time Employee – One whose earnings are calculated on an hourly basis, works at least 20 but less than 30 hours a week, does not exceed 1,508 hours per year and is eligible for non-union benefits.

Temporary Part-time Employee – One whose earnings are calculated on an hourly basis and works less than 30 hours per week on an annualized basis.

Temporary Employee – One who temporarily fills the vacancy of a classified civil service position (subject to ORC 124.30). Earnings are calculated on an hourly basis and works 40 hours per week, not to exceed 120 calendar days.

Seasonal Employee – One whose earnings are calculated on an hourly basis and work up to 40 hours per week to meet the city's operational needs during certain times of the year. Seasonal employees cannot work more than 180 calendar days per year. (ORC 4141.33)

Interns – Part-time employees, typically college students, generally work about 20 hours per week, but may work up to 40 hours per week during school breaks. Intern positions cannot exceed 1,020 hours per year. Reference the staffing ordinance for interns pay range. (2019)

Elected Official Employees – One whose earnings are calculated on a bi-weekly basis, and not determined by hours worked per week, and are paid current.

Excluded Employee – Employees who have been appointed to serve on a policy making level, and are immediate advisors with respect to the constitutional or legal powers of the elected official's office are excluded from all provisions of the Fair Labor Standards Act,

including overtime compensation. Excluded employees are generally expected to work a minimum of 40 hours per week.

1. EFFECTIVE DATE/RETROACTIVITY:

- A. All provisions hereunder are, unless otherwise specified, effective January 1, ~~2024~~ **2025**.

2. OVERTIME:

A. Those employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA) shall be paid overtime for time worked in excess of 40 hours per week at a rate of time and one half. Labor Supervisors and Laboratory Technicians and Instrument Technicians will be paid overtime similar to the provisions of the labor agreement in place with the Service Department workers. Where a collective bargaining contract exists, the overtime provision of the labor contract prevails. Each elected official of the city and their appointees who are personal staff members, have been appointed to serve on a policy making level, and are immediate advisers with respect to the constitutional or legal powers of the elected official's office are excluded from all provisions of the FLSA, including overtime compensation.

B. Three-quarter time and part-time employees shall not be paid the overtime rate until they have worked in excess of 40 hours a week. Seasonal employees, with the exception of seasonal maintenance employees and seasonal day camp employees are exempt from the overtime provision.

C. Overtime rate shall be computed based on a fixed period of 168 hours - 7 consecutive, 24-hour periods, which is established for each employee. It may begin on any day of the week and at any hour of the day; and does not have to coincide with the calendar week. The overtime rate shall include any benefit required by the FLSA.

The standard work period of the Fire Captains after 12/10/87, shall be set forth as a 27-day work period with the standard number of hours being 204 within that period.

D. Overtime will not be granted under this ordinance except for personnel specifically authorized by the appropriate supervisor or elected official.

E. Overtime computed under this ordinance will be based on 2080 hours of work annually. ~~except the fire captains as shown in Section 2 C above.~~

3. COMPENSATORY TIME:

A. Compensatory time off is earned by non-exempt employees. Compensatory time is earned at a rate of one and one-half (1 ½) hours for each overtime hour worked.

Non-exempt employees have the option to use compensatory time off in place of paid overtime.

B. Accrued balances of compensatory time, at termination of employment or promotion to a position not eligible for overtime pay, must be paid at a rate not less than: 1) the average regular rate of pay over the employee's last three (3) years of employment; or 2) the final regular rate of pay, whichever one is higher. Payment will be made the pay period following the employee's last pay.

C. Effective October 1, 2013, exempt or excluded employees are not permitted to carry compensatory time balances forward. If a non-exempt employee is promoted to a position not eligible for overtime pay, the employee's accrued balance of compensatory time will be paid out at the rate of pay the employee received for their final pay as a non-exempt employee. Annual compensatory time payout will be based on the employee's balance as of the end of the first full pay period in January, and will be paid the second pay in January. Compensatory time payouts will be processed on amounts accrued at five hours or more. Any time under five hours will be rolled over.

D. Under no circumstances may compensatory time be accrued in excess of 240 hours for employees. Any accrual in excess of 240 hours must be converted back to regular hours and be paid at the overtime rate. All other compensatory time provisions shall be administered in compliance with FLSA regulations.

4. VACATIONS:

A. Eligible employees must be in an active work status for six (6) months prior to using accrued vacation leave. Prior part-time service with the City does not count toward the six (6) month active work status. Active employees will be granted time off for vacations during each year, based on the following schedule:

Length of Service - Vacation Credit – for Non-Union Employees ~~Other Than Non-Union Fire Personnel~~

LENGTH OF SERVICE	ANNUAL VACATION CREDIT	3 TIMES ANNUAL VACATION CREDIT EQUALS THE MAXIMUM ACCUMULATION (IN HOURS)	3 TIMES ANNUAL VACATION CREDIT EQUALS THE MAXIMUM ACCUMULATION (IN DAYS)
After 1 year of Continuous service	2 weeks (3.1 hrs. ppp)	241.80 HOURS (3.1 x 26 x 3 = 241.80)	30.23 DAYS (241.80/8 hours)
After 8 years of Continuous service	3 weeks (4.6 hrs. ppp)	358.80 HOURS (4.6 x 26 x 3 = 358.80)	44.85 DAYS (358.80/8 hours)
After 15 years of Continuous service	4 weeks (6.2 hrs. ppp)	483.60 HOURS (6.2 x 26 x 3 = 483.60)	60.45 DAYS (483.60/8 hours)
After 25 years of Continuous service	5 weeks (7.7 hrs. ppp)	600.60 HOURS (7.7 x 26 x 3 = 600.60)	75.08 DAYS (600.60/8 hours)

Three-quarter time employees will be pro-rated (75%) of the above. Permanent part-time employees will be pro-rated (50%) of the above.

Employees shall receive an additional 40 hours of vacation at the beginning of each new vacation accrual rate ~~excluding non-union fire personnel who will receive 48 hours.~~

Length of Service For Non-Union Fire Personnel - Vacation Credit

LENGTH OF SERVICE	ANNUAL VACATION CREDIT	3 TIMES ANNUAL VACATION CREDIT EQUALS THE MAXIMUM ACCUMULATION (IN HOURS) —	3 TIMES ANNUAL VACATION CREDIT EQUALS THE MAXIMUM ACCUMULATION (IN DAYS)
After 1 year of Continuous service	2 weeks (3.7 hrs. ppp)	288.60 HOURS (3.7 x 26 x 3 = 288.60)	12 DUTY DAYS (288.60/24 hours)
After 8 years of Continuous service	3 weeks (5.54 hrs. ppp)	358.80 HOURS (5.54 x 26 x 3 = 358.80)	18 DUTY DAYS (432.12/24 hours)
After 15 years of Continuous service	4 weeks (7.39 hrs. ppp)	576.42 HOURS (7.39 x 26 x 3 = 576.42)	24 DUTY DAYS (576.42/24 hours)
After 25 years of Continuous service	5 weeks (9.24 hrs. ppp)	720.72 HOURS (9.24 x 26 x 3 = 720.72)	30 DUTY DAYS (720.72/24 hours)

B. Each employee (including ¾-time and permanent part-time employees) entitled to vacation will schedule and take at least one (1) week of such vacation on consecutive days. Vacation credits may be taken in not less than 1/2-day units unless otherwise approved by the immediate supervisor.

C. Full-time exempt personnel temporarily working part-time shall Accumulate vacation time on a prorated (50%) basis during such temporary period.

D. In accordance with section 9.44 of the Ohio Revised Code, City employees who are hired on or after July 5, 1987 cannot use any prior service with any government or state agency, except with the City of Athens, to compute their vacation credit, nor may any balances be transferred to the City from other employment.

E. Employees (including ¾-time and permanent part-time employees) shall be able to accumulate vacation credits up to three (3) years. Employees who accrue in excess of vacation credits up to three (3) times their earned annual length of service, as defined in Section 4(A), shall forfeit the excess with no compensation from the City. (2019)

F. Upon separation from City service an employee shall be entitled to compensation at their current rate of pay for all lawfully accrued and unused vacation leave to their credit at the time of separation, up to their maximum as defined in Section 4 (A). Payment will be made the pay period following the employee's last pay.

G. Non-Union fire personnel, who are already at an earned vacation accrual level upon their work anniversary, will not receive an additional 48 hours since the hours were received while under the fire contract.

5. RETIREMENT:

OPERS – Ohio Public Employees Retirement System and (OP&F) – Ohio Police & Fire Pension Fund

All City positions covered by this ordinance shall be included in the City's retirement plans: Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OP&F). As used in this section, "retirement" means disability or service retirement under any state or municipal retirement system in this state.

The following provision for "picking up" statutorily required contribution to the Ohio Public Employees Retirement System (OPERS) and the Ohio Police and Fire Pension Fund (OP&F) shall extend to all non-union employees, including the chiefs and captains in the Fire and Police Departments, and all elected officials. Effective with the first pay of 1994, the City's method of payment of salary to employees who are participants in the Ohio Public Employees Retirement System (OPERS) and the Ohio Police and Fire Pension Fund (OP&F) is hereby modified as follows in order provides for a salary reduction "pick-up" of employee contributions to Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OP&F): The total salary for each employee and official shall be the salary otherwise payable under the City's ordinances. Such total salary of each employee shall be payable by the City in two parts: (A) deferred salary and (B) cash salary.

An employee's deferred salary shall be equal to that percentage of that employee's total salary which is required from time to time by Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OP&F) to be paid as an employee contribution by that employee, and shall be paid by the City to Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OP&F) on behalf of that employee as a "pick up" and in lieu of the Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OP&F) employee contribution otherwise payable by that employee. An employee's cash salary shall be equal to that employee's total salary less the amount of the "pick up" for that employee, and shall be payable, subject to applicable payroll deductions, to that employee. The City shall compute and remit its employer contributions to Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OP&F) based upon an employee's total salary. The total combined expenditures of the City for such employees' total salaries payable under applicable City ordinances and the "pick up" provisions shall not be greater than the amounts it would have paid for those items had the "pick up" provision not been in effect. (0-83-98)

An employee who honorably retires from active duty may purchase their service handgun from the Athens City Police Department. The cost of the service weapon shall be One Dollar (\$1.00). If an employee is marked off duty for a stress related or psychological condition at the time of their retirement, they will not receive their service handgun unless, within ninety (90) days of the employee's retirement, the employee provides the Athens City Police Department and the City Human Resources Director with a statement from a psychiatrist or licensed psychologist that the employee is competent to receive their service handgun. If such a statement is provided within ninety (90) days of the employee's retirement, the employee shall be given the opportunity to purchase their service handgun. The word "retirement" as used in this section shall mean receiving a pension from the state pension system upon separation from the City.

6. INSURANCE:

A. LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT:

Full-time, three-quarter time employees, and elected officials shall receive term life insurance valued at \$25,000 and accidental death and dismemberment (AD&D) coverage valued at \$25,000. Excluded from this provision are permanent part-time, part-time and seasonal employees.

The life insurance and (AD&D) benefit begins the day the employee is hired and terminates on the employee's last day of employment.

B. MEDICAL INSURANCE & PRESCRIPTION PLAN:

Full-time and three-quarter time City positions covered by this ordinance shall receive medical insurance coverage according to the City's current medical insurance contract. Excluded from this provision are permanent part-time, part-time, temporary, and seasonal employees.

1. Employees hired, rehired, or appointed on or after January 1, 2004, shall be eligible to enroll in the group health and prescription drug benefit plans within two weeks from the date of hire, with coverage beginning on the first day of the calendar month following date of hire/appointment. Coverage will terminate on the last day of the month in which employment/ appointment terminates. If an employee is rehired within 13 weeks of separation that employee is eligible for medical insurance immediately as if there is no break in service.

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Should an employee die in the performance of their duties, the City shall continue coverage for covered dependents for a period of three months following date of death. When a husband and wife are both employed by the City and are eligible for health benefits, the employee with the earliest date of hire will be the insured employee.

The City will provide a prescription drug plan administered by the City's third-party administrator. Specific details are outlined in the City's summary plan document.

2. Employees will select health benefits under the flexible benefits open enrollment plan during December of each year. Employees who do not enroll at the time of hire are subject to the qualifying event rule of the plan or may enroll under the annual open enrollment in December of each year.

Benefits, deductibles, and co-pays are stated in the summary plan document prepared by the City's third-party administrator. The summary plan document will be provided to each employee.

Fixed costs are the stop-loss premium (single or family rate for specific and aggregate per employee) plus the monthly per employee fee for the third-party administrator.

Effective January 1, 2012, and every January 1st, thereafter, the fixed cost will be adjusted in order that employees will pay a monthly contribution equal to 35% of the fixed costs of the health benefit plan.

Employees who provide satisfactory evidence of family coverage for health care benefits to the Human Resources Director, other than coverage provided by the City of Athens, may waive family coverage by the City and receive a \$1,000.00 bonus pro-rated each pay period. The change from family coverage to single coverage does not qualify the employee for the bonus. Single employees may not waive coverage and are not eligible for the bonus. No employee shall receive this bonus while in an unpaid status. Employees hired or rehired on or after January 1, 2019, shall not be eligible to receive the bonus until successful completion of the probation period. Employees who are not subject to a probation period shall not be eligible to receive this bonus until the beginning of the second calendar month following the date of hire. (2019)

3. If the city develops an alternative plan for delivering medical and prescription benefits that differs from this section, employees may voluntarily switch during open enrollment to the alternative plan. Such a switch shall be subject to the terms and conditions that the city determines at that time.

4. Under the provisions of Code Section 125, Flexible Benefits Plan, employees will be afforded the opportunity to enroll in the voluntary benefits available under that plan during open enrollment. New hires will be bound by the enrollment conditions of the plan.

5. The City maintains two deferred compensation plans under Code Section 457. All employees are bound by the enrollment provisions of those plans.

6. Domestic partner coverage: during the term of employment, employees shall be eligible to receive all medical and life insurance benefits for domestic partners as offered by the City of Athens.

C. HEARING INSURANCE:

All full-time and three-quarter time employees will be eligible for a hearing coverage plan as approved by city administration.

7. EDUCATIONAL REQUIREMENTS:

As a job requirement, a related professional license shall be held by the following employees:

Fire Chief	Certifications equivalent to fire fighters' labor agreement requirements
Fire Captain	Certifications equivalent to fire fighters' labor agreement requirements
Plant Manager	Class III Operator License
Director of Public Works/ City Engineer	Professional Engineer
Utility Labor Supervisor	Class II Distribution or Class II Collection

Nothing in this section precludes the requirements prescribed for any position by the Ohio Revised Code.

8. PROFESSIONAL LICENSE AND EDUCATION INCENTIVE PAY:

All license and educational pay will be computed based on a bi-weekly pay period.

Employees shall receive the following additional allowances for attainment of State operator or distribution certification at the rate of the highest classification attained or other licensure as noted below.

Certification must be current to be awarded the following:

Class I, II, or III Operators or Distribution License (only for employees working in Water or Sewer Maintenance) or Utilities Inspector	\$40.00 per pay period
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Operators or Distribution License in both Water and Wastewater and working	\$60.00 per pay period
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in Water or Sewer Maintenance or Utilities
Inspector

Class II Operator	\$40.00 per pay period
Class III Operator	\$76.00 per pay period

Employees hired or re-hired on or after January 1, 2002, will not be eligible to receive professional license and/or education incentive pay.

COMMERCIAL DRIVER'S LICENSE:

As a condition of continued employment, employees who are required to drive vehicles which require a commercial driver's license (CDL), or who are otherwise required to have a CDL, shall obtain a commercial driver's license as required by state law prior to driving for the City of Athens or upon promotion/transfer to a position requiring such license. The City shall reimburse the employee for the cost of the commercial driver's license within thirty (30) days after obtaining the license, or within thirty (30) days of the adoption of this ordinance and the tendering to the Auditor proof of payment of the fee for the license. If an employee does not pass the CDL exam, they may re-take the exam, but the city will not provide reimbursement. The employee shall also deposit with the Human Resources Director a copy of their currently valid commercial driver's license.

BACK-UP OPERATOR OF RECORD:

The employer may designate an employee to serve as the backup operator of record for the water treatment, water distribution, wastewater treatment plant, and wastewater collection system. Hourly employees who act as backup operator of record in situations where they are not normally required to back-up in accordance with their job description shall receive two dollars (\$2.00) per hour for all hours worked as the backup operator of record. Salaried employees who act as backup operator of record outside their normally required duties under their job description shall receive sixteen dollars (\$16.00) per day for all days worked as the backup operator of record.

EDUCATION INCENTIVE POLICY

The Educational Incentive Program (EIP) rewards non-union employees who take the initiative to increase their job worth by gaining job-related knowledge, behaviors and professional skills to significantly enhance their value to their department and the city. Educational incentive pay is not an entitlement and may not be awarded retroactively. Employees are limited to receiving one (1) educational incentive for a college degree and two (2) educational incentives for professional certifications/licensures.

9. PARKING:

A. Employees working in the City Building and the Law Administration Building will be issued hang tags to cover parking on the 3RD floor or above in the City Parking Garage during normal work hours only.

10. CLOTHING ALLOWANCE:

A. The City may furnish personal protective equipment, where appropriate, items of clothing such as gloves, boots, hard hats and cold weather gear as deemed necessary by the Service-Safety Director, or the appointing official, to protect employees during on-the-job assignments. The city may supply up to 5 shirts with the city logo when appropriate.

B. Police and Fire personnel covered by this ordinance shall receive uniform and dry-cleaning allowance, the same as granted in union agreements for firefighters and police officers.

C. Police and Fire Chiefs are allowed an additional \$100.00 annually.

D. In order to receive a clothing allowance, the employee must be in an active work status, cannot be on leave of any kind, and cannot plan to retire within three (3) months.

11. SICK LEAVE:

A. ACCUMULATING SICK LEAVE

1. Sick leave accumulation shall be granted at the rate of 4.6 hours per pay period for full-time employees and pro-rated for three- quarter time and permanent part-time employees, and such usage of sick leave accrued shall be governed by the City administration in accordance with provisions of Section 124.38, Ohio Revised Code.
2. For fire captains covered by this ordinance, sick leave shall be computed at the rate of 5.52 hours per each 96 hours of service, which does not include overtime.
3. An employee shall only be eligible for liquidated sick leave at the time of retirement at a pay of four-to-one (4:1) ratio of accumulation to pay basis. The maximum accumulation that may be converted is limited to nine hundred and sixty to two hundred forty (960:240) hours. A fire department employee shall be paid their 2496 hourly rate for sick leave upon retirement. An employee shall only be eligible for liquidated sick leave at the time of retirement, as noted in orc 124.39. Payment will be made the pay period following the employee's last pay.
4. Full-time exempt personnel temporarily working part-time shall accumulate sick leave time on a prorated (50%) basis during such temporary period.
5. City employees who are hired after January 1, 1989, can transfer to the City any sick leave accumulated from another previous employment. Any

unused sick leave accumulated and left with the City of Athens from previous service with the City will be credited to employee's accumulation.

B. GRANTING OF SICK LEAVE

1. In case of an employee's own illness, injury or exposure to a contagious disease and for medical, psychological, dental, or optical examinations by an appropriate practitioner, or a member of the employee's immediate family when actually accompanied by the employee or when the employee's presence is required in the home.
2. Attendance upon members of the employee's immediate family whose illness or injury requires the care of the employee. Immediate family shall mean husband, wife, child, stepchild, parent, mother-in-law, father-in-law, stepparent, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, domestic partner or any person that took the place of natural parents of the employee. Proof of relationship and illness or injury may be required by the Human Resources Director or appointing authority as a condition of granting such leave.

C. DONATION OF SICK LEAVE

An employee may donate up to a maximum of forty (40) hours of accumulated and unused sick leave each calendar year to other employees so long as the recipient's absence qualifies as an event under family medical leave and has exhausted all available sick leave, vacation leave, and compensatory time and the donating employee has a minimum bank of Two Hundred Forty (240) hours of accumulated and unused sick leave after donation. Fire personnel may donate up to a maximum of forty-eight (48) hours and must have a minimum bank of Two Hundred Eighty-Eight (288) hours of accumulated and unused sick leave after donation. Nothing in this section prohibits an employee from donating up to a maximum of forty (40) hours, forty-eight (48) hours for fire personnel, to multiple employees each year. Requests for donations will not be accepted before an employee has used all available paid leave. Once sick leave has been donated from one employee to another, whether the donation is used in its entirety or not, the donation is final.

D. SECTION 7. MODIFIED DUTY.

- A. The City of Athens' goal is to assist employees to return to work at the earliest date possible following an injury or illness. This Modified Duty Policy outlines under what conditions an employee would be eligible, as well as the benefits to both the employee and the city. All full-time employees are eligible under this policy.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be

directed to the human resources (HR) department.

- B. Modified Duty is an assignment that is for a specified and limited period and fulfills a necessary job function, appropriate to the employee's skills and level of experience as determined by the employer, and which the employee can perform without violating any medical restriction imposed as a result of a temporary disability, sickness or injury, for which the employee is compensated at his or her normal rate of pay and benefits. Modified duty may not be available for certain positions based on the nature of the job and operational needs.

Modified duty assignments are not guaranteed. The number, availability, and duration of such assignments are limited by departmental needs as defined by the department head and Human Resources.

If restrictions as noted on the physician's release to return to work form or "Certification of Health Care Provider" form are determined to be permanent, the employee is not eligible for a modified duty assignment.

Modified duty assignments may not exceed beyond 240 hours per event. In the event an employee refuses modified duty (outside the employee's FMLA benefits period) and the employee satisfies the restrictions and ability to perform modified duty assignments, the city is under no obligation to provide employment.

- C. Applying for and Performing Modified Duty Assignments

Upon receipt of a Certification of Health Care Provider form releasing an employee back to work, a modified duty assignment will be considered. Once an assignment is approved by the department head and Human Resources, the employee may be provided with a temporary position for modified duty. The employee will receive a modified job description along with goals and objectives for the modified role.

Together with the employee, the city will determine appropriate work hours based on the employee's ability to perform the temporary position. The city reserves the right to determine the availability and appropriateness of all modified duty work assignments.

- D. Managers will routinely monitor work performance to ensure the employee is meeting the expectations of the role and not exceeding the requirements set forth by the employee's healthcare provider. The employee will review their progress and ability to transition back to fulltime work duties after a maximum of 240 hours of modified duty. Should an employee require additional time to recover, a doctor's note is to be provided to HR detailing

the return date to full duty status and the employee will be required to use vacation, sick, comp time under the employees current FMLA claim.

12. FAMILY AND MEDICAL LEAVE (FMLA):

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the City will grant job protected family and medical leave to eligible employees for up to 12 weeks per 12-month period consistent with the provisions of state and federal law.

Employees on medical leave, not including parental leave, that qualify for family medical leave under the guidelines of FMLA, must use any accrued sick leave, vacation time, and compensatory time to the extent available during and concurrent with FMLA leave. Employees are asked to refer to the Human Resources Director for further questions and information.

13. PARENTAL LEAVE:

Parental leave of up to a maximum of 240 hours will be granted to parents who are eligible full-time employees for a single event birth or adoption (single or multiple children), excluding adoption of a spouse's child(ren). Any employee granted leave under this section shall continue to be covered under the city's group health, life, and AD&D insurance. The parent shall be entitled to receive full salary for up to a maximum of 240 hours of parental leave. Part-time employees shall be entitled to receive full salary for up to a maximum of a pro-rated amount based on their schedule. Three-quarter time employees will be pro-rated (75%). Permanent part-time employees will be pro-rated (50%). To receive the full leave, all parental leave hours must be used hours must be used within 10 weeks of the qualifying birth or adoption and at least 160 (120 for three-quarter time; 80 for permanent part-time) hours must be taken consecutively. The remaining 80 hours may be taken on a part-time schedule with the approval of the employee's immediate supervisor. Employees who are on parental leave are not required to use any accrued sick leave, vacation time, or compensatory time prior to taking parental leave. FMLA leave will be taken concurrent with parental leave. Any paid holidays that occur during parental leave will not count against the allowed parental leave time.

For the purposes of this section, "parent" shall mean an employee who resides in the same household as the child and is a biological parent of the child; a domestic partner of the biological parent; an adoptive parent; or a domestic partner of an adoptive parent. To be eligible for parental leave under this section, employees must be eligible for FMLA. New employees that are not eligible for FMLA may be allowed to use parental leave. New employees are asked to refer to the Human Resources Director for further questions and information.

14. FUNERAL BEREAVEMENT LEAVE:

Up to ~~three (3)~~ **five (5)** days of accumulated sick leave, vacation or compensatory time may be used to attend the funeral of a member of the employee's immediate family as defined in section 11(B)(2) above.

Proof of death and relationship of the deceased must be furnished upon the request of the Human Resources Director or appointing authority. Employees may use paid vacation time if more time is required to attend to the arrangements or travel with approval.

15. RETIREMENT AWARENESS LEAVE:

Employees who wish to attend retirement awareness seminars sponsored by the Ohio Public Employees Retirement System (OPERS) will be permitted leave time without loss or gain of pay.

Employees may request leave under this section to attend each of the following seminars, or their successor seminars, one time:

1. Providing long-term awareness now (plan)
Employee must have five (5) years of service credit.
2. Retirement awareness program (rap)
Employee must have five (5) years of service credit and be within five (5) years of retirement.
3. Retirement readiness
Employee must be within 12-18 months of retirement.

4. Remote interview schedule

Any fees associated with the seminar will be the responsibility of the employee. Employees will attend the seminars when offered in Athens. If travel to another location is necessary, appropriate travel time will be allowed within the normal workday. The employee will not be reimbursed for travel expenses.

This leave provision will be administered under guidelines established by the Human Resources Director.

16. MILITARY LEAVE:

Full-time non-union employees who are members of the Ohio National Guard or members of other reserve components of the armed forces of the United States are entitled to leave of absence from their duties without loss of pay or benefits for such time as they are in military service on field training or active duty for periods not to

exceed 240 hours (or hours specified by the ORC for fire captains) during any one federal fiscal year. An employee who is called to active duty for a period in excess of 240 hours in any federal fiscal year is otherwise treated as being on unpaid leave.

Employees, who are called to active military service, will be granted the opportunity to continue their group medical, dental, and vision coverage in accordance with the current city policies. The employee, or their designee, is responsible for remitting monthly payments for the same amounts for the coverage as if the person were not on a leave of absence. An employee may elect not to continue coverage(s) while the employee is in active military service, however; the employee shall be required to submit a written notice to the human resources director stating the intent to cancel coverage.

Employees who are called to active military service are entitled to the continuation of life insurance coverage during their active military service. The life insurance coverage is subject to the same exclusions and limitations currently in effect by the carrier. The city will continue to pay the monthly premium for this coverage.

Employees who are called to active military status in excess of 240 hours will not accrue vacation or sick leave.

Employees that have unused military leave hours remaining in a given year will have those hours removed on September 30th. The annual hour allotment will be added to an employee's military leave balance on October 1st.

Employees on unpaid military leave maintain the right to use any vacation or similar leave with pay that they accrued prior to military service. Use of accrued leave time is at the employee's option. The city will not require an employee to use accrued leave time while on military leave.

An employee who serves in active military status may return to their job, or another position at a similar level of responsibility with the same pay rate, after completion of military service, in accordance with federal and state law.

17. JURY AND WITNESS DUTY:

JURY DUTY

An employee required to serve on a jury before a court empowered by law to require such service, shall be excused from duty for the time required for such service and shall be paid their regular hourly rate, provided they notify their supervisor five (5) days prior to such jury service date. This benefit shall be administered as follows:

If excused from jury service on any day in reasonable time to report for at least three (3) hours' work before the end of the employee's shift, the employee shall be paid an amount equivalent to the number of unworked hours of their regular scheduled shift at

the straight time rate and the employee shall report for work as soon as reasonably possible.

If not excused from jury service in time to perform at least three (3) hours' work during their regular shift hours, the employee shall receive an amount equivalent to eight (8) hours' pay at the straight time rate.

Jury fees are to be turned into the auditor's office.

When an employee receives notice that they have been selected to serve jury duty in federal court (in Columbus), they shall provide the Human Resources Director with a copy of the notice to serve, at which time the Human Resources Director, the employee's immediate supervisor, and the local union president or their designee shall meet to determine the effect of the employee's absence for the shift preceding or following the required time for jury duty.

WITNESS DUTY

Employees subpoenaed to appear as a witness before a court of another public body on any matter not related to their work in which they are not personally involved (as a plaintiff or defendant) may be granted a leave of absence with pay for a period not to exceed two (2) working days in any calendar year. Such employee shall be paid the regular hourly rate less any fee received, provided their supervisor is notified five (5) days prior to such appearance date. This benefit shall be administered in accordance with the administration set forth in section 1 of this article for jury duty. In order to receive payment from the city, the employee must furnish to management a certificate of service and a sworn statement of the compensation received, signed by the clerk of courts or other authorized official of the court.

18. ADDITIONAL TYPES OF LEAVES:

A. LEAVE WITHOUT PAY/NON-SERVICE-CONNECTED DISABILITY

Please refer to the section regarding "Family and Medical Leave Act."

B. LEAVE WITHOUT PAY/SERVICE-CONNECTED DISABILITY:

The City shall continue to pay its share of medical insurance for the full term of an approved leave of absence for a service-connected disability. However, no leave hereunder shall exceed a total of twelve (12) months. The employee will be expected to continue paying their share of medical insurance premiums and make arrangements for existing voluntary and involuntary payroll deductions. City paid medical insurance benefits shall terminate in accordance with COBRA regulations after a determination has been made by the Bureau of Workers' Compensation that the employee is permanently totally disabled, or

when the leave has ended. Family Medical Leave shall be used concurrently with leave without pay.

C. INJURY LEAVE:

Physical injury for purposes of this section shall be defined as an injury which occurs on or after the effective date of this section compensable under the Workers' Compensation Laws of the State of Ohio.

Any full-time employee, covered by this ordinance who is disabled as a result of a service-connected physical injury shall be entitled to receive full salary during such period of disability up to a maximum of 240 hours. Fire department captains are eligible for injury leave up to a maximum 288 hours. Three-quarter time employees are eligible for injury leave up to a maximum of 180 hours. Permanent part time employees are eligible for injury leave up to a maximum of 120 hours. If the employee is still unable to return to work at the end of the paid injury leave they may request a leave without pay. However, no leave hereunder shall exceed a total of 12 months. Family Medical Leave shall be used concurrently with leave without pay. Any full-time or three-quarter time employee granted a leave under this section shall continue to be covered under the City's group health, life, and AD&D insurance. However, as noted in Section 17B, employees are responsible for managing current payroll deductions while on leave without pay. In addition, an employee on unpaid injury leave will not accrue vacation or sick leave.

The following conditions will apply to injury leave:

1. The employee must submit a physician's statement to the Human Resources Director to qualify for injury leave. The statement shall include a diagnosis and an estimated return to work date. If the estimated return to work date extends beyond 6 weeks, or if the physician extends the return-to-work date during the leave, the employee may file a lost-time claim with the Bureau of Worker's Compensation (BWC).
2. An employee will not be required to substitute accrued sick, vacation, or compensatory time for any part of an injury leave. While an employee waits for the BWC claim to be approved, they may use sick leave. If an employee does not have any sick leave accrued, they may use vacation or compensatory time. Once the BWC claim is approved, any sick leave used while the claim was pending will be credited back to the employee's sick leave accrual. An employee may elect to use accrued leave after using the 240 hours of paid injury leave. Injury leave documentation must be completed to receive accrual credits.
3. An employee may request intermittent leave for medical appointments related to the injury or due to a reduced work schedule as a result of the injury. The intermittent leave will be deducted from the 240 hours of paid injury leave. If the employee has exhausted all injury leave hours' sick time may be substituted.

4. The City reserves the right to obtain a second and, if necessary, a third opinion at its expense, periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work. If it is necessary to obtain a third opinion, the City and the employee will mutually agree on the selection of the physician.
5. If an employee receives temporary total disability payments for any portion of the paid injury leave, the payment will be turned over to the City. Vacation and compensatory time are exempt from the reimbursement to the City.
6. Seniority shall continue to accrue for the full term of the injury leave.

19. CITY-COUNTY JOINTLY FUNDED:

The following City positions also receive compensation from the County. This ordinance will govern only the City's share of the salaries required by law:

Judge of Municipal Court	60% City/ 40% County
Clerk of Municipal Court	60% City / 40% County
Bailiff	60% City / 40% County

As full-time employees, full benefits are accorded these positions by the City in accordance with ORC Title 19.

20. PART-TIME AND SEASONAL PERSONNEL:

A. Persons working as part-time and seasonal under this section, working less than forty (40) hours per week on an annualized basis, excluding those covered in the permanent part-time staffing ordinance, shall not be eligible for City of Athens fringe benefits, except parking privilege as per Section 10, unless approved by specific Council legislation.

B. Any deviation from the above for compensation to part-time employees shall be authorized only by specific Council legislation.

C. Permanent part-time employees are those who work 29 or fewer hours per week. Permanent part-time employees will be placed in a pay range beginning with the ~~state/federal minimum wage~~ appropriate pay band as determined by the Human Resources Director. In order to cover leaves of full-time employees, permanent part-time employees may be scheduled more than 29 hours per week for a limited period of time, subject to review by the Human Resources Director, but may not exceed 1508 hours in any calendar year.

D. The City of Athens follows a standard work schedule. Employees, and employers, should not modify a work schedule in lieu of using accrued time or paying overtime.

E. Interns are part-time employees, who are typically college students. They

generally, will work about 20 hours per week, except during the summer months, winter break and spring break. During those breaks they may work up to 40 hours per week. Total hours worked per year shall not exceed 1,020. Reference the staffing ordinance for interns pay range. (2019)

F. Seasonal employees may work up to 40 hours per week for a maximum of 120 180 calendar days in any one year.

21. PAID HOLIDAYS:

A. Designated holidays are:

- | | | |
|-----|---|--|
| 1) | New Year's Day | January 1 st |
| 2) | Martin Luther King Day | 3 rd Monday in January |
| 3) | President's Day | 3 rd Monday in February |
| 4) | Memorial Day | Last Monday in May |
| 5) | Juneteenth | June 19 th |
| 6) | Independence Day | July 4 th |
| 7) | Labor Day | 1 st Monday in September |
| 8) | Columbus Day Indigenous People's Day | 2 nd Monday in October |
| 9) | Veterans Day | November 11 th |
| 10) | Thanksgiving Day | 4 th Thursday in November |
| 11) | Christmas Day | December 25 th |
| 12) | Employees Birthday* | *Must be used between pays 1 and 26
Must be used in an 8-hour increment |

B. The days shall be celebrated as set forth above, unless otherwise designated by contract or other appropriate governmental official or body. Two of the above holidays, President's Day and Columbus Day, may be floated by the Mayor. In all cases where a holiday may be in question, the Mayor will designate the official holiday. Employees receive their birthday holiday upon completion of their probationary period.

C. Full-time employees, three-quarter time employees, and permanent part-time employees, exclusive of police and fire personnel covered by this ordinance, shall be paid straight time rates, exclusive of any premium pay, for the holidays declared above, excluding the employee's birthday, and shall not be required to work on such holidays unless, in the opinion of the employee's supervisor, failure to work on such holidays would impair the public service. Permanent part-time employees shall receive holiday pay regardless of the employee's work shift and work schedule. All eligible employees will be required to pass probation in order to receive their birthday holiday.

D. Personal Days. Personal days provide employees with authorized paid absences from work for the purpose of attending to personal business and emergency situations. All regular, full-time staff are eligible for Personal Day absences after completing their

probationary period. Eligible employees are granted two personal days (16 hours) as of pay 1 of each year. Personal Days must be used between pay 1 and pay 26. Personal Days do not carry forward or accumulate from one calendar year to the next and must be used in eight (8) hour increments.

E. Non-supervisory employees, exclusive of police and fire personnel covered by this ordinance, required to work on a holiday, excluding the employee's birthday, shall be compensated at the rate of one and one-half (1 1/2) times regular pay in addition to holiday pay.

F. Employees in the police and fire departments, except for Chiefs, who work on any of the above-named holidays, or who have completed their normal tours of duty for the week in which one of said holidays falls, excluding the employee's birthday, shall receive an additional amount of pay for such week equaling one-fifth (1/5th) of the weekly pay of the classification pay grade and step in which they are presently serving, as follows: Payable no later than the 15th day of December for all holidays in the twelve (12) month period from January 1 to December 31 of the current year.

22. PROMOTION, LATERAL TRANSFER, AND DEMOTION OF NEW HIRES AND CURRENT EMPLOYEES:

(A) Employees who transfer from a bargaining unit to a non-bargaining unit classification or from one non-bargaining unit to another non-bargaining unit classification will be slotted in accordance with the following provisions. Upon promotion, lateral transfer, or demotion, the date of placement in the new classification becomes the employee's new classification date.

1. **Promotion:** Is defined as the movement of an employee to a new classification in a higher pay grade. A full-time, three-quarter time, or permanent part-time employee's new pay rate shall be the greater of: (1) the minimum of the new pay grade; or (2) 5% higher than the rate from which the employee was promoted. At the request of the appointing authority, an employee's new rate of pay may be set at a rate not to exceed the midpoint of the new pay grade; or up to 10% higher than the rate from which the employee was promoted; however, approval by City Council is required. Notwithstanding, no employee shall be assigned to a rate higher than the maximum rate of the employee's newly assigned pay grade.

2. **Demotion:** For an "Involuntary Demotion" the employee will be assigned to the pay grade for the classification to which the employee was demoted at a rate determined by the appointing authority which is at least 5% lower than the demoted employee's current rate, but not below the minimum nor in excess of the maximum for the employee's new pay grade. Such demotions may be subject to appeal to the Municipal Civil Service Commission. When an employee is "voluntarily" requesting a demotion which shall include a reduction in pay, the employee will be assigned to the pay grade designated for the classification to which the employee is demoting. The employee's reduced pay rate shall be determined by the appointing authority and in

no event will an employee be assigned to a rate which is below the minimum or higher than the maximum specified for the grade to which the employee is voluntarily reduced. A voluntary demotion may not be appealed to the Municipal Civil Service Commission.

3. **Lateral Transfer**: A lateral transfer occurs when an employee is assigned to a different classification but is assigned to the same pay grade. Additionally, a lateral movement can occur when an employee remains in the same classification but is moved to another department in the City. An employee's rate of pay will not be affected by such change **unless it does not meet the criteria of Article 23, Section C. City administration may approve up to 10% through the assigned pay grade based on the experience and qualifications of the employee.**

To promote internal career progression and development, all classified job openings shall be posted internally in all departments for a minimum of five (5) business days. In addition, to address critical hiring needs and to reduce the time to fill vacancies, all classified job openings will be simultaneously advertised externally. Such postings shall contain the minimum qualifications, the job description, position classification, FLSA status, probationary requirements, minimum hourly rate and pay range assigned to the position, and the required applicable application materials. Interested full-time, three-quarter time, and permanent part-time employees who have passed probation, worked for the city for one year, and are in good standing with the city may apply for the opening by notifying the human resources director, in writing, along with providing the requested application materials, during the five-day posting period.

Appointed or non-classified job openings shall not be posted internally. Those positions are to be filled as a direct appointment by the mayor, service-safety director, or other appropriate elected official.

(B) PROBATIONARY PERIOD

All current employees and newly hired employees who move to a new classification will serve a probationary period of **up to one hundred eighty (180) calendar days and no less than sixty (60) calendar days.** Probationary employees will be evaluated every thirty (30) days under guidelines established by the Human Resources Director.

23. COMPENSATION:

In accordance with Ohio Revised Code Section 731.08, Power of Legislative Authority as to salaries and bonds, Athens City Council shall establish by ordinance, salaries and compensation, in pay grades 1 through 12, some of which may not be utilized, for all non-bargaining unit employees, except as provided below in (B & C) that may be authorized at the discretion of the elected official, or appointing authority. Each classification has been assigned to a recommended pay grade based upon the results of an external wage survey, internal equity analysis, current practice, and the City's

pay philosophy. Each pay grade identifies a minimum rate, a midpoint, and a maximum rate.

Retroactive compensation shall only be granted by City Council ordinance. Changes in pay due to number of hours worked, approved overtime, or administrative/payroll oversight, or changes in rate of pay due to promotions, and demotions, as defined in the fringe benefits package, shall not be considered retroactive compensation.

A. All non-bargaining unit employees, with the exception of the Service-Safety Director, are hired into pay grades 1 through 12, as reviewed and approved separately by City Council.

B. New full time, three-quarter time, and permanent part-time employees may be hired by elected officials or appointing authority at a rate of pay up to 25% through the assigned pay grade for new employees who possess outstanding qualifications, education, and experience. In circumstances where an appointing authority wishes to hire an employee at a rate higher than 25% through the assigned pay grade, direct approval by City Council is required. Employees may receive pay increases at the first of each year as established by Council ordinance. Employees in a probationary status shall not be eligible for any general or lump sum increases awarded by City Council.

C. Police and Fire Captains' hourly rates of pay will always be, at a minimum, 5% above the Lieutenants who report to them effective with the date of increase for the Lieutenants. **Labor Supervisors' hourly rates will always be, at a minimum, 5% above the base rate of their highest paid subordinate.**

D. An employee will advance through the pay grade by way of periodic general increases; all general increases are subject to City Council approval. Employees who are at rates of pay that exceed the maximum rate for their pay grade shall receive no base rate increase until such time as the pay grade is shifted as a result of a plan update. If the effect of a general increase would be to exceed the maximum rate for the employee's pay grade, then the general increase shall be limited in such a manner so as not to exceed the maximum hourly rate, and the employee shall be eligible for a lump sum amount as outlined below.

Exceeding Maximum Pay Rates (use of lump sum payments)

An employee who is at a rate of pay that is equal to or in excess of the maximum rate for their pay grade may receive a lump sum amount equal to the general increase, as approved by City Council, that is not intended to increase their base rate of pay.

Employees who, with a general increase, would exceed the maximum rate of their pay grade, may receive both:

1. An increase up to the maximum rate of their pay grade; and

2. A one-time lump sum amount equal to the general increase amount on an annualized basis less the actual increase to the base rate, as approved by City Council.

A review of market conditions shall occur every 3-5 years through the analysis of bureau of labor statistics data and/or a survey of comparable jurisdictions. In addition, not less than every 3-5 years, the City shall review the entire compensation plan including, but not limited to class descriptions, pay grades, point factoring, and the percentage and form of all wage increases.

E. Shift Differential: Non-union classified employees will receive an extra \$0.40 per hour for regular hours worked (those hours only) when their assigned shift falls outside of the time of 7am – 5pm (Monday- Friday). (2019)

24. EMPLOYEE ASSISTANCE PROGRAM:

The City will make available a list of agencies and providers in the local area who specialize in mental health and substance abuse counseling. Coverage for these is governed by the terms and conditions of the City's group health benefit plan. The City will not be responsible for charges incurred by employees who are not covered under the City's benefit plan.

25. NON-DISCRIMINATION:

There shall be no discrimination against or harassment of any employee on account of race, color, creed, religion, sex, political affiliation, age, veteran status, gender identity, familial status, sexual orientation, or disability.

26. VOLUNTARY FITNESS INCENTIVE PROGRAM:

Full-time, three-quarter time, and permanent part-time employees shall receive a free recreation pass to the Athens Community Center.

Membership for family members will be charged at the appropriate rate. All employees have the option of paying membership fees through payroll deduction.

27. TUITION REIMBURSEMENT:

Effective January 1, 2008, full-time employees may apply for tuition reimbursement in accordance with the city's tuition reimbursement policy 0-15-08. The policy applies to educational programs that result in a degree or certification that is not otherwise required for the job. The subjects must be directly related to the City's operations and lead to the improvement of the employee's job performance and professional development. The Mayor or appropriate elected official will have the final approval authority for tuition reimbursement.

28. PAY CHECKS:

A. Effective with new hires, employee checks are direct deposited only into Account designated by the employee. Check stubs are accessible online at the e-mail address provided by the employee.

B. The Auditor's office can deposit any portion you choose into separate checking or savings account an employee designates.

C. Effective August 1, 2013, the Auditor's office will transmit compensatory time, holiday and longevity payments through direct deposit.

29. STATE OF EMERGENCY:

If a state of emergency is declared by the Mayor of the City of Athens or the Athens County Sheriff, and "non-essential personnel" are directed by city administration not to report to work, they shall be paid their regular rate of pay for all regular work hours missed.

Payment for designated "essential personnel" who are directed to report to work in such circumstances shall earn on a premium basis two (2) times their hourly rate for all hours worked during their regular shift during the term of the declared emergency by the Mayor or Athens County Sheriff. Payment for all hours, other than regular shift schedule, shall be in accordance with the provisions of this ordinance.

0-118-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO, OR TO EXTEND THE AGREEMENT WITH THE BOARD OF ATHENS COUNTY COMMISSIONERS, FOR THE PURPOSE OF OBTAINING THE SERVICES OF THE PUBLIC DEFENDER'S OFFICE THROUGH DECEMBER 31, 2025.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The Mayor is hereby authorized to enter into, or to extend the agreement with the Board of Athens County Commissioners, for the purpose of obtaining the services of the Public Defender's Office, through December 31, 2025.

SECTION II: The Mayor is hereby authorized to expend up to One Hundred Twenty Thousand Dollars (\$120,000.00) from the 2025 General Fund, 101-106, T.C. 300, for said contract.

SECTION III: This Ordinance shall be in full force and effect at the earliest moment permitted by law upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-119-24

Introduced by Alan Swank, Chair
Planning & Development Committee

AN ORDINANCE AMENDING ATHENS CITY CODE TITLE 1, GENERAL PROVISIONS, CHAPTER 1.03, CODE FEES ESTABLISHED, TO INCLUDE SECTIONS 23.03.11(D), ACCESSORY STRUCTURES AND ACCESSORY ENERGY SYSTEMS, AND 23.03.12(B), PRINCIPAL RENEWABLE ENERGY SYSTEMS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Effective January 1, 2025, Athens City Code Title 1, General Provisions, Chapter 1.03, Code Fees Established, Section 7.05.22, is hereby amended to read as follows:

23.03.11. Accessory structures and accessory energy systems.

(D) Permit – \$100, plus \$1.50 per thousand dollars of improvement or portion thereof

23.03.12. – Principal renewable energy systems.

(B) Permit Fees \$150 for roof mounted residential solar

SECTION II: This Ordinance shall be in full force and effect at the earliest moment permitted by law upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-120-24

Introduced by Finance & Personnel Committee

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT EXTENSION TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF THE ATHENS COUNTY ECONOMIC DEVELOPMENT COUNCIL; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The Mayor is hereby authorized to enter into a contract extension through December 31, 2027, to provide financial support for the operation of the Athens County Economic Development Council (ACEDC) in the amount of Sixty Thousand Dollars (\$60,000.00) annually from the General Fund. A copy of said Agreement and ACEDC deliverables is attached hereto and incorporated herein by reference.

SECTION II: This Ordinance shall be an emergency measure necessary for the preservation of the health, welfare and safety of the residents of the City of Athens, Ohio, in that the current contract expires December 31, 2024, and it shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

AGREEMENT

PARTIES: This extension **AGREEMENT** is entered into between the City of Athens, Ohio, hereinafter referred to as "City," and the Athens County Economic Development Council, hereinafter referred to as the "Development Council."

PURPOSE: This extension **AGREEMENT** is for the purpose of providing financial support for economic development activities of the Athens County Economic Development Council, and shall be in effect through December 31, 2027.

DEVELOPMENT COUNCIL AGREES:

To use the sum paid by the City for the support of economic development activities.

CITY AGREES:

To pay (\$60,000.00) annually.

BOTH PARTIES AGREE:

1. Either Party may terminate this contract upon one hundred twenty (120) days' written notice to the other Party.

THE CITY OF ATHENS, OHIO:

Steve Patterson, Mayor

Date

ATHENS COUNTY ECONOMIC DEVELOPMENT COUNCIL:

President & CEO
Economic Development Council

Date

APPROVED AS TO FORM:

Lisa Eliason, Director of Law

Date

ACEDC Deliverables
Prepared for Athens City Council

The ACEDC staff will share monthly activity reports with city council members, following the approval of said reports by the ACEDC Board of Directors. The reports will contain program metric updates, ongoing project progress updates, and emerging opportunity updates.

The ACEDC will conduct a business climate survey on an annual basis. Results of the survey, and recommendations based on those results will be shared with city council on an annual basis.

The ACEDC staff will actively partner with the City of Athens staff to identify infrastructure improvement needs and opportunities that are vital to the retention and expansion of existing businesses as well as new business opportunities.

The ACEDC will compile a list annually of all new prospect companies that at any time, have considered Athens County as a new business location. This list will also include, if available, the reason(s) the prospect company made a choice other than Athens County.

On an annual basis, the ACEDC Executive Director will appear at a regular city council meeting and present economic development updates. An economic overview report will be provided to council at this time.

At periodic times throughout the calendar year, and as approved by the ACEDC Board of Directors, Athens City Council members will be invited to attend regular ACEDC meeting(s).

0-121-24

Introduced by Finance & Personnel Committee

AN ORDINANCE AUTHORIZING 2025 STAFFING LEVELS; REPEALING ALL ORDINANCES INCONSISTENT THEREWITH; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Effective the first pay period in 2024, authorized staffing levels, attached hereto and incorporated herein by reference, shall be in effect, and all ordinances inconsistent therewith shall be repealed.

SECTION II: Upon receiving written notification from an employee of a pending departure, City Council does hereby authorize the President of Council, Mayor, Law Director, and Auditor to hire replacements for currently staffed positions so long as adequate funds are available within the elected officials' budget. There will be a temporary increase in the staffing numbers during the overlap of employees within these positions that will subsequently be sunset to the official staffing levels.

SECTION III: This Ordinance shall be an emergency measure necessary for the preservation of the health, safety, and welfare of the residents of the City of Athens in order to maintain fiscal integrity, and that it shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

2025 FUND	DEPARTMENT	POSITION	F.T.E.
101.101 General	Mayor	Executive Assistant (Mayor)	1
101.101 General	Mayor	Administrative Coordinator-Human Resources Coordinator	1
101.101 General	Mayor	Grants-Administrator Executive Assistant (SSD)	1
101.101 General	Mayor	Human Resources Director	1
101.101 General	Mayor	Deputy Service-Safety Dir.	0.7
101.101 General	Mayor	Service-Safety Director	1
101.101 General	Mayor	City Planner	1
101.101 General	Mayor	DEIA/Training Coordinator	1
101.101 General	Mayor	Receptionist	0.73
101.102 General	Auditor	Executive Administrator	1
101.102 General	Auditor	Account Administrator I	1
101.102 General	Auditor	Deputy Auditor	1
101.102 General	Auditor	Income Tax Administrator	2
101.104 General	Law Director	Legal Sec'y I	1
101.104 General	Law Director	Legal Sec'y II	1
101.104 General	Law Director	Prosecutor	4-2
101.104 General	Law Director	Asst. Law Director/Part-Time Prosecutor	1
101.104 General	Law Director	Chief-City-Prosecutor	4
101.105 General	Council	Government Channel Director	1
101.105 General	Council	Clerk of Council	1
101.105 General	Council	TGC Technician	1
101.105 General	Council	Production Specialist	0.73
101.106 General	Muni. Court	Clerk of Court	0.6
101.106 GENERAL	MUNI. COURT	PROBATION OFFICER	0.5
237.106 DUI COURT	MUNI. COURT	PROBATION OFFICER	0.5
237.106 DUI COURT	MUNI. COURT	DIVERSION PROGRAM COORDINATOR	0.5
235.106 COURT CCA	MUNI. COURT	INTENSIVE PROBATION DIRECTOR	1
232.106 UNDERAGE DRINKERS	MUNI. COURT	DIVERSION PROGRAM COORDINATOR	0.75
101.106 GENERAL	MUNI. COURT	DIVERSION PROGRAM COORDINATOR	0.75
101.106 GENERAL	MUNI. COURT	COURT ADMINISTRATOR	1
101.106 GENERAL	MUNI. COURT	COURT REPORTER	1
101.106 GENERAL	MUNI. COURT	COURT SECURITY	1
101.112 General	Lands & Bldgs.	Custodian	3
101.112 General	Lands & Bldgs.	Building Projects Supervisor	1
101.112 General	Lands & Bldgs.	Building Projects Technician	1
101.112 General	Lands & Bldgs.	Electrician Trainee	0.5
101.112 General	Lands & Bldgs.	Electrician	0.5
101.112 General	Lands & Bldgs.	Groundskeeper	2
101.207 General	Police	Data Entry Operator	1
101.207 General	Police	Communication Officer	4
101.207 General	Police	Lieutenant	6
101.207 General	Police	Patrol Officer	19
101.207 General	Police	Social Worker (Grant)	1
101.207 General	Police	Police Captain	1
101.207 General	Police	Police Chief	1
101.207 General	Police	Administrative Assistant II	1
101.208 General	Fire	General Secretary	1
101.208 General	Fire	Fire Chief	1
101.208 General	Fire	Captain	1
2025 FUND	DEPARTMENT	POSITION	F.T.E.
101.208 General	Fire	Firefighter	18
101.208 General	Fire	Lieutenant	6
101.351 General	Code	General Secretary	0.5
101.351 General	Code	Administrative Assistant	1
101.351 General	Code	Code Inspector	4
101.351 General	Code	Dir.Dev. Enforcement/Facilities	1
101.351 General	Code	Assistant Director of Development, Enforcement and Facilities	1
101.718 General	Parking Enforcement	Parking Enforcement Officer	5
101.718 General	Parking Enforcement	Data Entry Operator, Parking	1
210.115 General	Cemetery	Cemetery Maintenance	0.73
210.115 General	Cemetery	Cemetery Maintenance	0.73
210.115 General	Cemetery	Cemetery Maintenance	0.365
210.115 General	Cemetery	Labor Supervisor	0.1

220.717 Street	Street	City Engineer/Dir. of Public Works	0.30
220.717 Street	Street	Asst. City Engineer	0.30
220.717 Street	Street	Asst. Director Public Works	0.30
220.717 Street	Street	Project Assistant	0.30
220.717 Street	Street	Maint Tech/Trainee/Laborer	10
220.717 Street	Street	Labor Supervisor	1
220.717 Street	Street	Electrician Trainee	0.5
220.717 Street	Street	Electrician	0.5
220.717 Street	Street	Project Inspector	0.35
220.717 Street	Street	Administrative Coordinator	0.30
220.717 Street	Street	Director	0.5
270.940 Recreation	Recreation	Assistant Director	0.5
270.940 Recreation	Recreation	Program Specialist - APR	0.5
270.940 Recreation	Recreation	Program Specialist - Arts	0.5
270.940 Recreation	Recreation	Rec. Maint. Specialist	2
270.940 Recreation	Recreation	Custodian	0.25
270.940 Recreation	Recreation	Labor Supervisor	0.9
271.940 Community Center	Community Center	Director	0.5
271.940 Community Center	Community Center	Assistant Director	0.5
271.940 Community Center	Community Center	Program Specialist - Childcare	1
271.940 Community Center	Community Center	Program Specialist - APR	0.5
271.940 Community Center	Community Center	Program Specialist - Arts	0.5
271.940 Community Center	Community Center	Operations Specialist	2
271.940 Community Center	Community Center	Custodian	1.75
271.940 Comm. Ctr.	Maintenance	Maint Tech/Trainee/Laborer	5
740.635 Water	Maintenance	Labor Supervisor	1
740.635 Water	Administration	Deputy Service-Safety Dir.	0.1
740.636 Water	Administration	Account Admin. I (Util.Bill.)	0.35
740.636 Water	Administration	Account Admin. II (Util.Bill.)	0.35
740.636 Water	Administration	City Engineer/Dir. of Public Works	0.35
740.636 Water	Administration	Asst. City Engineer	0.35
2025 FUND			F.T.E.
740.636 Water	Administration	Project Assistant	0.35
740.636 Water	Administration	Administrative Coordinator	0.35
740.636 Water	Administration	Asst. Dir. Of Public Works	0.35
740.636 Water	Administration	Meter Reader	1
740.637 Water	Treatment Plant	Project Inspector	0.35
740.637 Water	Treatment Plant	Lab Technician	1
740.637 Water	Treatment Plant	Oper/PI Mech/Relief Oper/PI Mech	8
740.637 Water	Treatment Plant	Master Mechanic	1
740.637 Water	Treatment Plant	Plant Manager	1
740.637 Water	Treatment Plant	Environmental Coordinator	0.25
740.637 Water	Treatment Plant	Maint Tech/Trainee/Laborer	5
750.635 Sewer	Maintenance	Labor Supervisor	1
750.635 Sewer	Maintenance	Administrative Coordinator	0.35
750.636 Sewer	Administration	Deputy Service-Safety Dir.	0.1
750.636 Sewer	Administration	Account Admin. I (Util.Bill.)	0.35
750.636 Sewer	Administration	Account Admin. II (Util.Bill.)	0.35
750.636 Sewer	Administration	City Engineer/Dir. of Public Works	0.35
750.636 Sewer	Administration	Asst. Dir. Of Public Works	0.35
750.636 Sewer	Administration	Asst. City Engineer	0.35
750.636 Sewer	Administration	Project Assistant	0.35
750.636 Sewer	Administration	Meter Reader	1
750.637 Sewer	Treatment Plant	Project Inspector	0.3
750.637 Sewer	Treatment Plant	Lab Technician	1
750.637 Sewer	Treatment Plant	Oper/PI Mech/Relief Oper/PI Mech	7
750.637 Sewer	Treatment Plant	Master Mechanic	1
750.637 Sewer	Treatment Plant	Plant Manager	1
750.637 Sewer	Treatment Plant	Environmental Coordinator	0.25
755.637 Storm Sewer	Maintenance	Environmental Coordinator	0.5
760.636 Sanitation	Administration	Account Admin. I (Util.Bill.)	0.3
760.636 Sanitation	Administration	Account Admin. II (Util.Bill.)	0.3
760.636 Sanitation	Administration	Deputy Service-Safety Dir.	0.1
760.636 Sanitation	Administration	Solid Waste Control	2
760.636 Sanitation	Administration	General Secretary	0.5

2025 FUND	DEPARTMENT	POSITION	F.T.E.
865.645 Int. Service	Int. Service	Master Mechanic	2
865.647 Internal Svc.	Internal Svc.	IT Technician	1
865.647 Internal Svc.	Internal Svc.	System Admin.	1
	TOTAL		187.89

PART-TIME AND SEASONAL EMPLOYEES

FUND	DEPARTMENT	POSITION	NUMBER	HOURLY RATE
101.101 General	Mayor	Intern	5-4	\$12.00- \$2.50 above
101.102 General	Auditor	Intern	1	\$12.00- \$2.50 above
101.104 General	Law Director	Intern	2	\$12.00- \$2.50 above
270.940 Recreation	Recreation	Intern	1	\$12.00- \$2.50 above
101.105 General	Council	Aides	4	\$12.00- \$2.50 above
101.112 Lands & Bld.	Lands & Buildings	Lands & Building Maintenance	1	\$12.00- \$2.50 above
101.112 General	Lands & Buildings	Seasonal Worker	1	\$12.00- \$2.50 above
101.112 General	Lands & Buildings	Seasonal Landscaper	1	\$12.00- \$2.50 above
101.115 General	Cemetery	Seasonal Worker	1	\$12.00- \$2.50 above
101.207 General	Police	Aux. Officer Non-Sworn	2	Starting pay is
				\$1.00 less than a FT Patrol Off.
101.351 GENERAL	CODE	INTERN	1	\$12.00- \$2.50 ABOVE
101.207 General	Police	Aux. Officer "Active"	10	Starting pay for FT Patrol Off.
101.207 General	Police	Aux. Officer "Call-In"	10	Starting pay for FT Patrol Pff.
101.207 General	Police	Aux. Dare Officer	1	Starting pay for FT Patrol Off.
101.207 General	Police	Aux. Major Events	50	Up to \$350 per event day
101.207 General	Police	Intern	1	\$12.00- \$2.50 above
101.208 General	Fire	Intern	1	\$12.00- \$2.50 above
220.717 Street	Street	Intern	2	\$12.00- \$2.50 above
220.717 Street	Street	Seasonal Worker	8	\$12.00- \$2.50 above
270.940 Recreation	Recreation	Seasonal Worker	5	\$12.00- \$2.50 above
740.637 Water	Water	Seasonal Worker	1	\$12.00- \$2.50 above
740.637 Water	Treatment Plant	Seasonal Worker	1	\$12.00- \$2.50 above
740.637 Water	Treatment Plant	Intern	1	\$12.00- \$2.50 above
750.637 Sewer	Treatment Plant	Seasonal Worker	1	\$12.00- \$2.50 above
750.637 Sewer	Treatment Plant	Intern	1	\$12.00- \$2.50 above
865.647 Int. Service	Int. Service	IT Intern	1	\$12.00- \$2.50 above

Arts/Recreation Fund

RECREATION/COMMUNITY CENTER PROGRAM PERSONNEL

DEPARTMENT	POSITION	RATE
A.P & R	Pool Attendants, Preschool Aides,	\$12.00- \$2.50 above
	Day Care/Camp Instructors, Fitness	\$12.00- \$2.50 above
	Supervisor, Building & League Supvs.	\$12.00- \$2.50 above
	Youth Referee, Score Keepers	\$12.00- \$2.50 above
A.P & R	Lifeguards	\$12.00- \$2.50 above
A.P & R	Head Life Guard(s)	\$13.00 - \$2.50 above
A.P & R	Lead Life Guard	\$13.00 - \$2.50 above
A.P & R	Head Pool Attendant	\$13.00 - \$2.50 above
A.P & R	Lead pool Attendant	\$13.00 - \$2.50 above
A.P & R	Programs Coordinator	\$12.00- \$2.50 above
A.P & R	Personal Trainer	\$14.00 - \$3.00 above
A.P & R	Pre School Teacher	\$12.00- \$2.50 above

Number of employees for each position will vary to meet program needs

0-122-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ENTER INTO A CONTRACT WITH THE EMPLOYEE BENEFIT SERVICE CENTER TO SERVE AS THE CITY'S THIRD-PARTY HEALTH INSURANCE ADMINISTRATOR (TPA); AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The Service-Safety Director is hereby authorized to enter into contract with the Employee Benefit Service Center to serve as third party administrator (TPA) of the City's health insurance program for the period from January 1, 2025, to December 31, 2025, to include Exhibit A, Plan Listing, Administrative Services Fee Schedule and Amendment to the Plan Document, attached hereto and incorporated herein by reference. Said contract shall contain, at a minimum, the following controls:

1. Documentation (at a level to be determined by the City Auditor) related to the payments to be made by the TPA, shall be submitted to the City, and reviewed and approved by the City Auditor, prior to the authorization of payments.
2. A check register shall be submitted to the City Auditor, along with the documentation.
3. The TPA shall not issue checks before receiving an authorization notice from the City Auditor.
4. The contract shall contain a clause that provides for the City or its auditors to have access to City-related records of the TPA at the City's request.
5. The contract shall contain language that protects the City in the event of default, embezzlement, errors by omissions and other actions of the TPA.
6. The contract shall contain language that provides notifications and transitional procedures in the event of an acquisition, merger, or sale of account.

SECTION II: This Ordinance shall be an emergency measure necessary for the preservation of the health, safety, and welfare of the residents of the City of Athens in order to meet the contract period, and shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

EXHIBIT A

PLAN LISTING

In accordance with the terms of the Agreement, of which this Exhibit A is made a part thereof, EBSC shall perform the management services and functions set forth in the Plan Administrator's Administrative Services Agreement, including the Exhibits attached thereto, solely on behalf of the following employee welfare benefit plans, referred to collectively in this Agreement as "Plan":

ADMINISTRATIVE SERVICES FEE SCHEDULE

Effective 1/1/2025, and remaining effective until modified or amended by mutual agreement of the parties* (unless otherwise specifically indicated herein), The City of Athens, as Plan Administrator of the Plan(s) listed above, hereby agrees to the following management and service fees.

The Employee Benefit Service Center (EBSC)

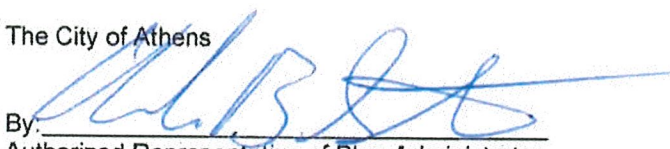
Claims and benefit management and processing services as described more fully in the Agreement.

Annual Renewal Fee	\$ N/A
For medical claims management services <i>*Note: in the event of termination, additional fees may apply.</i>	\$ 24.50
For dental claims management services	\$ N/A
For vision claims management services	\$ N/A
For short term disability claims management services	\$ N/A
Set-up fee for COBRA services (as described in the "COBRA" Exhibit)	\$ N/A
For COBRA management services (as described in the "COBRA" Exhibit) and for HIPAA Certificate of Creditable Coverage services COBRA management service fees include COBRA administration for the Dental and Vision plans.	\$ No Charge A 2% administrative fee is added to current plan year rates to be billed to COBRA participants. This fee is not billed to the Plan Administrator. EBSC retains the 2% administration fee for the processing of COBRA premium.
Set-up fee for Section 125 plan services (as described in the "SECTION 125" Exhibit)	\$ N/A
Annual renewal fee for Section 125 plan services (as described in the "SECTION 125" Exhibit)	\$ N/A

For services related to management of the Plan Administrator's IRS Section 125 plan as listed in the "SECTION 125" Exhibit	\$ N/A
For services related to administration of the Plan Administrator's Debit Card (as described in the Administrative Services Agreement)	\$ N/A
Set-up fee for HRA services (as described in the "HRA" Exhibit)	\$ N/A
Annual renewal fee for HRA services (as described in the "HRA" Exhibit)	\$ N/A
For services related to management of the Plan Administrator's HRA as listed in the "HRA" Exhibit	\$ N/A
For Medicare D Disclosure Notice and CMS Notice services	\$ N/A
For Special Reporting/Services	\$ Fee quoted upon report/service request
For 1095 services	\$ N/A
For Set-Up / coordination with Employer vendors (payroll, data analysis, etc.)	\$1,000 per vendor for set-up, \$ PEPM for ongoing reporting quoted at time of set-up.
For Plan document re-write	\$1,200.00 per Plan document.
For Plan amendments	\$250 per amendment
For W-2 reporting	\$ Per Invoice, selected service based
For PCORI count reporting	\$ No charge
Subrogation services	20% of amounts recovered.

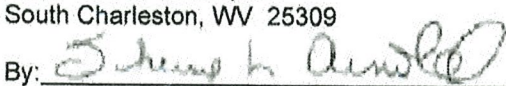
PLAN ADMINISTRATOR

The City of Athens

By: 
Authorized Representative of Plan Administrator

Arden B. Stone
Printed Name

THE EMPLOYEE BENEFIT SERVICE CENTER
4430 Kanawha Turnpike
South Charleston, WV 25309

By: 
SHERRY L. ARNOLD
Chief Executive Officer

0-123-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AUTHORIZING A GROUP EXCESS LOSS MEDICAL INSURANCE CONTRACT; AND DECLARING AN EMERGENCY.

WHEREAS, the current contract expires on December 31, 2024;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Effective January 1, 2025, the Service-Safety Director is hereby authorized to enter into a one-year contract ending December 31, 2025, with Sirius America to cover the City's stop-loss/excess loss medical insurance. A copy of the Application and Policy Schedule for group excess loss medical insurance is attached hereto and incorporated herein by reference.

SECTION II: This Ordinance shall be an emergency measure necessary for the preservation of the health, safety, and welfare of the residents of the City of Athens in order to ensure continued delivery of services, and that it shall be in full force and effect upon its passage and approval by the Mayor.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

SIRIUSPOINT AMERICA INSURANCE COMPANY
One World Trade Center
285 Fulton Street, 47th Floor
New York, New York 10007

APPLICATION AND POLICY SCHEDULE FOR GROUP EXCESS LOSS INSURANCE

Part I Proposed Policyholder

a. Full Legal Name of Proposed Policyholder

City of Athens

b. Address and TIN

8 East Washington St

Athens, OH 45701

31-6400218

Tax Identification Number

c. Name and Title of Contact Person Any Stone, Service Safety Director

d. Proposed Policyholder is Single Employer

Please describe type of entity or type of business that will own policy

e. Requested Effective Date January 1, 2025

Policy will become effective on the Requested Effective Date only if (a) all required information is provided and (b) SiriusPoint has received the initial premium on or before that date. The Policy Term will end one year after its Effective Date unless otherwise requested and agreed to by Us.

f. Eligible Persons Under Your Plan to be Covered Under This Policy

Please check all that apply

☐

Retired Employees

☒

Former Employees Continuing Coverage under COBRA or other continuation provisions of the Plan

☒

Disabled Employees

☒

Employees not Actively at Work on their Effective Dates

☐

Other – please describe

g. Minimum enrollment ☐ Covered Units, or ☒ % Initial Enrollment 85%

Part II Plan of Insurance and Premium Calculation

Please check all coverages and options for which You are applying

a. ☒ Specific Excess Loss Coverage

i. Include coverage for:

☒

Medical Plan

☒

Prescription Drug Plan

ii. Specific Deductible Amount Per Covered Person \$ 110,000

iii. Aggregating Specific Deductible \$ N/A

Fixed dollar amount or, if greater, amount x number of Covered Persons

iv. Specific Lifetime Maximum Unlimited Per Covered Person \$ Unlimited

v. Specific Benefit Period maximum reimbursement per Covered Person \$ Unlimited

vi. Specific Reimbursement Percentage % 100%

vii. Contract Basis -- Benefit Period includes reimbursement for Covered Expenses

Incurred from 01/01/2024 through 12/31/2025
enter date *enter date*
 and Paid from 01/01/2025 through 12/31/2025
enter date *enter date*

viii. Reimbursement for Covered Expenses Incurred before the Effective Date will be limited to

\$ N/A per Covered Person; \$ N/A in total.

ix. Monthly Premium Rates

Per Covered Unit	Premium Rate	Number Covered
Employee Only	\$ <u>107.70</u>	<u>43</u>
Employee and Spouse	\$ <u>209.93</u>	<u>49</u>
Employee and Dependent Children Only	\$ <u>186.33</u>	<u>13</u>
Employee, Spouse and Dependent Children	\$ <u>312.99</u>	<u>79</u>
Other—Please describe	\$ _____	_____

b. ☒ **Aggregate Excess Loss Coverage**

i. Include coverage for: ☒ Medical Plan ☒ Prescription Drug Plan
☐ Dental Plan ☐ Vision Plan

ii. Individual Claim Limit \$ 110,000

iii. Maximum Aggregate Reimbursement \$ 1,000,000

iv. Aggregate Reimbursement Percentage 100%

v. Contract Basis--Benefit Period includes reimbursements for Covered Expenses

incurred from 01/01/2024 through 12/31/2025
enter date *enter date*
 and paid from 01/01/2025 through 12/31/2025
enter date *enter date*

vi. Reimbursement for Covered Expenses Incurred before the Effective Date will be limited to

☐ \$ N/A per Covered Person; ☐ \$ N/A in total.

vii. Monthly Aggregate Factors and Premium Rates

Covered Unit	Factor	No. Covered	Premium Rate
Employee Only	\$ <u>1,177.29</u>	<u>43</u>	\$ <u>14.01</u>
Employee and Spouse	\$ <u>2,345.17</u>	<u>49</u>	\$ <u>14.01</u>
Employee and Dependent Children Only	\$ <u>2,075.55</u>	<u>13</u>	\$ <u>14.01</u>
Employee, Spouse and Dependent Children	\$ <u>3,522.45</u>	<u>79</u>	\$ <u>14.01</u>
Other—please describe	\$ _____	_____	\$ _____

viii. Minimum Aggregate Attachment Point \$ 5,649.510. *Estimated

Additional Options

- i. Terminal Liability Option included ☐ excluded ☒
- ii. Aggregate Accommodation Option ☐ included ☒ excluded \$ _____ PEPM Cost
Advance Threshold \$ N/A
- iii. Specific Advance Reimbursement Option ☒ included ☐ excluded
Minimum Advance Reimbursement \$ 0

- c. **Special Limitations** Please list (a) any special Specific Deductibles or other limitations applicable to individuals for whom information was included on the Disclosure Statement, identifying the deductible amount, limitation and name of individual to which it applies, and (b) any Special Limitations and conditions applicable to the Policy applied for.

NON STANDARD PRODUCT OPTION L: Terms reserve the right to place a higher specific on any participant based on a review of the renewal report information.

MINIMUM AGGREGATE ATTACHMENT POINT: *Minimum Aggregate Attachment Point will be based on the first month inception enrollment counts and may not match the Minimum Aggregate Deductible listed above.

When Terminal Liability Option is in effect, Monthly Aggregate Factors shown above and applicable to the full Policy Term are modified to:

Terminal Liability Option Fee: \$ N/A

	Terminal Coverage Premium Rate	Terminal Coverage Aggregate Rate	Terminal Coverage Aggregate Factor
Employee Only	\$ _____	\$ _____	\$ _____
Employee and Spouse	\$ _____	\$ _____	\$ _____
Employee and Dependent Children Only	\$ _____	\$ _____	\$ _____
Employee, Spouse and Dependent Children	\$ _____	\$ _____	\$ _____
Minimum Terminal Liability Coverage Aggregate Retention	\$ _____		

Part III Administrative Information

- a. Your Third Party Administrator (TPA) is The Employee Benefit Service Center
Please provide name and address
4430 Kanawha Turnpike, South Charleston, WV 25309
- b. Your Preferred Provider Organization(s) (PPO) Medical Mutual of Ohio
Please provide names and addresses
Appro-RX (PBM)

- c. **Your Utilization Review Agent(s)** Quality Care Partners
Please provide names and addresses
-
- d. **Your Agent of Record is** Blake Hodgson
- e. **Your Initial Premium Deposit \$** First Month Premium
Amount submitted with this application

Part IV Acknowledgements and Signatures

- a. **Plan Provisions** Applicant attests that the Plan Document provided to Us includes at least the following provisions:
- i. **Employees** – definition, including minimum qualifying hours worked, eligibility, effective date and HIPAA eligibility date provisions;
 - ii. **Dependents** – definition, including all age requirements, eligibility and effective date provisions;
 - iii. **Termination** – when benefits and eligibility cease, any continuation/extension of coverage provisions for leave, layoff or disability, including all applicable state and federal (COBRA) continuation requirements;
 - iv. **Transplants** – Covered Person and non-Covered Person donor benefits, recipient benefits, including any covered transportation, lodging and companion charges; and
 - v. **Exclusions** – including any expenses resulting from riot or revolt, and war, whether declared or not; [any charges resulting from occupational accidents or illnesses;] or Alternative Treatments except when Medically Necessary and cost-effective compared to standard treatments.
- b. **Applicant's Acknowledgement** I, the applicant, declare, to the best of my knowledge and belief, that (i) applicant is entitled under applicable law to provide self-funded health benefits to its {employees, members, students} and (ii) all statements and answers in this application are true and complete. I understand and agree that (i) this Application and Policy Schedule will form part of any policy issued, (ii) no information given to or acquired by any representative of SiriusPoint will bind it, unless it is in writing on this application, (iii) no waiver or modification will bind the Company unless it is in writing and is signed by an authorized representative of SiriusPoint, (iv) Our receipt and deposit of Your initial premium does not constitute Our acceptance of liability, (v.) if You or Your TPA have misrepresented or concealed any material fact or circumstance, including any failure to disclosure all information required, We may rescind any policy issued; and (vi) only those persons eligible under Your Plan and the terms of an issued policy will be included.
- c. **Fraud Warning** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Dated at _____ **on the** _____ **day of** _____ **20** _____

Signed for the Proposed Policyholder

Title

Signed by Licensed Agent

Blake Hodgson

Please Print Agent Name

OH 708121

Agent License Number and Issuing State

0-124-24

Introduced by Alan Swank, Chair
Planning & Development Committee

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A ONE-YEAR AGREEMENT WITH SUNDAY CREEK HORIZONS, A CONSULTING FIRM.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The Mayor is hereby authorized to enter into a one-year agreement with Sunday Creek Horizons (SCH), a consulting firm that will undertake the services as set forth in Exhibit 1, Scope of Services, to include management and administration of City Grant-Funded Projects, completion of the Americans with Disabilities Act (ADA) Transition Plan, and work in collaboration with the City on identified projects, a copy of said agreement and Scope of Services are attached hereto and incorporated herein by reference.

SECTION II: The Mayor is further authorized to expend up to One Hundred Twenty Thousand Dollars (\$120,000.00) from 2025 General Fund, Other Administrative, 101.120, T.C. 300, for said services.

SECTION III: This Ordinance shall be in full force and effect at the earliest moment permitted by law upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor



**Advocacy and Consulting Services Contract:
Sunday Creek Horizons and the City of Athens**

This Consulting Agreement ("**Agreement**") is entered into on the ____ day of _____ (the "**Effective Date**"), by and between the **City of Athens**, its successors and assigners, located at 8 East Washington Street, Athens, Ohio, 45701 ("**Client**"), and **Sunday Creek Horizons, LLC** (the "**Consultant**"), whose primary address is 5 Depot Street, Athens OH 45701. Client and Consultant are hereinafter referred to each as a "**Party**" and collectively as the "**Parties**".

WHEREAS Client desires to enter into the within agreement with Consultant to draw on the Consultant's expertise to advance the interests and mission of the Client.

WHEREAS Client and Consultant desire to establish a contractual relationship whereby Consultant will partner with Client to advance the needs and interests of Client, subject to the terms and conditions contained herein ("**Consulting Services**").

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Services; Performance Standards.

- a. **Statement of Services.** Consultant will undertake the Services as set forth in the Statement of Services, labeled Exhibit 1, and incorporated herein by reference.
- b. **Standard of Services.** Consultant will furnish professional services in accordance with commercial standards necessary for the satisfactory performance of the Services under this Agreement. Client shall engage Consultant as an independent contractor to provide the Consulting Services under the terms set-forth herein. The parties may extend the scope and extent of work called for herein, by mutual written agreement. Consultant shall provide the Consulting Services in accordance with generally established professional standards and practices and in accordance with all applicable laws, regulations, codes, and ordinances.

2. **Term; Termination.** This Agreement shall commence on the Effective Date and continue for twelve months. Each Party shall maintain the unilateral right to terminate this Agreement for any reason upon furnishing the other with sixty (60) days written notice.

3. Performance and Compensation.

- a. **Monthly Retainer.** Consultant will earn compensation (the "**Monthly Retainer**") from Client in the amount of \$10,000.00 per month, for Consulting Services, to be paid on a monthly basis.
- b. **Payment Terms.** The Monthly Retainer shall be due and payable to Consultant by Client within 30 business days following the receipt of invoice from Consultant.

4. **Expenses.** The Consultant shall be responsible for all reasonable expenses incurred in providing



the Consulting Services hereunder including, but not limited to, travel, transportation, parking, tolls, supplies, photocopying, printing, courier service, telephone service, postage and meals. Client shall not be responsible for reimbursement of costs undertaken by the Consultant in connection with the performance of the scope of work herein.

5. **Insurance.** Throughout the duration of this Agreement, Consultant shall maintain: (i) comprehensive general liability insurance (or equivalent professional liability insurance) covering bodily injury and property damage that may arise from or in connection with the Services, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (ii) workers' compensation coverage as required by Ohio law; and (iii) commercial automobile liability coverage in an amount not less than \$1,000,000. Upon request, Consultant shall provide Client with a certificate of insurance or equivalent evidence of such coverages.
6. **Confidentiality.** Consultant shall keep all printed, digital, and verbal communications with Client confidential, and Consultant will not disclose any information identified by Client as proprietary, unless expressly authorized to do so by Client.
7. **Compliance with Applicable Law.** Consultant and Client shall comply with all applicable federal and state laws and regulations. Furthermore, Consultant and Client shall timely file all applicable disclosures and reports required.
8. **Non-Legal Services.** The Consultant and Client expressly agree that the Consulting Services provided by Consultant pursuant to the within agreement, or in connection with any other matter between the Parties, do not under any circumstances constitute the provision of legal services. Client acknowledges that it has been advised by Consultant that the Consulting Services rendered to Client pursuant to the Parties' agreement(s) do not constitute the practice of law, or the provision of legal services.
9. **Avoidance of a Conflict of Interest.** The parties acknowledge that the Consultant has been, and will continue to be engaged by other Ohio local government political subdivisions; and that these engagements entail the provision of Services of a similar nature to those set forth in Exhibit 1. Client acknowledges that Consultant does not make final determinations on the award of state or federal grant monies, and that these decisions are made independently by state and/or federal government officials. As such, efforts by Consultant on behalf of Client to secure federal or state funding shall not, on their face, be considered conflicting with similar efforts made on behalf of other local governments. Consultant shall, however, take reasonable and necessary steps to insure that its actions on behalf of such other local governments shall not directly conflict with or compromise the interests of Client. During the term of the within engagement, Consultant shall disclose any discovered direct conflicts that may arise between Consultant's work on behalf of Client and that performed on behalf of any other similarly situated local governments.
10. **Legal Construction.** If one or more provisions hereof are held invalid, illegal or unenforceable, the invalid, illegal or unenforceable provision shall not affect any other provisions of this Agreement, and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained herein.
11. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to the choice of law provisions thereof. Parties hereby



consent and submit to the jurisdiction and forum of the state and federal courts in the State of Ohio for all claims, demands and controversies arising out of this Agreement or the enforcement of the provisions of same.

12. **Amendment and Waiver.** This Agreement may be amended only with the written consent of the Parties. The failure of either Party at any time to require performance by the other hereunder shall not affect the right of such Party to thereafter enforce such provision, and such failure shall not be deemed to be a waiver thereof.
13. **Mediation.** Any controversy or claim arising out of or relating to this Agreement or a breach there shall be settled by mediation and a resolution of the dispute shall be sought in good faith by both parties.
14. **Notices.** Any notices to be given hereunder by a Party to the other may be affected either by personal delivery in writing, by guaranteed overnight delivery or by electronic mail. Mailed notices shall be addressed to the Parties at the addresses appearing at the end of this Agreement, but each Party may change the address upon written notice in accordance with this Section. Notices delivered personally, by mail, by electronic mail or by overnight delivery will be deemed communicated as of the date of actual receipt.
15. **Entire Agreement.** This Agreement constitutes the entire understanding between Consultant and Client with regard to the subject matter of this Agreement and supersedes and terminates all prior oral or written proposals, communications or other agreements related to the subject matter of this Agreement and any consultant agreement, referral, or consulting relationship, including any prior consultant agreements entered into by and between Consultant and Client.

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the effective date.

_____ Date: _____

By:
Title:
Address:

_____ Date: _____

By: Zack Space
Title: President, Sunday Creek Horizons
Address: 5 Depot St. Athens, OH 45701



EXHIBIT 1 Scope of Services

Consultant and Client have agreed to the following scope of services for Project Management, Economic Development, and Legislative Advocacy. These services will be managed by various staff members and divisions within the Sunday Creek Horizons (SCH) organization.

I. Project Management

A. Management and Administration of City Grant-Funded Projects - Planning & Project Funding Division

1. Scope of Responsibility

- a) SCH will serve as the City of Athens' designated representative and liaison with granting agencies for projects specified by the City administration. SCH will ensure grant compliance by collaborating closely with City staff and integrating seamlessly with the City's financial systems. Responsibilities include tracking appropriations and fund balances, preparing payment vouchers, and maintaining comprehensive knowledge of payment methods.

2. Project(s)

- a) At Work In Appalachia (Armory) Project
 - (1) Management of the At Work In Appalachia project, including the tracking of all funding sources.
- b) CDBG Projects (in conjunction with HAPCAP)
 - (1) Management of current and future CDBG projects in collaboration with HAPCAP.
- c) Safe Streets & Roads for All Grant
 - (1) Management and oversight of compliance and reporting for the Safe Streets & Roads for All Grant through the U.S. Department of Transportation.
- d) American Rescue Plan Act (ARPA) Funds
 - (1) Tracking and reporting the use of ARPA funds, ensuring full compliance with federal requirements.

3. Future Considerations

- a) Beginning in 2025, SCH's Planning & Project Funding Division will manage the projects listed above; however, this portfolio may evolve and expand as the City administration identifies new projects over time.

B. Americans with Disabilities Act (ADA) Transition Plan Completion - Community Partnerships Division and Planning & Project Funding Division

1. Scope of Responsibility

- a) SCH will support the City Planner, Deputy Service-Safety Director (Facilities), DEIA Coordinator, and the Engineering & Public Works Department in completing and publishing the City's ADA Transition Plan. While considerable progress was achieved by the former City Planner and Assistant Engineer, the plan remained unfinished following their departure. SCH will take responsibility

for finalizing the plan, overseeing its publication, and coordinating its release to the public.

2. Project(s)

a) ADA Transition Plan

- (1) SCH will lead the completion of the ADA Transition Plan through comprehensive review and proofreading to ensure accuracy, compliance, and alignment with legal and operational standards. SCH will compile any outstanding sections, finalize the content, and prepare the plan for publication. Upon completion, SCH will manage both the publication and public distribution, coordinating with City departments to ensure accessibility across appropriate channels. Throughout, SCH will adhere to the guidelines and standards of the ADA Title II Primer, meeting all legal and procedural requirements.

3. Future Considerations

- a) SCH will ensure that the ADA Transition Plan functions as a dynamic, evolving document, allowing for timely updates and revisions in response to new information or regulatory changes.

II. Community and Economic Development Activities - Community Partnerships Division and Private Partnerships Division

1. Scope of Responsibilities

- a) Project Management & Support: SCH will work closely with City leadership to support their goals for community and economic development. SCH will provide targeted assistance as needed to inform, guide, or support City leadership with projects of importance as they are identified. SCH will provide research, memo-drafting, and project-oriented consulting services to the City in a manner both proactive and reactive to the City's needs. This scope is intended to encompass a broad range of deliverables, and will enable the City to lean on SCH' internal capacity and experience to advance projects. This project support will also overlap with the advocacy portion of SCH' scope of work, as SCH will implement advocacy strategies as needed to drive project success.

- (1) This portion of the scope of work will manifest in a similar working relationship between SCH and the City of Athens as it existed while working on the Armory Redevelopment Project. I.e. The City of Athens will communicate to SCH a project of importance, along with gaps in funding and capacity to achieve the project. SCH will collaborate with the City to formulate and implement a strategy to overcome these obstacles and achieve success on the identified project.

2. Project(s)

- a) Redevelopment of Columbus Road Fire Station
- b) Utilization of City's Fiber Assets
- c) Construction of ALCO Boat Ramp
- d) Establishment of a Physical Hub for Farmers' Market
- e) Others as they are identified.

III. Legislative Advocacy - Public Sector/Government Relations Division

1. Scope of Responsibility

- a) SCH will actively represent the City of Athens and its initiatives by engaging with state and federal agencies, advocating for support and resources that align with the City's priorities. This effort includes direct outreach to elected officials and their teams to communicate the City's objectives and secure strategic support. SCH will build on established relationships and forge new connections with agency leaders to secure grant funding and project backing for key initiatives identified by the City administration. Through these efforts, SCH aims to ensure Athens' needs are prioritized and that essential resources are allocated to support its growth and future development.

IV. Communication - All SCH Divisions

1. Scope of Responsibilities

- a) SCH staff will attend monthly meetings with the City of Athens either in-person or virtually to provide status updates, discuss the next steps, and strategize on new projects or opportunities. SCH staff will regularly communicate project updates and be available via phone or email communication.
- b) SCH proposes to meet monthly or as needed with Kerry Pigman of the Athens County Foundation and Mollie Fitzgerald of the Athens County Economic Development Council to represent the City of Athens' interests in economic and community development-focused discussions.

0-125-24

Introduced by Solveig Spjeldnes, Chair
Transportation Committee

AN ORDINANCE AUTHORIZING DISPOSAL OF VEHICLES NO LONGER NEEDED
FOR A MUNICIPAL PURPOSE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Athens City Council hereby declares the following no longer
needed for a municipal purpose:

<u>VEHICLES</u>	<u>SERIAL/VIN #</u>	<u>FIXED ASSET#</u>
2016 Ford E-450 (313,491 miles)	1FD FE4FS5GDC25850	850323
2018 Ford E-450 (218,326 miles)	1FTYR2XM9JKA52732	850356

SECTION II: The above-listed vehicles have reached their useful life
and will be sold for scrap and are hereby authorized for disposal.

SECTION III: This Ordinance shall be in full force and effect at the earliest
moment permitted by law upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-126-24

Introduced by Micah McCarey, Chair
City & Safety Services Committee

AN ORDINANCE AMENDING ATHENS CITY CODE TITLE 5, PUBLIC UTILITIES, CHAPTER 5.03, WATER REGULATIONS, SECTION 5.03.03, WASTED WATER CHARGED FOR; AND TITLE 1, GENERAL PROVISIONS, CHAPTER 1.03, CODE FEES ESTABLISHED.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: Athens City Code Title 5, Public Utilities, Chapter 5.03, Water Regulations, Section 5.03.03, Wasted Water Charged For, is hereby amended to read as follows:

5.03.03. - Wasted water charged for.

Unless registered in the Residential Water Loss Protection Program, All water that passes through a meter shall be charged for whether used, wasted, or lost, and the mayor or service-safety director may grant relief to the requirement when a water line breaks between the meter and the serviced building, With a verifiable break, the water and sewer charges shall be assessed for that month based upon the average monthly usage of the previous six months.

Residential addresses with a 5/8" or 1" line, may sign up for the Residential Water Loss Protection Program. The cost of the protection program is established by separate ordinance. A maximum credit of \$750 may be applied to registered accounts for one (1) verified break or leak once per calendar year. Additional terms and conditions for the program shall be set by the Service-Safety Director and administered through the Utilities Billing Office.

SECTION II: Athens City Code Title 1, General Provisions, Chapter 1.03, Code Fees Established, is hereby amended to read as follows:

Section 5.03.03, Residential Water Loss Protection Program.

\$36.00 annual opt-in fee added to a water customer's account, renewable annually.

SECTION III: This Ordinance shall be in effect and full force upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

0-127-24

Introduced by Jeff Risner, Chair
Finance & Personnel Committee

AN ORDINANCE AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ENTER INTO A CONTRACT TO LEASE OR OTHERWISE MONETIZE THE CITY'S SOLAR RENEWABLE ENERGY CREDITS (SRECs).

WHEREAS, the City of Athens maintains several behind-the-meter solar arrays, both City-owned and through power purchase agreements through third parties; and

WHEREAS, Solar Renewable Energy Credits (SRECs) can be allocated to the energy produced by these arrays and monetized on energy markets;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The Service-Safety Director is hereby authorized to enter into a contract to lease or otherwise monetize the City's Solar Renewable Energy Credits (SRECs).

SECTION II: The Auditor is hereby requested to receipt proceeds from the sale of SRECs into Capital Improvements Fund, 580.

SECTION III: The Administration shall report the status and performance of said leases to the City Council at least once per 2-year Council term.

SECTION IV: This Ordinance shall be in effect and full force upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

RECORD OF ORDINANCES

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROR11

0-55-24

Ordinance No. _____

Passed _____, 20____

Introduced by Alan Swank, Chair
Planning and Development Committee

AN ORDINANCE REZONING UNDEVELOPED LOTS ON GRAND PARK BOULEVARD AND EDEN PLACE FROM R-2 RESIDENTIAL, ONE FAMILY/TWO FAMILY ZONE TO R-3 RESIDENTIAL, MULTI-FAMILY ZONE.

WHEREAS, on April 3, 2024, the City Planning Commission recommended rezoning undeveloped lots on Grand Park Boulevard and Eden Place from R-2 to R-3; and

WHEREAS, said rezoning would allow for the continued productive use of the adjacent commercial parcels, increase motorist and pedestrian safety at the intersection of East State Street and Grand Park Boulevard, and stabilize and encourage investment in the area; and

WHEREAS, Athens City Council has scheduled a public hearing on June 3, 2024, in accordance with the Planning Commission's recommendation;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATHENS, OHIO:

SECTION I: The rezoning of undeveloped lots on Grand Park Boulevard and Eden Place from R-2 Residential, one Family/Two Family Zone to R-3 Residential, Multi-Family Zone, to include parcel numbers A028350005800, A028350005900, A028350006500, A028350006600, and A028350006700, described more particularly in the map attached hereto and incorporated herein by reference, is hereby approved.

SECTION II: This Ordinance shall be in full force and effect at the earliest moment permitted by law upon its passage and approval by the Mayor.

President of Council

ATTEST:

APPROVED:

Clerk of Council

Mayor

RULES OF COUNCIL OF THE CITY OF ATHENS, OHIO

RULE 1 - Regular Sessions

The regular sessions shall be held in its chamber on the first and third Monday evening of each month, except for the month of July, at the hour of 7:00 p.m., unless otherwise ordered by the Council. No member of the Council shall be required to remain in the Council Chamber longer than one-half hour after the regular time for calling the meeting unless there is a quorum present, and Council is called to order and proceeds to business. Should the regular session of Council occur upon a **Federal** legal holiday then Council may meet in regular session on the day following at the time and place fixed for the regular session. All sessions of City Council are posted on the City's Website. The media and public can subscribe to receive these notices.

RULE 2 - Special Sessions

Special sessions of the Council may be called by the Mayor, or by the Clerk of Council upon written recommendation by three (3) Members of the Council, or by a majority vote by the Members of Council at a regular or special session of the Council.

The Clerk of Council shall notify each Member of Council, the Mayor, and the Law Director by phone or e-mail of each special session not less than twelve hours preceding the time for such special session. Such notice shall set forth the time, date, and place of the meeting and a concise statement of the matters to be considered.

RULE 3 - Public Hearings

Public hearings required as a prerequisite pursuant to legislation shall be scheduled at 7:00 p.m., preferably on the first or third Monday of the month, with the regular session of Council to immediately follow. If necessary, the President of Council may also approve a public hearing to be held on the second or fourth Monday of the month, prior to a committee meeting.

RULE 4 - Public Meetings

All meetings shall be open to the public, except executive sessions that may be called in accordance with state law. All minutes and records of the Council shall be open to the public at all reasonable times.

RULE 5 - President of Council

The President of Council shall make appointment(s) to and oversee the position(s) of the Government Channel.

At the first meeting of a new term of each newly elected Council, the President shall appoint the standing committees, and designate the chair for each. Committees shall

be appointed at the discretion of the President. In the event the chair vacates their chair, the President shall fill that vacancy with one of the remaining committee members and appoint a new member to that committee.

The President of Council and in their absence, the President Pro Tempore or the Acting President Pro Tempore, shall preside over all regular and special sessions of the Council. The President Pro Tempore and the Acting President Pro Tempore will retain their right to vote on all matters as a member of the Council while acting as the Presiding Officer of a Council meeting, but may not vote to create a tie vote and then vote to decide the tie. In the absence of these Three (3) officials, the Clerk of Council shall then call the Council to order, and the Council may then select one of their members to act as the President of Council.

The President shall call all regular and special sessions of Council to order at the hour appointed and shall proceed with the order of business. The President shall make referral of matters as provided in the Rules. The President shall preserve order and decorum, prevent the impugning of character or of members' motives, confine members in debate to the question under discussion, and shall decide all points of order subject to an appeal of the Council.

The President of Council, or in their absence, the President Pro-Tempore or Acting President Pro-Tempore shall act as chair when Council meets as a Committee of the Whole.

Council representatives: at the beginning of each term of Council, and as necessary thereafter, the President of Council shall appoint members to serve as representatives or liaisons to designated groups or organizations. The Clerk of Council shall maintain a list of these groups and organizations, and the Clerk of Council shall attach a copy of such list to these rules of council.

RULE 6 - Clerk of Council

At the first meeting of a new term, the Council shall appoint a Clerk, and such other officers and employees as may be deemed necessary and fix their compensation. The Clerk shall keep the records of the Council. The Clerk shall keep a proper file of all documents which are part of the transactions of the Council, and all orders of the Council, and shall make such records available to the Public. The Clerk shall prepare the agenda for all sessions of Council from items submitted by the President and Members of Council.

The President of Council shall appoint an Acting Clerk for the duration of any regular or special council session in which the Clerk of Council is absent.

RULE 7 - Opening Procedures

The President shall convene the meeting at the regularly appointed time.

RULE 8 - Agenda – Order of Business

The business of all regular sessions of the Council shall be transacted in the following order:

1. Establish Quorum
2. Disposition of the Minutes
3. Communications
4. Reports from Other Elected Officials
5. Ordinances - Third Reading
6. Ordinances - Second Reading
7. Ordinances - First Reading
8. Resolutions (1 or 3 readings)
9. Announcements & Other Business
10. Opportunity for Citizens to Speak on Legislative Items and City Services not Covered on the Agenda
11. Executive Session (when requested)
12. Adjournment

The President, for good cause, may at any time during the meeting, request a motion to amend the agenda to permit matters or items to be introduced out of the regular order.

RULE 9 - Quorum

A majority of all the members elected to the Council shall be a quorum to do business.

RULE 10 - Voting – Legal Requirements

Every member who is present at a Council meeting, shall vote on all questions upon the call for the Yeas and Nays, unless a conflict of interest exists. Further, no member shall vote on any question in which the member is financially interested or be required to vote when the same is excused due to a conflict of interest. Any member present, unless so excused, or excepted as above, who refuses to vote upon any question relating to the City government, upon which the member may vote when the Yeas and Nays are being taken, shall be guilty of contempt of the Council, and may for such contempt, be censured by a majority vote of the Council.

RULE 11 - Yeas and Nays

On the passage of every ordinance and resolution, and on the appointment of every officer, the vote shall be taken by "Yeas" and "Nays" and entered in full upon the record, and written or typed in the official minutes. On any other question, the "Yeas" and "Nays" shall be entered upon the record, on the request of any member, seconded by one other member, or upon request by the President of Council.

RULE 12 - Mayor's Veto

- (A) If the Mayor vetoes any ordinance or resolution adopted by Council, the Mayor shall return it to the Council with their objections within ten (10) days thereafter, or if the Council is not then in session, at the next regular session thereof, which objections shall be entered in the minutes. If the Mayor does not return such ordinance or resolution within the time specified, it shall take effect in the same manner as if the Mayor had signed it.
- (B) The Mayor may only veto the whole of any ordinance or resolution, except an ordinance or resolution appropriating money, in which the Mayor may veto any item.
- (C) When the Mayor vetoes an ordinance or resolution, or any part thereof, and returns it with their objections, Council shall, after the expiration of not less than one week, proceed to reconsider it, and if, upon reconsideration, the ordinance or resolution, or part or item thereof upon such reconsideration is approved by a two-thirds (5) vote of the Members of Council, it shall then take effect as if signed by the mayor.

RULE 13 - Speaking, Members, Officials & Directors

No member shall be allowed to speak for longer than ten minutes at any one time without permission of the President of Council, however, Council Members may request the President allow them to ask a series of questions. No member shall speak more than once on the same motion until every member desiring to speak on that motion shall have had an opportunity to do so. Nor shall any elected official or any director speak longer than ten (10) minutes upon the same Motion, Ordinance, or Question, without the consent of the President of Council.

RULE 14 - Public Speaks

When any person is about to address the Council, they shall request permission from the President of Council. No debate, disrespect or obscenities shall be tolerated. The President of Council shall rule any such individual out of order. Citizens shall be permitted to speak only one time at each regular session of Council. Each speaker shall identify themselves by name and home address, and acknowledge any paid/voluntary affiliation. Each speaker will be limited to a maximum of three (3) minutes, with a limitation of fifteen (15) minutes ~~imposed on the total amount of time allowed on the topic, which shall include all of the participation by council members, elected officials and administration representatives,~~ **for public participation per topic** unless permission to extend the time has been granted by the President of Council. Council Members, other officials and administrative representatives shall not debate public speakers, and shall only answer questions as directed by the President of Council.

RULE 15 - Right of Appeal

Any member may appeal to the Council from the ruling of the President of Council and if the appeal is seconded, the member making the appeal may briefly state the reason for

the same, and the President of Council may briefly explain the ruling, but there shall be no debate on the appeal, and no other members shall participate in the discussion. The President of Council shall then put the Question "Shall the decision of the President be sustained?" If the majority of the members vote "Aye," then the ruling of the President is sustained.

RULE 16 – Motions IN GENERAL & ORDER OF PRECEDENCE

1. Fix the Hour of Adjournment
2. Adjourn
3. Recess
4. Call for the Orders of the Day
5. Lay on the Table
6. Previous Question
7. To Postpone to Date Certain
8. To Postpone Indefinitely
9. To Refer to a Committee
10. To Amend

When a motion is before the Council, or under debate, and before the President orders a vote be taken, no motion shall be received except amendments to the main motion and the following listed motions.

1. Motions with no debate permitted:
 - A. Call for the Orders of the Day (to demand to take up the proper business in order (requires 2/3 vote to set the orders of the day aside).
 - B. To Recess for a specified length of time (majority vote required).
 - C. To Adjourn (majority vote required).
 - D. Fix the Time to which to Adjourn.
 - E. Remove from the Table: A motion to remove from the table shall be in order only when placed on the agenda under "announcements and other business" and will return at the same reading as when it was tabled. (majority vote required) Tabled legislation must be removed from the table by the end of the year or it dies.
 - F. Previous Question (to close debate) shall be voted upon immediately (majority vote required).
 - G. Any question can be divided (division of question) if it is so distinct that if one part is taken away the other part will stand as an entire question for decision. Any member may make a motion, or the president may direct division of any question, when it is believed such division will provide clarity.
2. Motions with debate permitted:
 - A. Postpone Indefinitely.
 - B. Amend
 - C. Refer to Committee
 - D. Postpone to Date Certain

- E. Lay on the Table: a motion to set aside temporarily without setting a time for resuming its consideration (majority vote required).

RULE 17 - ORDINANCES AND RESOLUTIONS

- (A) All ordinances and resolutions shall be introduced by Members of Council with their names endorsed thereon. The Clerk of Council shall forward copies of any new ordinance or resolution to be voted upon at any meeting of City Council to each Member of City Council. To facilitate this process, for regular sessions of Council, all proposed general legislation shall be submitted to the Office of the Clerk of Council, by 5:00 p.m. on Wednesday preceding the regular session of City Council.
- (B) Request for Council action by non-council members must be accompanied by a written explanation at the time the request is submitted to Council for consideration. All requests for Council action by non-council members shall be assigned to a Council Committee prior to Council action.
- (C) All proposed ordinances and resolutions must be reviewed by the Director of Law and or Chief Prosecutor prior to being placed upon the Council agenda. All proposed ordinances and resolutions involving a capital asset, an expenditure, appropriation, transfer or obligation of funds must be reviewed by the Auditor, or Deputy Auditor, prior to being placed upon the Council agenda.
- (D) Action by Council that is not required by law to be by ordinance or formal resolution may be taken by motion (approved by at least a majority of its members).
- (E) The Clerk of Council shall insure that copies of any new ordinance or resolution to be voted upon at any meeting of City Council shall be delivered to each member of City Council at least three (3) days before such meeting. To facilitate this process, for regular sessions, only legislation in the hands of the Clerk of Council by the end of the business day on the Wednesday immediately preceding the regular (Monday) Council session, will be listed on the agenda for the regular session on the following Monday, unless in the case of extenuating circumstances or an emergency.

RULE 18 - Forms of Ordinance

The enacting clause of all ordinances shall be "Be it Ordained by the Council of the City of Athens, Ohio." All ordinances, before introduction, shall be in typewritten form. No ordinances or resolutions, or sections thereof, shall be revised or amended, unless the new language contains the entire ordinance or resolution being revised and amended.

RULE 19 - Appropriation Ordinances

No money shall be appropriated except by ordinance. All ordinances for fixing a tax rate, the appropriation of money, the issuance of bonds, the transfer of money to any fund, or the payment of a claim and all resolutions or ordinances whereby the City shall

become liable for the payment of any money, shall be reviewed by the Finance and Personnel Committee for consideration and report. Resolutions or ordinances authorizing the expenditure of appropriated money does not require review by the Finance and Personnel Committee. The Annual Appropriation Ordinance shall be introduced, whenever possible, on the third Monday in November, but not later than the first meeting in December.

RULE 20 - Three Readings of Ordinances

No ordinance or resolution, unless it is an informal one-reading resolution, shall be passed until it has been read on three (3) separate days, unless the reading on three (3) separate days has been dispensed with by a three-fourths (3/4) or (6) votes of all members of Council (ORC 731.17). All ordinances and resolutions may be read by title only, providing all members of Council have copies of all legislation presented. Emergency ordinances must upon a yea or nay vote, receive a two-thirds (2/3) vote or (5) votes of all members of Council, and the reason for such necessity shall be set forth in one section of the ordinance (ORC 731.30). In the event that said emergency legislation attains less than a two-thirds vote of the members, said legislation shall take effect at the earliest period allowed by law.

An informal one-reading resolution does not require the statutory formalities of three readings and publishing upon adoption as is required by the Ohio Revised Code for ordinances. Informal one-reading resolutions include, but are not limited to, resolutions of recognition, recommendations to other governmental bodies and agencies, and other matters pertaining to city government which require, or on which it may be desirable to obtain Council's approval.

RULE 21 – Amendment to Ordinance

It shall be in order to amend an ordinance at any time, but if amended after its second or third reading, it shall be considered read for the first time and be read again as a second reading at the next session of Council for further amendment and/or final action.

RULE 22 - Ordinance May be Referred Back to Committee

Any Member of Council may move to refer any ordinance back to the committee or to another committee of Council if said motion receives a majority vote of the Council Members present.

RULE 23 - Passage or Adoption

All ordinances and resolutions and all rules for government of the Council shall require for their passage, or adoption, the concurrence of a majority of all members elected, unless a greater number be required by law, and the vote on their passage or adoption shall be taken by "Yeas" and "Nays" and recorded in the minutes.

RULE 24 – Ordinance for Reconsideration

After the decision on any question has been voted upon, any member who voted on the prevailing side may move a reconsideration of any action at the same, or the next succeeding meeting. A motion to reconsider shall require the same number of votes as is required to adopt an ordinance, or resolution. After a motion for reconsideration has been acted upon, no other motion for a reconsideration thereof, shall be made without unanimous consent.

RULE 25 - Other Business

Any member of Council, or any elected official or appointing authority, may discuss any matter pertaining to city government under “other business” at any regular session. Each speaker shall be limited to three minutes.

RULE 26 - To Adjourn

If there is no further business, a motion and second to adjourn is in order. The meeting stands adjourned upon receiving a majority vote of those Council Members present.

RULE 27 - Attendance Required

The Mayor, Law Director, Auditor, Treasurer and the Service/Safety Director shall be required to attend the regular sessions of the Council, as needed, and shall be provided with seats on the floor of the Council. They shall be required to answer such questions relating to the affairs of the City under their respective supervision and control.

The Mayor and other elected officials shall be entitled to take part in the discussion on all questions before the Council. The Directors shall be entitled to take part in the discussion on all questions relating only to their respective departments.

RULE 28 - Audience Participation

At any regular session, any person other than a member, elected officials, or directors appearing before Council shall be limited to three (3) minutes for the presentation of their topic or concern. In the event that more than one person wishes to speak on the same subject, a limitation of fifteen (15) minutes will be imposed on the total amount of time allowed for that group’s presentation. The President, unless overruled by a majority vote of the Members of Council present, may extend the foregoing time limits relative to audience participation.

RULE 29 - Committee Meetings

All meetings shall meet the requirements of the Sunshine Law and be open to the public. Each standing committee shall meet, on an as needed basis, on the second and fourth Mondays of the month. No committee meeting shall immediately precede a regular session of Council without prior approval of the President of Council. Each committee is required to keep minutes of each meeting. Notice of special committee meetings, time and place, must be given to the Clerk at least 24-hours in advance.

- (A) Any subject matter brought before the City Council shall first be referred to the proper committee chair or official, and that committee chair or official shall **forward copies of all materials to be considered at the next committee meeting to each member of the committee by 4:00 p.m. on Friday before the committee meeting.** ~~make a report thereon to Council.~~ If the matter requires considerable time and study for completion, such committee chair or official shall advise Council of the progress of such study at least every other regular session of Council until the subject matter is completed by official action or Council action. After the first meeting of a new term of Council, the President of Council, through the Clerk of Council, shall review and assign all unresolved assignments to the appropriate committee.
- (B) **When any person is about to address a committee, they shall request permission from the committee chair. No debate, disrespect or obscenities shall be tolerated. The committee chair shall rule any such individual out of order. Individual members of the public shall be permitted to speak only one time per committee topic. Each speaker will be limited to a maximum of three (3) minutes with a limitation of fifteen (5) minutes for public participation per topic unless permission to extend the time has been granted by the committee chair.**
- (C) As a matter of protocol and courtesy, complaints from Members of Council concerning any department of city government should first be made to the Mayor or other elected official involved, before the same are brought before or entertained by Council.

RULE 30 – Council Referrals and Reports from Officials

If any matter referred from Council to any committee or public official is not reported upon within two weeks of the time of such reference, such matter shall be brought by the Clerk of Council to the attention of Council; and if no report is made by such committee or public officials within four weeks after such reference the Council shall take such further action as it may deem best. Response times may be extended at the discretion of the President of Council.

RULE 31 - Administrative Recommendations and Reports

All ordinances, resolutions, and communications pertaining to matters that come under the supervision and control of the Mayor and Directors shall, in addition to being referred to the proper committee, be also referred to such respective administrative officers for recommendations and report. Every such officer to whom any such matter is referred, shall report the same to council as the case may be, with recommendations within four (4) weeks after such reference. All reports from the city officers suggesting or recommending action by the Council shall, unless otherwise ordered by Council, be referred to the appropriate committee for consideration and report, which shall be made as herein provided. Response time may be extended at the discretion of the President of Council.

RULE 32 – Work Sessions

A Committee Chair or the President of Council, on behalf of the Council Members, may schedule a work session with any elected official or appointing authority to discuss any matter pertaining to city government. If those attending the work session constitute a quorum of Council or any Council committee, then notice of a work session, time and place, must be given to the Clerk at least 24-hours in advance, and the Clerk shall provide notice to the news media, and any other persons subject to the requirements of the sunshine law, and be open to the public. Minutes are required for each work session.

RULE 33 - Violation

If any person, in speaking or otherwise, shall violate any of these rules, the President shall, or any member may, call the person to order. If such person shall be called to order while speaking, the person shall immediately sit down, unless permitted to explain. The question of order shall be decided without debate.

RULE 34 - Other Rules

In the absence of any Council rule on a matter of business, Council shall be governed by the ordinary rules governing legislative bodies as set forth in Roberts Rules of Order, newly revised edition.

RULE 35 - Amendments to Rules

These rules may be amended, or altered, or new rules adopted by motion at the first meeting of a new term by a majority of all the members elected, or at any meeting of the Council, on the report of a committee to which the subject has been referred at a previous meeting. All amendments, alterations, or new rules adopted by Council shall include the date of the adoption of the same.

RULE 36 - Suspension of Council Rules

These rules, where not precluded by statute, may be temporarily suspended at any meeting of Council by a concurrent vote of 3/4 majority or (6) of the members elected.