



TO: Council Members
Mayor Molnar
Directors
Staff
Media

April 20, 2021

From: Law Department

RE: **AGENDA - Work Session & Regular Meeting: Thursday, April 22, 2021**
Work Session: 6:45 p.m. – 7:30 p.m.
Council Meeting: 7:30 p.m.

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE BY MAYOR NICK MOLNAR

III. APPROVAL OF MINUTES [_____]

Thursday, March 25, 2021 – Regular Council Meeting

Thursday, April 1, 2021 – Special Council Meeting

IV. PUBLIC COMMENTS

V. CORRESPONDENCE

VI. PENDING &/OR NEW LEGISLATION

ORD. NO. 15-2021[J. Garvas]

AN ORDINANCE AMENDING SECTION 375.03 OF THE CODIFIED ORDINANCES OF THE CITY OF MACEDONIA RELATIVE TO THE OPERATION OF SNOWMOBILES, OFF-HIGHWAY MOTORCYCLES AND ALL PURPOSE VEHICLES

First Rdg: 3.11.2021

Second Rdg: 3.25.2021

Third Rdg

ORD. NO. 22-2021[_____]

AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT WITH SPECIALIZED CONSTRUCTION, INC. FOR THE REPAIR OF VARIOUS STREETS OF THE 2021 ROAD PROGRAM, AND RATIFYING THE SAME

First Rdg:

Second Rdg:

Third Rdg

ORD. NO. 23-2021[_____]

AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT WITH PERRIN ASPHALT TO REPAVE THE CITY OF MACEDONIA FAMILY RECREATION CENTER PARKING LOT

First Rdg:
Second Rdg:
Third Rdg

ORD. NO. 24-2021[_____]

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE NORTHEAST OHIO PUBLIC ENERGY COUNCIL IN ORDER TO ACCEPT ENERGIZED COMMUNITY GRANT(S)

First Rdg:
Second Rdg:
Third Rdg

ORD. NO. 25-2021[_____]

AN EMERGENCY ORDINANCE AMENDING SECTION 1 OF ORDINANCE 4-2021 WHICH ESTABLISHED THE COMPENSATION SCHEDULE FOR THE NON-UNION CITY EMPLOYEES OF MACEDONIA EFFECTIVE JANUARY 1, 2021

First Rdg:
Second Rdg:
Third Rdg

RES. NO. 26-2021[_____]

A RESOLUTION AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS, BIDS AND SPECIFICATIONS AND FURTHER AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR THE VALLEY VIEW ROAD DRAINAGE IMPROVEMENT PROJECT

First Rdg:
Second Rdg:
Third Rdg

ORD. NO. 27-2021[_____]

AN ORDINANCE AMENDING ORDINANCE NO. 74-2020 RELATIVE TO CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MACEDONIA FOR THE PERIOD OF JANUARY 1, 2021 TO DECEMBER 31, 2021

First Rdg:
Second Rdg:
Third Rdg

RES. NO. 28-2021[_____]

A RESOLUTION CONFIRMING THE APPOINTMENT BY THE MAYOR OF MICHELLE KRYSINSKI AS THE REPRESENTATIVE OF THE CITY OF MACEDONIA TO THE SUMMIT COUNTY BOARD OF HEALTH

First Rdg:
Second Rdg:
Third Rdg

RES. NO. 29-2021[_____]

A RESOLUTION ESTIMATING THE AGGREGATING MAXIMUM AMOUNT OF PUBLIC FUNDS TO BE AWARDED AND TO DESIGNATE DEPOSITORIES FOR ACTIVE AND INTERIM FUNDS

First Rdg:
Second Rdg:
Third Rdg

RES. NO. 30-2021[_____]

AN EMERGENCY RESOLUTION APPOINTING JONATHAN D. HOOVER TO THE POSITION OF CLERK OF COUNCIL, AND FIXING COMPENSATION OTHER TERMS FOR THAT APPOINTMENT

First Rdg:
Second Rdg:
Third Rdg

VII. MOTIONS/OTHER LEGISLATIVE ACTION

VIII. MAYOR'S REPORT

Certificate of Appreciation for Andrea and National Police Week Proclamation

IX. COMMITTEE REPORTS

X. DEPARTMENT REPORTS

Parks & Recreation Department: Director Jason Chadock
IT Department: Director Kyle Collins
Engineer Department: Director Joe Gigliotti
Police Department: Chief Jon Golden
Service Department: Director John Hnottavange
Fire Department: Chief Brian Ripley
Human Resources Department: Director Annette Smith
Finance Department: Director John Veres
Law Department: Director Mark Guidetti

XI. UNFINISHED BUSINESS

XII. NEW BUSINESS

XIII. ADJOURNMENT [_____]

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

April 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	30 Mayor's Court	31	1 Special Council Meeting	2 Good Friday	3
4	5	6	7	8	9	10
Easter	Easter	Mayor's Court				
11	12	13	14	15	16	17
		Mayor's Court		Tax Day		
18	19	20	21	22	23	24
	Planning Commission Meeting	Mayor's Court	BZA Meeting Parks and Recreation Commission Board of Zoning Appeals (BZA)	City Council Work Session City Council Meeting		
25	26	27	28	29	30	1
		Mayor's Court				

-End-

Record of Proceedings
Regular Council Meeting
March 25, 2021

1 Presiding Officer Mayor Nicholas Molnar called the March 25 regular meeting to order at 7:30 p.m.

2
3 **Present:** Council members Jessica Brandt, Dave Finley, Jeff Garvas, Jan Tulley, and Vini Ventura.
4 Also present: Law Director Mark Guidetti.

5
6 **PLEDGE OF ALLEGIANCE**

7
8 Led by Mayor Nicholas Molnar

9
10 **APPROVAL OF MINUTES**

11
12 Ms. Tulley moved, and Ms. Brandt seconded, a motion to approve the minutes of the special meeting of
13 March 9, 2021, the regular meeting of March 11, 2021, and the special meeting of March 15, 2021. The
14 motion carried unanimously upon a voice vote.

15
16 **PUBLIC COMMENTS**

17
18 None.

19
20 **CORRESPONDENCE**

21
22 None.

23
24 **INTRODUCTION, READINGS, & ADOPTION OF LEGISLATION**

25
26 **ORD. NO. 15-2021 [J. Garvas]**

27 AN ORDINANCE AMENDING SECTION 375.03 OF THE CODIFIED ORDINANCES OF THE CITY
28 OF MACEDONIA RELATIVE TO THE OPERATION OF SNOWMOBILES, OFF-HIGHWAY
29 MOTORCYCLES AND ALL PURPOSE VEHICLES was offered by Mr. Garvas for **second reading by**
30 **title only**. Second by Mr. Ventura.

31
32 Chief Golden briefly summarized the purpose of the legislation being to make a minor change and make
33 the ordinance more efficient.

34
35 **ORD. NO. 18-2021 [J. Garvas]**

36 AN ORDINANCE AMENDING ORDINANCE NO. 74-2020 RELATIVE TO CURRENT EXPENSES
37 AND OTHER EXPENDITURES OF THE CITY OF MACEDONIA FOR THE PERIOD OF JANUARY
38 1, 2021 TO DECEMBER 31, 2021 was offered by Mr. Garvas for **first, second and third read by title**
39 **only**. Second by Ms. Tulley. The motion carried unanimously upon a voice vote.

40
41 Mr. Veres summarized the purpose of the legislation to amend the annual appropriation measure and
42 make adjustments to the estimated resources, such as an NEORS community cost-share project, a
43 project with the Land Bank, the purchase of road salt, emergency roadway repairs on North Freeway
44 Drive, and adjustment for the 2021 Road Program. The Mayor expounded upon the emergency repair
45 that was necessitated on North Freeway Drive, and thanked the Engineering and Service departments for
46 their assistance in addressing the safety concern.

47

Record of Proceedings
Regular Council Meeting
March 25, 2021

48 Mr. Garvas moved, and Ms. Tulley seconded, a motion to **adopt ORD NO. 18-2021 and post the same**
49 **according to law**. The motion carried unanimously upon a roll call vote: Councilors Brandt, Finley,
50 Garvas, Tulley, and Ventura voting in the affirmative; **ORD NO. 18-2021 declared adopted**.

51

52 **ORD. NO. 19-2021 [D. Finley]**

53 AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE CONTRACT
54 WITH THE OHIO MUNICIPAL JOINT SELF INSURANCE POOL FOR LIABILITY COVERAGE
55 FOR THE SECOND YEAR OF THE THREE-YEAR CONTRACT BEGINNING APRIL 1, 2021, AND
56 RATIFYING THE SAME was offered by Mr. Finley for **first, second and third read by title only**.
57 Second by Mr. Garvas. The motion carried unanimously upon a voice vote.

58

59 The Mayor provided a brief overview of the legislation – it is for the second year of a three year contract,
60 and a slight adjustment is needed to the cost due to the amount of claims made.

61

62 Mr. Finley moved, and Ms. Brandt seconded, a motion to amend the title of ORD NO. 19-2021 to replace
63 the word “first” with “second.” The motion carried unanimously upon a voice vote.

64

65 Mr. Finley moved, and Mr. Garvas seconded, a motion to **adopt ORD NO. 19-2021 and post the same**
66 **according to law**. The motion carried unanimously upon a roll call vote: Councilors Brandt, Finley,
67 Garvas, Tulley, and Ventura voting in the affirmative; **ORD NO. 19-2021 declared adopted**.

68

69 **ORD. NO. 20-2021 [J. Brandt]**

70 AN ORDINANCE AUTHORIZING THE DISPOSITION OF CERTAIN MUNICIPAL PROPERTY
71 BY THE CITY OF MACEDONIA’S DIRECTOR OF PARKS AND RECREATION was offered by Ms.
72 Brandt for its **first, second, and third reading by title only**. Second by Mr. Ventura. The motion
73 carried unanimously upon a voice vote.

74

75 Mr. Chadock briefly explained the legislation is to dispose of a piece of older Recreation Center
76 equipment – an elliptical that is no longer able to function.

77

78 Ms. Brandt moved, and Mr. Ventura seconded, a motion to **adopt ORD NO. 20-2021 and post the same**
79 **according to law**. The motion carried unanimously upon a roll call vote: Councilors Brandt, Finley,
80 Garvas, Tulley, and Ventura voting in the affirmative; **ORD NO. 20-2021 declared adopted**.

81

82 Ms. Tulley moved to **waive the 48-hour notice rule and to add ORD NO. 20-2021 to the agenda**.
83 Second by Mr. Finley. The motion **carried unanimously** upon a voice vote.

84

85 **ORD. NO. 21-2021 [J. Tulley]**

86 AN EMERGENCY ORDINANCE RATIFYING THE COLLECTIVE BARGAINING AGREEMENT
87 FOR POLICE DISPATCHERS FOR THE YEARS 2020, 2021 AND 2022 WITH THE OHIO
88 PATROLMAN’S BENEVOLENT ASSOCIATION was offered by Ms. Tulley for **first, second and**
89 **third reading by title only**. Second by Mr. Finley. The motion carried unanimously upon a voice vote.

90

91 Mayor Molnar summarized the purpose of the legislation as wrapping up the negotiations with the OPBA
92 for the dispatchers, the fourth of five successor CBAs the Mayor has worked on negotiating.

93

94 Ms. Tulley moved, and Mr. Finley seconded, a motion to **adopt ORD NO. 21-2021 and post the same**
95 **according to law**. The motion carried unanimously upon a roll call vote: Councilors Brandt, Finley,
96 Garvas, Tulley, and Ventura voting in the affirmative; **ORD NO. 21-2021 declared adopted**.

Record of Proceedings
Regular Council Meeting
March 25, 2021

97

98 **MOTIONS/OTHER LEGISLATIVE ACTION**

99

100 Mr. Ventura moved to **cancel the regular Council meeting of April 8, 2021**, and explained the purpose
101 was to allow families to plan and spend Easter weekend and spring break together. Ms. Brandt seconded
102 the motion. The motion **carried unanimously** upon a voice vote.

103

104 **MAYOR'S REPORT**

105

106 ~Mayor Molnar recognized the City Board of Zoning and Building Code Appeals, known as the "BZA,"
107 and its members for all the work they do for the City, which can at times involve difficult decisions to be
108 made. The Mayor briefly summarized the Board's purpose and duties.

109

110 ~The Mayor continued his recognition of local/small businesses, this week recognizing Mr. Hero and
111 their excellent staff who serve the community. The Mayor thanked Mr. Hero and its team for their
112 patronage in Macedonia.

113

114 ~The Mayor expressed his great respect for the recent actions by the Macedonia Fire Department in
115 helping to save the life of an area resident, which included the quick recognition that the individual was
116 exhibiting symptoms of a stroke this past February. Fire Chief Ripley provided a synopsis of the event,
117 and expressed his appreciation for the excellence that the individuals in the Fire Department exhibit daily.
118 The Mayor played a video of an event where University Hospitals' Ahuja Medical Center staff presented
119 to Chief Ripley, who accepted on behalf of the Macedonia Fire Department, an Excellence in Care award.
120 Fire Fighter/Medics Jeff Tylicky, Matt Kissig, and Brian Leffler were individually recognized for their
121 excellent work regarding this call and their response.

122

123 ~Mayor Molnar played a second video/slideshow depicting the current conditions of several municipal
124 buildings being utilized by the Service Department, and discussed the significant concerns that exist
125 regarding the outdated buildings which are in need of repair. The Mayor noted he is exploring options to
126 alleviate the issues by building a new Service building, as well as potential funding sources for such a
127 project without a need to go to the voters for funding. Mayor Molnar provided narrative of the conditions
128 depicted during the video/slideshow.

129

130 ~Mayor Molnar repeated the reminder for everyone to put the phone down and not drive distracted.

131

132 **COMMITTEE REPORTS**

133

134 **Parks and Recreation Commission:** Councilor Brandt summarized the discussions had at the last Parks
135 and Recreation Commission meeting from last Wednesday, which included discussion concerning
136 Sugarbush Park. Ms. Brandt announced the next Parks and Recreation Commission will be working on a
137 community survey for potential proposals. The next meeting to be held on April 21, 2021.

138

139 **DEPARTMENT REPORTS**

140

141 **Parks & Recreation Department:** Director Chadock announced that there will be an upcoming closure of
142 the Recreation Center for a one-week period due to annual facility maintenance which is being moved up
143 to May, as well as the parking lot construction project. The closure may need to extend into a second
144 week, but the Department is working on ways to limit the closure to a one-week period. Mr. Chadock
145 thanked the community for attending the sold-out Egg Hunt. The City continues working on an April 24

Record of Proceedings
Regular Council Meeting
March 25, 2021

146 Earth Day park cleanup event. A City-wide garage sale event may be scheduled for May 15 and May 16,
147 2021 – information to be released in April. Mr. Chadock thanked Council for passing ORD. 20-2021.
148 Mr. Chadock announced a variety of upcoming Recreation Center programming, and noted record
149 numbers for program registrations.

150
151 Information Technology Department: The Department closed 28 tickets since the last regular Council
152 meeting. Mr. Collins thanked the Police Department and Sgt. Glontz for assisting in the booking room
153 build out. Mr. Collins announced that the second phase of training for the new Finance Department
154 software was rolled out. Mr. Collins also updated Council as to the new firewall and VPN connectivity,
155 and website progress.

156
157 City Engineer: Mr. Gigliotti reminded Council that the 2021 Road Program bid opening is set for
158 tomorrow, March 26th. Mr. Gigliotti noted the bid opening for the Recreation Center parking lot repaving
159 is set for April 2, 2021. Mr. Gigliotti further noted that the remaining work to be completed for the
160 Guadalupe basin project is set to begin April 5th, 2021, and will include storm sewer installation and the
161 planting of grass; will take approximately 4 weeks to complete. Mr. Gigliotti also recognized the Fire
162 Department for its excellence, and thanked the Chief and all members of the Department for making the
163 City a safer place.

164
165 Police Department: Chief Golden advised that residents should be aware of the high wind forecast for the
166 evening hours – up to 60 mph gusts anticipated. Chief Golden provided an update concerning the bank
167 robbery suspect, and noted that the City is currently anticipating bringing the suspect back from New
168 York. Mr. Guidetti noted that the warrant is anticipated to issue in the coming days from the New York
169 Governor’s office.

170
171 Service Department: Service Department Supervisor Steve Dzurnak asked individuals to slow down and
172 move over when the Department is completing project along the roadway. Mr. Dzurnak briefly discussed
173 a drainage waterline project at Longwood Park, future restroom installation at Veterans’ Memorial Park,
174 pothole patching, and litter cleanup work that the Service Department has been performing.

175
176 Fire Department: Chief Ripley also advised residents to be mindful of the high wind potential this
177 evening, and to stay away from any downed power lines. He reminded residents that the City’s Dispatch
178 Center does not know when power will come back on. Chief Ripley highlighted the excellent work the
179 Macedonia dispatchers perform for both the Police as well as the Fire Departments, and thanked Council
180 for ratifying the proposed successor CBA. Chief Ripley noted that the Department is still working
181 through the various projects noted at the last regular Council meeting.

182
183 Human Resources: Director Smith summarized the City’s current and ongoing meetings with AHOLA to
184 resolve the numerous open issues for payroll processing and other services. Ms. Smith noted that the City
185 is working to update HR records, and to fill seasonal maintenance positions.

186
187 Finance Department: Director Veres announced that RITA has extended tax filing deadlines to mirror the
188 extension granted by the IRS to May 17, the City will extend the deadline in which the City tax refund
189 application is due August 16. The Department is continuing to work on the new Finance software
190 package.

191
192 Law Department: Mr. Guidetti had no report.

193
194 UNFINISHED BUSINESS

Record of Proceedings
Regular Council Meeting
March 25, 2021

195
196 Mayor Molnar and Ms. Tulley recognized Nordonia High School athlete Salvatore Perrine, who won the
197 182lb weight class in the State wrestling finals for Division I.
198

199 Ms. Brandt thanked IT Director Collins for his timely assistance in setting up the technology needed to
200 hold the special Council meeting of March 15, 2021. The Mayor thanked Mr. Collins for using his own
201 equipment for helping to
202

203 **NEW BUSINESS**

204
205 Ms. Tulley made a motion to **enter into executive session pursuant to R.C. § 121.22(G)(1) to discuss**
206 **the appointment, employment, or compensation of a public employee or official.** Second by Mr.
207 Ventura. The motion **carried unanimously** upon a roll call vote: Councilors Brandt, Finley, Garvas,
208 Tulley, and Ventura voting in the affirmative. Council then adjourned into executive session, and later re-
209 entered the regular meeting.
210

211 There being no further business before Council, Mr. Ventura moved, second by Ms. Brandt, to **adjourn**
212 **the meeting.** The motion **carried unanimously** pursuant to a voice vote and the meeting was adjourned
213 at approximately 8:59 p.m.
214

215 Date: _____
216

217
218 Attest: _____
219 Mark V. Guidetti, Director of Law
220

221 Mayor: _____
222 Nicholas Molnar

Record of Proceedings

Special Council Meeting

April 1, 2021

1 Presiding Officer Council President Jan Tulley (Mayor Nicholas Molnar not in attendance) called the
2 April 1 special meeting to order at 6:05 p.m.

3
4 **Present (per roll call):** Council members Jessica Brandt, Dave Finley, Jeff Garvas, Jan Tulley and Vini
5 Ventura. Also present: Law Director Mark Guidetti.

6
7 Council President Tulley **moved to enter into executive session pursuant to R.C.**

8 **121.22(G)(1) to discuss the appointment, employment, or compensation of a public employee or**
9 **official.** Council President Ventura seconded the motion. The motion **carried unanimously** upon a roll
10 call vote: Councilors Brandt, Finley, Garvas, Tulley, and Ventura voting in the affirmative. Council then
11 adjourned into executive session, and later re-entered the special meeting.

12
13 Ms. Tulley **moved to offer the position of Clerk of Council, 24-hours per week, negotiable rate of**
14 **pay, 1-year probationary period, and a start date no later than April 19, to candidate No. 1, with**
15 **the same offer to be made to candidate Nos. 2 and 3, respectively, in the event candidate No. 1**
16 **declines the offer.** Second by Mr. Ventura. The motion **carried unanimously** upon a roll call vote:
17 Councilors Brandt, Finley, Garvas, Tulley, and Ventura voting in the affirmative.

18
19 There being no further business before Council, Councilor Ventura **moved to adjourn** the meeting,
20 seconded by Mr. Garvas, which was **approved unanimously** by a voice vote. The Council meeting was
21 adjourned at 6:31 p.m.

22
23 Date: _____

24
25 Attest: _____
26 Mark V. Guidetti, Director of Law

27
28 Presiding Officer: _____
29 Council President Jan Tulley

ORIGINATOR: ADMINISTRATION

SPONSOR: _____

**CITY OF MACEDONIA
ORDINANCE NO. 22-2021**

**AN EMERGENCY ORDINANCE
AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT
WITH SPECIALIZED CONSTRUCTION, INC. FOR THE REPAIR OF VARIOUS
STREETS OF THE 2021 ROAD PROGRAM**

WHEREAS, it has already been deemed necessary and in the best interest of the health, safety and welfare of all the City residents to repair various streets within the City of Macedonia as the 2021 Road Program; and

WHEREAS, the City previously advertised for bids pursuant to Council authorization in order to repair various streets in the City of Macedonia for the 2021 Road Program, in an amount not to exceed the Engineer's estimate of Nine Hundred Forty Thousand Dollars (\$940,000.00).

WHEREAS, pursuant to law, bids were advertised and received by the City and opened on March 26, 2021; and

WHEREAS, it was found and determined, and Council hereby affirms, that the bid of Specialized Construction, Inc. ("Specialized") was the best and lowest bid with regard to the 2021 Road Program, and Council therefore wishes to authorize the Mayor to enter into a contract with that company.

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

Section 1. That the Mayor is authorized to accept the bid submitted by Specialized Construction, Inc., which is deemed to be the lowest and best bid, as set forth in the bid documents attached hereto as Exhibit "A" and incorporated herein by reference, and to enter into a contract with Specialized Construction accordingly.

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance 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. Wherefore, this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, convenience and welfare of the City of Macedonia and the inhabitants thereof, for the reason that it provides for the daily operation of a municipal department, and provided it receives the affirmative vote of four (4) or more of the members elected or appointed to this Council, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____

Nicholas Molnar

ATTEST: _____

Mark V. Guidetti, Director of Law

City of Macedonia
9691 Valley View Road
Macedonia, Ohio 44056
Attention: Nicholas Molnar, Mayor

March 26, 2021

Re: 2021 Road Program

Dear Mayor Molnar,

The City has received two (2) bid proposals for the project known as the 2021 Road Program. I have reviewed the bid proposal and have identified the lowest and best bid proposal as that being submitted by Specialized Construction, Inc., in the amount of \$749,371.65. Previously, this contractor has successfully completed similar work in the City of Macedonia. I am therefore recommending that Specialized Construction, Inc. be awarded the contract for the 2021 Road Program. This contract would consist of repaving Atterbury, Red Bush, Iroquois (Shepard Hills to Shoshone) and Iroquois (Shoshone to Apache), as well as annual preventative maintenance items.

Respectfully Submitted,



Joseph L. Gigliotti, City Engineer
Chagrin Valley Engineering, Ltd.

Cc: Members of Council
Law Director Guidetti
Finance Director Veres

attachments

BID TABULATION
2021 ROAD PROGRAM
CITY OF MACEDONIA
DATE: MARCH 26, 2021
CVE JOB NO. 21103 Engineer's Estimate \$940,000.00

ITEM	DESCRIPTION	Specialized Construction			Incorporated			N.E.S. Corp.		
		UNIT	QTY.	UNIT PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE		
1	PAVEMENT PLANING, FULL WIDTH	SY	11,244	\$3.25	\$36,543.00	\$5.00	\$56,220.00			
2	PROFILE PLANING	SY	1,000	\$2.50	\$2,500.00	\$2.50	\$2,500.00			
3	ASPHALT PAVEMENT RECYCLING	SY	5,717	\$12.45	\$71,176.65	\$13.25	\$75,750.25			
4	ENGINEERED RECYCLING ASPHALT EMULSION	GAL	11,433	\$3.00	\$34,299.00	\$3.50	\$40,015.50			
5	ADDITIONAL AGGREGATE	TONS	222	\$60.00	\$13,320.00	\$100.00	\$22,200.00			
6	FOG SEAL	GAL	200	\$1.00	\$200.00	\$3.50	\$700.00			
7	FULL DEPTH ASPHALT BASE REPAIRS (RESURFACE STREETS)	SY	452	\$25.00	\$11,300.00	\$58.00	\$26,216.00			
8	PARTIAL DEPTH ASPHALT BASE REPAIRS (RESURFACE STREETS)	SY	337	\$15.00	\$5,055.00	\$23.00	\$7,751.00			
9	FULL DEPTH ASPHALT SPOT REPAIRS (MISC. LOCATIONS)	SY	200	\$70.00	\$14,000.00	\$70.00	\$14,000.00			
10	PARTIAL DEPTH ASPHALT SPOT REPAIRS (MISC. LOCATIONS)	SY	1,000	\$35.00	\$35,000.00	\$19.00	\$19,000.00			
11	SUBGRADE REMOVAL AND REPLACEMENT	CY	170	\$10.00	\$1,700.00	\$80.00	\$13,600.00			
12	TRANSVERSE UNDERDRAIN	LF	250	\$5.00	\$1,250.00	\$12.00	\$3,000.00			
13	PRE-CHIP SEAL	SY	11,244	\$2.00	\$22,488.00	\$1.48	\$16,641.12			
14	1.50" ASPHALT INTER. COURSE	CY	732	\$125.00	\$91,500.00	\$140.00	\$102,480.00			
15	1.25" ASPHALT SURFACE COURSE	CY	614	\$160.00	\$98,240.00	\$160.00	\$98,240.00			
16	RECYCLED ASPHALT SHOULDER	CY	90	\$55.00	\$4,950.00	\$80.00	\$7,200.00			
17	PAVEMENT MARKINGS (RESURFACED STREETS)	LUMP	1	\$1,000.00	\$1,000.00	\$750.00	\$750.00			
18	CONCRETE DRIVE APRON	SF	500	\$8.00	\$4,000.00	\$8.50	\$4,250.00			
19	CONCRETE CURB & GUTTER REPAIRED (MISC. LOCATIONS)	LF	250	\$40.00	\$10,000.00	\$40.00	\$10,000.00			
20	ASPHALT DRIVE APRON	SF	500	\$6.00	\$3,000.00	\$4.00	\$2,000.00			
21	GRAVEL DRIVE APRON	SF	500	\$2.00	\$1,000.00	\$2.25	\$1,125.00			
22	12" DRIVE CULVERT	LF	100	\$54.00	\$5,400.00	\$60.00	\$6,000.00			
23	LOOP DETECTOR REPLACEMENT	EACH	1	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00			
24	MANHOLE or CATCH BASIN ADJUST TO GRADE	EACH	36	\$500.00	\$18,000.00	\$600.00	\$21,600.00			
25	VALVE or MONUMENT BOX ADJUST TO GRADE	EACH	23	\$40.00	\$920.00	\$450.00	\$10,350.00			
26	MANHOLE or CATCH BASIN RECONSTRUCT TO GRADE	EACH	5	\$1,200.00	\$6,000.00	\$1,500.00	\$7,500.00			
27	MISC. METAL	LBS	9,000	\$1.00	\$9,000.00	\$1.50	\$13,500.00			
28	12" ROAD GROSSOVER CULVERT	LF	40	\$92.00	\$3,680.00	\$80.00	\$3,200.00			
29	THIS ITEM NOT USED - DELETED	LF	0	\$0.00	\$0.00	\$0.00	\$0.00			
30	THIS ITEM NOT USED - DELETED	LF	0	\$0.00	\$0.00	\$0.00	\$0.00			
31	THIS ITEM NOT USED - DELETED	LF	0	\$0.00	\$0.00	\$0.00	\$0.00			
32	12" ROADSIDE DITCH ENCLOSURE	LF	0	\$0.00	\$0.00	\$0.00	\$0.00			
33	2-2-A or 2-2-B CATCH BASIN	LF	100	\$58.00	\$5,800.00	\$39.00	\$3,900.00			
34	HALF HEIGHT HEADWALL	EACH	2	\$900.00	\$1,800.00	\$2,500.00	\$5,000.00			
35	DRIVEWAY APRON BUTT JOINT	EACH	2	\$550.00	\$1,100.00	\$500.00	\$1,000.00			
36	ROADSIDE LINEAR GRADING	LF	1,100	\$2.00	\$2,200.00	\$6.00	\$6,600.00			
37	6" UNDERDRAIN (MISC. LOCATIONS)	LF	100	\$20.00	\$2,000.00	\$10.00	\$1,000.00			
38	CRACK SEALING (BASE BID)	LUMP	1	\$25,000.00	\$25,000.00	\$15,000.00	\$15,000.00			
39	ASPHALT PAVEMENT SURFACE TREATMENT (BASE BID)	SY	40,250	\$1.00	\$40,250.00	\$1.10	\$44,275.00			
40	ROCK CHANNEL PROTECTION	TONS	20	\$140.00	\$2,800.00	\$75.00	\$1,500.00			
41	PARTIAL DEPTH REPAIR (SR-82)	SY	100	\$40.00	\$4,000.00	\$32.00	\$3,200.00			
42	CURB RAMP	SF	500	\$12.00	\$6,000.00	\$20.00	\$10,000.00			
43	CONCRETE WALK	SF	250	\$8.00	\$2,000.00	\$8.00	\$2,000.00			
44	CONCRETE CURB & GUTTER REPLACED (ENTIRE LENGTH)	LF	2,400	\$33.00	\$79,200.00	\$38.00	\$91,200.00			
45	6" UNDERDRAIN REPLACE (ENTIRE LENGTH)	LF	2,400	\$11.25	\$27,000.00	\$10.00	\$24,000.00			
46	PAVEMENT MARKINGS (SR-82)	LUMP	1	\$6,500.00	\$6,500.00	\$6,800.00	\$6,800.00			
47	LAW ENFORCEMENT OFFICER ALLOWANCE	LUMP	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00			
48	INSPECTION FEE ALLOWANCE	LUMP	1	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00			
	TOTAL PROJECT COST		TOTAL	\$749,371.65	TOTAL	\$842,763.87				

NUMBER OF DAYS TO COMPLETE: 90
 EARLIEST START DATE: 5/15/2021
 * Wrong amount entered into total unit

ORIGINATOR: ADMINISTRATION

SPONSOR: _____

**CITY OF MACEDONIA
ORDINANCE NO. 23-2021**

**AN EMERGENCY ORDINANCE
AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT
WITH PERRIN ASPHALT TO REPAVE THE CITY OF MACEDONIA FAMILY
RECREATION CENTER PARKING LOT**

WHEREAS, it has already been deemed necessary and in the best interest of the health, safety and welfare of all the City residents to repave the City of Macedonia Family Recreation Center parking lot; and

WHEREAS, the City previously advertised for bids pursuant to Council authorization to repave the parking lot of the City of Macedonia Family Recreation Center; and

WHEREAS, pursuant to law, bids were advertised and received by the City and opened on April 2, 2021; and

WHEREAS, it is found and determined that the bid of Perrin Asphalt is the lowest and best bid with regard to repaving the City of Macedonia Family Recreation Center, and Council therefore wishes to authorize the Mayor to enter into a contract with that company for the repaving as the lowest and best bid.

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

Section 1. That the Mayor is authorized to accept the bid of Perrin Asphalt as the lowest and best bid in regard to the repaving the parking lot of the City of Macedonia Recreation Center as set forth in the document attached hereto and incorporated by reference as Exhibit "A."

Section 2. Additionally, as a result of the City Engineer's recommendation that Alternate Bid Item numbers 1-13 be made part of the contract with Perrin Asphalt to create additional handicap parking spaces, Council further authorizes the Mayor to enter into and execute an agreement with Perrin Asphalt to repave the parking lot of the City of Macedonia Recreation Center for their bid that was submitted, and including Alternate Bid Item numbers 1-13, to allow for the creation of additional handicap parking spaces.

Section 3. Wherefore, this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, convenience and welfare of the City of Macedonia and the inhabitants thereof, for the reason that it provides for the daily operation of a municipal department, and provided it receives the affirmative vote of four (4) or more of the members elected or appointed to this Council, it shall take effect and be in force from and after the earliest period allowed by law.

Section 4. This Ordinance 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: _____
Mark V. Guidetti, Director of Law

City of Macedonia
9691 Valley View Road
Macedonia, Ohio 44056
Attention: Nicholas Molnar, Mayor

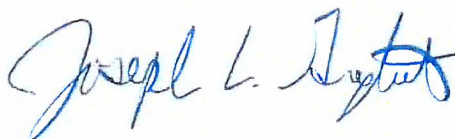
April 03, 2021

Re: Macedonia Family Recreation Center Parking Lot

Dear, Mayor Molnar,

The City has received nine (9) bid proposal for the project known as the Macedonia Family Recreation Center Parking Lot. These bid proposals consider both repaving of the parking lot, and the creation of additional handicap parking spaces. The attached bid tabulation shows the cost for repaving of the parking lot indicated as Total Base Bid Cost, and also shows the cost for creation of additional handicap parking spaces indicated as Total Alternate Cost. The lowest and best Total Overall Cost to perform both items is \$223,385.00 as provided by Perrin Asphalt. I am therefore recommending that Perrin Asphalt be awarded the contract for the Macedonia Family Recreation Center Parking Lot, and that Alternate Bid Items #1-13 be made a part of the contract. This contract would consist of both repaving of the parking lot, and the creation of additional handicap parking spaces.

Respectfully Submitted,



Joseph L. Gigliotti, City Engineer
Chagrin Valley Engineering, Ltd.

Cc: Members of Council
Law Director Guidetti
Finance Director Veres

attachments

BID TABULATION
Recreation Center - Parking Lot Resurfacing
CITY OF MACEDONIA
DATE: April 2, 2021
CVE JOB NO. 21111 Engineer's Estimate \$280,000.00

	DESCRIPTION	UNIT	QTY.	Perrin Asphalt Company			Chagrin Valley Paving		
				UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE	
1	PAVEMENT PLANING	SY	10,000	\$1.30	\$13,000.00		\$1.00	\$10,000.00	
2	PARTIAL DEPTH ASPHALT BASE REPAIRS	SY	500	\$18.00	\$9,000.00		\$17.00	\$8,500.00	
3	6" FINGER UNDERDRAIN	LF	100	\$30.00	\$3,000.00		\$10.00	\$1,000.00	
4	PRE-CHIP SEAL (ODOT 882)	SY	10,000	\$2.55	\$25,500.00		\$1.91	\$19,100.00	
5	1.50" ASPHALT INTERMEDIATE COURSE	CY	417	\$126.00	\$52,542.00		\$129.00	\$53,793.00	
6	1.25" ASPHALT SURFACE COURSE	CY	347	\$152.00	\$52,744.00		\$140.00	\$48,580.00	
7	CONCRETE CURB REPAIRED	LF	100	\$35.00	\$3,500.00		\$50.00	\$5,000.00	
8	CONCRETE WALK	SF	100	\$5.00	\$500.00		\$12.00	\$1,200.00	
9	CURB RAMP	SF	550	\$10.00	\$5,500.00		\$18.00	\$9,900.00	
10	MANHOLE or CATCH BASIN ADJUST TO GRADE	EACH	3	\$875.00	\$2,625.00		\$500.00	\$1,500.00	
11	MANHOLE or CATCH BASIN RECONSTRUCT TO GRADE	EACH	3	\$1,200.00	\$3,600.00		\$750.00	\$2,250.00	
12	PAVEMENT MARKINGS	LUMP	1	\$2,875.00	\$2,875.00		\$8,715.00	\$8,715.00	
13	PARKING BUMPERS	EACH	6	\$75.00	\$450.00		\$90.00	\$540.00	
14	CONSTRUCTION CONTINGENCY	LUMP	1	\$10,000.00	\$10,000.00		\$10,000.00	\$10,000.00	
15	INSPECTION FEE ALLOWANCE	LUMP	1	\$10,000.00	\$10,000.00		\$10,000.00	\$10,000.00	
TOTAL BASE BID COST					\$194,836.00			\$190,078.00	
ALTERNATE BID ITEMS									
				NUMBER OF DAYS TO COMPLETE: 12			NUMBER OF DAYS TO COMPLETE: Per DS-1		
				EARLIEST START DATE: 5/10/2021			EARLIEST START DATE: Per DS-1		
ALT.1	ODOT 203 EXCAVATION AND EMBANKMENT	LUMP	1	\$1,600.00	\$1,600.00		\$4,315.00	\$4,315.00	
ALT.2	EXISTING CONCRETE CURB REMOVAL	LF	165	\$10.00	\$1,650.00		\$5.00	\$825.00	
ALT.3	ODOT 204 SUBGRADW/ COMPACTION	SY	300	\$1.00	\$300.00		\$0.50	\$150.00	
ALT.4	SUBGRADE REMOVAL AND REPLACEMENT	CY	10	\$120.00	\$1,200.00		\$50.00	\$500.00	
ALT.5	ODOT 304 4" AGGREGATE BASE	CY	33	\$90.00	\$2,970.00		\$50.00	\$1,650.00	
ALT.6	ODOT 301 6" ASPHALT BASE	CY	50	\$136.00	\$6,800.00		\$140.00	\$7,000.00	
ALT.7	1.25" ASPHALT SURFACE COURSE	CY	12.5	\$144.00	\$1,800.00		\$140.00	\$1,750.00	
ALT.8	ODOT 609 TYPE 6 CONCRETE CURB	LF	22	\$62.00	\$1,364.00		\$50.00	\$1,100.00	
ALT.9	MISCELLANEOUS METAL	LBS	750	\$1.00	\$750.00		\$1.50	\$1,125.00	
ALT.10	CONCRETE WALK	SF	90	\$5.00	\$450.00		\$12.00	\$1,080.00	
ALT.11	CURB RAMP	SF	600	\$9.00	\$5,400.00		\$18.00	\$10,800.00	
ALT.12	PARKING BUMPERS	EACH	9	\$85.00	\$765.00		\$90.00	\$810.00	
ALT.13	PAVEMENT MARKINGS & SIGNAGE	LUMP	1	\$3,500.00	\$3,500.00		\$2,850.00	\$2,850.00	
TOTAL ALTERNATE COST					\$28,549.00			\$33,955.00	
TOTAL OVERALL COST					\$223,385.00			\$224,033.00	

DESCRIPTION	Barbicas Paving, LLC			Specialized Constructed Incorporated		
	UNIT	QTY.	UNIT PRICE	UNIT PRICE	UNIT PRICE	TOTAL PRICE
1 PAVEMENT PLANING	SY	10,000	\$2.25	\$22,500.00	\$2.00	\$20,000.00
2 PARTIAL DEPTH ASPHALT BASE REPAIRS	SY	500	\$24.00	\$12,000.00	\$20.00	\$10,000.00
3 6" FINGER UNDERDRAIN	LF	100	\$8.00	\$800.00	\$17.00	\$1,700.00
4 PRE-CHIP SEAL (ODOT 882)	SY	10,000	\$1.75	\$17,500.00	\$2.00	\$20,000.00
5 1.50" ASPHALT INTERMEDIATE COURSE	CY	417	\$135.00	\$56,295.00	\$140.00	\$58,380.00
6 1.25" ASPHALT SURFACE COURSE	CY	347	\$160.00	\$55,520.00	\$170.00	\$58,990.00
7 CONCRETE CURB REPAIRED	LF	100	\$31.00	\$3,100.00	\$36.00	\$3,600.00
8 CONCRETE WALK	SF	100	\$11.00	\$1,100.00	\$12.00	\$1,200.00
9 CURB RAMP	SF	550	\$11.00	\$6,050.00	\$16.00	\$8,800.00
10 MANHOLE or CATCH BASIN ADJUST TO GRADE	EACH	3	\$650.00	\$1,950.00	\$225.00	\$675.00
11 MANHOLE or CATCH BASIN RECONSTRUCT TO GRADE	EACH	3	\$950.00	\$2,850.00	\$650.00	\$1,950.00
12 PAVEMENT MARKINGS	LUMP	1	\$6,100.00	\$6,100.00	\$1,700.00	\$1,700.00
13 PARKING BUMPERS	EACH	6	\$75.00	\$450.00	\$125.00	\$750.00
14 CONSTRUCTION CONTINGENCY	LUMP	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
15 INSPECTION FEE ALLOWANCE	LUMP	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BASE BID COST				\$206,115.00		\$207,745.00
ALTERNATE BID ITEMS						
ALT.1 ODOT 203 EXCAVATION AND EMBANKMENT	LUMP	1	\$3,500.00	\$3,500.00	\$5,700.00	\$5,700.00
ALT.2 EXISTING CONCRETE CURB REMOVAL	LF	165	\$3.00	\$495.00	\$3.00	\$495.00
ALT.3 ODOT 204 SUBGRADW COMPACTION	SY	300	\$0.50	\$150.00	\$1.00	\$300.00
ALT.4 SUBGRADE REMOVAL AND REPLACEMENT	CY	10	\$100.00	\$1,000.00	\$60.00	\$600.00
ALT.5 ODOT 304 4" AGGREGATE BASE	CY	33	\$100.00	\$3,300.00	\$55.00	\$1,815.00
ALT.6 ODOT 301 6" ASPHALT BASE	CY	50	\$175.00	\$8,750.00	\$135.00	\$6,750.00
ALT.7 1.25" ASPHALT SURFACE COURSE	CY	12.5	\$200.00	\$2,500.00	\$200.00	\$2,500.00
ALT.8 ODOT 609 TYPE 6 CONCRETE CURB	LF	22	\$30.00	\$660.00	\$30.00	\$660.00
ALT.9 MISCELLANEOUS METAL	LBS	750	\$2.00	\$1,500.00	\$1.50	\$1,125.00
ALT.10 CONCRETE WALK	SF	90	\$15.00	\$1,350.00	\$10.00	\$900.00
ALT.11 CURB RAMP	SF	600	\$15.00	\$9,000.00	\$16.00	\$9,600.00
ALT.12 PARKING BUMPERS	EACH	9	\$65.00	\$585.00	\$125.00	\$1,125.00
ALT.13 PAVEMENT MARKINGS & SIGNAGE	LUMP	1	\$750.00	\$750.00	\$2,300.00	\$2,300.00
TOTAL ALTERNATE COST				\$33,540.00		\$33,870.00
TOTAL OVERALL COST				\$239,655.00		\$241,615.00

		Cunningham Paving Company				N.E.S. Corp	
	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	PAVEMENT PLANING	SY	10,000	\$1.62	\$16,200.00	\$3.35	\$33,500.00
2	PARTIAL DEPTH ASPHALT BASE REPAIRS	SY	500	\$24.50	\$12,250.00	\$20.00	\$10,000.00
3	6" FINGER UNDERDRAIN	LF	100	\$50.00	\$5,000.00	\$35.00	\$3,500.00
4	PRE-CHIP SEAL (ODOT 882)	SY	10,000	\$2.14	\$21,400.00	\$1.68	\$16,800.00
5	1.50" ASPHALT INTERMEDIATE COURSE	CY	417	\$134.50	\$56,086.50	\$133.00	\$55,461.00
6	1.25" ASPHALT SURFACE COURSE	CY	347	\$157.75	\$54,739.25	\$150.00	\$52,050.00
7	CONCRETE CURB REPAIRED	LF	100	\$45.00	\$4,500.00	\$20.00	\$2,000.00
8	CONCRETE WALK	SF	100	\$20.00	\$2,000.00	\$9.50	\$950.00
9	CURB RAMP	SF	550	\$16.00	\$8,800.00	\$20.00	\$11,000.00
10	MANHOLE or CATCH BASIN ADJUST TO GRADE	EACH	3	\$1,000.00	\$3,000.00	\$700.00	\$2,100.00
11	MANHOLE or CATCH BASIN RECONSTRUCT TO GRADE	EACH	3	\$1,200.00	\$3,600.00	\$1,250.00	\$3,750.00
12	PAVEMENT MARKINGS	LUMP	1	\$3,400.00	\$3,400.00	\$3,000.00	\$3,000.00
13	PARKING BUMPERS	EACH	6	\$70.00	\$420.00	\$90.00	\$540.00
14	CONSTRUCTION CONTINGENCY	LUMP	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
15	INSPECTION FEE ALLOWANCE	LUMP	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
	TOTAL BASE BID COST				\$211,395.75		\$214,651.00
				NUMBER OF DAYS TO COMPLETE: 11		NUMBER OF DAYS TO COMPLETE: 12	
				EARLIEST START DATE: 5 days from NTP		EARLIEST START DATE: 5/10/2021	
	ALTERNATE BID ITEMS						
ALT.1	ODOT 203 EXCAVATION AND EMBANKMENT	LUMP	1	\$3,500.00	\$3,500.00	\$16,000.00	\$16,000.00
ALT.2	EXISTING CONCRETE CURB REMOVAL	LF	165	\$1.00	\$165.00	\$8.00	\$1,320.00
ALT.3	ODOT 204 SUBGRADW COMPACTION	SY	300	\$1.00	\$300.00	\$1.50	\$450.00
ALT.4	SUBGRADE REMOVAL AND REPLACEMENT	CY	10	\$250.00	\$2,500.00	\$75.00	\$750.00
ALT.5	ODOT 304 4" AGGREGATE BASE	CY	33	\$80.00	\$2,640.00	\$75.00	\$2,475.00
ALT.6	ODOT 301 6" ASPHALT BASE	CY	50	\$142.00	\$7,100.00	\$145.00	\$7,250.00
ALT.7	1.25" ASPHALT SURFACE COURSE	CY	12.5	\$157.75	\$1,971.88	\$150.00	\$1,875.00
ALT.8	ODOT 609 TYPE 6 CONCRETE CURB	LF	22	\$60.00	\$1,320.00	\$25.00	\$550.00
ALT.9	MISCELLANEOUS METAL	LBS	750	\$2.00	\$1,500.00	\$1.50	\$1,125.00
ALT.10	CONCRETE WALK	SF	90	\$16.00	\$1,440.00	\$10.00	\$900.00
ALT.11	CURB RAMP	SF	600	\$14.00	\$8,400.00	\$20.00	\$12,000.00
ALT.12	PARKING BUMPERS	EACH	9	\$80.00	\$720.00	\$150.00	\$1,350.00
ALT.13	PAVEMENT MARKINGS & SIGNAGE	LUMP	1	\$2,856.00	\$2,856.00	\$3,400.00	\$3,400.00
	TOTAL ALTERNATE COST				\$34,412.88		\$49,445.00
	TOTAL OVERALL COST				\$245,808.63		\$264,096.00

		Crossroads Asphalt Recycling Inc.				Karvo Companies, Inc.			
	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	PAVEMENT PLANING	SY	10,000	\$1.50	\$15,000.00	\$2.00	\$20,000.00		
2	PARTIAL DEPTH ASPHALT BASE REPAIRS	SY	500	\$20.00	\$10,000.00	\$45.00	\$22,500.00		
3	6" FINGER UNDERDRAIN	LF	100	\$30.00	\$3,000.00	\$25.00	\$2,500.00		
4	PRE-CHIP SEAL (ODOT 882)	SY	10,000	\$2.00	\$20,000.00	\$2.15	\$21,500.00		
5	1.50" ASPHALT INTERMEDIATE COURSE	CY	417	\$155.00	\$64,635.00	\$143.50	\$59,839.50		
6	1.25" ASPHALT SURFACE COURSE	CY	347	\$175.00	\$60,725.00	\$162.00	\$56,214.00		
7	CONCRETE CURB REPAIRED	LF	100	\$41.00	\$4,100.00	\$45.00	\$4,500.00		
8	CONCRETE WALK	SF	100	\$9.00	\$900.00	\$25.00	\$2,500.00		
9	CURB RAMP	SF	550	\$27.50	\$15,125.00	\$18.00	\$9,900.00		
10	MANHOLE or CATCH BASIN ADJUST TO GRADE	EACH	3	\$400.00	\$1,200.00	\$875.00	\$2,625.00		
11	MANHOLE or CATCH BASIN RECONSTRUCT TO GRADE	EACH	3	\$1,100.00	\$3,300.00	\$1,325.00	\$3,975.00		
12	PAVEMENT MARKINGS	LUMP	1	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00		
13	PARKING BUMPERS	EACH	6	\$90.00	\$540.00	\$90.00	\$540.00		
14	CONSTRUCTION CONTINGENCY	LUMP	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		
15	INSPECTION FEE ALLOWANCE	LUMP	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		
	TOTAL BASE BID COST				\$221,525.00		\$230,093.50		
				NUMBER OF DAYS TO COMPLETE: 12				NUMBER OF DAYS TO COMPLETE: 12	
				EARLIEST START DATE: 5/10/2021				EARLIEST START DATE: 5/10/2021	
	ALTERNATE BID ITEMS								
ALT.1	ODOT 203 EXCAVATION AND EMBANKMENT	LUMP	1	\$8,000.00	\$8,000.00	\$12,000.00	\$12,000.00		
ALT.2	EXISTING CONCRETE CURB REMOVAL	LF	165	\$5.50	\$907.50	\$7.00	\$1,155.00		
ALT.3	ODOT 204 SUBGRADW COMPACTION	SY	300	\$1.75	\$525.00	\$1.00	\$300.00		
ALT.4	SUBGRADE REMOVAL AND REPLACEMENT	CY	10	\$12.50	\$125.00	\$125.00	\$1,250.00		
ALT.5	ODOT 304.4" AGGREGATE BASE	CY	33	\$95.00	\$3,135.00	\$115.00	\$3,795.00		
ALT.6	ODOT 301.6" ASPHALT BASE	CY	50	\$200.00	\$10,000.00	\$150.00	\$7,500.00		
ALT.7	1.25" ASPHALT SURFACE COURSE	CY	12.5	\$225.00	\$2,812.50	\$175.00	\$2,187.50		
ALT.8	ODOT 609 TYPE 6 CONCRETE CURB	LF	22	\$27.00	\$594.00	\$40.00	\$880.00		
ALT.9	MISCELLANEOUS METAL	LBS	750	\$2.00	\$1,500.00	\$1.50	\$1,125.00		
ALT.10	CONCRETE WALK	SF	90	\$9.00	\$810.00	\$15.00	\$1,350.00		
ALT.11	CURB RAMP	SF	600	\$27.75	\$16,650.00	\$12.00	\$7,200.00		
ALT.12	PARKING BUMPERS	EACH	9	\$90.00	\$810.00	\$90.00	\$810.00		
ALT.13	PAVEMENT MARKINGS & SIGNAGE	LUMP	1	\$2,550.00	\$2,550.00	\$2,550.00	\$2,550.00		
	TOTAL ALTERNATE COST				\$48,306.50		\$42,102.50		
	TOTAL OVERALL COST				\$269,831.50		\$272,196.00		

						Ohio Paving & Construction Co., Inc.			
DESCRIPTION						UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	PAVEMENT PLANING					SY	10,000	\$2,800.00	\$28,000,000.00
2	PARTIAL DEPTH ASPHALT BASE REPAIRS					SY	500	\$1,350.00	\$5,175,000.00
3	6" FINGER UNDERDRAIN					LF	100	\$5,000.00	\$500,000.00
4	PRE-CHIP SEAL (ODOT 882)					SY	10,000	\$27,500.00	\$275,000,000.00
5	1.50" ASPHALT INTERMEDIATE COURSE					CY	417	\$62,967.00	\$26,257,239.00
6	1.25" ASPHALT SURFACE COURSE					CY	347	\$62,113.00	\$21,553,211.00
7	CONCRETE CURB REPAIRED					LF	100	\$5,300.00	\$530,000.00
8	CONCRETE WALK					SF	100	\$1,500.00	\$150,000.00
9	CURB RAMP					SF	550	\$10,917.00	\$6,004,350.00
10	MANHOLE or CATCH BASIN ADJUST TO GRADE					EACH	3	\$2,640.00	\$7,920.00
11	MANHOLE or CATCH BASIN RECONSTRUCT TO GRADE					EACH	3	\$5,400.00	\$16,200.00
12	PAVEMENT MARKINGS					LUMP	1	\$3,540.00	\$3,540.00
13	PARKING BUMPERS					EACH	6	\$840.00	\$5,040.00
14	CONSTRUCTION CONTINGENCY					LUMP	1	\$10,000.00	\$10,000.00
15	INSPECTION FEE ALLOWANCE					LUMP	1	\$10,000.00	\$10,000.00
TOTAL BASE BID COST								\$363,222,500.00	
								NUMBER OF DAYS TO COMPLETE: 8	
								EARLIEST START DATE: 5/10/2021	
ALTERNATE BID ITEMS									
ALT.1	ODOT 203 EXCAVATION AND EMBANKMENT					LUMP	1	\$11,000.00	\$11,000.00
ALT.2	EXISTING CONCRETE CURB REMOVAL					LF	165	\$330.00	\$54,450.00
ALT.3	ODOT 204 SUBGRADW COMPACTION					SY	300	\$225.00	\$67,500.00
ALT.4	SUBGRADE REMOVAL AND REPLACEMENT					CY	10	\$720.00	\$7,200.00
ALT.5	ODOT 304.4" AGGREGATE BASE					CY	33	\$2,175.00	\$71,775.00
ALT.6	ODOT 301.6" ASPHALT BASE					CY	50	\$8,000.00	\$400,000.00
ALT.7	1.25" ASPHALT SURFACE COURSE					CY	12.5	\$2,362.50	\$29,531.25
ALT.8	ODOT 609 TYPE 6 CONCRETE CURB					LF	22	\$1,166.00	\$25,652.00
ALT.9	MISCELLANEOUS METAL					LBS	750	\$1,500.00	\$1,125,000.00
ALT.10	CONCRETE WALK					SF	90	\$1,500.00	\$135,000.00
ALT.11	CURB RAMP					SF	600	\$13,110.00	\$7,866,000.00
ALT.12	PARKING BUMPERS					EACH	9	\$810.00	\$7,290.00
ALT.13	PAVEMENT MARKINGS & SIGNAGE					LUMP	1	\$2,550.00	\$2,550.00
TOTAL ALTERNATE COST								\$9,802,948.25	

*Total written in total unit price in words

Diana Augustine

From: Joe Gigliotti <gigliotti@cvelimited.com>
Sent: Monday, April 5, 2021 8:24 AM
To: Nick Molnar; Diana Augustine
Cc: Mark Guidetti; John Veres; Jason Chadock
Subject: Rec Center Parking Lot: recommendation letter
Attachments: Legislation Request.pdf

Mayor and All,

Good news. Please see attached legislation request (for the 04-22-21 meeting), bid tabulation, and recommendation letter. Naturally, given the pricing, we will proceed with the new handicap parking spaces. Thanks.

Joseph L. Gigliotti, PE
Partner

22999 Forbes Road, Suite B
Cleveland, Ohio 44146-5667
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f.440.439.1969
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ORIGINATOR: ADMINISTRATION

SPONSOR: _____

**CITY OF MACEDONIA
ORDINANCE NO. 24-2021**

**AN ORDINANCE
AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT
WITH THE NORTHEAST OHIO PUBLIC ENERGY COUNCIL IN ORDER TO
ACCEPT ENERGIZED COMMUNITY GRANT(S)**

WHEREAS, the City of Macedonia, Ohio (the “Municipality”) is a member of the Northeast Ohio Public Energy Council (“NOPEC”) and is eligible for one or more NOPEC Energized Community Grants beginning in the year 2021 which shall be used primarily for energy efficiency or energy infrastructure projects (“NEC Grant(s)”) as provided for in the NEC Grant Program guidelines; and

WHEREAS, the City has previously executed Grant Agreements with NOPEC to receive one or more NEC Grant(s).

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

Section 1. That Council of the City of Macedonia finds and determines that it is in the best interest of the City to accept the NEC Grant(s) for 2021, and authorizes the Mayor to accept the NEC Grant funds.

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance 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. Wherefore, this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____
Nicholas Molnar

ATTEST: _____
Mark V. Guidetti, Director of Law

ORIGINATOR: ADMINISTRATION

SPONSOR: _____

**CITY OF MACEDONIA
ORDINANCE NO. 25-2021**

**AN EMERGENCY ORDINANCE
AMENDING SECTION 1 OF ORDINANCE 4-2021 WHICH ESTABLISHED THE
COMPENSATION SCHEDULE FOR THE NON-UNION CITY EMPLOYEES OF
MACEDONIA EFFECTIVE JANUARY 1, 2021**

WHEREAS, Council of the City of Macedonia, upon the recommendation of the Director of the City’s Parks and Recreation Department, wishes to amend Section 1 of the compensation scheduled previously established for the non-union employees of the City as set forth in Ordinance 4-2021, in order to account for certain proposed restructuring within the Parks and Recreation Department, with pertinent position descriptions as set forth in Exhibit “A.”

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 4-2021 be amended as follows:

Section 1. That effective January 1, 2021 the following employees which are exempt from the collective bargaining units, shall be assigned to the designated paygrades. Where the ranges of pay are specified below in Sections 1 through 4, the Mayor shall determine the specific salary or wage applicable, which compensation shall be within the given paygrade unless expressly authorized by Council:

Parks and Recreation Department		
Recreation Director (exempt)	12	1
Recreation Supervisor - Aquatics & Fitness Programs Coordinator (exempt)	10	1
Head Lifeguard/Aquatics/Pool Supervisor	4	As Needed
Swimming Instructor	4	As Needed
Head Swim Coach	3	As Needed
Lifeguard	3	As Needed
Assistant Swim Coach	2	As Needed
Recreation Supervisor – Sports & Programs Recreation Programs Coordinator (exempt)	610	1

Recreation Supervisor	4	As Needed
Rec Leader	2	As Needed
Head Camp Counselor	2	As Needed
Camp Counselor	2	As Needed
Recreation Coordinator – Marketing & Special Events Membership and Special Programs Coordinator	6	1
Fitness Supervisor	2	As Needed
Fitness Attendant	1	As Needed
Lead Customer Service Representative Front Desk Supervisor	3	As Needed
Customer Service Representative Front Desk Attendant	1	As Needed
Child Care Representative Tot Room Attendant	1	As Needed
Administrative Assistant* Administrative Coordinator	6	1
Building & Facilities Maintenance	6	4
Recreation Supervisor – Facilities & Membership (exempt)	10	1
Concessions Service Worker	1	As Needed

* * *

Section 2: That no amendment set forth above is intended to create a retroactive pay increase.

Section 3: 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 4: WHEREFORE, this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, convenience and welfare of the City of Macedonia and the inhabitants thereof, for the reason that it involves the daily operation of various municipal departments and provided it receives the affirmative vote of three (3) or more of the members elected or appointed to this Council, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____
Nicholas Molnar

ATTEST: _____
Mark V. Guidetti, Director of Law

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

Job Title:	Recreation Supervisor – Aquatics & Fitness
FLSA Status:	Exempt
Pay Range:	Grade 10 - \$45,938.76 - \$82,738.20
General Description of Work:	Supervises Aquatics and Fitness operations including water and land programs and personnel including part-time lifeguards/swimming instructors, volunteers, and contracted staff of approximately forty (40) employees and contractors.
Supervision Received:	Receives general supervision from the Parks and 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 related field and at least three (3) years of previous experience in a similar full-time position including direct supervisory 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 certification, Lifeguard Training certification, Water Safety Instructor certification, and either Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.

Preferred Certifications: Lifeguard Training Instructor (LGI) and Water Safety Instructor Trainer (WSIT) certification. Nationally recognized personal training and/or group exercise certification.

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. Supervises part-time, seasonal, and volunteer staff involved in various programs
- d. Coordinates all instructional, enrichment, aquatic, and fitness classes within the city
- e. Responsible for developing and presenting the aquatics and fitness programs to the public
- f. Monitor's aquatics and fitness areas to ensure proper procedures are followed by staff, volunteers, and guests

- g. Establishes, maintains training, insurance and certification records of staff and contractors
- h. Responsible for demonstrating/teaching members how to use fitness equipment
- i. Responds to community feedback

2. 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 classes
 - ii. Performs routine administrative procedures including processing payroll, purchasing, and budgeting procedures

3. Aquatics and Fitness Maintenance

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

4. Programming

- a. Creates, develops and implements new and existing recreational and enrichment programs and activities
- 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. Schedule's programming space and/or works with Facility Coordinator to make appropriate bookings; Coordinators with other departments as needed to ensure space is maintained and maintenance is completed
- d. Provides communication with participants, staff, and director regarding cancelations or program adjustments
- e. Reviews trends, makes program proposals, and initiates contracts with instructors or organizations for programs to serve the community
- f. Attends programs as needed or directed to include regular visits, start and finish of a program, and to handle any logistical items if present
- g. Participates in collaborative programming and special events as needed including being in attendance

5. Miscellaneous Duties

- a. Performs lifeguarding and fitness class 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 and fitness area maintenance requirements including equipment care and operation and program management standards
- Knowledge of weightlifting and fitness routine techniques
- 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 and a weight room. The job will involve exposure to chemical substances such as chlorine, cleaning products and muriatic acid.

Employee Signature

Date

Supervisor Signature

Date

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

Job Title: Recreation Supervisor – Sports and Programming

FLSA Status: Exempt

Pay Range: Grade 10 - \$45,938.76 - \$82,783.20

General Description of Work: Supervises Sports and Program operations including both indoor and outdoor programs and personnel including part-time instructors, volunteers, and contracted staff of approximately twenty (20) employees and contractors.

Supervision Received: Receives general supervision from 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 three (3) 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. Supervises part-time, seasonal, and volunteer staff involved in various programs
- d. Coordinates all instructional, enrichment, sports, and programming classes 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 and enrichment programs and activities
- 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. Schedules programming space and/or works with Facility Coordinator to make appropriate bookings; Coordinates with other departments as needed to ensure space is maintained and maintenance is completed
- d. Provides communication with participants, staff, and director regarding cancelations or program adjustments
- e. Reviews trends, makes program proposals, and initiates contracts with instructors or organizations for programs to serve the community
- f. Attends programs as needed or directed to include regular visits, start and finish of a program, and to handle any logistical items if present
- g. 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 classes
 - ii. Performs routine administrative procedures including processing payroll, purchasing, and budgeting procedures
- e.

4. Miscellaneous

- a. Performs sports and program class 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 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:** Recreation Coordinator – Marketing and Special Events
- FLSA Status:** Non-Exempt
- Pay Range:** Grade 6 - \$13.55 - \$24.88
- General Description of Work:** Oversees all sponsorship activities and is responsible for membership recruitment, retention and marketing programs to the public. Serves as lead organizer of special events.
- Supervision Received:** Receives general supervision from the 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 two (2) 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. 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
- 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 Facility Coordinator 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

2. 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. Supervises part-time, seasonal, and volunteer staff involved in various programs
- 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

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 Coordinators 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. 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
- 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: Administrative Assistant

FLSA Status: Non-Exempt

Pay Range: Grade 6 - \$13.55 - \$24.88 per hour

General Description of Work: Provides clerical and administrative support to the Parks and Recreation department. Position may be subject to part-time hours as needed.

Supervision Received: Receives general supervision from Director of Parks and Recreation.

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

Required Minimum Qualifications: High school diploma required, college degree preferred, with at least two (2) year of previous experience in a typical office environment including bookkeeping or administrative assistance, or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job. First Aid, CPR, and AED.

Preferred Certifications:

Primary Duties/Essential Functions:

1. Clerical Support

- a. Performs routine office procedures including filing, word processing, faxing, copying, shredding, distributing correspondence and processing mail
- b. Types, distributes and maintains records of correspondence, various documents and reports
- c. Establishes and maintains files and records for department
- d. Develops, prepares, generates and distributes various weekly, monthly, quarterly and annual reports
- e. Provides customer service to recreation department customers
- f. Establishes and maintains various department files
- g. Processes routine paperwork for payroll, requisitions and purchases; reviews bi-weekly time sheets to ensure payroll records are accurate and complete; maintains records of various leave utilization, payroll deductions and employee memberships
- h. Prepares, develops, generates and distributes various reports and records of department activities
- i. Reads, retrieves, researches, compiles and prepares information

- j. Maintains inventory of office supplies and equipment for kitchen, cleaning and playroom; reorders as needed

2. Administrative Support

- a. Maintains various financial records for department including entering data, reconciling receipts, recording deposits, transfers, refunds, credit card payments and all other department account transactions including membership and program fees, ACH internet software and employee memberships; prepares receipts and routine paperwork for deposits; delivers to Finance Department or bank for final processing
- b. In cooperation with the Parks and Recreation Director, inputs PO requests, tracks payments, monitors budget, and makes recommendations for purchasing and money allocation
- c. Serves as collection agent for department regarding delinquent fees
- d. Administers computer software program for managing information about recreation memberships, registrations and fees; sends monthly report; implements system updates; assists users; troubleshoots problems; contacts vendors for support as needed
- e. Administers various office equipment including copiers, hardware and software; troubleshoots equipment problems and contacts vendor support as needed
- f. Enters data in Sportsman software program to establish and maintain records of registrations and memberships
- g. Assists staff with routine City procedures including payroll, purchasing and requisitioning procedures
- h. Assists Marketing Coordinator as needed; prepares promotional materials, coordinates layout and publishing of various marketing materials
- i. Attends staff and committee meetings; prepares and distributes meeting minutes as required

3. Miscellaneous

- a. Enters data to make changes to Center's digitalized sign boards
- b. Performs routine cleaning of facility as needed
- c. Attends staff meetings and training as needed or directed
- d. Regular attendance is required and could work evenings and weekends
- e. Performs various other duties as needed or directed

Required Knowledge, Skills and Abilities:

- Knowledge of Parks and Recreation Department policies and procedures, front-desk operations and general facility operations
- Knowledge of City policies and procedures
- Knowledge of basic bookkeeping practices and procedures
- Knowledge of basic supervisory practices and procedures

- Knowledge of computer software and hardware
- Skills to operate standard office equipment including telephone, computer, fax/copy/scanning equipment, postage machines and calculator
- Skills to operate word processing, spreadsheet and database software and department-specific software programs
- Ability to effectively work and communicate with co-workers, public officials and the general public
- Ability to prepare and maintain accurate records and reports
- Ability to perform routine office procedures
- Ability to maintain confidentiality
- Ability to perform routine mathematical calculations including addition, subtraction, multiplication, division and calculating averages and percentages
- Ability to perform basic cleaning duties including vacuuming, wiping surfaces and removing garbage or debris from facility
- Ability to record and prepare meeting minutes
- Ability to sit, stand, stoop and bend to perform typical office work

Work Environment:

The job is performed in a typical office setting where the employee is not generally exposed to environmental conditions.

Employee Signature

Date

Supervisor Signature

Date

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

- Job Title:** Recreation Supervisor – Facilities and Membership
- FLSA Status:** Exempt
- Pay Range:** Grade 10 - \$45,938.76 - \$82,783.20
- General Description of Work:** Supervises front desk, concessions, rentals, Manor House and is responsible for membership recruitment and retention. Oversight of approximately twenty (20) employees.
- Supervision Received:** Receives general supervision from the 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 three (3) 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. Programming

- a. Writes, distributes, tabulates and evaluates participant and citizen surveys and responses; identifies targets for survey distribution
- b. Creates and implements membership promotions and researches current marketing trends, while establishing rates for rentals and memberships.
- c. Creates, develops and implements new and existing recreational and enrichment programs, events, and activities
- d. 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
- e. Schedules programming space and/or works with other Coordinators to make appropriate bookings; Coordinates with other departments as needed to ensure space is maintained and maintenance is completed
- f. Provides communication with participants, staff, and director regarding cancelations or program adjustments
- g. Reviews trends, makes program proposals, and initiates contracts with instructors or organizations for programs to serve the community

- h. Attends programs as needed or directed to include regular visits, start and finish of a program, and to handle any logistical items if present
- i. Participates in collaborative programming and special events as needed including being in attendance
- j.

2. 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. Monitors sports and programming areas to ensure proper procedures are followed by staff, volunteers, and guests
- 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

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 Coordinators to:
 - iv. Develop promotional materials including brochures, flyers and press releases
 - v. Coordinates efforts with media to promote programs
- 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. Performs 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. 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 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 & Recreation Department Job Description**

Job Title: Head Lifeguard

General Description of Work: Supervises the lifeguard/swimming instructor staff on the daily duties of their jobs and the natatorium area.

Supervision Received: Receives specific supervision from the Recreation Coordinator.

Essential Functions:

- Responsible for maintaining the chemical levels of the pools
- Responsible for managing the pool area
- Responsible for directing the work of the lifeguards or the swim instructors
- Responsible for light maintenance on the pool systems (cleaning hair strainers, backwashing, vacuuming etc.)
- Responsible for maintaining a safe and clean swimming pool environment
- Responsible for performing necessary rescues on any person needing assistance in the pool
- Responsible for maintaining personal fitness to be able to perform the above functions

Minimum Qualifications:

- Skilled in swimming
- Skilled in planning swimming classes
- Skilled in organizing and direction staff
- Knowledgeable in emergency action plans
- Ability to prepare and maintain accurate records and reports
- Good interpersonal skills to effectively work and communicate with co-workers, all age groups, and the general public
- Ability to work a flexible schedule to include nights, weekends and holidays

Education:

- High School Senior

Experience:

- Previous experience supervising lifeguards/swim instructors
- Experience lifeguarding/teaching swim lessons

Required Certifications:

- First Aid, CPR, and AED for the Professional Rescuer certification
- Lifeguard Training Certification
- Water Safety Instructor Certification r. 2004

Preferred Certifications:

- Certified Pool Operator or Aquatic Facility Operator certification
- Lifeguard Training Instructor Certification r. 2003

Work Environment:

- The functions of this job are performed in a wet environment with good ventilation and lighting. The functions will cause exposure to chemical substances such as chlorine, cleaning products and muriatic acid.

Physical Requirements:

- Ability to see and hear
- Abilities to sit, stand, stoop, bend and walk about
- Possess an audible voice for communication
- Ability to perform a water rescue if necessary
- Ability to demonstrate all of the skills taught in swimming lessons
- Ability to lift up to 50 lbs

Pay Range: Grade 4 - \$10.60 – \$19.13/hr.

Employee Name (Print) _____

Employee Signature _____ Date _____

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

Job Title: Head Swim Coach

General Description of Work: Plans for and coaches spring, summer, and winter swim teams at the recreation center.

Supervision Received: Receives specific supervision from the Recreation Coordinator.

Essential Functions:

- Responsible for organize practices and scheduling swim meets
- Responsible for ordering team suits and supplies in accordance with department purchasing policy
- Responsible for recruiting and training parent volunteers
- Responsible for evaluating and supervising assistant coaches
- Responsible for end of season program evaluation
- Responsible for maintaining the safety of swimmers by enforcing facility rules and adhering to generally accepted standards of coaching

Minimum Qualifications:

- Must be able to demonstrate all competitive swimming skills
- Skilled in planning and conduction swim practices
- Ability to maintain timely and accurate reports
- Excellent interpersonal skills to effectively work and communicate with co-workers, parents and team members
- Ability to work a flexible schedule
- Lifeguard Training, First Aid, CPR, and AED for the Professional Rescuer

Education:

- High school diploma and/or college degree preferred

Experience:

- Previous experience in competitive swimming
- Previous coaching experience

Other:

- Possession of a Water Safety Instructor Certification r. 2004 preferred
- ASCA Level II, or USA Swimming certification preferred

Work Environment:

- The functions of this job are performed in a wet environment and will cause exposure to chemical substances such as chlorine

Physical Requirements:

- Ability to see and hear
- Ability to demonstrate in the water, all of the swimming skills to be taught

- Ability to perform a water rescue if necessary
- Possess an audible voice for communication
- Ability to lift equipment used in teaching

Pay Range: Grade 3 - \$9.38 – \$16.91/hr.

Employee Name (Print) _____

Employee Signature _____ Date _____

City of Macedonia

Parks and Recreation Department Job Description

Job Title: Lead Customer Service Representative

General Description of Work: Greets and assists patrons who come into the recreation center. Handles registration for all programs and activities. Supervises front operations, staff and entire building as necessary. When working with another front desk supervisor, each will serve as a co-supervisor in charge of the area, unless otherwise designated by management.

Supervision Received: Receives supervision from Recreation Coordinator.

Essential Functions:

- Supervises operations and personnel at the front desk
- Responsible for providing good customer service to patrons who come into the Family Recreation Center
- Responsible for cash handling to include balancing cash drawers
- Performs program registration, membership sales, merchandise sales, rentals, tot room registrations and park pavilion reservations using the software provided
- Handles incoming phone calls to the recreation center
- Responsible for knowledge of all program areas within the Parks and Recreation Department
- Manages the facility when administrative employees are not present to include handling emergencies
- Completes accident and incident reports as necessary and provides emergency care
- Enforces building rules and regulations
- Responsible for handling patron complaints and problem solving to find a solution
- Responsible for working during scheduled special events
- Makes regular rounds of the building to insure proper supervision, safety, cleanliness and customer satisfaction
- Maintains membership files
- Performs special projects assigned by management including, but not limited to mailers, reports, statistics and phone calls
- Other duties as assigned

Minimum Qualifications:

- Excellent Customer Service Skills
- 18 years or older
- Ability to work on the computer
- Ability to balance cash drawers
- Ability to prepare accurate records
- Ability to work a flexible schedule on nights, weekends, and holidays

Education:

- High School Diploma

Experience:

- Experience in customer service
- Experience working with computers

Other:

- First Aid, CPR, and AED certifications

Work Environment:

- Job is performed in an area with good lighting, ventilation and equipment

Physical Requirements:

- Ability to see and hear
- Ability to stand, stoop, bend and walk about
- Possess an audible voice for communication
- Ability to lift boxes up to 50 lbs.

Pay Range: Grade 3 - \$9.38 – \$16.91/hr.

Employee Name (Print) _____

Employee Signature _____ Date _____

City of Macedonia

Parks and Recreation Department

Job Title: Customer Service Representative

General Description of Work: Greets and assists guests who come into the recreation center. Handles registration for all programs and activities. Assists with building supervision as necessary.

Supervision Received: Receives supervision from Lead CSR and Recreation Coordinator.

Essential Functions:

- Responsible for providing excellent customer service to guests who come into the recreation center
- Responsible for cash handling to include balancing cash drawers
- Performs program registration, membership sales, merchandise sales, rentals, tot room registrations and park pavilion reservations using the software provided
- Handles incoming phone calls to the recreation center
- Responsible for knowledge of all program areas within the Parks and Recreation Department
- Completes accident and incident reports as necessary and provides emergency car
- Enforces building rules and regulations
- Assists with patron complaints and problem solving to find a solution
- Responsible for working during scheduled special events
- Makes regular rounds of the building to insure proper supervision, safety, cleanliness and customer satisfaction
- Maintains membership files
- Performs special projects assigned by management including, but not limited to mailers, reports, statistics and phone calls
- Performs tot room duties as needed
- Other duties as assigned

Minimum Qualifications:

- Excellent Customer Service Skills
- 16 years or older
- Ability to work on the computer
- Ability to balance cash drawers
- Ability to prepare accurate records
- Ability to work a flexible schedule on nights, weekends, and holidays

Education:

- High School Diploma or currently attending.

Experience:

- Experience in customer service.
- Experience working with computers.

Other:

- First Aid, CPR, and AED certifications.

Work Environment:

- Job is performed in an area with good lighting, ventilation, and equipment.

Physical Requirements:

- Ability to see and hear.
- Ability to stand, stoop, bend and walk about.
- Possess an audible voice for communication.
- Ability to lift boxes up to 50 lbs.

Pay Range: Grade 1 - \$9.00 – \$13.25/hr.

Employee Name (Print) _____

Employee Signature _____ Date _____

City of Macedonia

Parks and Recreation Department Job Description

Job Title: Child Care Representative

General Description of Work: Maintains the health and safety of all guests in the recreation center Tot Room. Serves as a backup for the front desk operation.

Supervision Received: Receives supervision from Recreation Coordinator.

Essential Functions:

- Responsible for maintaining a safe and clean environment
- Responsible for supervising the children who use the tot room
- Leads daily schedule of activities for infants, toddlers, and youth in the tot room
- Maintains updated health and emergency records on all participants in the tot room.
- Interacts with users to encourage maximum proper use of all facilities
- Cleans and disinfects toys and equipment in the tot room

Minimum Qualifications:

- Must possess a current First Aid, CPR, and AED certifications
- Good interpersonal skills to communicate with the public and co-workers
- Ability to work a flexible schedule
- A self-starter – Ability to look for jobs that need to be done

Education:

- One year of high School completed

Experience:

- Previous experience in babysitting or day care preferred

Work Environment:

- Functions will be performed in the Macedonia Family Recreation Center, an environment that will cause exposure to light chemical substances such as bleach.

Physical Requirements:

- Ability to see and hear
- Ability to stand, stoop, bend and walk about
- Possess an audible voice for communication
- Ability to lift boxes up to 50 lbs

Pay Range: Grade 1 - \$9.00 – \$13.25/hr.

Employee Name (Print) _____

Employee Signature _____ Date _____

City of Macedonia

Parks and Recreation Department

Job Title: Concessions Representative

General Description of Work: Greets and assists guests who come into the sports complex. Handles preparation of food and serves in accordance with health code standards. Assists with field supervision, as necessary.

Supervision Received: Receives supervision from Lead CSR, Rec Leader, or Recreation Coordinator.

Essential Functions:

- Responsible for providing excellent customer service to guests who come into the sports complex
- Responsible for cash handling to include balancing cash drawers
- Performs food preparation, serving, and merchandise sales using the software provided
- Handles incoming phone calls to the recreation center
- Responsible for knowledge of all programs going on within the Parks and Recreation Department
- Completes accident and incident reports as necessary and provides emergency care
- Enforce rules and regulations
- Assists with guest feedback and problem solving to find a solution
- Responsible for working during scheduled events
- Makes regular rounds of the park to insure proper supervision, safety, cleanliness and customer satisfaction
- Maintains clean work area and meets all food preparation standards
- Performs special projects assigned by management including, but not limited to mailers, reports, statistics and phone calls
- Other duties as assigned

Minimum Qualifications:

- Excellent Customer Service Skills
- 16 years or older
- Ability to work on the computer
- Ability to balance cash drawers
- Ability to prepare accurate records
- Ability to work a flexible schedule on nights, weekends and holidays

Education:

- High School Diploma or currently attending.

Experience:

- Experience in customer service.
- Experience working with computers.

Other:

- First Aid, CPR, and AED certifications, and appropriate food preparation certification

Work Environment:

- Job is performed in an area with good lighting, ventilation, and equipment.

Physical Requirements:

- Ability to see and hear.
- Ability to stand, stoop, bend and walk about.
- Possess an audible voice for communication.
- Ability to lift boxes up to 50 lbs.

Pay Range: Grade 1 - \$9.00 – \$13.25/hr.

Employee Name (Print) _____

Employee Signature _____ Date _____

ORIGINATOR: ADMINISTRATION

SPONSOR: _____

**CITY OF MACEDONIA
RESOLUTION NO. 26-2021**

**A RESOLUTION
AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS, BIDS AND
SPECIFICATIONS AND FURTHER AUTHORIZING THE MAYOR TO ADVERTISE
FOR BIDS FOR THE VALLEY VIEW ROAD DRAINAGE IMPROVEMENT PROJECT**

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 improve drainage along Valley View Road within the City of Macedonia; 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 Valley View Road drainage improvement 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 regarding the Valley View Road drainage improvement project as described in the document attached and incorporated as Exhibit "A."

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: _____
Mark V. Guidetti, Director of Law

M E M O

To: Mayor and Council
From: Joe Gigliotti, City Engineer
Date: 04-16-21
Re: Valley View Road – Drainage Improvements

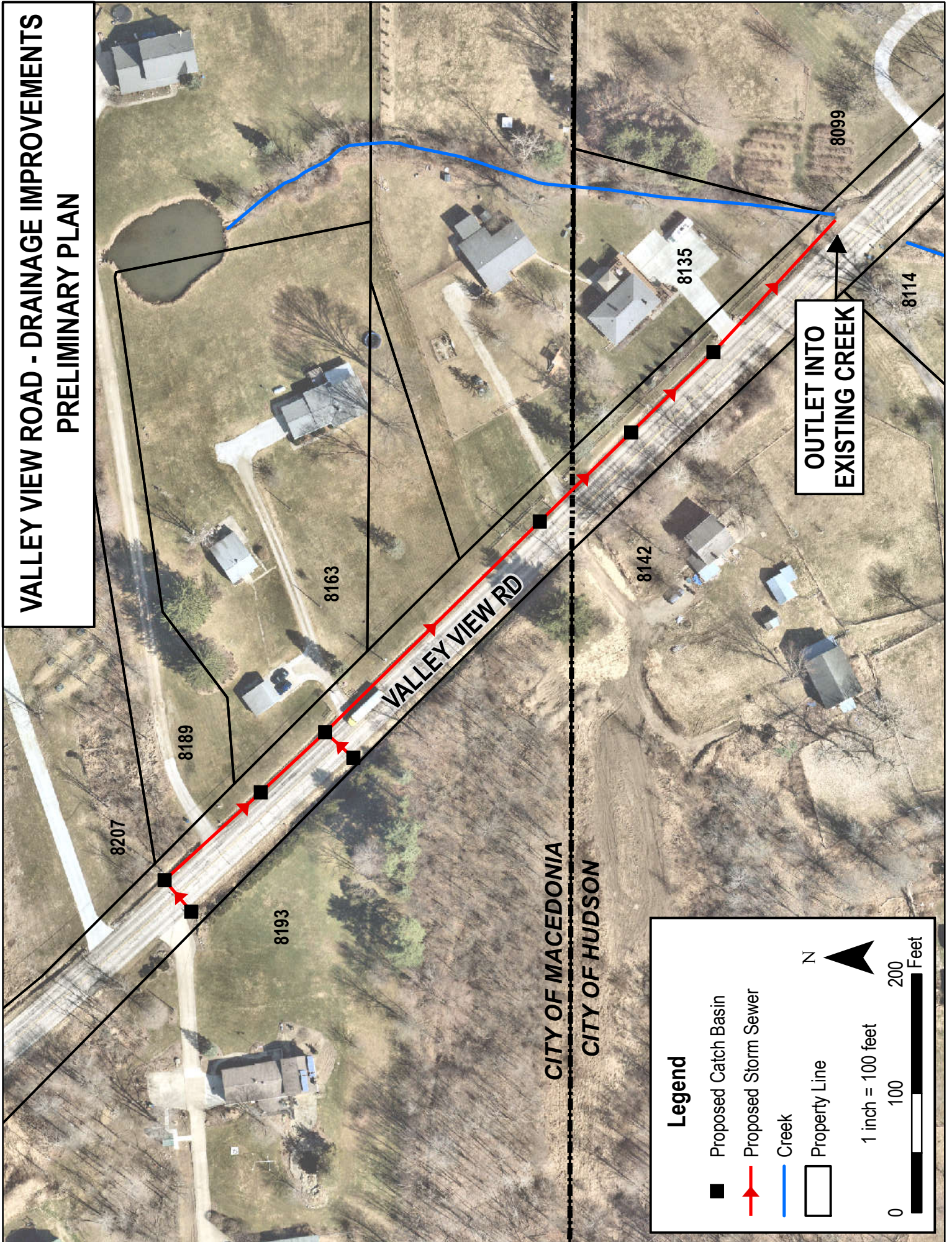
The purpose of this project is to address storm water drainage issues along Valley View Road. There is excessive standing water along the side of the road, and within the roadside ditches, near addresses 8207, 8189, and 8193 on Valley View Road. This is a location in which no catch basins or storm sewers currently exist. The topography of the land in this location is extremely flat. As such, proper surface drainage can not occur, which results in this standing water issue. The attached map indicates the exact location of the project, and the proposed work.

The proposed work will consist of installing a new storm sewer and catch basin drainage system along the side of Valley View Road. This new system will capture surface water from the road and direct it to the south by use of the new storm sewer. It will then empty into an existing creek, thus eliminating the standing water problem. All work will take place within the public right-of-way of Valley View Road.

Some of the existing roadside ditches in the proposed work area are extremely deep, and thus present a potential safety concern for motorists. By installing this new drainage system, these ditches will be re-graded. This will reduce the severity of the ditches, and increase safety in this area.

It should be noted that the City of Hudson have granted the City of Macedonia the necessary permission to drain the proposed storm sewer into the creek located within Hudson. Finally, it should be noted that the entire cost of the project will be reimbursed by NEORSD Community Cost Share funds.

VALLEY VIEW ROAD - DRAINAGE IMPROVEMENTS PRELIMINARY PLAN



OUTLET INTO
EXISTING CREEK

Legend

- Proposed Catch Basin
 - Proposed Storm Sewer
 - Creek
 - Property Line
- 1 inch = 100 feet
- 0 100 200 Feet

ORIGINATOR: FINANCE DEPARTMENT

SPONSOR: _____

**CITY OF MACEDONIA
ORDINANCE NO. 27-2021**

**AN ORDINANCE
AMENDING ORDINANCE NO. 74-2020 RELATIVE TO CURRENT EXPENSES AND
OTHER EXPENDITURES OF THE CITY OF MACEDONIA FOR THE PERIOD OF
JANUARY 1, 2021 TO DECEMBER 31, 2021**

WHEREAS, it is necessary to amend Ordinance No. 74-2020, to make certain adjustments of the allocation of funds to facilitate various necessary operating expenses of the City of Macedonia.

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

Section 1. That Ordinance No. 74-2020 is hereby further amended, with the additions or reductions be made to the current accounts as set forth in the document 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 Ordinance were adopted in an open meeting of 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 3. Wherefore, this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____

Nicholas Molnar

ATTEST: _____

Mark V. Guidetti, Director of Law

EXHIBIT A		CITY OF MACEDONIA		April 22, 2021		2021 Amended Annual	
Fund Category	Fund #	Fund Name or Department	Personal Service	Other	Transfers & Advances	Total	
							changes
General	101	General (101)					
		Council (101)	123,600	4,000		127,600	
		Administrative Support (110)	-	1,213,600		1,213,600	
		Mayor's Office (120)	433,600	33,900		467,500	
		IT (125)	133,100	174,100		307,200	
		Finance (130)	368,000	438,000		806,000	
		Mayor's Court (140)	212,300	133,500		345,800	
		Legal (150)	57,600	135,300		192,900	
		Civil Service (160)	5,500	2,600		8,100	
		City Center Service (170)	134,600	262,700		397,300	
		Building & Engineering (180)	386,700	105,200		491,900	
		Service (201)	393,700	233,100		626,800	
		Police (210)	3,094,500	235,600		3,330,100	
		Fire (222)	3,523,500	761,100		4,284,600	
		Dispatch (310)	796,500	40,800		837,300	
		Transfers (321)	-	-	2,065,000	2,065,000	
		Advances (321)	-	-	-	-	
		Total General Fund (101)	9,663,200	3,773,500	2,065,000	15,501,700	
		total Personal Service + Other		13,436,700			
	102	Emergency Reserve (102)	-	-	-	-	
	103	Unclaimed Monies (103)	-	1,000	-	1,000	
	104	Retirement Reserve (104)	-	50,000	-	50,000	
	105	Refund Program (105)	-	200,000	-	200,000	
	106	Technology Advancement (106)	-	100,000	-	100,000	
Special Revenue	201	Street Construction Maintenance & Repair (S,C,M&R) (201)					
		Street Maintenance & Repair (350)	861,300	208,800	-	1,070,100	
		Salt (352) & Traffic Signals (353)	-	148,000	-	148,000	
		Street Mechanic (354) & Signs Maintenance (355)	395,300	264,300	-	659,600	
		Total S,C,M&R Fund (201)	1,256,600	621,100	-	1,877,700	
	202	State Highway Improvement (202)	-	55,000	-	55,000	
	203	Permissive License Tax (203)	-	-	124,400	124,400	
	204	Parks & Recreation (204)					
		Parks (203)	226,000	107,600	-	333,600	
		Recreation (204) Parks Programming	132,000	51,900	-	183,900	
		Total Parks & Recreation Fund (204)	358,000	159,500	-	517,500	
	205	Family Recreation Center (205)	692,700	680,500	-	1,373,200	
	207	Spirit of Macedonia Festival (207)	-	35,000	-	35,000	
	210	Water Maintenance & Expansion (210)	25,300	124,700	-	150,000	
	212	Motor Vehicle License Tax (212)	-	115,000	-	115,000	
	213	Police Pension (213)	-	162,300	-	162,300	
	215	Indigent Drivers (215)	-	-	-	-	
	216	Drug Law Enforcement (216)	-	5,000	-	5,000	
	217	Law Enforcement & Education (217)	-	2,500	-	2,500	
	218	CDBG Grant (218)	-	2,000	-	2,000	
	220	Mayor's Court Computer (220)	-	12,800	-	12,800	
	221	F.A.I.R. Program (221)	-	50,000	-	50,000	
	223	Subdivision Tree (223)	-	2,000	-	2,000	
	224	Wireless 911 (224)	-	2,500	-	2,500	
	225	Petro UST (225)	-	1,000	-	1,000	
	226	Police Donation (226)	-	100	-	100	
	233	Quiet Zone Maintenance (233)	-	5,000	-	5,000	
	259	A.R.R.A. Program (259)	-	1,000	-	1,000	
	260	Federal Fire Grant (260)	-	1,000	-	1,000	
	262	Law Enforcement Trust (262)	-	2,500	-	2,500	
	263	Federal Equity Share (263)	-	25,000	-	25,000	
	264	Local Coronavirus Relief (264)	-	-	-	-	
	265	Local Corona Relief (265)	-	-	-	-	
	280	Safety / Service (280)	690,500	607,000	305,000	1,602,500	
		Total Special Revenue Funds	3,023,100	2,672,500	429,400	6,125,000	

EXHIBIT A		CITY OF MACEDONIA		April 22, 2021		2021 Amended Annual	
Fund Category	Fund #	Fund Name or Department	Personal Service	Other	Transfers & Advances	Total	
Debt Service	301	General Obligation Bond Retirement (301)	-	1,240,800	-	1,240,800	
	302	Special Assessment Bond Retirement (302)	-	287,300	-	287,300	
	304	Other Debt - (OPWC, State Infrastructure Bank, leases) (304)	-	486,700	-	486,700	
		Total Debt Service Funds	-	2,014,800	-	2,014,800	
Capital Project	401	Capital Improvement (401)	-	1,499,000	543,500	2,042,500	
	405	Road Program (405)	-	1,303,500	736,400	2,039,900	
	423	Municipal Property (423)	-	35,000	-	35,000	
	424	Longwood Park Improvements (424)	-	900	-	900	
	427	Manor House Renovation (427)	-	-	-	-	
	470	Summit Pointe TIF (470)	-	750,000	-	750,000	
	471	The Avenue TIF (471)	-	1,000	49,000	50,000	
	472	Macedonia Shoppes TIF (472)	-	500	14,500	15,000	
	473	Maguire Property TIF (473)	-	100	14,900	15,000	
	474	Ambassadors Football TIF (474)	-	-	-	-	
	475	Culver's TIF (475)	-	-	9,000	9,000	
	476	KFC TIF (476)	-	-	9,000	9,000	
		Total Capital Project Funds	-	3,590,000	1,376,300	4,966,300	
Non-Budgetary	206	Parks & Recreation Trust (206)	-	58,000	-	58,000	
	702	Revolving Payroll Escrow	-	-	-	-	
	710	Escrow Deposits	-	-	-	-	
	711	Mayor's Court	-	-	-	-	
	712	Community Room Deposits	-	-	-	-	
	714	JEDD Northfield Center (714)	-	400,000	-	400,000	
	715	Mayor's Court Bond	-	-	-	-	
	725	Refund Program	-	-	-	-	
	780	Boston Hts EMS Collection	-	-	-	-	
		Total Non-Budgetary Funds	-	458,000	-	458,000	
	Total All Funds	12,686,300	12,859,800	3,870,700	29,416,800		
			25,546,100				
Transfers		General (101) to Retirement Reserve (104)			50,000		
		General (101) to Technology Advancement (106)			100,000		
		General (101) to Street Construction (201)			750,000		
		General (101) to Parks & Recreation (204)			-		
		General (101) to Family Recreation Center (205)			200,000		
		General (101) to Parks & Recreation Trust (206)			-		
		General (101) to General Bond Retirement (301)			220,000		
		General (101) to Other Debt (304)			400,000		
		General (101) to Capital Improvements (401)			345,000		
		General (101) to Road Program (405)			-		
		General (101) to Municipal Property (423)			-		
		Permissive License Tax (203) to Road Program (405)			124,400		
		Safety Services (280) to General Bond Retirement (301)			305,000		
		Road Program (405) to General Bond Retirement (301)			675,400		
		Road Program (405) to Other Debt (304)			61,000		
		The Avenue TIF (471) to Road Program (405)			49,000		
		Macedonia Shoppes TIF (472) to Road Program (405)			14,500		
	Maguire Property TIF (473) to Road Program (405)			14,900			
	Culver's TIF (475) to Road Program (405)			9,000			
	KFC TIF (473) to Road Program (405)			9,000			
	Total Transfers			3,327,200			
Advances		General Fund (101) to Special Assessment Bond Retirement Fund (302)			-		
		General Fund (101) to Capital Improvement Fund (401)			-		
		Capital Improvement Fund (401) to General Fund (101)			543,500		
	Total Advances			543,500			

ORIGINATOR: ADMINISTRATION

SPONSOR: _____

**CITY OF MACEDONIA
RESOLUTION NO. 28-2021**

**A RESOLUTION
CONFIRMING THE APPOINTMENT BY THE MAYOR
OF MICHELLE KRYSINSKI AS THE REPRESENTATIVE OF THE
CITY OF MACEDONIA TO THE SUMMIT COUNTY BOARD OF HEALTH**

WHEREAS, the Mayor has appointed Michelle Krysinski as the representative of the City of Macedonia to the Summit County Board of Health to the remainder of the current term, subject to the confirmation of Council.

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

Section 1. That the appointment by the Mayor of Michelle Krysinski as the representative of the City of Macedonia to the Summit County Board of Health, is hereby and herein confirmed.

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

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____
Nicholas Molnar

ATTEST: _____
Mark V. Guidetti, Director of Law

ORIGINATOR: ADMINISTRATION

SPONSOR: _____

**CITY OF MACEDONIA, OHIO
RESOLUTION NO. 29-2021**

**A RESOLUTION
ESTIMATING THE AGGREGATING MAXIMUM AMOUNT OF PUBLIC FUNDS
TO BE AWARDED AND TO DESIGNATE DEPOSITORY FOR
ACTIVE AND INTERIM FUNDS**

WHEREAS, applications have been or may be filed by various banks to be public depositories for the public monies of the City of Macedonia, Ohio;

WHEREAS, these applications have been or may be received from said PNC Bank, Chase Bank, Huntington Bank, Fifth Third Bank, Key Bank and First National Bank;

WHEREAS, the applications which have been or may be received and the financial institutions listed with designated public monies to be deposited with them, are as follows:

1. PNC Bank - active and interim deposits
2. Chase Bank - active and interim deposits
3. Huntington Bank - active and interim deposits
4. Fifth Third Bank - active and interim deposits
5. Key Bank - active and interim deposits
6. First National Bank - active and interim deposits

WHEREAS, Council finds that the sureties and securities tendered are proper and that all applications received to date meet the requirements of Chapter 135 of the Ohio Revised Code as advised by the Director of Finance.

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

Section 1. The Director of Finance is hereby authorized to deposit the active and interim deposits of funds of the municipality in any of the aforesaid financial institutions having submitted approved applications when such deposits are deemed to be advantageous to the City, in accordance with the provisions of Ohio Revised Code, Uniform Depository Act and the Investment Policy of the City of Macedonia not to exceed the following amounts:

ACTIVE DEPOSITS	\$25,000,000
INTERIM DEPOSITS	\$25,000,000

Section 2. That no public money subject to its control shall be declared as inactive deposits.

Section 3. That said financial institutions, to whom awards are made, shall respectively become depositors for the public monies of the City of Macedonia upon duly executing and delivering to the Director of Finance of the City of Macedonia the sureties and securities tendered, as described above, and the acceptance of the same by Council, duly entered on its Journal of Proceedings.

Section 4. That a copy of this Resolution shall herewith be forwarded upon the aforementioned financial institutions that have submitted approved applications as notice to them that they have been designated as public depositories for the active and interim deposits of public monies of the City of Macedonia, Summit County, Ohio, to the extent of the amounts designated herein for a five (5) year period, beginning April 1, 2021 and ending on March 31, 2026, both dates inclusive, in accordance with the prevision of the Uniform Depository Act and the Resolution designating said financial institution as a public depository passed on the dated indicated below.

Section 5. That the Mayor and the Director of Finance be and herewith are authorized to enter into a contract in appropriate form, as approved by the Director of Law, with the aforesaid financial institutions for the aforesaid five (5) year period.

Section 6. 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 7. 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: _____

Mark V. Guidetti, Director of Law

ORIGINATOR: COUNCIL

SPONSOR: _____

**CITY OF MACEDONIA
RESOLUTION NO. 30-2021**

**AN EMERGENCY RESOLUTION
APPOINTING JONATHAN D. HOOVER TO THE POSITION OF CLERK OF
COUNCIL, AND FIXING COMPENSATION OTHER TERMS FOR THAT
APPOINTMENT**

WHEREAS, a vacancy currently exists in the position of Clerk of Council for the City of Macedonia, which Council desires to fill; and

WHEREAS, Council has advertised the position opening and interviewed candidates to potentially fill the Council Clerk vacancy; and

WHEREAS, Council desires to appoint Mr. Jonathan D. Hoover to the position of Clerk of Council for the City of Macedonia, effective Thursday, April 29, 2021, pursuant to the terms set forth below.

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

Section 1. Jonathan D. Hoover is hereby appointed to the position of Clerk of Council for the City of Macedonia, effective Thursday, April 29, 2021, subject to a one-year probationary period ending Thursday, April 28, 2022 unless otherwise extended by Council.

Section 2. As Clerk of Council, Mr. Hoover shall be a permanent part-time employee of City Council and compensated at the rate of \$22.00 per hour, shall receive no health care benefits, with a maximum work week of 24 hours per week, leave accrued pursuant to City Ordinances, and employment conditioned upon passing a background check, drug testing, and all other legal requirements.

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

Section 4. Wherefore, this Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, convenience and welfare of the City of Macedonia and the inhabitants thereof, for the reason that it provides for the daily operation of municipal departments, and provided it receives the affirmative vote of

four (4) or more of the members elected or appointed to this Council, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

EFFECTIVE: _____

POSTED: _____

MAYOR: _____

Nicholas Molnar

ATTEST: _____

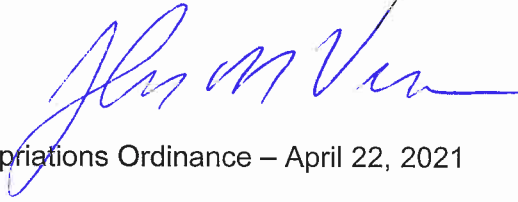
Mark V. Guidetti, Director of Law

Memorandum

Date: April 19, 2021

To: Mayor Nicholas Molnar
Council President Jan Tulley
Councilmember Jessica Brandt
Councilmember Jeff Garvas
Council Vice President Vini J. Ventura
Councilmember Dave Finley
Law Director Mark Guidetti

From: John M. Veres, CPA
Director of Finance



RE: Amended Annual Appropriations Ordinance – April 22, 2021

The following changes (in blue) are noted for Estimated Resources:

- 1) General (101) – added \$172,119 to County's property tax estimate. Added \$12,000 for litter grant obtained.
- 2) Parks & Rec Trust (206) – added \$16,600 to estimate revenue. Reduced \$50,000 transfer in from General (101) to \$0, not needed because of asphalt prices being so low.
- 3) Police Pension (213) – added \$15,811 to County's property tax estimate.
- 4) Capital Improvements (401) – reduced transfer in from General (101) by \$55,000 due to reduction in asphalt prices. Increased NEORS D grant by \$85,000. Added \$34,300 to CLE Water grant for Ledgeview project.
- 5) Road Program (405) – added \$24,000 to NOERS D grant.

The following changes (in blue) are noted for Appropriations:

- 6) General (101) – added \$12,000 for litter grant. Transfers out reduced for 2 & 4 above.
- 7) Police Pension (213) – added \$15,800 add'l amount available to spend out of fund.
- 8) Mayors Court (220) – added \$2,500 for BizHub purchase.
- 9) Safety / Service (280) – moved \$155,000 from Capital Improvements (401).
- 10) Capital Improvements (401) – moved \$155,000 to Safety / Service (280), reduced parking lot by \$55,000, added \$85,000 for Valley View project, added \$34,300.
- 11) Road Program (405) – added \$25,000 for Empire Pkwy engineering, added \$30,000 for storm water projects, added \$60,000 for Right in / Right out monument sign.
- 12) Municipal Property – added \$35,000 for land bank costs.

Please call (216) 509-1411 should you have any questions.

Thank you.

CITY OF MACEDONIA		CERTIFICATE OF ESTIMATED RESOURCES										COVID-19			APPROPRIATIONS			transfers				
2021 Estimated Resources & Appropriations		ACTUAL		ADD		ADD		ADD		EQUALS		ADD		EQUALS		SUBTRACT		EQUALS		advances		
2021 Amended Appropriations		Unencumbered Balance 01/01/2021		General Property Tax		Local Gov't		Income Tax		2021 Total Resources		Other Sources		2021 Unencumbered Balance 12/31/2021		changes 2021 Appropriations		Unencumbered Balance 12/31/2021		gen'l obligation debt		
Fund #	Fund Description	Type																				
101	General	Gov'll	5,708,323.75	1,952,219.00	170,694.99	8,913,400.00	rev-other	3,484,200.00	18,784,337.74	1.	13,436,700.00	3,282,637.74	1.	13,436,700.00	3,282,637.74							
						tr in 5																
						adv in 37.		543,500.00														
						est rev		12,000.00														
								4,039,700.00														
102	Emergency Reserve	Gov'll	500,000.00				tr in 1.		500,000.00													
103	Unclaimed Monies	Trust	13,421.71				est rev		13,421.71													
104	Retirement Reserve	Gov'll	550,000.00				tr in 1.	50,000.00	600,000.00													
105	Refund Program	Gov'll	124,158.42			251,600.00	est rev		375,758.42													
106	Technology Advancement	Gov'll	395.36				tr in 1.	100,000.00	100,395.36													
201	S.C.M & R	Sp Rev	345,143.71				est rev	890,000.00	1,985,143.71													
							tr in 1.	750,000.00														
								1,640,000.00														
202	State Highway	Sp Rev	20,071.40				est rev	50,500.00	70,571.40													
203	Permissive License Tax	Sp Rev	6,353.83				est rev	124,400.00	130,753.83													
204	Parks & Recreation	Sp Rev	263,586.77			405,700.00	est rev	104,000.00	773,286.77													
							tr in 1.	104,000.00														
205	Family Recreation Center	Sp Rev	53,552.63			405,700.00	est rev	725,000.00	1,384,252.63													
							tr in 1.	200,000.00														
								925,000.00														
206	Parks & Recreation Trust	Trust	11,576.32				est rev	58,000.00	69,576.32													
							tr in 1.	58,000.00														
207	Spirit of Macedonia	Sp Rev	36,763.87				est rev	25,000.00	61,763.87													
210	Water Maintenance & Expansion	Sp Rev	397,761.18				est rev	100,000.00	497,761.18													
212	Motor Vehicle License Tax	Sp Rev	31,890.32				est rev	100,000.00	131,890.32													
213	Police Pension	Sp Rev	9,895.00			152,760.00	est rev		162,655.00													
215	Indigent Drivers	Sp Rev	6,093.21				est rev		6,093.21													
216	Drug Law Enforcement	Sp Rev	36,520.49				est rev	5,000.00	41,520.49													
217	Law Enforcement Education	Sp Rev	26,615.01				est rev	2,500.00	29,115.01													
218	CDBG Block Grant	Sp Rev	8,153.30				est rev	2,000.00	10,153.30													
220	Mayor's Court Computer	Sp Rev	19,290.69				est rev	8,000.00	27,290.69													
221	F.A.I.R. Program	Sp Rev	26,642.38				est rev	50,000.00	76,642.38													
223	Subdivision Tree	Sp Rev	115.00				est rev	2,000.00	2,115.00													
224	Wireless Emergency 911	Sp Rev	14,902.55				est rev		14,902.55													
225	Petro Underground Storage Tanks	Sp Rev	9,900.00				est rev		9,900.00													
233	Quiet Zone Maintenance	Sp Rev	1,266.46				est rev		1,266.46													
236	Quiet Zone Maintenance	Sp Rev	19,073.71				est rev	1,000.00	20,073.71													
259	A.R.R.A. Grant	Sp Rev	5,416.40				est rev		5,416.40													
260	Federal Fire Grant	Sp Rev	14,044.11				est rev		14,044.11													
							tr in 1.															

CITY OF MACEDONIA				CERTIFICATE OF ESTIMATED RESOURCES				COVID-19				APPROPRIATIONS				transfers	
2021 Estimated Resources & Appropriations				2021 Amended Appropriations				2021				2021				2021	
Fund #	Fund Description	Type	ACTUAL Balance 01/01/2021	ADD General Property Tax	ADD Local Govt	ADD Income Tax	ADD changes	Other Sources	2021 Total Resources	DESCRIPTION	ESTIMATED Unencumbered Balance 12/31/2021	SUBTRACT changes 2021 Appropriations	ESTIMATED Unencumbered Balance 12/31/2021	DESCRIPTION	ESTIMATED Unencumbered Balance 12/31/2021	DESCRIPTION	
262	Law Enforcement Trust	Sp Rev	17,914.42						17,914.42		15,414.42	2,500.00	15,414.42			gen'l obligation debt	
263	Federal Equitable Share	Sp Rev	89,987.33						89,987.33		64,987.33	25,000.00	64,987.33			spec assess debt	
264	Local Coronavirus Relief	Sp Rev	-						-		-	-	-			OPWC/lease debt	
265	Local Corona Relief	Sp Rev	-						-		-	-	-			new debt	
280	Safety / Service	Sp Rev	1,075,344.76	1,580,000.00					2,655,344.76		1,052,844.76	690,500.00	1,052,844.76			wages & benefits cost of issuance	
301	General Bond Retirement	Debt	52,249.64						1,252,649.64		11,849.64	-	11,849.64			capital items	
302	Special Assess Bond Retirement	Debt	45,744.39						335,744.39		48,444.39	287,300.00	48,444.39			800 mhz radios aerial tower \$9M 2018 bonds 70% 2010 bonds	
304	Other Debt	Debt	48,015.06						509,015.06		22,315.06	486,700.00	22,315.06				
401	Capital Improvements	Cap	792,285.07						2,263,185.07		220,685.07	420,000.00	220,685.07			leases to buy purchases Family Rac parking lot	
405	Road Program	Cap	480,288.01	1,428,700.00					2,378,788.01		338,888.01	25,000.00	338,888.01			Empire Pkwy - TID project Highland - S Bedford to Empire	
423	Municipal Property	Cap	38,067.97						1,538,067.97		1,503,067.97	35,000.00	1,503,067.97			Highland - S Bedford to Empire Road materials/N Freeway	
424	Longwood Park Improvements	Cap	5,912.31						5,912.31		5,012.31	900.00	5,012.31			Road pavement markings	
427	Manor House Renovation	Cap	26.27						26.27		26.27	-	26.27			storm water projects	
470	Summit Pointe TIF	Cap	0.01						750,000.01		750,000.01	750,000.00	750,000.01			Dept capital purchases	

CITY OF MACEDONIA		CERTIFICATE OF ESTIMATED RESOURCES										COVID-19		APPROPRIATIONS			transfers				
2021 Estimated Resources & Appropriations		ACTUAL		ADD		ADD		ADD		EQUALS		ADD		EQUALS		SUBTRACT		EQUALS		advances	
2021 Amended Appropriations		Unencumbered		General		Local		Income		2021		Other		2021		changes		Unencumbered		gen'l obligation debt	
April 22		Balance		Property Tax		Gov't		Tax		Total		Sources		Appropriations		2021		Balance		spec assess debt	
Fund #	Fund Description	Type	01/01/2021	General Property Tax	Local Gov't	Income Tax				Resources	Description	Sect.	Appropriations	2021	Unencumbered Balance	12/31/2021	OPWC/lease debt	new debt	Description		
471	The Avenue TIF	Cap	253.95				est rev	50,000.00		50,253.95		tr out 44.	49,000.00	1,000.00	253.95						
													50,000.00								
472	Macedonia Shoppes TIF	Cap	354.18				est rev	15,000.00		15,354.18		tr out 45.	14,500.00	500.00	354.18						
													15,000.00								
473	Maguire Property TIF	Cap	160.76				est rev	15,000.00		15,160.76		tr out 46.	14,900.00	100.00	160.76						
													15,000.00								
474	Ambassadors Football TIF	Cap	-				est rev	-		-		tr out 47.	-	-	-						
													-	-	-						
475	Culver's TIF	Cap	78.61				est rev	9,000.00		9,078.61		tr out 48.	9,000.00	-	78.61						
													9,000.00								
476	KFC TIF	Cap	52.38				est rev	9,000.00		9,052.38		tr out 49.	9,000.00	-	52.38						
													9,000.00								
477	Cleanland TIF	Cap	-				est rev	-		-		tr out 50.	-	-	-						
													-	-	-						
702	Revolving Payroll Funds	Agency	90,790.19				est rev	-		90,790.19		50.	-	-	90,790.19						
710	Escrow Deposits	Agency	69,101.13				est rev	-		69,101.13		51.	-	-	69,101.13						
711	OBBC Deposits	Agency	1,006.04				est rev	-		1,006.04		52.	-	-	1,006.04						
712	Community Room Deposits	Agency	3,248.75				est rev	-		3,248.75		53.	-	-	3,248.75						
714	JEDD Northfield Center	Agency	118,545.15			400,000.00	est rev	-		518,545.15		54.	400,000.00	-	118,545.15						
715	Mayors Court Bond	Agency	896.14				est rev	-		896.14		55.	-	-	896.14						
	Totals		9,191,250.10	2,104,979.00	170,694.99	13,385,100.00		13,627,200.00		38,479,224.09	= Beg Bal + Resources		29,416,800.00		9,062,424.09						
	Total Resources					56.47%		29,287,973.99	Total 2021 generated Resources												
								22,893,773.99	Total 2021 Estimated Revenue												



MICHELLE KRYSINSKI

krysinm@gmail.com | 216-470-7124 | Macedonia, OH 44056

Summary

Well-grounded with experience successfully optimizing control systems and building solid teams to meet business needs and achieve demanding financial targets. Precise reporting and accurate records management. Excellent interpersonal and operations oversight skills.

Skills

- Working collaboratively
- Critical thinking
- Active listening
- Communication
- Planning and coordination
- Account analysis expertise
- Multitasking

Experience

Cleveland Clinic | Independence, OH
Revenue Cycle Director
11/2016 - Current

Oversight of billing, no response, and administrative denial accounts receivable
Implementation of continuous improvement model within team including Kaizen, GEMBA sessions, and A3 Solve process
Define internal auditing process to ensure caregivers account work drive resolution of accounts receivable
Build vendor management team to oversee international account receivable follow-up work
Collaboration with clinical teams to prevent claim denials
Manage enterprise claim holds to reduce days from patient discharge to billing
Creation of at risk accounts receivable team to reduce and prevent aged insurance inventory
Responsibility to define and manage departmental goals for 250 employees

Cleveland Clinic | Independence, OH
Senior Project Manager
08/2011 - 11/2016

Support Billing Operations team implementation of new billing platform
Design workflows submitted for approval and build in system
Coordinate build and testing within system
Support issue resolution during and post implementation using continuous improvement model
Complete onsite training at vendor for billing application

Cleveland Clinic | Independence, OH
Project Manager
11/2007 - 08/2011

Oversight of billing vendors performing accounts receivable follow-up of regionally employed physicians
Coordinate monthly meetings to review accounts receivable metrics data
Aligned vendor billing practices with internal revenue cycle policies and procedures

Cleveland Clinic | Independence, OH
MPI Analyst
08/2006 - 11/2007

Insure integrity of the master patient index through Identification, research and resolution of duplicate patient medical record numbers
Collaborate with clinical teams to remediate any impact to patient's medical record

Cleveland Clinic | Independence, OH
Business Operations Analyst
05/2005 - 08/2006

Provide reporting to leadership to be used for re-education of team members
Development metrics reporting to be shared with leadership and business partners
Serve as liaison between operations team and physician practices
Provide suggested improvement opportunities to increase efficiencies within operational teams
Manage team responsible for provider enrollment with insurance companies

Cleveland Clinic | Independence, OH
Supervisor, Insurance Follow-up
04/1998 - 06/2005

Manage 12 team members responsible for accounts receivable follow-up
Align distribution of account work to succeed in achieving operational metrics
Audit account work to insure alignment with operational policies
Oversee administration of performance evaluations and corrective actions

Cleveland Clinic | Independence, OH
Account Representative
11/1997 - 04/1998

Contact payers to check status of outstanding insurance accounts receivable
Work with clinical and administrative departments to resolve issues preventing payment
Update billing system to submit corrected claims
Provide trending to supervisor to expedite payment timeframe

Summit Healthcare Services | Brecksville, OH
Pre-Bill Review
01/1996 - 11/1997

Reviewed patient demographics to ensure accuracy
Registered patient into billing system
Posted charges for submission to insurance for payment

Education and Training

Midpark High School | Middleburg Heights, OH
High School Diploma
06/1993

Hiram College | Hiram, OH
Bachelor of Science in Business Management
05/2005