

May 21, 2024

TO: Council Members
Mayor Molnar
Directors
Staff
Media

From: Clerk of Council

RE: **AGENDA – Work Session & Regular Meeting: Thursday, May 23, 2024**
“Council Office Hour” with Councilor Tulley: 6:25pm
Work Session: 6:55pm
Northfield-Macedonia Cemetery Annual Board Meeting: 7:15pm
Council Meeting: 7:30pm

I. **ROLL CALL**

II. **PLEDGE OF ALLEGIANCE BY MAYOR NICHOLAS MOLNAR**

III. **APPROVAL OF MINUTES [J. BRANDT, J. TULLEY]**

Thursday, May 9, 2024 – Regular Council Meeting

IV. **PUBLIC COMMENTS**

V. **CORRESPONDENCE**

VI. **PENDING AND/OR NEW LEGISLATION**

RES.NO. 37 - 2024 [V. VENTURA, J. BRANDT]

A RESOLUTION ADOPTING ALTERNATE TAX BUDGET INFORMATION FOR THE CITY OF MACEDONIA, OHIO FOR FISCAL YEAR 2025, AND SUBMITTING THE SAME TO THE SUMMIT COUNTY AUDITOR

1st Read
2nd Read
3rd Read

RES.NO. 38 - 2024 [D. FINLEY, V. VENTURA]

A RESOLUTION AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS, BIDS AND SPECIFICATIONS, AND FURTHER AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, FOR PHASE II OF THE CITY-WIDE SIGNAGE PROJECT

1st Read
2nd Read
3rd Read

ORD.NO. 39 - 2024 [J. TULLEY, J. BRANDT]

AN ORDINANCE ESTABLISHING THE CURRENT COMPENSATION SCHEDULE FOR THE NON-UNION EMPLOYEES OF THE CITY OF MACEDONIA, OHIO

1st Read
2nd Read
3rd Read

VII. MOTIONS/OTHER LEGISLATIVE ACTION

VIII. MAYOR'S REPORT

IX. COMMITTEE REPORTS

X. DEPARTMENT REPORTS

Service Department:	Director Daniel Wilson
Engineer Department:	Director Joe Gigliotti
Parks & Recreation Department:	Director Jason Chadock
Finance Department:	Director John Veres
IT Department:	Director Kyle Collins
Building Department:	Commissioner Nino Monaco
Human Resources Department:	Director Annette Smith
Fire Department:	Chief Brian Ripley
Police Department:	Chief Vince Yakopovich
Law Department:	Director Mark Guidetti

XI. UNFINISHED BUSINESS

XII. NEW BUSINESS

XIII. ADJOURNMENT [V. VENTURA, D. FINLEY]

May/June

Public Notice of City Meetings / Calendar of Events / Dates of Interest

***Public Comment for those not able to attend in-person at the May 23rd Council Meeting should be sent to Clerk of Council Jon Hoover at jhoover@macedonia.oh.us . Public comment must be received no later than the close of business on May 22nd, 2024 and will be subsequently made available to the public.**

***Note ***

- This City Council meeting will take place in Council Chambers at the Macedonia City Center, 9691 Valley View Rd., Macedonia, OH 44056
- Council's meeting will also be livestreamed through YouTube. The link to access will be available on the City of Macedonia's website www.macedonia.oh.us

May/June

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Memorial Day	28	29	30 Mayor's Court	31	1
2	3	4	5	6 Mayor's Court	7 SummerFest	8 SummerFest
9	10	11	12	13 Mayor's Court City Council Work Session + Meeting	14	15
16	17 Planning Commission	18	19 Juneteenth	20 Mayor's Court	21	22
23	24	25	26	27 Mayor's Court CANCELLED – City Council Work Session + Meeting	28	29
30						

Northfield-Macedonia Cemetery
P.O. Box 670177
9804 Olde Eight Rd.
Northfield Center, OH 44067

May 20, 2024

Sagamore Hills Township
11551 Valley View Rd.
Sagamore Hills, OH 44067

City of Macedonia
9691 Valley View Road
Macedonia, OH 44056

Northfield Center Township
9546 Brandywine Rd.
Northfield Ctr., OH 44067

Village of Northfield
10455 Northfield Rd.
Northfield, OH 44067

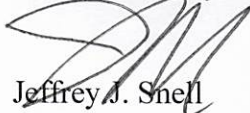
NORTHFIELD-MACEDONIA CEMETERY
ANNUAL MEETING MACEDONIA CITY HALL
THURSDAY MAY 23, 2024 at 7:15 P.M.

Dear Communities:

I am writing you on behalf of the Board of Trustees of the Northfield-Macedonia Cemetery. Enclosed please find a copy of the proposed Budget of the Northfield-Macedonia Cemetery unanimously approved by the Board of Trustees on May 15, 2024. The Annual Meeting of Communities will be held on May 23, 2024 at 7:15 p.m. at Macedonia City Hall. The Board of Trustees is asking for additional increase in community support of \$5,000. This is a 3.2% increase but affects communities differently because of the variance in the assessment. A proposed Budget for 2024 is enclosed, as well as the proposed assessment for each of the communities, and a summary of the historic budgets and real estate property valuations by subdivision.

Should anyone have any questions or concerns, feel free to reach out to the Fiscal Officer at (216)288-5690 or via email at: Jeff@northfieldmacedoniacementery.com. I look forward to seeing you soon.

We appreciate your continued support.



Jeffrey J. Snell
Fiscal Officer
Northfield-Macedonia Cemetery
(216)288-5690

CC: Board of Trustees: Jan Tulley, Chair; Renell Nowak, Vice-Chair; Paul Schweikert, Trustee; and Immediate Past Trustee, Richard Reville

	<u>Income</u>	<u>Portion in Endowment</u>	<u>TOTAL EXPENSES</u>	<u>Wages</u>	<u>Repairs</u>	<u>Supplies</u>	<u>Contracts</u>	<u>Insurance</u>	<u>Equipment</u>	<u>Utilities</u>	<u>ANNUAL ASSESSMENT</u>
2024	\$ 60,000.00	\$ 5,000.00	\$ 220,000.00	\$ 135,000.00	\$ 14,500.00	\$ 4,000.00	\$ 49,000.00	\$ 6,500.00		\$ 7,000.00	\$ 156,000.00
2023	\$ 62,632.11	\$ 4,837.17	\$ 219,621.62	\$ 132,814.10	\$ 19,928.28	\$ 3,619.09	\$ 46,963.43	\$ 6,022.00		\$ 6,630.29	\$ 156,000.00
2022	\$ 47,260.54	\$ 2,050.80	\$ 226,434.74	\$ 100,854.19	\$ 60,498.44	\$ 6,968.46	\$ 60,498.44	\$ 9,296.00		\$ 5,861.51	\$ 156,000.00
2021	\$ 67,947.00	\$ 4,428.00	\$ 225,480.00	\$ 115,745.00	\$ 23,475.00	\$ 18,279.00	\$ 44,256.00	\$ 7,828.00	\$ 6,225.00	\$ 6,225.00	\$ 150,000.00
2020	\$ 61,734.70	\$ 3,919.10	\$ 239,084.06	\$ 109,565.94	\$ 9,925.75	\$ 44,694.87	\$ 26,319.05	\$ 6,443.00	\$ 27,768.63	\$ 6,592.05	\$ 150,000.00
2019	\$ 36,767.00	\$ 1,798.00	\$ 162,373.00	\$ 89,035.00	\$ 3,016.00	\$ 3,562.00	\$ 53,066.00	\$ 7,169.00		\$ 6,060.00	\$ 150,371.00
2018	\$ 57,384.00	\$ 3,147.00	\$ 190,091.00	\$ 133,487.00	\$ 4,131.00	\$ 3,652.00	\$ 33,649.00	\$ 6,911.00		\$ 6,124.00	\$ 143,818.00
2017	\$ 39,522.00	\$ 1,169.00	\$ 162,983.00	\$ 118,456.00	\$ 3,847.00	\$ 5,853.00	\$ 19,264.00	\$ 6,877.00		\$ 5,846.00	\$ 155,182.00
2016	\$ 58,233.00	\$ 1,456.00	\$ 182,386.00	\$ 129,512.00	\$ 5,098.00	\$ 4,730.00	\$ 25,463.00	\$ 7,882.00	\$ 218.00	\$ 5,967.00	\$ 157,187.00
2015	\$ 37,330.00	\$ -	\$ 177,089.00	\$ 125,334.00	\$ 2,831.00	\$ 4,987.00	\$ 25,066.00	\$ 6,930.00	\$ 2,550.00	\$ 5,877.00	\$ 152,927.00

Projects for 2024

1. Install donated flagpole at gate
2. Complete electrical installation to gate

\$161,000

<u>2023 Real Estate Property Valuations</u>	<u>Totals</u>	<u>Percentage</u>	<u>PROP. 2024</u>	<u>Historical Assessments</u>							
			<u>ASSESSMENT</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
City of Macedonia	\$ 644,373,250.00	0.442661641	\$ 71,268.52	\$ 70,657.25	\$ 70,657.25	\$ 67,779.55	\$ 67,783.60	\$ 64,920.16	\$ 68,432.69	\$ 69,664.95	\$ 67,289.97
Township of Sagamore Hills	\$ 473,043,080.00	0.324963871	\$ 52,319.18	\$ 50,095.81	\$ 50,095.81	\$ 48,148.38	\$ 47,701.64	\$ 45,247.86	\$ 50,851.32	\$ 49,478.38	\$ 48,302.50
Township of Northfield Center	\$ 241,507,820.00	0.165907334	\$ 26,711.08	\$ 24,719.32	\$ 24,719.32	\$ 23,962.67	\$ 24,595.75	\$ 23,711.71	\$ 25,229.76	\$ 26,757.19	\$ 26,268.63
Village of Northfield	\$ 96,754,840.00	0.066467154	\$ 10,701.21	\$ 10,527.62	\$ 10,527.62	\$ 10,109.40	\$ 10,289.96	\$ 9,938.27	\$ 10,668.03	\$ 11,286.60	\$ 11,066.51
Total Real Estate Valuation	\$ 1,455,678,990.00	1	\$ 161,000.00	\$ 156,000.00	\$ 156,000.00	\$ 150,000.00	\$ 150,370.95	\$ 143,818.00	\$ 155,181.80	\$ 157,187.12	\$ 152,927.61

HISTORICAL REAL ESTATE PROPERTY TAX VALUATIONS BY SUBDIVISION

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Barberton City	336,235,040	333,682,180	334,823,210	339,242,810	339,919,150	344,463,580	395,563,980	396,083,590	401,256,570	537,182,490
Bath Twp	490,059,480	497,920,780	504,450,320	548,235,100	562,871,160	571,979,500	614,836,850	620,025,290	625,803,480	792,826,400
Boston Heights Village	67,177,990	68,349,810	72,351,130	97,535,930	90,538,840	92,807,100	111,481,590	113,272,890	115,812,680	130,937,250
Boston Twp	20,860,930	21,293,650	24,279,820	23,765,660	23,847,440	23,810,980	26,502,140	28,380,160	26,816,220	32,602,270
Clinton Village	26,579,370	27,499,150	27,770,740	30,954,220	31,091,450	31,247,150	35,212,200	35,360,880	35,680,200	48,129,960
Copley Twp	478,859,740	479,716,310	487,951,360	523,069,210	533,623,480	547,807,310	632,403,840	627,860,660	632,742,410	799,250,070
Coventry Twp	226,108,900	226,524,940	227,495,560	227,495,550	238,757,880	241,185,390	280,598,150	280,839,790	283,609,940	385,703,850
Cuyahoga Falls City	945,818,820	961,025,550	965,006,470	1,018,398,880	1,031,394,890	1,049,040,190	1,196,238,270	1,199,722,110	1,205,547,840	1,541,981,720
Fairlawn City	309,971,060	310,629,640	314,290,360	337,200,600	340,651,230	342,868,840	385,519,550	373,871,130	377,371,050	438,831,090
Green City	698,220,200	705,304,830	716,077,000	788,750,460	796,703,780	850,036,850	968,551,270	969,574,350	984,999,360	1,221,428,220
Hudson City	661,646,440	665,820,880	680,750,570	984,741,130	1,008,703,300	1,036,944,560	1,153,444,890	1,163,175,660	1,187,125,190	1,463,280,290
Lakemore Village	43,723,280	56,712,310	45,181,720	47,308,850	47,665,580	48,239,130	56,499,180	58,684,570	64,417,080	85,435,520
Macademia City	402,876,820	408,112,200	423,354,150	447,239,790	451,103,730	458,495,560	509,427,180	515,154,740	531,240,970	644,373,250
Mogadore Village	56,869,740	56,343,540	56,828,760	60,051,030	60,214,600	58,699,510	65,388,880	65,852,560	65,908,460	83,915,600
Munroe Falls City	106,555,020	106,864,540	108,949,850	115,429,370	119,319,610	120,083,190	137,768,280	137,893,570	137,777,420	172,250,620
New Franklin City	310,068,500	316,368,880	317,950,200	354,349,670	358,103,840	402,948,970	462,119,470	455,420,770	458,540,080	590,923,630
Northfield Center Twp	157,274,790	158,749,370	156,082,220	158,082,220	163,686,100	165,250,830	180,102,000	180,226,050	181,183,260	241,507,620
Northfield Village	66,257,080	66,119,330	65,997,020	68,465,470	68,480,270	69,204,280	75,981,670	76,755,780	77,086,730	96,754,840
Norton City	242,662,400	242,744,580	244,542,920	269,747,740	261,546,050	262,615,360	305,216,780	307,578,100	310,710,240	388,884,700
Peninsula Village	19,355,890	19,531,100	19,708,220	21,969,870	22,000,420	22,877,500	28,310,790	28,276,540	28,301,740	29,372,980
Reminderville City	96,478,030	101,844,990	105,806,100	122,482,300	127,923,210	134,863,540	154,883,720	155,694,450	158,232,960	199,113,560
Richfield Twp	140,765,280	146,217,880	147,946,950	163,287,360	163,251,400	165,471,400	181,228,200	182,409,730	196,342,000	245,693,500
Richfield Village	189,998,450	190,280,640	197,179,280	208,729,550	211,947,780	228,095,650	239,958,020	241,874,950	242,703,490	296,297,200
Segamore Hills Twp	289,195,350	289,854,960	314,589,470	311,715,900	317,457,440	320,757,040	361,880,430	365,243,390	370,426,960	473,043,080
Silver Lake Village	78,690,000	78,703,910	78,814,420	88,673,150	88,239,880	88,130,030	98,388,430	98,108,800	99,761,200	123,378,100
Springfield Twp	257,548,250	257,634,990	259,482,120	272,839,350	276,498,220	278,532,970	315,806,030	315,991,120	325,757,190	407,948,830
Stow City	786,658,910	789,322,430	798,671,310	854,025,340	864,670,740	869,094,550	998,298,210	998,996,180	1,014,110,380	1,284,036,790
Tallmadge City	374,817,410	376,099,790	378,607,360	415,414,570	425,196,530	434,436,590	491,167,040	493,320,970	502,622,100	637,260,370
Twinsburg City	568,787,150	571,330,980	581,020,330	630,954,430	640,274,310	650,941,550	711,887,930	725,418,720	740,257,940	938,188,090
Twinsburg Twp	135,983,940	139,172,700	144,362,220	158,812,900	159,736,180	162,054,850	173,663,140	175,790,290	183,755,370	240,410,890
TOTALS	8,783,912,040	8,867,896,840	8,998,121,170	9,676,968,510	9,825,418,270	10,069,973,730	11,348,629,910	11,384,837,990	11,563,500,450	14,546,943,760
REAL ESTATE VALUATION FOR BUDGET PURPOSES (TWO YEARS BEHIND)	8,737,680,540	8,810,676,540	8,783,912,040	8,867,896,840	8,998,121,170	9,676,968,510	9,825,418,270	10,069,973,730	11,348,629,910	11,384,837,990
Annual % valuation increase	-0.01%	0.84%	-0.30%	0.96%	1.47%	7.54%	1.53%	2.49%	12.70%	0.32%

Northfield Macedonia Cemetery

PO Box 670177

Northfield, OH 44067

Phone: (330) 468-1608

Email: northfieldmacedoniacemetery@gmail.com

PRICE LIST

Effective June 1, 2024

All Pricing Subject to Change Without Notice-Call for Current Pricing

SERVICE	PRICE	PRICE w/ 20% Endowment*	2024	2024	Increase
BURIAL	\$ 780.15	-	\$ 800.00		0.02544382
BURIAL, URN/ASHES	\$ 468.30	-	\$ 500.00		0.06769165
BURIAL, URN/ASHES SATURDAY	\$ 540.75	-	\$ 575.00		0.06333796
BURIAL, CHILD UNDER 5 YEARS OLD-MONDAY THROUGH SATURDAY	\$ 360.15	-	\$ 400.00		0.11064834
BURIAL, SATURDAY (\$100.00/HR After Noon)	\$ 959.70	-	\$ 1,000.00		0.04199229
EXHUMATION (+\$100.00/HR OVER 8 HOURS, Funeral Director Costs, State Fees)	\$ 3,517.50	-	\$ 3,750.00		0.06609808
EXHUMATION AND REBURIAL (+\$100.00/HR OVER 8 HOURS, Funeral Director Costs, State Fees)	\$ 4,242.00	-	\$ 4,300.00		0.0136728
EXHUMATION, URN	\$ 577.00	-	\$ 600.00		0.0136728
GRAVE	\$ 780.15	\$ 936.18	\$ 800.00	\$ 960.00	0.03986135
GRAVE, CHILD UNDER 5 YEARS	\$ 360.15	\$ 432.18	\$ 600.00	\$ 720.00	0.02544382
GRAVE, CREMATION	\$ 468.30	\$ 561.96	\$ 500.00	\$ 600.00	0.06769165
IN-GROUND FLOWER VASE INSTALLATION	\$ 108.15	-	\$ 150.00		0.38696255
BOUNCED CHECK CHARGE	\$ 47.25	-	\$ 50.00		0.05820106
DOCUMENT FEE FOR MISC TRANSACTION, LOST DEED, RIGHT OF BURIAL AND ETC.	\$ 135.45	-	\$ 150.00		0.10741971
Labor (per hour)	\$ 97.34		\$ 100.00		0.0273269
FOUNDATION FEES					
The largest stone on One Grave - 2'-6" x 1'-4"					
The largest stone on Two Graves - 4'-0" x 1'-4"					
Less than 2.00 feet in length	\$ 261.62		\$ 350.00		
2.00 to 2.99 feet in length	\$ 354.90		\$ 400.00		
3.00 to 3.99 feet in length	\$ 444.15		\$ 500.00		
4.00 feet in length	\$ 532.35		\$ 600.00		
U.S. VETERAN - A FOUNDATION FEE FOR A GOVERNMENT SUPPLIED, FLAT GRANITE OR BRONZE MARKER IS EXEMPT FROM FEES. ALL OTHER RULES APPLY.					
	\$ -				

CHECKS ONLY – Made payable to Northfield Macedonia Cemetery

*** Endowment Fees are Non-Refundable**

Income from the endowment care fund is used to provide regular care and maintenance at the cemetery. Regular care and maintenance activities can include: cutting grass, re-grading of graves, planting and caring for trees, maintenance of water supply systems, roads, drainage, building repair, etc.

2024 NORTHFIELD MACEDONIA CEMETERY BOARD MEMBERS

P.O. Box 670177
9808 Olde Eight Road
Northfield, OH 44067
330-468-1608

	<u>Term Ending</u>
Janet A. Tulley (Vice-Chair Trustee) 1257 Berkshire Drive Macedonia, OH 44056 jtulley@macedonia.oh.us Tulley05@hotmail.com C 216-333-3138	12/31/2025
Paul Schweikert (Trustee) 978 Canyon View Road Sagamore Hills, OhH44067 330-888-2767 pschw@mysagamorehills.com	12/31/2024
Renell Noack (Former Trustee) Council-at-Large 307 Ledge Road Northfield, OH 44067 216-780-8912 wardc@northfieldvillage-oh.gov	12/31/2026
Richard Reville (Chair Trustee) 8120 Olde Eight Road Northfield Center, OH 44067 C 216-538-6305 O 330-467-7646	
Daniel Sakal (Cemetery Superintendent) 285 N. Oakmont Drive Northfield, OH 44067 Dan@NorthfieldMacedoniaCemetery.com C 330-465-9374	
Jeffrey J. Snell (Fiscal Officer) 253 West Aurora Road Northfield, OH 44067 Jeff@NorthfieldMacedoniaCemetery.com O 330-467-9600 C 216-288-569	

Record of Proceedings
Regular Council Meeting
May 9th, 2024

1 Presiding Officer, Mayor Nicholas Molnar called the May 9th, 2024 regular Council meeting to order at
2 7:30p.m.

3
4 **Present:** Council members Jessica Brandt, Jeff Garvas, Jan Tulley and Vini J. Ventura. Also
5 present: Law Director Mark Guidetti and Clerk of Council Jon Hoover.

6 **Absent:** Council member Dave Finley
7

8 **INVOCATION & PLEDGE OF ALLEGIANCE**

9
10 **APPROVAL OF MINUTES:**

11
12 Ms. Brandt moved, second by Mr. Garvas, to **approve the minutes of the regular meeting of April 25,**
13 **2024 as received from the Clerk of Council.** The motion carried by a unanimous voice vote.
14

15 **PUBLIC COMMENTS:**

16
17 ~ **Ellen Bertel, 319 West Highland Rd., Northfield Center Township**, speaking on behalf of the
18 Historical Society of Olde Northfield, reported the organization was resuming work on the museum and
19 planning to use the donation from Macedonia to make permanent improvements to the basement.
20 Receipts will be proffered to reflect how the funds were utilized. There will be an open house at the
21 Palmer House just prior to the Memorial Day parade. Ms. Bertel presented a medallion commemorating
22 the bicentennial celebration of Northfield.
23

24 **CORRESPONDENCE:** None
25

26 **INTRODUCTION, READINGS & ADOPTION OF LEGISLATION**

27
28 **ORDINANCE NO. 33-2024**

29 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT TO
30 PURCHASE CERTAIN EQUIPMENT FOR THE CITY OF MACEDONIA SERVICE DEPARTMENT
31 was offered by Mr. Ventura for its **first, second and third readings by title only.** Seconded by Mr.
32 Garvas. The motion carried unanimously by a voice vote.
33

34 Dir. Wilson stated this legislation allows the purchase of a Ford F-450 work body truck to replace the
35 former ambulance the trades workers have used in the last several years. The purchase is part of the
36 planned capital budget.
37

38 Mr. Ventura moved, second by Mr. Garvas, to **adopt ORD.NO. 33-2024 and post the same according**
39 **to law.** Motion carried by a unanimous voice vote. **ORD.NO. 33-2024 declared and adopted.**
40

41 **ORDINANCE NO. 34-2024**

42 AN ORDINANCE PROVIDING FOR A SENIOR SIDEWALK PROGRAM FOR THE 2024
43 CALENDAR YEAR was offered by Ms. Tulley for its **first, second and third readings by title only.**
44 Seconded by Mr. Brandt. The motion carried unanimously by a voice vote.
45

46 The Mayor shared this is a similar program to what the City offers for trash pickup, gutter cleaning and
47 snowplowing to seniors of a certain income level to help with the sidewalk repair program.
48

49 Ms. Tulley moved, second by Mr. Brandt, to **adopt ORD.NO. 34-2024 and post the same according to**
50 **law.** Motion carried by a unanimous voice vote. **ORD.NO. 34-2024 declared and adopted.**
51
52
53

Record of Proceedings
Regular Council Meeting
May 9th, 2024

54 **ORDINANCE NO. 35-2024**

55 AN ORDINANCE RATIFYING THE ADVERTISEMENT FOR BIDS & AUTHORIZING AND
56 DIRECTING THE MAYOR TO ENTER INTO A CONTRACT WITH “MUNICIPAL AND
57 CONTRACTORS SEALING PRODUCTS, INC.” AS THE LOWEST AND BEST BID FOR A
58 CONTRACT FOR THE VALLEY VIEW ROAD CULVERT REHABILITATION PROJECT was
59 offered by Mr. Ventura for its **first, second and third readings by title only**. Seconded by Mr. Garvas.
60 The motion carried unanimously by a voice vote.

61
62 Dir. Gigliotti stated this is to award the contract to rehabilitate the culvert on Valley View by Summit
63 Pointe to prevent any future drainage or pavement problems.

64
65 Mr. Ventura moved, second by Mr. Garvas, to **adopt ORD.NO. 35-2024 and post the same according**
66 **to law**. Motion carried by a unanimous voice vote. **ORD.NO. 35-2024 declared and adopted.**

67
68 **RESOLUTION NO. 36-2024**

69 A RESOLUTION CONFIRMING THE REAPPOINTMENT OF MIKE HAWKINS TO THE CITY OF
70 MACEDONIA CIVIL SERVICE COMMISSION was offered by Mr. Garvas for its **first, second and**
71 **third readings by title only**. Seconded by Ms. Tulley. The motion carried unanimously by a voice vote.

72
73 The Mayor reported Mr. Hawkins has served on this Commission for the better part of two decades and is
74 very knowledgeable and experienced.

75
76 Mr. Garvas moved, second by Ms. Tulley, to **adopt RES.NO. 36-2024 and post the same according to**
77 **law**. Motion carried by a unanimous voice vote. **RES.NO. 36-2024 declared and adopted.**

78
79 **MOTIONS / OTHER LEGISLATIVE ACTION:** None

80
81 **MAYOR’S REPORT**

- 82
83 ~Friendly reminder not to blow lawn clippings in the road
84 ~Met with Rotary this week where Crumbl Cookies came in and shared information on
85 fundraising opportunities through them
86 ~Mulch for Macedonia residents is coming soon
87 ~Nordonia High School will be hosting Summit County Special Olympics track & field
88 competition on the morning of May 10. More than 300 athletes from 14 school districts will be
89 competing in various running and field events. Best of luck to all!
90 ~Teacher Appreciation Week is this week
91 ~Please don’t drive distracted—put the phones down and drive the car

92
93
94 **COMMITTEE REPORTS**

95
96 **Parks & Recreation Commission:** Ms. Brandt stated the next Commission meeting is Wednesday, May
97 15 at 6pm in the upstairs of the Recreation Center

98
99 **Cemetery Board:** Ms. Tulley reported the annual board meeting will take place immediately prior to the
100 next Council meeting on May 25.

101
102 **JEDD:** Mr. Ventura reported there will be a meeting in Council Chambers on Wednesday, May 22 at
103 6pm to vote on accepting the Nordonia Hills Dental Clinic into the JEDD per their request.

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105
106

Record of Proceedings
Regular Council Meeting
May 9th, 2024

DEPARTMENT REPORTS

Service Department: Director Wilson – Mulch grinding just took place and residents can begin loading their own vehicles on May 13, Saturdays included, from 7:30am to 3:30pm through June 29. Trash contract should be going out soon. Road grindings are done. The department is looking for seasonal employment. A grant in the amount of \$75,000 from OH2O was awarded to buy a brine maker for the City.

Engineer: Director Gigliotti – Paving for the 2024 road program began earlier this week.

Parks and Recreation Department: – Director Chadock – Family Fishing Days are May 18-19 and registration is required. Summerfest will be June 7-8. The two-week shutdown at the Rec Center is May 27 – June 9 to allow for new HVAC to be put in, the new pool deck and trying to get the activity pool resurfaced. Filming new video for NRPA application.

Finance Department: Director Veres – July 15 is the deadline for RITA refunds.

IT Department: Director Collins – 26 help desk tickets closed since the last meeting. Major projects include looking into new hardware and software suites for some departments.

Building Department: Commissioner Monaco – Absent

HR Department: Director Smith – No report

Fire Department: Chief Ripley – Entry-level firefighter/paramedic exam will take place on June 24, as authorized by the Civil Service Commission. There are currently no openings, but this will provide the department with a new list. In April, the Fire Department responded to 379 calls (313 for EMS, 59 for fire). Hydrant flushing continues. Meal delivery for seniors has expanded, and senior trips are booked and full through the end of Summer.

The Mayor commended Leah Griffith for her work in expanding the activities for seniors in the community.

Police Department: Chief Yakopovich – Sunday, May 12 starts National Police Week. Wednesday, May 15 is National Peace Officer Memorial Day. Much is planned for the dedicated officers and the public is invited to show their support as well.

Law Department: Director Guidetti – No report

UNFINISHED BUSINESS: None

NEW BUSINESS: Ms. Brandt moved, second by Mr. Garvas, to **enter into executive session to discuss pending or imminent litigation pursuant to Ohio Revised Code Section 121.22(G)(3).**

Roll call: Ayes: Ms. Brandt, Mr. Garvas, Ms. Tulley, Mr. Ventura
Nays: None
The motion carried unanimously and Council entered into executive session at 7:51pm. Council returned from executive session at 8:15pm.

There being no further business, Mr. Ventura moved, second by Ms. Tulley, to **adjourn the meeting.** The motion passed **unanimously** pursuant to a voice vote and the meeting was adjourned at approximately 8:15p.m.

Record of Proceedings
Regular Council Meeting
May 9th, 2024

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Date: _____

Attest: _____
Jon Hoover, Clerk of Council

Mayor: _____
Nicholas Molnar

ORIGINATOR: FINANCE DEPARTMENT

SPONSOR: Ventura

**CITY OF MACEDONIA
RESOLUTION NO. 37 - 2024**

**A RESOLUTION
ADOPTING ALTERNATE TAX BUDGET INFORMATION FOR THE CITY OF
MACEDONIA, OHIO FOR FISCAL YEAR 2025, AND SUBMITTING THE SAME TO
THE SUMMIT COUNTY AUDITOR**

WHEREAS, the Ohio Revised Code generally requires that, on or before the 15th day of July in each year, the taxing authority of each political subdivision adopt a tax budget for the next succeeding fiscal year; and

WHEREAS, the Summit County Budget Commission is authorized pursuant to H.B. 129, effective June 3, 2002, to waive the requirement that a taxing authority adopt a tax budget for a political subdivision pursuant to Ohio Revised Code (“R.C.”) § 5705.281; and

WHEREAS, to accomplish such waiver, the County has adopted a process requiring the City to provide approved alternative tax budget information to the County Budget Commission, including the tax rates as set forth in R.C. § 5705.04, which information has been prepared by the City’s Director of Finance and attached hereto as Exhibit “A” and incorporated herein by reference; and

WHEREAS, Council deems it necessary to adopt the said budget information and to authorize the submittal of the same to Summit County, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Macedonia, County of Summit and State of Ohio, that:

Section 1. The alternate tax budget information of and for the City of Macedonia, Ohio, showing anticipated receipts and expenditures of the City for the fiscal year 2024, a copy of which is attached as Exhibit “A,” is hereby approved and adopted as the official alternate tax budget information of the City for the fiscal year beginning January 1, 2025 through December 31, 2025.

Section 2. The Clerk of Council is hereby authorized and directed to forthwith submit a copy of said alternate budget information along with a copy of this Resolution to the Office of the Summit County Auditor.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. Wherefore, this Resolution shall become effective upon its adoption by Council and signature of the Mayor or as otherwise be provided for in law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____

Nicholas Molnar

ATTEST: _____

Jon Hoover, Clerk of Council

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivisions
Excluding School Districts

Political Subdivision/Taxing Unit CITY OF MACEDONIA

For the Fiscal Year Commencing January 1, 2025

Fiscal Officer Signature _____

Date _____

COUNTY OF SUMMIT

Background

Substitute House Bill No. 129 (HB 129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

Under the law in effect prior to June 3, 2002, the budget commission could only waive the tax budget for a subdivision or other taxing unit that was receiving a share of the county undivided local government fund or the county undivided local government revenue assistance fund under an alternative method or formula pursuant to ORC Sections 5747.53 and 5747.63. Thus, tax budgets could be waived only for counties, municipalities, townships and park districts. This restriction is now removed.

Ohio Revised Code Section 5705.281

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

County Budget Commission Duties

The county budget commission must still certify rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34 and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

County Budget Commission Action

At a May 7, 2002 Summit County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (including schools) to adopt a tax budget as provided under ORC Section 5705.281, but shall require the filing of this Alternative Tax Budget Information document on an annual basis.

Alternative Tax Budget Information Filing Deadline

The fiscal officer of a political subdivision (not a school district) must file one signed copy of this document with the Summit County Fiscal Officer, on or before July 15.

(Adopted 5/7/02)

Revised 06/29/10

DIVISION OF TAXES LEVIED

Levies Inside and Outside 10 Mill Limitation, Inclusive Of Debt Levies
List All Approved Levies Of The Taxing Authority, including charter millage.

SCHEDULE 1

I Fund Type Fund Name	II Purpose of Levy	III Millage Type Inside "I" Outside "O" Charter "C"	IV Date Authorized by Voters MM/DD/YY	V Number Of Years Lewy To Run	VI Tax Year Begins/ Ends	VII Collection Year Begins/ Ends	VIII Maximum Rate Authorized	IX Estimated Gross Property Tax from levy in budget year *
General Fund	Current Exp	I					2.53	1,600,000
Police Pension	Pension Exp	I					0.30	194,000
General Fund	Current Exp	O	11/3/2020	5	2020/2024	2021/2025	5.07	800,000
General Fund Total								2,400,000

* Do not include personal property tax reimbursement amounts.

STATEMENT OF FUND ACTIVITY

Always complete for General Fund. Also complete for any fund that will receive property tax.

SCHEDULE 2

FUND: General Fund

I	II	III	IV	V
DESCRIPTION	FOR 2022 ACTUAL	FOR 2023 ACTUAL	2024 CURRENT YEAR ESTIMATE	2025 BUDGET YEAR ESTIMATE
Revenues				
Property Taxes	1,996,485.66	2,107,351.44	2,387,766.00	2,400,000.00
Local Government from County	293,265.18	301,256.33	231,220.95	230,000.00
Income Tax	11,069,622.84	11,243,022.11	11,970,000.00	12,000,000.00
Transfers/Advances-In	779,795.49	200,000.00	150,000.00	150,000.00
Other Revenue	4,531,467.49	5,772,286.87	4,006,189.22	4,000,000.00
Total Revenues	18,670,636.66	19,623,916.75	18,745,176.17	18,780,000.00
Total Expenditures	17,344,009.95	20,761,072.34	20,039,900.00	19,679,900.00
Revenues over/(under) Expenditures	1,326,626.71	(1,137,155.59)	(1,294,723.83)	(899,900.00)
Beginning Cash Fund Balance	4,814,357.03	6,140,983.74	5,003,828.15	3,709,104.32
Ending Cash Fund Balance	6,140,983.74	5,003,828.15	3,709,104.32	2,809,204.32
Encumbrances (at year end)	358,089.79	254,163.31	254,163.31	254,204.32
Ending Unencumbered Fund Balance	5,782,893.95	4,749,664.84	3,454,941.01	2,555,000.00

SCHEDULE 2

FUND: Police Pension Fund - 213

I	II	III	IV	V
DESCRIPTION	FOR 2022 ACTUAL	FOR 2023 ACTUAL	2024 CURRENT YEAR ESTIMATE	2025 BUDGET YEAR ESTIMATE
Revenues				
Property Taxes	155,528.02	161,843.77	193,307.00	194,000.00
Personal Property Tax	-	-	-	-
Local Government from County	-	-	-	-
LLGSF (Library Local Government)	-	-	-	-
Income Tax	-	-	-	-
Transfers-in	-	-	-	-
Other Revenue	-	-	-	-
Total Revenues	155,528.02	161,843.77	193,307.00	194,000.00
Total Expenditures	149,446.57	164,289.06	204,500.00	194,000.00
Revenues over/(under) Expenditures	6,081.45	(2,445.29)	(11,193.00)	-
Beginning Cash Fund Balance	7,836.42	13,917.87	11,472.58	279.58
Ending Cash Fund Balance	13,917.87	11,472.58	279.58	279.58
Encumbrances (at year end)	-	-	-	-
Ending Unencumbered Fund Balance	13,917.87	11,472.58	279.58	279.58

STATEMENT OF FUND ACTIVITY

List All Funds Individually Unless Reported On Schedule 2.

SCHEDULE 3

I	II	III	IV	V	VI	
Fund Name (Show funds of same type grouped together)	Beginning Estimated Unencumbered Fund Balance	Estimated Transfers-In	Estimated Other Revenues	Total Resources Available For Expenditures	Total Budget Year Expenditures and Encumbrances	Ending Estimated Unencumbered Balance
Emergency Reserve - 102	\$ 1,100,600.00	\$ -	\$ 100,000.00	\$ 1,200,600.00	\$ -	\$ 1,200,600.00
Unclaimed Funds - 103	1,600.00	-	-	1,600.00	1,000.00	600.00
Retirement Reserve - 104	671,500.00	-	100,000.00	771,500.00	100,000.00	671,500.00
Refund Program - 105	81,600.00	-	330,800.00	412,400.00	355,500.00	56,900.00
Technology Advancement - 106	8,600.00	-	125,000.00	133,600.00	125,000.00	8,600.00
Street Const Maint & Repair - 201	76,500.00	-	2,400,000.00	2,476,500.00	2,445,000.00	31,500.00
State Highway - 202	29,000.00	-	50,000.00	79,000.00	55,000.00	24,000.00
Permissive License - 203	140,000.00	-	125,000.00	265,000.00	206,000.00	59,000.00
Parks & Recreation - 204	79,500.00	-	677,400.00	756,900.00	644,900.00	112,000.00
Family Recreation Center - 205	112,100.00	-	1,268,400.00	1,380,500.00	1,330,000.00	50,500.00
Parks & Recreation Trust - 206	342,400.00	-	55,000.00	397,400.00	25,000.00	372,400.00
Spirit of Macedonia - 207	9,300.00	-	30,000.00	39,300.00	30,000.00	9,300.00
Water Main & Expansion - 210	30,500.00	-	125,000.00	155,500.00	125,000.00	30,500.00
Vehicle License Tax - 212	52,700.00	-	100,000.00	152,700.00	100,000.00	52,700.00
Indigent Drivers - 215	6,100.00	-	-	6,100.00	-	6,100.00
Drug Law Enforcement - 216	25,900.00	-	2,500.00	28,400.00	2,500.00	25,900.00
Law Enforcement Education - 217	21,000.00	-	2,500.00	23,500.00	2,500.00	21,000.00
C.D.B.G. Grant - 218	8,100.00	-	-	8,100.00	-	8,100.00

STATEMENT OF FUND ACTIVITY

List All Funds Individually Unless Reported On Schedule 2.

SCHEDULE 3

I Fund Name (Show funds of same type grouped together)	II Beginning Estimated Unencumbered Fund Balance	III Estimated Transfers-In	IV Estimated Other Revenues	V Total Resources Available For Expenditures	VI Total Budget Year Expenditures and Encumbrances	VII Ending Estimated Unencumbered Balance
Mayor's Court Computer - 220	\$ 14,700.00	-	\$ 8,000.00	\$ 22,700.00	\$ 8,000.00	\$ 14,700.00
F.A.I.R. Program - 221	16,700.00	-	35,000.00	51,700.00	35,000.00	16,700.00
Sub-Division Tree - 223	100.00	-	-	100.00	-	100.00
Petro Underground Storage Tanks - 225	6,200.00	-	-	6,200.00	-	6,200.00
Police K-9 Donations - 226	100.00	-	-	100.00	-	100.00
Quiet Zone Maint - 233	19,100.00	-	-	19,100.00	-	19,100.00
A.R.R.A. Grants - 259	5,400.00	-	-	5,400.00	-	5,400.00
Law Enforcement Trust - 262	16,800.00	-	-	16,800.00	-	16,800.00
Federal Equitable Sharing - 263	18,800.00	-	7,500.00	26,300.00	7,500.00	18,800.00
Local Fiscal Recovery - 266	700.00	-	-	700.00	-	700.00
OneOhio - 267	40,000.00	-	15,000.00	55,000.00	-	55,000.00
Safety / Service - 280	4,900.00	-	2,093,800.00	2,098,700.00	1,721,600.00	377,100.00
General Bond Retirement - 301	10,300.00	-	1,201,000.00	1,211,300.00	1,205,700.00	5,600.00
Special Assessment Bonds - 302	33,400.00	-	225,000.00	258,400.00	230,700.00	27,700.00
Other Debt - 304	4,800.00	-	627,500.00	632,300.00	629,200.00	3,100.00
Capital Improvement - 401	76,100.00	-	1,003,900.00	1,080,000.00	1,042,700.00	37,300.00

STATEMENT OF FUND ACTIVITY

List All Funds Individually Unless Reported On Schedule 2.

SCHEDULE 3

I Fund Name (Show funds of same type grouped together)	II Beginning Estimated Unencumbered Fund Balance	III Estimated Transfers-In	IV Estimated Other Revenues	V Total Resources Available For Expenditures	VI Total Budget Year Expenditures and Encumbrances	VII Ending Estimated Unencumbered Balance
Road Program - 405	\$ 171,200.00	-	\$ 5,222,800.00	\$ 5,394,000.00	\$ 5,285,300.00	\$ 108,700.00
Municipal Property - 423	89,600.00	-	2,415,000.00	2,504,600.00	2,415,000.00	89,600.00
Longwood Park Improvements - 424	4,900.00	-	-	4,900.00	1,000.00	3,900.00
Manor House Renovation - 427	-	-	30,000.00	30,000.00	30,000.00	-
Summit Point TIF - 470	-	-	650,000.00	650,000.00	650,000.00	-
The Avenue TIF - 471	100.00	-	5,000.00	5,100.00	5,000.00	100.00
Macedonia Shoppes TIF - 472	200.00	-	7,700.00	7,900.00	7,700.00	200.00
Maguire Property TIF - 473	100.00	-	7,000.00	7,100.00	7,000.00	100.00
Culver's TIF - 475	100.00	-	10,400.00	10,500.00	10,400.00	100.00
KFC TIF - 476	100.00	-	10,400.00	10,500.00	10,400.00	100.00
Cleanland TIF - 477	100.00	-	6,100.00	6,200.00	6,100.00	100.00
OH State Waterproofing TIF - 480	100.00	-	15,100.00	15,200.00	15,100.00	100.00

UNVOTED GENERAL OBLIGATION DEBT

Required: Include General Obligation Debt To Be Paid From Inside or Charter Millage.
 General Obligation Debt Being Paid By Other Sources, Special Obligation Bonds,
 and Revenue Bonds may be included for disclosure purposes.

SCHEDULE 4

I Purpose Of Bonds Or Notes	II Date Of Issue	III Final Maturity Date	IV Principal Amount Outstanding At The Beginning Of The Budget Year	V Amount Required To Meet Budget Year Principal and Interest Payments
Various Purpose Series 2020	September, 2020	2030	1,473,500	259,624
Aerial Tower & 800 Mhz Radio Bonds	November, 2020	2028	685,000	273,906
General Obligation Street Improvement	July, 2018	2038	6,950,000	672,000
OPWC - Valley View Road project	July, 2020	2040	597,122	37,320
OPWC - Ledge Road project	July, 2020	2050	637,142	23,598
Totals			10,342,764	1,266,448

ORIGINATOR: CITY ENGINEER

SPONSOR: Finley

**CITY OF MACEDONIA
RESOLUTION NO. 38 - 2024**

**A RESOLUTION
AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS, BIDS AND
SPECIFICATIONS, AND FURTHER AUTHORIZING THE MAYOR TO ADVERTISE
FOR BIDS, FOR PHASE II OF THE CITY-WIDE SIGNAGE PROJECT**

WHEREAS, the City has previously completed Phase I and now desires to complete Phase II of the project known as the “City-Wide Signage Project,” the purpose of which is to update City of Macedonia “welcome” signs which are located throughout the City; and

WHEREAS, based upon recommendation, it has been deemed in the best interest of the health, safety and welfare of all City residents and inhabitants to carry out Phase II of the Project; and

WHEREAS, Council therefore wishes to authorize the City Engineer to prepare plans, bids and specifications, and thereafter authorize the Mayor to advertise for bids, for the City-Wide Signage Project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Macedonia, County of Summit and State of Ohio:

Section 1. That the City Engineer is authorized and directed to prepare plans, bids and specifications, and thereafter that the Mayor is authorized and directed to advertise for bids, for the City-Wide Signage Project, consistent with the documents attached hereto as Exhibit “A” and incorporated herein by reference.

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 3. This Resolution shall take effect upon adoption by Council and signature of the Mayor or after the earliest period allowed by law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____

Nicholas Molnar

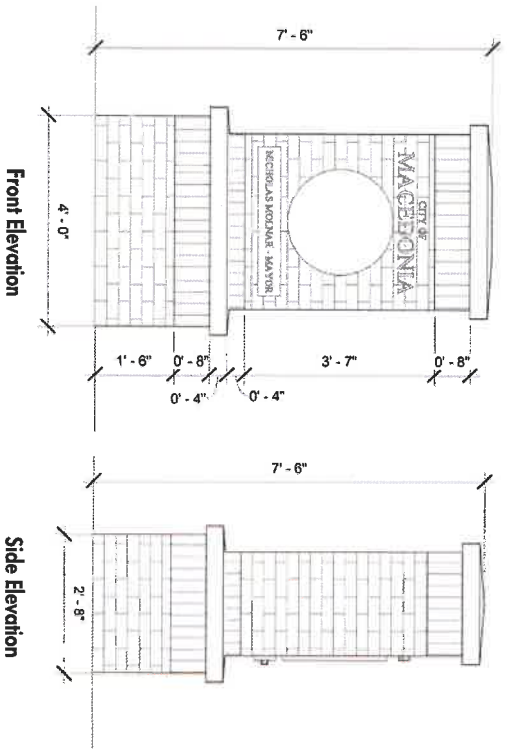
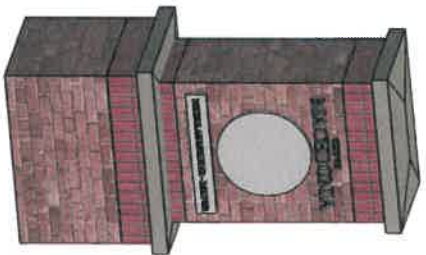
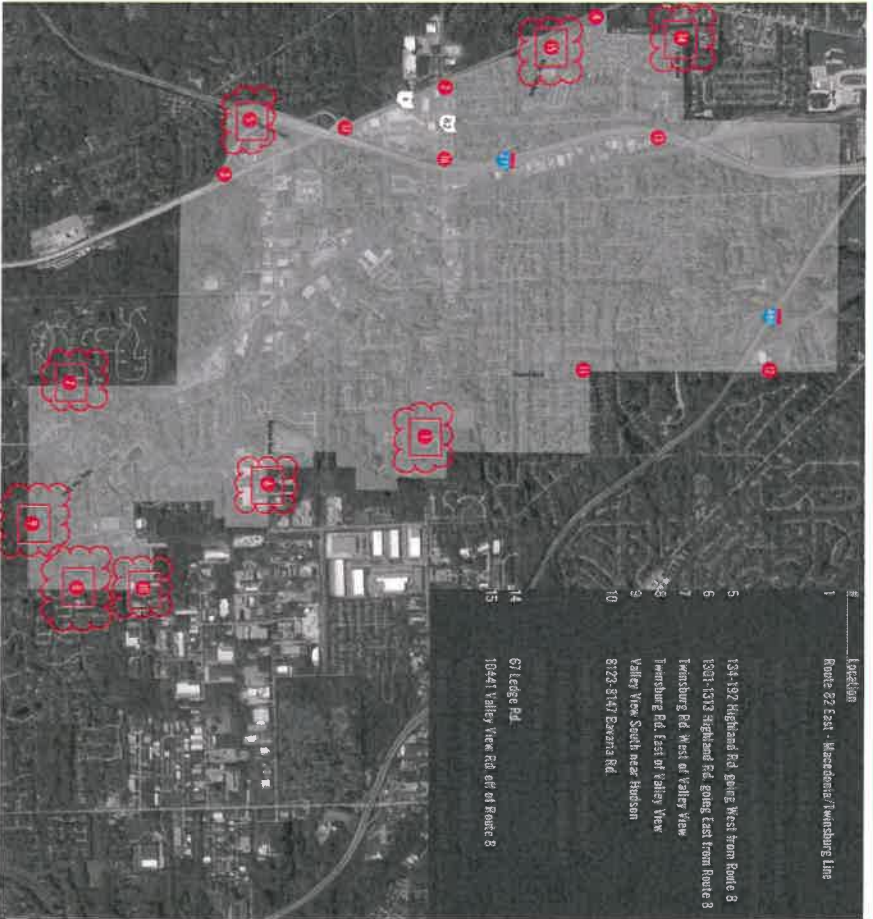
ATTEST: _____

Jon Hoover, Clerk of Council

Sign Location Map

EXHIBIT "A"

Macedonia Sign - Rendering and Elevations



Longwood Manor

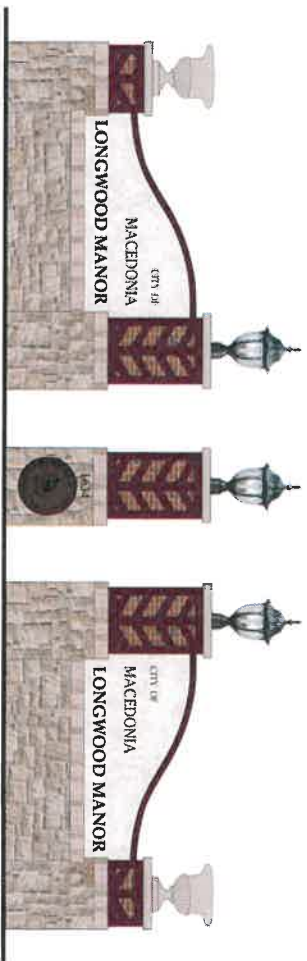


Longwood Manor Sign Inspiration



EXHIBIT "A"

Longwood Manor Sign Design Elevation



Left side
Backlit Lettering

Front

Right side
Backlit Lettering



Macedonia Signage
SUMMIT COUNTY, OHIO

MELDARCHITECTS March 10, 2024

EXHIBIT "A"

1. Route 82 East - Macedonia / Twinsburg Line



- Existing sign location
- Proposed sign location



10. 8123 - 8147 Bavaria Road



- Existing sign location
- Proposed sign location



6. 1301-1313 Highland Road going East from Route 8



- Existing sign location
- Proposed sign location



8. Twinsburg Road East of Valley View



- Existing sign location
- Proposed sign location



Macedonia Signage
SUMMIT COUNTY, OHIO

MELDARCHITECTS March 10, 2024

EXHIBIT "A"

9. Valley View South near Hudson



- Existing sign location
- Proposed sign location



7. Twinsburg Rd. West of Valley View



- Existing sign location
- Proposed sign location



5. 134-192 Highland Rd. going West from Route 8



- Existing sign location
- Proposed sign location



15. 1041 Valley View Rd. off of Route 8



- Existing sign location
- Proposed sign location



14. 67 Ledge Rd.



- Existing sign location
- Proposed sign location

EXHIBIT "A"



Macedonia Signage
SUMMIT COUNTY, OHIO



MELDARCHITECTS March 10, 2024

ORIGINATOR: ADMINISTRATION/PARKS & RECREATION DEPARTMENT

SPONSOR: Tulley

**CITY OF MACEDONIA
ORDINANCE NO. 39 - 2024**

**AN ORDINANCE
ESTABLISHING THE CURRENT COMPENSATION SCHEDULE FOR THE NON-
UNION EMPLOYEES OF THE CITY OF MACEDONIA, OHIO**

WHEREAS, Council for the City of Macedonia has previously passed legislation to establish the compensation schedule for the non-union employees of the City; and

WHEREAS, upon the recommendation of the Director of Parks and Recreation, and in order to increase the efficiency and operations of the City’s Parks and Recreation Department, Council now desires to amend Section 1 of the previously-established compensation scheduled for the non-union employees of the City in order to:

- Amend the position title of “Recreational Supervisor – Aquatics & Fitness” to “Recreation Manager – Aquatics & Fitness” and amend the position’s paygrade to Paygrade 11;
- Create the position of “Recreation Manager – Marketing, Special Events, & Programs” and the position of “Recreation Manager – Sports & Facilities,” and accept the position description for each position which are respectively attached as Exhibit “A” and Exhibit “B” and incorporated herein by reference, which may be updated from time to time by the Mayor;
- Create the position of “Aquatics Specialist” and accept the position description for that position which is attached as Exhibit “C” and incorporated herein by reference, which may be updated from time to time by the Mayor;
- Update the paygrade for the position of Customer Service Specialist to Paygrade 5; and
- Add designations to certain positions above Paygrade 4 to reflect that the positions are part-time.

WHEREAS, it is deemed necessary and in the best interest of the health, safety and welfare of all City residents to amend the previously-established compensation scheduled for the non-union employees of the City, as fully set forth below, to accomplish the same.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Macedonia, County of Summit and State of Ohio:

Section 1. That Section 1 of Ordinance No. 79-2022, as has been subsequently amended from time to time, be, and hereby is, amended as follows:

Position	Paygrade	Number of Staff
Mayor's Office		
Mayor	1% above midpoint of Paygrade 13**	1
Administrative Executive - To the Mayor	9	1
Director of Information Technology (exempt)	12	1
Human Resource Director (exempt)	12	1
Human Resource/Payroll Specialist	8	1
Communications Specialist — P/T	8	1
*Clerk of Court	8	1
*Deputy Clerk of Court	5	1

Finance Department		
Finance Director (exempt)	13	1
Deputy Director (exempt)	10	1
Accounts Receivable Administrator	6	1
*Accounts Payable Administrator	6	1
Part-Time Clerk	3	As Needed

Council		
Members of Council	MES to earn full year credit	5
Clerk of Council — P/T	7	1

Parks and Recreation Department		
Recreation Director (exempt)	12	1
Recreation Manager – Marketing, Special Events, & Programs (exempt)	11	1
Recreation Manager – Sports & Facilities (exempt)	11	1
Recreational Manager Supervisor – Aquatics & Fitness (exempt)	1011	1
Aquatics Specialist	5	1

Head Lifeguard	4	As Needed (includes seasonal/special)
Swimming Instructor	4	As Needed (includes seasonal/special)
Head Swim Coach	3	As Needed
Lifeguard	3	As Needed (includes seasonal/special)
Assistant Swim Coach	2	As Needed
Recreation Supervisor – Sports & Programs (exempt)	10	1
Rec Leader	2	As Needed (includes seasonal/special)
Head Camp Counselor	2	As Needed (includes seasonal/special)
Camp Counselor	2	As Needed (includes seasonal/special)
Recreation Coordinator – Marketing & Special Events	6	1
Fitness Supervisor	2	As Needed
Fitness Attendant	1	As Needed
Customer Service Specialist	35	2
Lead Customer Service Representative	3	As Needed (includes seasonal/special)
Customer Service Representative	1	As Needed (includes seasonal/special)
Child Care Representative	1	As Needed
*Administrative Assistant	6	1
Recreation Supervisor - Facilities & Membership (exempt)	10	1
Concessions Service Worker	1	As Needed

Public Service Department

Director of Public Service (exempt)	12	1
Public Service Supervisor	9	2
Administrative Assistant	6	2
Seasonal Maintenance	2	As Needed
Maintenance - P/T	2	As Needed
Custodian	5	2

Building Department

Chief Building Commissioner (exempt)	13	1
Assistant Building Commissioner (exempt)	10	1
Zoning Inspector	9	1
Permit Technician	7	1
Administrative Assistant	6	2

Police Department

Chief (exempt)	14	1
Lieutenant (exempt)	12	Up to 3
PSAP Operations Compliance Manager/Assistant to Chief of Police	8	1
Police Officer - P/T	8	15
Communications and Records Supervisor	8	1
Corrections Officer	5	1
Corrections Officer - P/T	5	As Needed
Dispatchers - P/T	7	As Needed
Certified School Resource Officer – P/T	8	As Needed

Fire Department

Chief (exempt)	14	1
Assistant Fire Chief	12	1
*Part-time Fire Inspector	8	1
Senior Administrative Assistant/Senior Center Coordinator	7	1
Administrative Assistant	6	1
Firefighter/Rescue - P/T	6	As Needed
Clerk	3	1
Seasonal Maintenance	2	As Needed

Section 2. That as of the effective dates listed for each table below, the following paygrades shall be implemented for all non-bargaining employees.

Compensation Range Table – Effective January 1, 2023			
	Minimum	Midpoint	Maximum
Paygrade 1	Minimum Wage	11.76	14.87
Paygrade 2	Minimum Wage	12.67	16.79
Paygrade 3	11.48	13.96	18.96
Paygrade 4	12.97	15.78	21.46
Paygrade 5	14.69	17.82	24.22
Paygrade 6	16.58	20.11	27.92
Paygrade 7	18.73	22.76	31.55

Paygrade 8	21.17	25.73	35.65
Paygrade 9	23.93	30.73	42.10
Paygrade 10	56,228.82	68,284.94	87,816.41
Bi-weekly Rate	2,162.65	2,626.34	3,377.55
Paygrade 11	63,513.92	77,130.42	99,213.30
Bi-weekly Rate	2,442.84	2,966.55	3,815.90
Paygrade 12	71,780.11	87,179.11	112,099.02
Bi-weekly Rate	2,760.77	3,353.04	4,311.50
Paygrade 13	81,137.47	98,480.77	126,665.13
Bi-weekly Rate	3,120.67	3,787.72	4,871.74
Paygrade 14	91,669.64	111,318.89	143,168.03
Bi-weekly Rate	3,525.76	4,281.50	5,506.46

Compensation Range Table – Effective January 1, 2024			
	Minimum	Midpoint	Maximum
Paygrade 1	Minimum Wage	12.12	15.32
Paygrade 2	Minimum Wage	13.05	17.29
Paygrade 3	11.83	14.38	19.53
Paygrade 4	13.36	16.25	22.10
Paygrade 5	15.13	18.35	24.95
Paygrade 6	17.08	20.72	28.76
Paygrade 7	19.29	23.44	32.49
Paygrade 8	21.80	26.50	36.72
Paygrade 9	24.65	31.66	43.36
Paygrade 10	57,915.68	70,333.49	90,450.91
Bi-weekly Rate	2,227.53	2,705.13	3,478.88
Paygrade 11	65,419.34	79,444.34	102,189.69
Bi-weekly Rate	2,516.13	3,055.55	3,930.37
Paygrade 12	73,933.52	89,794.49	115,461.99
Bi-weekly Rate	2,843.60	3,453.63	4,440.85

Paygrade 13	83,571.60	101,435.20	130,465.08
Bi-weekly Rate	3,214.29	3,901.35	5,017.89
Paygrade 14	94,419.73	114,658.45	147,463.07
Bi-weekly Rate	3,631.53	4,409.94	5,671.66

Compensation Range Table – Effective January 1, 2025			
	Minimum	Midpoint	Maximum
Paygrade 1	Minimum Wage	12.48	15.78
Paygrade 2	Minimum Wage	13.44	17.81
Paygrade 3	12.18	14.81	20.12
Paygrade 4	13.76	16.74	22.77
Paygrade 5	15.58	18.90	25.70
Paygrade 6	17.59	21.34	29.62
Paygrade 7	19.87	24.14	33.47
Paygrade 8	22.46	27.30	37.82
Paygrade 9	25.39	32.61	44.67
Paygrade 10	59,653.16	72,443.50	93,164.43
Bi-weekly Rate	2,294.35	2,786.29	3,583.25
Paygrade 11	67,381.92	81,827.67	105,255.39
Bi-weekly Rate	2,591.61	3,147.22	4,048.28
Paygrade 12	76,151.52	92,488.32	118,925.85
Bi-weekly Rate	2,928.90	3,557.24	4,574.07
Paygrade 13	86,078.74	104,478.25	134,379.03
Bi-weekly Rate	3,310.72	4,018.39	5,168.42
Paygrade 14	97,252.33	118,098.21	151,886.97
Bi-weekly Rate	3,740.47	4,542.24	5,841.81

NOTES:

Positions listed in paygrades 1-4 are part-time.

Positions with an (*) may be subject to part-time hours.

**The salary of the Mayor shall be 1% above the "midpoint: of Paygrade 13 identified in Section 2 of this Ordinance as of November 30, immediately preceding the start of a mayoral

term of office, beginning with and continuing after the mayoral term commencing December 1, 2019.

Positions listed in Paygrade 9 and lower are non-exempt in accordance with the FLSA and shall be compensated at an hourly rate.

Positions listed in Paygrade 10 and above are exempt in accordance with the FLSA and shall be compensated based on a standard 40-hour week.

All Part-time Firefighter/Rescue employees authorized to work holidays shall be paid overtime.

Section 3. The following certification bonuses will be paid to eligible positions and will be cumulative to the employee’s base hourly rate. Base hourly rate plus certification bonuses may exceed the maximum for the base hourly range.

	<u>2023</u>	<u>2024</u>	<u>2025</u>
<u>Part-time Firefighter/Rescue Certification Incentives</u>			
Basic Driver 3rd class Engineer	.47	.48	.50
Advance Driver 2nd class Engineer	.80	.82	.85
Advance Driver 1st class Engineer	.80	.82	.85
Fire Training (240 hour)	.47	.48	.50
EMT - Advanced	1.92	1.98	2.04
EMT - Paramedic	1.94	2.00	2.06
<u>Dispatcher Certification Incentives (cumulative)</u>			
LEADS Certification	2.50	2.50	2.50

Section 4. The following employees are paid as indicated by retainer, hourly rate or annual contract.

Law Department

Law Director (annual retainer)	45,000.00
Law Department Supportive Services (contract, not payroll)	30,000.00
(hourly rate)	128.65
Prosecutor (annual retainer)	54,648.42
(hourly rate)	128.65
Magistrate (hourly rate)	85.10

Building Department

Staff Engineer	
(hourly rate)	48.87

Section 5. Aquatic Fitness Instructors, Land Fitness Instructors and Specialty Instructors shall continue to be paid as independent contractors on a per class or per session basis. That the Director of Parks and Recreation shall be authorized to enter into contracts for the purpose of providing fitness and specialty programming at rates competitive with the rates being offered by surrounding communities for similar programming instructors. Those instructors shall continue to be paid according to applicable ordinances.

Section 6. That the Mayor is authorized to implement annual merit raises to non-bargaining employees. Any merit increases given under this section shall not place the employee higher than the maximum for the employee's paygrade. All merit increases given under prior ordinances before adoption of this ordinance shall remain in effect.

Section 7. That the rates of compensation previously established for employee positions not specifically named herein, shall continue and remain unchanged. Where ranges of pay are specified herein for employee positions, rates of pay established by prior ordinances shall apply until the Mayor fixes the specified salary as described in Sections 1 through 6 hereof. To such extent, all prior ordinances and resolutions consistent herewith are hereby ratified and confirmed. In all other respects, all prior ordinances or resolutions or parts thereof inconsistent herewith be and the same are hereby repealed.

Section 8. It is found and determined that all formal action of this Council and concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of the Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 9. Wherefore, this Ordinance shall become effective upon its adoption by Council and signature of the Mayor, or as otherwise provided for in law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____
Nicholas Molnar

ATTEST: _____
Jon Hoover, Clerk of Council

**City of Macedonia
Parks and Recreation Department Job Description**

Job Title: Recreation Manager – Marketing, Special Events, and Programs

FLSA Status: Exempt

Pay Range: Grade 11

General Description of Work: Manages all sponsorship activities and is responsible for membership recruitment, retention and marketing programs, sports, and events to the public. Serves as Managing lead over all special events. Provides oversight to program staff, camp counselors, contractors, and volunteer staff of approximately twenty (20).

Supervision Received: Receives general supervision from the Parks & Recreation Director.

Schedule: Recreation Center hours of operation, or as directed by supervisor; weekends and evenings.

Required Minimum Qualifications: Bachelor's degree in Parks and Recreation or a related field, and five (5) years of progressively responsible experience in a related position, or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job. First Aid and CPR/AED certification required or must obtain within 3 months from start date.

Preferred Certifications: Certified Public Communicator (CPC) and International Association for Public Participation (IAP2)

Primary Duties/Essential Functions:

1. Supervision

- a. Conducts interviewing and makes hiring recommendations for staff, contractors, and volunteers
- b. Recruits, trains, directs, schedules, evaluates, coaches, counsels and disciplines staff and volunteers on duties and operations
- c. Manages full-time, part-time, seasonal, and volunteer staff involved in various programs, events, and summer camp
- d. Establishes and maintains training, insurance, and certification records of staff and contractors
- e. Responsible for demonstrating /teaching volunteers and staff how to use needed equipment
- f. Responds to community feedback

2. Programming

- a. Develops department press releases, brochures, flyers and other marketing materials as needed to advertise and market recreation programs and events
- b. Coordinates printing services for various marketing materials and prepares specifications for printers
- c. Responsible for updating the department and City website and social media accounts
- d. Coordinates efforts with various local media representatives to publish marketing materials and programming information
- e. Evaluates marketing service costs and makes recommendations for selection
- f. Writes, distributes, tabulates and evaluates participant and citizen surveys and responses; identifies targets for survey distribution
- g. Coordinates efforts with other department staff to develop various marketing strategies, materials, and production of recreation guide
- h. Establishes membership and sponsorship packages and pricing
- i. Creates and implements membership promotions and researches current marketing trends.
- j. Enters into contracts with various media for sponsorship and advertising purposes
- k. Creates, develops and implements new and existing recreational and enrichment programs, events, and activities including those serving participants with diverse needs
- l. Develops and administers program evaluation procedures; collects and presents evaluations as needed or directed, establishes pricing and increases based on cost recovery, and retirement of programs based on attendance
- m. Schedule's programming space and/or works with staff to make appropriate bookings; Coordinates with other departments as needed to ensure space is maintained and maintenance is completed
- n. Provides communication with participants, staff, and director regarding cancelations or program adjustments
- o. Reviews trends, makes program proposals, and initiates contracts with instructors or organizations for programs to serve the community
- p. Attends programs as needed or directed to include regular visits, start and finish of a program, and to handle any logistical items if present
- q. Participates in collaborative programming and special events as needed including being in attendance

3. Administration

- a. Works in cooperation with Parks and Recreation Director to develop and recommend staffing, building, and programming policies and fee structures while working towards cost recovery objectives
- b. Manages and monitors program and staffing budget, makes requests for purchases, and develops equipment replacement plans with the Parks and Recreation Director
- c. Works in cooperation with staff to:
 - iv. Develop promotional materials including brochures, flyers and press releases

- v. Coordinates efforts with media to promote programs
- vi. Secures sponsorship
- d. Creates, maintains and monitors computerized records of activities and maintenance
 - iv. Monitors recreation software to ensure adequate levels of registrations for classes; determines when to cancel classes
- e. Performs routine administrative procedures including processing payroll, purchasing, and budgeting procedures

4. Miscellaneous

- a. Serves as administrator of the City's media
- b. Performs front desk duties as needed to ensure adequate coverage for weekends, holidays and staff shortages; performs rescues as needed
- c. Attends training, staff, and committee meetings as necessary or directed
- d. Leads area staff in-service trainings
- e. Regular work attendance is required
- f. Performs other duties as assigned

Required Knowledge, Skills and Abilities

- Knowledge of Parks and Recreation Department policies and procedures and knowledge of community recreation and programming needs and services
- Knowledge of City of Macedonia policies and procedures including budgeting, purchasing and payroll procedures
- Knowledge of basic supervisory practices and ability to coach staff and volunteers through dynamic situations
- Knowledge of emergency actions plans
- Ability to utilize database, spreadsheet and word processing software
- Ability to manage, organize, direct and train coaching and programming staff and volunteers
- Ability to develop and implement program objectives
- Ability to develop and maintain effective working relationships with co-workers, supervisors, the public and representatives of various other agencies
- Ability to respond effectively to guest feedback
- Ability to respond effectively to emergencies and life-threatening situations
- Ability to interact effectively with the public and co-workers; ability to communicate in a clear, loud, and friendly manner
- Ability to prepare and maintain accurate records, reports, and cancel classes as needed
- Ability to operate a motor vehicle, lift/carry/move equipment and items weighing up to 50 lbs.
- Ability to work with numerous and frequent deadlines, distractions and interruptions
- Ability to manage and prioritize multiple tasks simultaneously
- Ability to operate standard office equipment including, but not limited to, computers, telephones, facsimile machines, copiers and printers
- Ability to work a flexible schedule to include nights, weekends, and holidays

- Ability to sit, stand, stoop, and bend to perform typical office work

Work Environment:

The job is performed both in a typical office environment with adequate heating, lighting and ventilation, and in various outdoor facilities or fields, and involves occasional exposure to inclement weather conditions.

Employee Name (Print) _____

Employee Signature

Date

**City of Macedonia
Parks and Recreation Department Job Description**

Job Title: Recreation Manager – Sports and Facilities

FLSA Status: Exempt

Pay Range: Grade 11

General Description of Work: Manages Sports and Facility operations including both indoor and outdoor sports/facilities, front desk, concessions, rentals, membership and personnel including part-time instructors, volunteers, and contracted staff of approximately twenty (20) employees and contractors.

Supervision Received: Receives general supervision from Parks & Recreation Director.

Schedule: Recreation Center hours of operation, or as directed by supervisor; evenings and weekends.

Required Minimum Qualifications: Bachelor’s degree in Parks and Recreation or a related field, and five (5) years of progressively responsible experience in a related full-time position, or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job. First Aid and CPR/AED certification required or must obtain within 3 months from start date.

Preferred Certifications: Certified Parks and Recreation Professional (CPRP).

Primary Duties/Essential Functions:

1. Supervision

- a. Conducts interviewing and makes hiring recommendations for staff, contractors, and volunteers
- b. Recruits, trains, directs, schedules, evaluates, coaches, counsels and disciplines staff and volunteers on duties and operations
- c. Manages full-time, part-time, seasonal, and volunteer staff involved in various sports, clinics, front desk, concessions, and facility operations
- d. Manages all instructional, enrichment, sports, and sports clinics within the city
- e. Monitors sports and programming areas to ensure proper procedures are followed by staff, volunteers, and guests
- f. Establishes and maintains training, insurance, and certification records of staff and contractors
- g. Responsible for demonstrating /teaching volunteers and staff how to use needed equipment

- h. Responds to community feedback

2. Programming

- a. Creates, develops and implements new and existing recreational sports and clinics/camps to meet community needs and inclusion for all
- b. Develops and administers program evaluation procedures; collects and presents evaluations as needed or directed, establishes pricing and increases based on cost recovery, and retirement of programs based on attendance
- c. Creates and implements membership promotions and researches current marketing trends, while establishing rates for rentals and memberships.
- d. Schedules programming space and/or works with staff to make appropriate bookings; Coordinates with other departments as needed to ensure space is maintained and maintenance is completed
- e. Provides communication with participants, staff, and director regarding cancelations or program adjustments
- f. Reviews trends, makes proposals, and initiates contracts with instructors or organizations for sports and clinics to serve the community
- g. Attends activities as needed or directed to include regular visits, start and finish of an activity, and to handle any logistical items if present
- h. Participates in collaborative programming and special events as needed including being in attendance

3. Administration

- a. Works in cooperation with Parks and Recreation Director to develop and recommend staffing, building, and programming policies and fee structures while working towards cost recovery objectives
- b. Manages and monitors program and staffing budget, makes requests for purchases, and develops equipment replacement plans with the Parks and Recreation Director
- c. Works in cooperation with the Marketing Coordinator to:
 - i. Develop promotional materials including brochures, flyers and press releases
 - ii. Coordinates efforts with media to promote programs
 - iii. Secures sponsorship
- d. Creates, maintains and monitors computerized records of activities and maintenance
 - i. Monitors recreation software to ensure adequate levels of registrations for classes; determines when to cancel programs
 - ii. Completes daily deposits as needed and trains staff to handle deposits
 - iii. Handles facility rentals and billing for indoor and outdoor usage while also training staff to conduct same
- e. Performs routine administrative procedures including processing payroll, purchasing, and budgeting procedures

4. Miscellaneous

- a. Performs sports and facility operations/front desk duties as needed to ensure adequate coverage for weekends, holidays and staff shortages; performs rescues as needed
- b. Attends training, staff, and committee meetings as necessary or directed
- c. Leads area staff in-service trainings
- d. Regular work attendance is required
- e. Performs other duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of Parks and Recreation Department policies and procedures and knowledge of community recreation and programming needs and services
- Knowledge of City of Macedonia policies and procedures including budgeting, purchasing and payroll procedures
- Knowledge of basic supervisory practices and ability to coach staff and volunteers through dynamic situations
- Knowledge of emergency actions plans
- Knowledge of sports regulations field maintenance, and preparations needs
- Ability to utilize database, spreadsheet and word processing software
- Ability to manage, organize, direct and train coaching and programming staff and volunteers
- Ability to develop and implement program objectives
- Ability to develop and maintain effective working relationships with co-workers, supervisors, the public and representatives of various other agencies
- Ability to respond effectively to guest feedback
- Ability to respond effectively to emergencies and life-threatening situations
- Ability to interact effectively with the public and co-workers; ability to communicate in a clear, loud, and friendly manner
- Ability to prepare and maintain accurate records, reports, and cancel classes as needed
- Ability to operate a motor vehicle, lift/carry/move equipment and items weighing up to 50 lbs.
- Ability to work with numerous and frequent deadlines, distractions and interruptions
- Ability to manage and prioritize multiple tasks simultaneously
- Ability to operate standard office equipment including, but not limited to, computers, telephones, facsimile machines, copiers and printers
- Ability to work a flexible schedule to include nights, weekends, and holidays
- Ability to sit, stand, stoop, and bend to perform typical office work

Work Environment:

The job is performed both in a typical office environment with adequate heating, lighting and ventilation, and in various sports facilities or fields, and involves occasional exposure to inclement weather conditions.

Employee Signature

Date

Supervisor Signature

Date

**City of Macedonia
Parks and Recreation Department Job Description**

Job Title: Aquatics Specialist

FLSA Status: Non - Exempt

Pay Range: Grade 5

General Description of Work: Assists the Recreation Supervisor - Aquatics & Fitness with operations including water programs, learn to swim, swim team, and personnel including part-time lifeguards, swimming instructors, coaches, volunteers, and contracted staff.

Supervision Received: Receives general supervision from the Recreation Supervisor – Aquatics & Fitness.

Schedule: Recreation Center hours of operation, or as directed by supervisor; evenings and weekends.

Required Minimum Qualifications: Bachelor’s degree in Parks and Recreation or related field and at least three (3) years of previous experience in a similar part-time or full-time position including direct program experience, or an equivalent combination of education and experience which provides the necessary skills and abilities to do the job. Requires First Aid, CPR/AED for the Professional Rescuer, Lifeguard Training certification. The following are required within 6 months of hire; Water Safety Instructor certification (WSI), and either Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.

Preferred Certifications: Lifeguarding Instructor (LGI) and Water Safety Instructor Trainer (WSIT) certification.

Primary Duties/Essential Functions:

- 1. Supervision**
 - a. Assists supervisor with interviewing and making hiring recommendations for coaches, swim instructors, contractors, and volunteers
 - b. Assists supervisor as needed in recruiting, training, directing, scheduling, evaluating, coaching, counseling staff and volunteers
 - c. Assists supervisor in supervising/training part-time, seasonal, and volunteer staff involved in various programs and in-services
 - d. Coordinates all swim team and swim lesson activities
 - e. Aides’ supervisor in developing and presenting aquatics programs to the public
 - f. Monitor’s aquatics area to ensure proper procedures are followed by staff, volunteers, and guests
 - g. Responds to community feedback

2. Administration

- a. Monitors swim team and swim lesson budget and makes recommendations to supervisor to aid in the management of overall aquatics budget
- b. Works in cooperation with the Marketing Coordinator to develop promotional materials including brochures, flyers and press releases
- c. Creates, maintains and monitors computerized records of activities and maintenance
 - i. Monitors recreation software to ensure adequate levels of registrations for classes; determines when to cancel or modify

3. Aquatics Maintenance

- a. Monitors pool and natatorium areas to ensure safe and clean environment
- b. Assists or leads, in the absence of supervisor, the following; monitoring computer programs that track chemical levels in pools; performs required treatment as needed, routine maintenance including cleaning strainers, vacuuming, and backwashing pool, etc.
- c. Monitors supplies and equipment; reorders as needed
- d. Routinely inspects all class equipment to ensure safety and proper working order, replaces as needed
- e. Performs preventative maintenance checks regularly per department policy on all pool equipment and performs the maintenance as applicable

4. Programming

- a. Creates, develops and implements new and existing aquatics programs and activities including those serving participants with diverse needs
- b. Schedule's programming space
- c. Provides communication with participants and staff
- d. Reviews trends, makes program proposals or adjustments
- e. Attends programs as needed or directed to include regular visits, start and finish of a program
- f. Participates in collaborative programming and special events as needed

5. Miscellaneous Duties

- a. Performs lifeguarding and swim instruction duties as needed to ensure adequate coverage for weekends, holidays and staff shortages; performs rescues as needed
- b. Attends training, staff and committee meetings as necessary or directed
- c. Regular work attendance is required
- d. Performs other duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of Parks and Recreation Department policies and procedures and knowledge of community recreation and programming needs and services
- Knowledge of City of Macedonia policies and procedures including budgeting, purchasing and payroll procedures
- Knowledge of basic supervisory practices and ability to coach staff and volunteers through dynamic situations
- Knowledge of emergency action plans
- Knowledge of basic supervisory practices and ability to coach staff and volunteers through dynamic situations
- Knowledge of aquatic maintenance requirements including equipment care and operation and program management standards
- Ability to perform swimming and water rescue skills
- Ability to utilize database, spreadsheet and word processing software
- Ability to manage, organize, direct and train staff and volunteers
- Ability to develop and implement program objectives
- Ability to develop and maintain effective working relationships with co-workers, supervisors, the public and representatives of various other agencies
- Ability to respond effectively to guest feedback
- Ability to respond effectively to emergencies and life-threatening situations
- Ability to interact effectively with the public and co-workers; ability to communicate in a clear, loud, and friendly manner
- Ability to prepare and maintain accurate records, reports, and cancel classes as needed
- Ability to operate a motor vehicle and be able to lift 50 lbs.
- Ability to work with numerous and frequent deadlines, distractions and interruptions
- Ability to manage and prioritize multiple tasks simultaneously
- Ability to operate standard office equipment including, but not limited to, computers, telephones, facsimile machines, copiers and printers
- Ability to work a flexible schedule to include nights, weekends and holidays
- Ability to sit, stand, stoop, and bend to perform typical office work

Work Environment:

The job is performed in a pool environment with poor ventilation, excessive heat and humidity with adequate lighting, as well as in a typical office environment. The job will involve exposure to chemical substances such as chlorine, cleaning products and muriatic acid.

Employee Signature

Date

Supervisor Signature

Date