

LANCASTER CITY COUNCIL
LANCASTER, OHIO

MAY 6, 2024

REGULAR MEETING CONVENES
PRAYER
CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
READING AND DISPOSING OF THE JOURNAL
REPORTS OF CITY OFFICIALS
COMMUNICATIONS
SPECIAL PRESENTATION AND AWARDS
1. **City Stormwater Department**
PETITIONS AND MEMORIALS
PERMISSION OF VOTERS AND TAXPAYERS TO ADDRESS COUNCIL
REPORTS OF STANDING COMMITTEES
REPORTS OF SPECIAL COMMITTEES
PUBLIC HEARINGS
READING OF RESOLUTIONS

THIRD READING

NONE

SECOND READING

| | |
|-----------------|---|
| Temp Res #55-24 | A RESOLUTION AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE CONSTRUCTION OF THE SOUTH BROAD STREET IMPROVEMENT PROJECT AND TO DECLARE AN EMERGENCY Public Works (Tener/Luchtenberg) (2 Readings) |
| Temp Res #56-24 | A RESOLUTION TO APPROPRIATE FROM THE UNENCUMBERED BALANCE AND AMEND THE CERTIFICATE OF APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE 3 MIL STREET IMPROVEMENT LEVY FUND (2009) Finance (Wolfinger/Ailes) (3 Readings) |

FIRST READING

| | |
|-----------------|---|
| Temp Res #57-24 | A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE FAIRFIELD COUNTY GENERAL HEALTH DISTRICT FOR PUBLIC HEALTH SERVICES Finance (Wolfinger/Ahlers) (3 Readings) |
| Temp Res #58-24 | A RESOLUTION TO INCREASE RECEIPTS, APPROPRIATE FROM THE UNENCUMBERED BALANCE, AND AMEND THE CERTIFICATE OF APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE TIMBERTOP TIF FUND (2060) Finance (Wolfinger/Ailes) (3 Readings) |

Temp Res #59-24 A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LANCASTER'S FISCAL YEAR 2024 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN AND STATEMENT OF OBJECTIVES
Economic Development (Hoop/Nihiser) (3 Readings)

Temp Res #60-24 A RESOLUTION AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE INSTALLATION OF A NEW HVAC SYSTEM FOR THE LANCASTER POLICE DEPARTMENT AND TO DECLARE AN EMERGENCY
Safety (Bizjak/Ahlers) (1 Reading)

READING OF ORDINANCES

THIRD READING

Temp Ord #14-24 AN ORDINANCE TO AUTHORIZE THE MAYOR TO DEED APPROXIMATELY 5.538 +/- ACRES OWNED BY THE CITY OF LANCASTER, AND FURTHER IDENTIFIED AS FAIRFIELD COUNTY, OHIO PARCEL NO. 0531804812 FOR ONE DOLLAR (\$1.00) TO THE LANCASTER PORT AUTHORITY AND TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR THE TRANSFER THEREOF AND TO DECLARE AN EMERGENCY
Economic Development (Hoop/Wing) (3 Readings)

SECOND READING

NONE

FIRST READING

Temp Ord #15-24 AN ORDINANCE TO AMEND SECTION 918.04(B) OF THE CODIFIED ORDINANCES OF THE CITY OF LANCASTER ENTITLED "USER RATES AND CHARGES"
Water/WPC (Wing/Tener) (3 Readings)

Temp Ord #16-24 AN ORDINANCE TO AMEND PERMANENT ORDINANCE 34-23 AND TO DECLARE AN EMERGENCY
Finance (Wolfinger/Ahlers) (1 Reading)

Temp Ord #17-24 AN ORDINANCE TO AMEND PERMANENT ORDINANCE 33-23 AND TO DECLARE AN EMERGENCY
Finance (Wolfinger/Ailes) (1 Reading)

TABLED LEGISLATION

NONE

UNFINISHED BUSINESS

NEW BUSINESS

ANNOUNCEMENT OF SCHEDULED MEETINGS

REGULARLY SCHEDULED CITY COUNCIL MEETINGS

1. May 20th at 6:30 p.m.
2. June 10th at 6:30 p.m.

SPECIAL SCHEDULED MEETINGS

1. None.

REGULARLY SCHEDULED COMMITTEE MEETINGS

1. Finance – May 20th at 6:00 p.m. – Council Chambers
2. Water/WPC – May 24th at 7:30 a.m. – City Hall 1897 Conference Room

READING OF BILLS**EXECUTIVE SESSION (if needed)****ADJOURNMENT**

TEMPORARY RESOLUTION NO. 57-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE FAIRFIELD COUNTY GENERAL HEALTH DISTRICT FOR PUBLIC HEALTH SERVICES

WHEREAS, the Fairfield County General Health District currently provides the City of Lancaster with public health services; and

WHEREAS, the current contract with the Fairfield County Health District for public health services will expire on December 31, 2024; and

WHEREAS, the Fairfield County Board of Health and the City of Lancaster have negotiated a one (1) year contract commencing January 1, 2025, and running through December 31, 2025, attached as Exhibit A hereto; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That the Mayor is hereby authorized to enter into a contract with the Fairfield County General Health District for public health services for a contract period of one (1) year, which will begin on January 1, 2025, and expire on December 31, 2025, in an amount not to exceed Three Hundred Eighty-One Thousand Three Hundred Dollars (\$381,300.00).

SECTION 2. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Date Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee



CONTRACT
Between The Fairfield County Board of Health
and The City of Lancaster

This contract entered into by and between the City of Lancaster (hereafter referred to as "City"), with its principal address being 104 E Main Street, Lancaster, Ohio 43130, and the Board of Health of the Fairfield County General Health District (hereafter referred to as "Board" or "Fairfield County Health Department") for Public Health services.

The Board is a general health district as defined under Ohio Revised Code (ORC) Section 3709.01. ORC Section 3709.08 authorizes cities in Fairfield County to contract with the Board to provide public health services to and within the City.

The District Advisory Council (hereafter referred to as the "Council") of the Fairfield County General Health District, created by ORC 3709.03, held a public meeting on March 28, 2024, at which by a majority vote of members representing the Council voted affirmatively to provide public health services to the cities in Fairfield County, and to authorize the Chairman of the Council to enter into a contract with each city to provide public health services therein.

The Board is engaged in the governance of providing public health services as described in this contract and the Scope of Work, attached hereto, and incorporated herein as Exhibit A, and has the knowledge, skills, and resources to provide such services in accordance with the terms and conditions of Ohio law and this contract.

The Board is organized and equipped to provide the services and shall have the powers and shall perform all the duties required of the board of health or the authority having the duties of a board of health within the City.

The City is willing to contract with the Board for such services in accordance with the terms and condition of Ohio law and this Contract.

SECTION 1 - SERVICES

The Board shall, for the consideration hereinafter stated, furnish to the City, and inhabitants thereof, all such public health services as are furnished to all villages and townships and the inhabitants thereof, of Fairfield County, Ohio. Said services shall include all services as allowed by law according to the most current version of the Ohio Revised Code. Said services shall include the minimum standards and optimal achievable standards for boards of health and local health departments pursuant to Ohio Revised Code Section 3701.342. Said services shall include enforcement of all rules and regulations as allowed by law according to the most current version of the Ohio Administrative Code.

Regulations of the Fairfield County Health Department shall apply to and be enforceable within the jurisdiction of the Fairfield County General Health District and the City.

The Fairfield County Prosecutor shall be responsible for any civil litigation involving enforcement of Health Regulations within the corporate limits of said political subdivision.

This contract and any claims arising in any way out of this contract shall be governed by the laws of the State of Ohio. Any litigation arising out of or relating in any way to this contract, or the performance hereunder, shall be brought only in an Ohio court of competent jurisdiction in Fairfield County, Ohio, and the City hereby irrevocably consents to such jurisdiction.

SECTION 2 - TERM

Said public health services shall be furnished for a one (1) year term, beginning January 1, 2025, and ending December 31, 2025, provided, however, that either party to this agreement shall have the right to cancel the same upon three (3) months written notice and the parties hereto may, by mutual written agreement, modify the terms of this agreement.

SECTION 3 - COMMUNICATION

The Board will provide ongoing communication with the Mayor and his or her designees. This communication will provide information on timely public health topics, upcoming events and featured services. Reports and other information about direct services that are being provided to the City will be provided upon request.

SECTION 4- PUBLIC HEALTH PAYMENT FEES & CHARGES

For 2025, the City shall pay the Board for said public health services furnished to the City and the inhabitants thereof, the sum of Three Hundred Eighty-one Thousand and Three-Hundred dollars (\$381,300.00), notwithstanding any fee established pursuant to the sections set forth below.

Said sums of money shall be paid to the Board in installments of 50% of the total contract amount in January of each year and 50% of the total contract amount in June of the same year.

In any instance where the Board expends funds to abate a nuisance pursuant to Section 1 above, within the City, the Board may invoice the City for the costs of such nuisance abatement. Further, the City shall pay, in addition to those sums set forth in Section 4, above, to the Board the cost to abate the nuisance.

The Board agrees to certify such nuisance abatement costs to the Fairfield County Auditor to be recorded as a lien upon the property and shall reimburse all funds recovered under such a lien to the City.

SECTION 5 - PLUMBING INSPECTION SERVICES AND FEES

The City, through its Building Department, shall issue permits and collect fees for and conduct such plumbing inspections. The Board shall not provide plumbing inspections within the City under this contract.

SECTION 6 – MOSQUITO CONTROL SERVICES

The Board shall furnish, at no additional cost to the City, such mosquito control services as are needed to respond to mosquito-borne disease cases and outbreaks. The City conducts its own mosquito control program for nuisance control. The Board employs an integrated pest management approach to vector control, which includes trapping, breeding site identification and control measures. Additional mosquito spraying beyond addressing public health hazards may be requested by the City at a fee established by the Board of Health.

SECTION 7 - APPROVAL

This contract is approved by a majority of the members of the legislative authority of the City of Lancaster, pursuant to the provisions of Permanent Resolution _____ (attached hereto as Exhibit A) passed and approved on _____ authorizing a contract effective date of January 1, 2025.

The City has determined that Fairfield County Public Health is organized and equipped to adequately provide the service that is the subject of this contract.

IN WITNESS WHEREOF, the parties to this agreement have hereunto set their hands and seals and have executed this agreement the day and year written below.

DISTRICT ADVISORY COUNCIL OF THE FAIRFIELD COUNTY GENERAL HEALTH DISTRICT



Chairperson

FAIRFIELD COUNTY HEALTH DEPARTMENT



Health Commissioner

CITY OF LANCASTER, OHIO

Mayor

APPROVED AS TO FORM:

Assistant Prosecuting Attorney

City Law Director

SCOPE OF WORK

Fairfield County Board of Health ("Board") hereby agrees to provide health services for the City as set forth below ("Services").

The Board shall have full authority to be and act as the public health authority for the City.

The Services described in the schedule listed below in this Exhibit will be provided by the Board to the City.

The Services will include all necessary medical, nursing, sanitary, laboratory and such other health services as are required by the Statutes of the State of Ohio.

The followings services shall be a part of the Services provided under this Contract:

| List of Functions, Programs and Services |
|--|
| Administrative Services: |
| Administration |
| Budget, Accounts Payable, Accounts Receivable |
| Communication & Marketing |
| Grant Writing & Management |
| Records Management |
| Reports - Financial & Statistical |
| Data Services: |
| Community Health Assessment |
| Health Data |
| Environmental Health: |
| Food Service Operation Licensing, Inspection & Education |
| Mosquito Control Services & Education |
| Nuisance Enforcement & Education |
| Public Swimming Pool & Spa Licensing, Inspection & Education |
| Rabies Surveillance - Animal bite investigation and follow up |
| Communicable Disease Control |
| Retail Food Establishment Licensing, Inspection & Education |
| School Facilities Inspection & Education |
| Sewage Treatment System Permitting, Inspection & Education |
| Solid Waste, Construction and Demolition Facility, Transfer Station Inspection & Enforcement |
| Tattoo & Body Piercing Permitting, Enforcement & Inspection |
| Park and Camp Licensing, Enforcement & Inspection |
| Private Water Systems Permitting, Testing & Education |
| Emergency Preparedness: |
| Public Health Emergency Preparedness |
| Epidemiology, Surveillance, Investigation Services: |
| Reportable Infectious Disease investigation and follow-up |
| Disease Outbreak Management |
| Health Promotion |
| Community Health Improvement Plan |

| |
|---|
| Public Health Accreditation |
| Immunization Services: |
| Childhood and Adult Vaccine Administration Services |
| Immunizations and screenings - Fee for Service |
| Children with Medical Handicaps (CMH) Public Health Nursing Services |
| WIC Program and Services |
| Safe Sleep & Infant Mortality Prevention Initiatives & Education |

The Board maintains a range of grant funded programs for the benefit of citizens throughout the County.

THE BOARD RESERVES THE RIGHT TO AMEND THIS EXHIBIT AT ANYTIME.

TEMPORARY RESOLUTION NO. 58-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO INCREASE RECEIPTS, APPROPRIATE FROM THE UNENCUMBERED BALANCE, AND AMEND THE CERTIFICATE OF APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE TIMBERTOP TIF FUND (2060)

WHEREAS, the City of Lancaster received the first Timbertop TIF Settlement in April 2024; and

WHEREAS, the 2024 estimated revenue budget and expense budget needs to be set for 2024; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That the City of Lancaster Auditor amend the Certificate of Other Sources and Appropriations with the County Auditor in the amount of One Hundred Sixteen Thousand Seven Hundred Forty-Five Dollars and Fifty-Eight Cents (\$116,745.58) in the Timbertop TIF Fund (2060).

SECTION 2. That the City of Lancaster Auditor increase receipts in the revenue account 2060.0000.41028 (TIF Net Service Payments) in the amount of One Hundred Sixteen Thousand Seven Hundred Forty-Five Dollars and Fifty-Eight Cents (\$116,745.58).

SECTION 3. That the City of Lancaster Auditor appropriate from the unencumbered balance in the following expense accounts:

| | | |
|-----------------|----------------------------|---------------------|
| 2060.9610.52070 | Reimburse Timbertop TIF Co | \$115,287.32 |
| 2060.9610.54008 | County Auditor Fees | <u>\$ 1,458.26</u> |
| | Total | \$116,745.58 |

SECTION 2. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Date Approved: _____

Clerk: _____

Offered by: _____

Second by: _____

Requested by Finance Committee

President of Council

Mayor

TEMPORARY RESOLUTION NO. 59-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LANCASTER'S FISCAL YEAR 2024 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN AND STATEMENT OF OBJECTIVES

WHEREAS, the City of Lancaster anticipates receiving an entitlement allocation of Five Hundred Ten Thousand Dollars (\$510,000.00) in Fiscal Year (FY) 2024 Community Development Block Grant (CDBG) funding; and

WHEREAS, the City has prepared its FY 2024 Annual Action Plan to be consistent with the City's Consolidated Housing and Community Development Plan FY 2023 – FY 2027 which identifies housing and non-housing community development needs; and

WHEREAS, the FY 2024 Annual Action Plan has been developed in accordance with Lancaster's Citizen Participation Plan, including two public hearings conducted on March 14, 2024, and April 29, 2024, along with the publication of an executive summary and a summary of the proposed Annual Action Plan for public comments; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That the FY 2024 CDBG Annual Action Plan, Amendments, and Statement of Objectives/Use of Funds are hereby approved, as attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. That the Mayor of the City of Lancaster is hereby designated as the official representative of the grantee and authorized to submit the Annual Action Plan, Amendments, and all certifications, assurances, and related documents regarding federal and state funding applications and to act in connection with the submission as may be necessary.

SECTION 3. That the Mayor of the City of Lancaster is hereby authorized to execute federal grant agreements with the U. S. Department of Housing and Urban Development and to administer the Community Development Block Grant Program.

SECTION 4. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Date Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Economic Development Committee



**LANCASTER COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2024 ANNUAL ACTION PLAN USE OF FUNDS**

| | |
|--|------------------------|
| 2024 Estimated Allocation | \$510,000 |
| City of Lancaster CDBG Administration | \$ 102,000 |
| City of Lancaster Healthy Homes Production (HHP) Match | \$ 23,500 |
| City of Lancaster Fair Housing | \$ 8,000 |
| Housing Related Activity – LDG Developers: Emerald Place | \$ 250,000 |
| Housing Related Activity – Habitat for Humanity Southeast Ohio | \$ 50,000 |
| Public Service Activity – Lancaster Fairfield Community Action | \$ 22,500 |
| Public Service Activity – Fairfield 2-1-1 | \$ 13,500 |
| Public Service Activity – The Lighthouse | \$ 13,500 |
| Public Service Activity – Lutheran Social Services | \$ 13,500 |
| Public Service Activity – Foundation Shelters | \$ 9,000 |
| Public Service Activity – New Horizons | <u>\$ 4,500</u> |
| TOTAL CDBG FY24 PROPOSED PROGRAM FUNDING | \$510,000 |

TEMPORARY RESOLUTION NO. 60-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE INSTALLATION OF A NEW HVAC SYSTEM FOR THE LANCASTER POLICE DEPARTMENT AND TO DECLARE AN EMERGENCY

WHEREAS, in May of 2022, the HVAC system at the Lancaster Police Department (LPD) failed, and because of the size, age, and placement of LPD's current HVAC system, a new system had to be custom designed to replace it; and

WHEREAS, HAWA Engineering has completed the engineering plans for the HVAC replacement project and is estimating the cost for the project for bid to be approximately One Million Seven Hundred Thousand Dollars (\$1,700,000.00) with a mandatory 10% overage required for bid solicitation, making the total project cost One Million Nine Hundred Thousand Dollars (\$1,900,000.00); and

WHEREAS, LPD has already budgeted One Million Seven Hundred Thousand Dollars (\$1,700,000.00) for this project in 2024; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That the Service-Safety Director is hereby authorized to advertise for bids and enter into a contract for the installation of a new HVAC system for the Lancaster Police Department in an amount not to exceed One Million Nine Hundred Thousand Dollars (\$1,900,000.00).

SECTION 2. That this resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the City and for the further reason that this resolution must be enacted to allow for installation as soon as possible for the health and welfare of Lancaster Police personnel and visitors in the building; wherefore, this resolution shall take effect and be in force immediately upon its adoption and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Date Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Safety Committee

TEMPORARY ORDINANCE NO. 15-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 918.04(B) OF THE CODIFIED ORDINANCES OF THE CITY OF LANCASTER ENTITLED "USER RATES AND CHARGES"

WHEREAS, Lancaster Codified Ordinances Section 918.02 requires that the City periodically review its Stormwater Utility rates; and

WHEREAS, the Stormwater Utility has historically performed a rate studies every five (5) years; and

WHEREAS, with the previous rate study having been performed in 2018 for the five (5) year period between 2019 and 2023, the Stormwater Utility initiated a rate study in 2023 to analyze the necessary rates for the five (5) year period between 2024 and 2028 given the Utility's capital improvement project needs during that period; and

WHEREAS, the rate study shows that rate increases are necessary to cover the Utility's capital improvement needs, and the Stormwater Utility hereby recommends that rates be increased to provide for these needs; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Section 918.04(b) of the Codified Ordinances of the City of Lancaster be amended as follows:

918.04 USER RATES AND CHARGES

- (b) The charge as prescribed in the rate schedule is as follows.
- (1) \$4.64 per month per Equivalent Residential Unit (ERU) based on twelve (12) months per year.
 - (2) Beginning with the first billing period in January 2009, \$5.00 per ERU.
 - (3) Beginning with the first billing period in January 2010, \$5.50 per ERU.
 - (4) Beginning with the first billing period in January 2011, \$6.25 per ERU.
 - (5) Beginning with the first billing period in January 2012, \$7.00 per ERU.
 - (6) Beginning with the first billing period in January 2013, \$7.64 per ERU.
 - (7) Beginning with the first billing period in January 2025, \$8.43 per ERU.
 - (8) Beginning with the first billing period in January 2026, \$9.25 per ERU.
 - (9) Beginning with the first billing period in January 2027, \$10.15 per ERU.

SECTION 2. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Water/Water Pollution Control Committee

I, Kristina Crites, Clerk of Council do hereby certify that on _____, 2024 the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council

TEMPORARY ORDINANCE NO. 16-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO AMEND PERMANENT ORDINANCE 34-23 AND TO
DECLARE AN EMERGENCY

WHEREAS, Permanent Ordinance 34-23 established the benefits, titles, and compensation for management and professional personnel employed by the City of Lancaster for the year 2024; and

WHEREAS, the position of HR Director was approved and established at salary range 24; and

WHEREAS, recent changes to staffing in the Human Resources Department necessitate a change to this position; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Permanent Ordinance 34-23 is hereby amended, pursuant to Exhibit A, to change the HR Director position to the HR Coordinator position at salary range 16.

SECTION 2. That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this Ordinance is necessary to immediately fill this important human resources position for the benefit of all City departments; wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

I, Kristina Crites, Clerk of Council do hereby certify that on _____, 2024 the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council



TEMPORARY ORDINANCE NO. _____ 31-23

PERMANENT ORDINANCE NO. _____ 34-23

AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR MANAGEMENT AND PROFESSIONAL PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2024, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED by the Council of the City of Lancaster, State of Ohio:

SECTION 1. MANAGEMENT AND PROFESSIONAL PERSONNEL.

The following management and professional positions are approved and established, effective Payroll #1, 2024, in accordance with the department, job title, salary range, and number of employees listed below:

| <u>DEPARTMENT</u> | <u>JOB TITLE</u> | <u>RANGE</u> | <u>EMPLOYEES</u> |
|---------------------------|---|-------------------------|------------------|
| Auditor | Assistant Auditor | 23 | 1 |
| Cemetery | Maintenance Supervisor | 18 | 1 |
| Certified Building | Certified Building Manager | 23 | 1 |
| Code Enforcement | Code Enforcement Director | 21 | 1 |
| Community Dev. | Executive Director | 24 | 1 |
| | Asst. Executive Director | 19 | 1 |
| Engineering | City Engineer | 32 | 1 |
| | Assistant City Engineer | 27 | 1 |
| Environmental Engineering | Environmental Engineer | 30 | 1 |
| Gas | General Manager | 31 | 1 |
| | Operations Manager | 27 | 1 |
| | Construction Supervisor | 19 | 2 |
| | Compliance/Supply Manager | 20 | 1 |
| GIS | GIS Manager | 22 | 1 |
| Human Resources | HR Director Coordinator | 24 16 | 1 |
| Income Tax | Tax Commissioner | 24 | 1 |
| | Asst. Tax Commissioner | 19 | 1 |
| IT/Telecom | IT Director | 26 | 1 |
| | Assistant IT Director | 20 | 1 |

| | | | |
|-------------------------|----------------------------|----|---|
| Law Director | Assistant Law Director | 27 | 1 |
| | Senior Attorney | 23 | 1 |
| | Assistant Prosecutor | 21 | 3 |
| Planning & Zoning | City Planner | 18 | 1 |
| | Zoning Administrator | 18 | 1 |
| Sanitation | Department Superintendent | 25 | 1 |
| | Assistant Superintendent | 19 | 1 |
| Service-Safety | Service-Safety Director | 31 | 1 |
| Storm Water Utility | Storm Water Manager | 27 | 1 |
| | Storm Water Engineer II | 23 | 1 |
| Transit | Transit Director | 21 | 1 |
| | Transit Assistant Director | 16 | 1 |
| | Operations Supervisor | 9 | 1 |
| Transportation | Department Superintendent | 27 | 1 |
| | Operations Manager | 21 | 1 |
| | Traffic Control Supervisor | 18 | 1 |
| | Maintenance Supervisor | 18 | 1 |
| Utilities | Department Superintendent | 24 | 1 |
| | Assistant Superintendent | 19 | 1 |
| Water | Department Superintendent | 28 | 1 |
| | Plant Manager | 21 | 2 |
| | Construction Supervisor | 19 | 1 |
| | Distribution Manager | 21 | 1 |
| | Compliance Manager | 18 | 1 |
| Water Pollution Control | Department Superintendent | 29 | 0 |
| | Assistant Superintendent | 21 | 1 |
| | Chemist | 19 | 1 |

SECTION 2. WATER POLLUTION CONTROL SUPERINTENDENT.

The annual compensation for the Water Pollution Control Superintendent effective payroll #1, 2024, shall be as follows:

| | | |
|----------------|-----------|---------------|
| Superintendent | Hourly | \$ 57.41 |
| | Bi-weekly | \$ 4,592.80 |
| | Annual | \$ 119,412.80 |

SECTION 3. POLICE CHIEF AND DEPUTY POLICE CHIEF.

The annual compensation for the Police Chief, Deputy Police Chief, and

Communication Technician Supervisor effective payroll #1, 2024, shall be as follows:

| | | | |
|-------------------------------|-----------|---------------|--|
| Police Chief | Hourly | \$ 66.71 | |
| | Bi-weekly | \$ 5,336.80 | |
| | Annual | \$ 138,756.80 | |
| Deputy Police Chief | Hourly | \$ 63.54 | |
| | Bi-weekly | \$ 5,083.20 | |
| | Annual | \$ 132,163.20 | |
| Communication Tech Supervisor | Hourly | \$ 35.60 | |
| | Bi-weekly | \$ 2,848.00 | |
| | Annual | \$ 74,048.00 | (wages calculated 14% above top Comm Tech pay) |

SECTION 4. FIRE CHIEF AND ASSISTANT FIRE CHIEF.

The annual compensation for the Fire Chief and one Assistant Fire Chief, effective payroll #1, 2024, shall be as follows:

| | | | |
|----------------------|-----------|---------------|--|
| Fire Chief | Hourly | \$ 64.29 | |
| | Bi-weekly | \$ 5,143.20 | |
| | Annual | \$ 133,723.20 | |
| Assistant Fire Chief | Hourly | \$ 61.23 | |
| | Bi-weekly | \$ 4,898.40 | |
| | Annual | \$ 127,358.40 | |

SECTION 5. RETIREMENT PICK-UP.

Employees covered by this Ordinance do not receive retirement pension pick-up.

SECTION 6. LONGEVITY PAY.

Employees covered by this Ordinance, who were hired on or after January 1, 2006, are not eligible to receive this benefit.

Full-time employees covered by this Ordinance, who were hired on or before December 31, 2005, shall, after five (5) years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. An employee shall be paid longevity commencing January 1st of the year in which the anniversary of employment with the City occurs.

SECTION 7. MEDICAL INSURANCE

Employees must work an average of 30 hours or more per week over the past twelve (12) months to be eligible for medical insurance. Employees covered by this Ordinance shall pay an amount equal to 15% of the monthly premium for both family and single coverage. These deductions will be made pursuant to the City's 125 plan.

The employee and members of his or her family shall be included under the Employee Insurance Coverage, but only one plan of Employee Insurance Coverage will apply per family even if more than one member of an employee's immediate family is employed by the City.

The insurance benefits provided in this Ordinance shall be substantially equal to those currently provided during the life of this Agreement. The City shall choose the insurance provider and plan, and the benefits provided herein are subject to the rules and regulations of the insurance provider.

SECTION 8. LIFE INSURANCE.

The City shall provide to all full-time employees covered by this Ordinance a term life insurance program as follows:

Coverage Amount

- \$ 50,000.00 per employee
- \$ 2,000.00 per employee spouse
- Up to \$2,000.00 per employee child (to age 26)

An employee will be eligible for insurance under this provision during the term of his or her employment with the City. An employee on leave without pay is not eligible for this program.

SECTION 9. PAY SCALE.

The Pay Scale for employees referenced in Section 1 of this Ordinance above, is set forth in the attached Exhibit A. These Pay Scales are effective Payroll #1, 2024.

SECTION 10. VACATION LEAVE.

The vacation leave schedule for employees referenced in this Ordinance is hereby established as follows:

| <u>Continuous Service</u> | <u>Vacation Hours</u> |
|-----------------------------|-----------------------|
| Upon completion of 6 months | 40 hours |
| Upon completion of 1 Year | 40 hours |
| Upon completion of 2 Years | 80 hours |
| Upon completion of 5 years | 120 hours |
| Upon completion of 14 years | 160 hours |
| Upon completion of 20 years | 200 hours |

As used in this section, “year” means any 12-month period following the first date of employment with the City during which the employee is continuously employed with the City and works at least 1,600 hours.

Employees shall earn and be provided the first week of vacation leave during the pay period in which they attain six (6) months of service. Employees shall earn and be provided an additional one (1) week of vacation leave during the pay period in which they attain one year of service. Thereafter, vacation leave shall be earned as set forth in the paragraph below.

Entitlement to accrued vacation leave becomes effective on January 1st if the anniversary date of employment falls within the same calendar year. Employees who separate from the City with less than one year of employment shall not be entitled to a payout of vacation leave.

Employees covered by this Ordinance may carry-over no more than 40 hours of vacation leave into the subsequent calendar year, except as otherwise authorized by the Service-Safety Director and/or elected official responsible for supervision of the department.

SECTION 11. PERSONAL TIME.

Employees covered by this Ordinance shall receive 40 hours of personal time each year. Personal time must be used in the year in which it was accrued and will not accumulate. Part-time employees are exempt from this benefit.

Newly hired employees shall be entitled to personal leave on a pro-rated basis in their first calendar year of employment. Employees hired between January 1 and March 31 shall be entitled to forty (40) hours of personal leave in that year. Employees hired between April 1 and June 30 shall be entitled to thirty (30) hours of personal leave in that year. Employees hired between July 1 and September 30 shall be entitled to twenty (20) hours of personal leave in that year. Employees hired between October 1 and December 31 shall be entitled to ten (10) hours of personal leave in that year.

On January 1 of the calendar year following initial employment, the employee shall receive forty (40) hours of personal leave.

SECTION 12. FUNERAL LEAVE

Employees covered by this Ordinance shall be granted funeral leave with pay for the death of a family member as follows:

For a death within the employee's immediate family (*e.g.*, spouse, parent, parent of spouse, child, stepchild, stepparent, or sibling), an employee shall be granted five days of leave within seven days of the death of the family member.

For a death not within the employee's immediate family (*e.g.*, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, appointed legal guardian, aunt, uncle, or grandparent of spouse), an employee shall be granted three days of leave within seven days of the death of the family member.

An employee may elect to take up to two additional bereavement days as other paid leave.

SECTION 13. SICK LEAVE PAYOUT.

A. An employee covered by this Ordinance who maintains a sick leave "bank" of more than 960 hours may elect to "cash in" up to \$500.00 of accrued but unused sick leave annually; provided, however, that an employee may "cash in" only accrued but unused sick leave in excess of 960 hours. In addition, employees with a sick leave "bank" of more than nine hundred sixty (960) hours may cash in two (2) hours of sick leave for one (1) hour of pay up to an additional five-hundred-dollar (\$500) payout provided the employee maintains a sick leave "bank" of at least nine hundred sixty (960) hours. The value of the sick time per hour is an employee's regular hourly rate.

B. An employee covered by this Ordinance who has a bank of more than nine hundred sixty (960) hours can exchange a minimum of eight (8) hours, or one day, for an additional vacation day, not to exceed forty (40) hours.

C. Full-time employees covered by this Ordinance and hired on or before December 31, 2010 shall be granted the following:

1. If, upon retirement, an employee has a "bank" of at least 960 hours of accrued but unused sick leave, that employee will be paid 100% of the value of the employee's accrued but unused sick leave up to 960 hours, and 25% of the value of that employee's accrued but unused sick leave in excess of 960 hours.
2. If, upon retirement, an employee does not have a "bank" of 960 hours of accrued but unused sick leave, that employee will be paid the value of 32 hours of the employee's accrued but unused sick leave for each year of the employee's continuous employment with the City, but in no case shall an employee be paid out more than the value of 960 hours of accrued but unused sick leave pursuant to this provision.

D. Full-time employees covered by this Ordinance, who were hired on or after January 1, 2011 and who have at least ten years of continuous service with the City, shall be granted the following:

1. Upon retirement, an employee may elect to be paid 25% of the value of the employee's accrued but unused sick leave. Regardless of the amount of the payment, a payout under this provision shall eliminate all of that employee's accrued but unused sick leave. An employee may elect to receive one or more payments, but the aggregate value of all payouts under this provision shall not exceed the value of 240 hours of accrued but unused sick leave.
2. For purposes of this section, the value of one hour of sick leave is equivalent to the employee's current regular hourly rate.

SECTION 14. SICK LEAVE EXCHANGE.

Employees covered by this Ordinance who maintain a sick leave "bank" of at least 960 hours may cash in sick leave for personal leave, at a ratio of two days of sick leave for one day of personal leave, for up to three personal days annually.

Employees who maintain a sick leave "bank" of at least 640 hours may cash in sick leave for personal leave, at a ratio of three days of sick leave for one day of personal leave, for up to three personal days annually.

SECTION 15. SUPERVISOR DISCRETION.

The Service-Safety Director or elected official responsible for supervision of a City department may, in the exercise of his or her sound discretion, adjust the pay step and/or benefits (e.g., vacation leave, personal time, and compensatory time) of an employee covered by this Ordinance in light of that employee's experience, education, performance, or other extenuating circumstances. Any adjustment under this provision must be in writing and, upon delivery to the City Auditor, the adjustment shall be made as soon as practicable.

SECTION 16. FORCE AND EFFECT.

This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the continued and uninterrupted services by the City of Lancaster. Wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Attest: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

TEMPORARY ORDINANCE NO. 17-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO AMEND PERMANENT ORDINANCE 33-23 AND TO
DECLARE AN EMERGENCY

WHEREAS, Permanent Ordinance 33-23 established the benefits, titles, and compensation for those employees who are not members of the recognized bargaining units employed by the City of Lancaster, Ohio for the year 2024; and

WHEREAS, the position of Human Resources Assistant was approved and established at pay range J; and

WHEREAS, recent changes to staffing in the Human Resources Department necessitate a change to this position; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Permanent Ordinance 33-23 is hereby amended, pursuant to Exhibit A, to reduce the pay range for the Human Resources Assistant position from pay range J to pay range G.

SECTION 2. That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this Ordinance is necessary to accurately reflect the appropriate pay range for the position; wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

I, Kristina Crites, Clerk of Council do hereby certify that on _____, 2024 the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council



TEMPORARY ORDINANCE NO. 30-23

PERMANENT ORDINANCE NO. 33-23

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR THOSE EMPLOYEES WHO ARE NOT MEMBERS OF THE RECOGNIZED BARGAINING UNITS EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2024, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED by the Council of the City of Lancaster, State of Ohio:

SECTION 1. NON-UNION PERSONNEL.

The following non-union positions are approved and established, effective Payroll #1, 2024, in accordance with the department, job title, salary range, and number of employees listed below:

| <u>DEPARTMENT</u> | <u>JOB TITLE</u> | <u>RANGE</u> | <u>EMPLOYEES</u> |
|--------------------|--|--------------|------------------|
| Auditor | Finance Specialist | J | 3 |
| | Payroll Specialist | J | 1 |
| Cemetery | Administrative Assistant I | D | 1 |
| Certified Building | Permit Clerk | D | 1 |
| | Administrative Assistant II | G | 1 |
| | Certified Inspector | L | 2 |
| Code Enforcement | PT Code Enforcement Inspector | J | 2 |
| | Code Enforcement Inspector | J | 1 |
| Community Dev. | Housing Program Coordinator | G | 1 |
| | PT Grant Finance Specialist | J | 1 |
| | Program Coordinator | J | 1 |
| | PT Clerical Assistant | B | 1 |
| Engineering | Engineer I | K | 1 |
| | Right-of-Way Manager | L | 1 |
| Fire | Administrative Assistant III | I | 1 |
| Gas | Administrative Assistant II | G | 1 |
| | Engineering Technology & Econ Development Technician | L | 1 |
| GIS | GIS Specialist | L | 1 |
| Human Resources | Human Resources Assistant | ‡ G | 1 |
| Income Tax | Tax Auditor | J | 3 |
| | PT Tax Clerk | A | 1 |
| IT/Telecom | Administrative Assistant II | G | 1 |
| | IT Specialist II | H | 3 |

| | | | |
|----------------------------|---------------------------------|---|---|
| Law Director | Clerical Assistant | B | 1 |
| | Paralegal | H | 3 |
| | Office Manager | I | 1 |
| Mayor | Executive Assistant | L | 1 |
| Municipal Court --Clerk | Deputy Clerk, I | A | 3 |
| | Deputy Clerk, II | B | 6 |
| | 1 st Deputy/Traffic | E | 1 |
| | 1 st Deputy/Criminal | E | 1 |
| | 1 st Deputy/Civil | E | 1 |
| | Administrative Assistant | L | 1 |
| | Chief Deputy Clerk | M | 1 |
| Planning and Zoning | Zoning Inspector | L | 1 |
| Police | Administrative Assistant III | I | 1 |
| Sanitation | Administrative Assistant II | G | 2 |
| Service-Safety | Executive Assistant | L | 1 |
| Storm Water Utility | Administrative Assistant II | G | 1 |
| | Storm Water Inspector | I | 1 |
| | Storm Water Specialist III | J | 1 |
| | Storm Water Engineer I | O | 1 |
| Transportation | Administrative Assistant II | G | 1 |
| Treasurer | Finance Specialist | J | 1 |
| Utilities | Customer Service Manager | H | 1 |
| Water | Administrative Assistant II | G | 1 |
| WPC | Administrative Assistant II | G | 1 |

SECTION 2. PAY SCALE.

The Pay Scale for employees referenced in Section 1 of this Ordinance above, is set forth in the attached Exhibit A. The Pay Scale is effective Payroll #1, 2024.

SECTION 3. RETIREMENT PICK-UP.

Employees under this Ordinance do not receive retirement pension pick up.

SECTION 4. LONGEVITY PAY.

Employees covered by this ordinance, who were hired on or after January 1, 2006, are not eligible to receive this benefit.

Full-time employees covered by this Ordinance, who were hired on or before December 31, 2005, shall, after five years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. An employee shall be paid longevity pay commencing January 1st of the year in which the anniversary of employment occurs.

SECTION 5. HOLIDAY PAY.

Employees will follow The City's holiday schedule. Employees who are scheduled to, and do work on the holidays, shall be compensated for working such holidays at the rate of one and one-half times such employee's normal rate of pay.

SECTION 6. PERSONAL TIME.

Employees covered by this Ordinance shall receive 40 hours of personal time each year. Personal time must be used in the year in which it was accrued and will not accumulate. Part-time employees are exempt from this benefit. The use of personal time must be approved by a supervisor.

Newly hired employees shall be entitled to personal leave on a pro-rated basis in their first calendar year of employment. Employees hired between January 1 and March 31 shall be entitled to forty (40) hours of personal leave in that year. Employees hired between April 1 and June 30 shall be entitled to thirty (30) hours of personal leave in that year. Employees hired between July 1 and September 30 shall be entitled to twenty (20) hours of personal leave in that year. Employees hired between October 1 and December 31 shall be entitled to ten (10) hours of personal leave in that year.

On January 1 of the calendar year following initial employment, the employee shall receive forty (40) hours of personal leave.

SECTION 7. VACATION LEAVE.

The vacation schedule for employees covered by this Ordinance is hereby established as follows:

| <u>Continuous Service</u> | <u>Vacation Hours</u> |
|-----------------------------|-----------------------|
| Upon completion of 6 months | 40 hours |
| Upon completion of 1 Year | 40 hours |
| Upon completion of 2 Years | 80 hours |
| Upon completion of 5 years | 120 hours |
| Upon completion of 14 years | 160 hours |
| Upon completion of 20 years | 200 hours |

As used in this section, "year" means any 12-month period following the first date of employment with the City during which the employee is continuously employed with the City and works an average of 30 hours or more per week.

Employees shall earn and be provided the first week of vacation leave during the pay period in which they attain six (6) months of service. Employees shall earn and be provided an additional one (1) week of vacation leave during the pay period in which they attain one year of service. Thereafter, vacation leave shall be earned as set forth in the paragraph below.

Entitlement to accrued vacation leave becomes effective on January 1st if the anniversary date of employment falls within the same calendar year. Employees who separate from the City with less than one year of employment shall not be entitled to a payout of vacation leave.

Employees covered by this Ordinance may carry over no more than 40 hours of vacation leave into the subsequent calendar year, except as otherwise authorized by the Service-Safety Director or elected official responsible for supervision of that department.

SECTION 8. FUNERAL LEAVE.

Employees covered by this Ordinance shall be granted funeral leave with pay for the death of a family member as follows:

For a death within the employee's immediate family (e.g., spouse, parent, parent of spouse, child, stepchild, step-parent, or sibling), an employee shall be granted five days of leave within seven days of the death of the family member.

For a death not within the employee's immediate family (e.g., brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, appointed legal guardian, aunt, uncle, or grandparent of spouse), an employee shall be granted three days of leave within seven days of the death of the family member.

Days of leave shall be defined as normal average working hours. An employee may elect to take up to two additional bereavement days as other paid leave.

SECTION 9. MEDICAL INSURANCE.

Employees must work an average of 30 hours or more per week over the previous twelve (12) months to be eligible for medical insurance. Employees covered by this Ordinance shall pay an amount equal to 15% of the monthly premium for both family and single coverage. These deductions will be made pursuant to the City's 125 plan.

The employee and members of his or her family shall be included under the Employee Insurance Coverage, but only one plan of Employee Insurance Coverage will apply per family even if more than one member of an employee's immediate family is employed by the City.

The insurance benefits provided in this Ordinance shall be substantially equal to those currently provided during the life of this Agreement. The City shall choose the insurance provider and plan, and the benefits provided herein are subject to the rules and regulations of the insurance carrier.

SECTION 10. LIFE INSURANCE.

The City shall provide to all full-time employees covered by this Ordinance a term life insurance program as follows:

Coverage Amount

- \$50,000.00 per employee
- \$ 2,000.00 per employee spouse
- Up to \$2,000.00 per employee child (to age 26)

An employee will be eligible for insurance under this provision during the term of his or her employment with the City. An employee on leave without pay is not eligible for this program.

SECTION 11. SICK LEAVE PAYOUT.

A. An employee covered by this Ordinance who maintains a sick leave "bank" of more than 960 hours may elect to "cash in" up to \$500.00 of accrued but unused sick leave annually; provided, however, that an employee may "cash in" only accrued but unused sick leave in excess of 960 hours. In addition, employees with a sick leave "bank" of more than nine hundred sixty (960) hours may cash in two (2) hours of sick leave for one (1) hour of pay up to an additional five-hundred-dollar (\$500.00) payout provided the employee maintains a sick leave "bank" of at least nine hundred sixty (960) hours. The value of the sick time per hour is an employee's regular hourly rate.

B. An employee covered by this Ordinance who has a bank of more than nine hundred sixty (960) hours can exchange a minimum of eight (8) hours, or one day, for an additional vacation day, not to exceed forty (40) hours.

C. Full-time employees covered by this Ordinance and hired on or before December 31, 2010, shall be granted the following:

1. If, upon retirement, an employee has a “bank” of at least 960 hours of accrued but unused sick leave, that employee will be paid 100% of the value of the employee’s accrued but unused sick leave up to 960 hours, and 25% of the value of that employee’s accrued but unused sick leave in excess of 960 hours.
2. If, upon retirement, an employee does not have a “bank” of 960 hours of accrued but unused sick leave, that employee will be paid the value of 32 hours of the employee’s accrued but unused sick leave for each year of the employee’s continuous employment with the City, but in no case shall an employee be paid out more than the value of 960 hours of accrued but unused sick leave pursuant to this provision.

D. Full-time employees covered by this Ordinance, who were hired on or after January 1, 2011, and who have at least ten years of continuous service with the City, shall be granted the following:

1. Upon retirement, an employee may elect to be paid 25% of the value of the employee’s accrued but unused sick leave. Regardless of the amount of the payment, a payout under this provision shall eliminate all of that employee’s accrued but unused sick leave. An employee may elect to receive one or more payments, but the aggregate value of all payouts under this provision shall not exceed the value of 240 hours of accrued but unused sick leave.
2. For purposes of this section, the value of one hour of sick leave is equivalent to the employee’s current regular hourly rate.

SECTION 12. SICK LEAVE EXCHANGE.

Employees covered by this Ordinance who maintain a sick leave “bank” of at least 960 hours may cash in sick leave for personal leave, at a ratio of two days of sick leave for one day of personal leave, for up to three personal days annually.

Employees who maintain a sick leave “bank” of at least 640 hours may cash in sick leave for personal leave, at a ratio of three days of sick leave for one day of personal leave, for up to three personal days annually.

SECTION 13. UNEXCUSED ABSENCES.

There will be no pay for unexcused absences the scheduled day before or after a holiday or vacation day.

SECTION 14. SUPERVISOR DISCRETION.

The Service-Safety Director or elected official responsible for supervision of a City department may, in the exercise of his or her sound discretion, adjust the pay step and/or benefits (e.g., vacation leave, personal time, and compensatory time) of an employee covered by this Ordinance in light of that employee’s experience, education, performance, or other extenuating circumstances. Any adjustment under this provision must be in writing and, upon delivery to the City Auditor; the adjustment shall be made as soon as practicable.

SECTION 15. FORCE AND EFFECT.

This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the continued and uninterrupted services by the City of Lancaster. Wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

Attest: _____

Offered by: _____

Second by: _____

Requested by Finance Committee

President of Council

Mayor