

LANCASTER CITY COUNCIL
LANCASTER, OHIO

November 4, 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
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

- Temp Res #108-24** A RESOLUTION TO APPOINT A BUSINESS REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE VIOLET TOWNSHIP – CITY OF LANCASTER JOINT ECONOMIC DEVELOPMENT DISTRICT
Law Committee (Crites/Bizjak) (3 Readings)
- Temp Res #110-24** A RESOLUTION TO MAKE APPROPRIATIONS FOR PLANNED 2025 BUDGET EXPENSES AND OTHER EXPENDITURES OF THE CITY OF LANCASTER FOR FISCAL YEAR 2025, AND TO ESTABLISH LINE-ITEM TRANSFER AUTHORITY FOR ALL CITY DEPARTMENTS
Finance Committee (Wolfinger/Ahlers) (3 Readings)

SECOND READING

- Temp Res #114-24** A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ENTER INTO AN ENGINEERING AGREEMENT FOR VARIOUS CONSTRUCTION ADMINISTRATION SERVICES FOR THE SOLIDS HANDLING REPLACEMENT PROJECT
Water / WPC (Wing/Tener) (3 Readings)
- Temp Res #115-24** A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ADVERTISE FOR BIDS FOR THE SOLIDS HANDLING FACILITY REPLACEMENT PROJECT
Water / WPC (Wing/Ailes) (3 Readings)
- Temp Res #116-24** A RESOLUTION TO APPROPRIATE FUNDS IN THE WATER RESERVE FUND (6027) AND AUTHORIZE PAYMENT OF BILLS FOR THE OHIO WATER DEVELOPMENT LOAN FOR THE SOUTH WATER PLANT BOOSTER PUMP PROJECT
Water / WPC (Wing/Tener) (2 Readings)

Temp Res #117-24 A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ENTER INTO A CONTRACT WITH FAIRFIELD HEALTHCARE PROFESSIONALS, INC. TO PROVIDE PROFESSIONAL HEALTHCARE AND WELLNESS SERVICES TO CITY OF LANCASTER EMPLOYEES AND THEIR DEPENDENTS AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Bizjak) (3 Readings)

Temp Res #118-24 A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ENTER INTO A CONTRACT WITH RENAISSANCE COUNSELING & CONSULTATION TO PROVIDE PROFESSIONAL MENTAL HEALTH COUNSELING SERVICES TO CITY OF LANCASTER EMPLOYEES AND THEIR DEPENDENTS AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Wolfinger) (3 Readings)

FIRST READING

Temp Res #124-24 A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO DISPENSE WITH COMPETITIVE BIDDING AND ENTER INTO A CONTRACT WITH CHAPMAN FORD FOR THE PURCHASE OF FOUR POLICE VEHICLES FOR USE BY THE LANCASTER POLICE DEPARTMENT
Safety (Bizjak/Tener) (2 Readings)

Temp Res #125-24 A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ACCEPT BUREAU OF WORKERS' COMPENSATION SAFETY INTERVENTION GRANT FUNDS
Safety (Bizjak/Ahlers) (1 Reading)

Temp Res #126-24 A RESOLUTION TO AUTHORIZE THE SERVICE SAFETY DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR CONSULTANT SERVICES TO IMPLEMENT AND ADMINISTER THE PY2023 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM AND TO DECLARE AN EMERGENCY
Economic Development (Hoop / Crites) (1 Reading)

Temp Res #127-24 A RESOLUTION TO INCREASE RECEIPTS, APPROPRIATE FROM THE UNENCUMBERED BALANCE AND AMEND THE CERTIFICATE OF OTHER SOURCES AND APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE POLICE & FIRE PENSION FUND (2028)
Finance (Wolfinger / Ahlers) (1 Reading)

Temp Res #128-24 A RESOLUTION TO INCREASE RECEIPTS, APPROPRIATE FROM THE UNENCUMBERED BALANCE AND AMEND THE CERTIFICATE OF OTHER SOURCES AND APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE PUBLIC TRANSIT FUND (2021)
Finance (Wolfinger / Ailes) (1 Reading)

READING OF ORDINANCES**THIRD READING**

- Temp Ord #34-24** AN ORDINANCE TO AUTHORIZE THE AMENDMENT OF THE JOINT ECONOMIC DEVELOPMENT DISTRICT CONTRACT BETWEEN THE CITY OF LANCASTER AND VIOLET TOWNSHIP AND TO DECLARE AN EMERGENCY
Economic Development Committee (Hoop/Crites)
(3 Readings)
- Temp Ord #35-24** AN ORDINANCE TO REPEAL LANCASTER CODIFIED ORDINANCE PART ONE – ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE, CHAPTER 139 – PUBLIC TRANSIT BOARD OF THE CODIFIED ORDINANCES OF THE CITY OF LANCASTER
Law Committee (Crites/Wolfinger) (3 Readings)
- Temp Ord #36-24** AN ORDINANCE TO REPEAL LANCASTER CODIFIED ORDINANCE PART ONE – ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE, CHAPTER 130 – SERVICE SAFETY BOARD OF THE CODIFIED ORDINANCES OF THE CITY OF LANCASTER
Law Committee (Crites / Schoonover) (3 Readings)
- Temp Ord #37-24** AN ORDINANCE TO ACCEPT THE FINAL PLAT FOR LDG DEVELOPMENT’S EMERALD PLACE PROJECT AND TO DECLARE AN EMERGENCY
Code Enforcement & Zoning Committee (Ahlers/Luchtenberg) (3 Readings)
- Temp Ord #38-24** AN ORDINANCE TO REPEAL AND REPLACE LANCASTER CODIFIED ORDINANCE PART SEVEN – BUSINESS REGULATION CODE, CHAPTER 751 – PEDDLERS
Law Committee (Crites/Bizjak) (3 Readings)
- Temp Ord #39-24** AN ORDINANCE TO REPEAL AND REPLACE LANCASTER CODIFIED ORDINANCE PART NINE – STREETS, UTILITIES, AND PUBLIC SERVICES CODE, TITLE ONE – STREETS AND SIDEWALKS, CHAPTER 903 – SIDEWALKS
Law Committee (Crites/Wolfinger) (3 Readings)

SECOND READING

NONE

FIRST READING

- Temp Ord #42-24** AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOTES IN THE MAXIMUM PRINCIPAL AMOUNT OF FIVE HUNDRED FORTY THOUSAND DOLLARS (\$540,000.00), IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING THE COSTS OF THE RENOVATION OF AN EXISTING BUILDING FOR USE BY THE CITY'S MUNICIPAL COURT, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY
Finance (Wolfinger / Ailes) (2 Readings)
- Temp Ord #43-24** AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF REVENUE NOTES, IN THE AGGREGATE PRINCIPAL AMOUNT OF SEVEN HUNDRED FIFTEEN THOUSAND FIVE HUNDRED FIFTY-FIVE DOLLARS AND FORTY-TWO CENTS (\$715,555.42), TO PAY COSTS OF IMPROVING ETY ROAD, MEMORIAL DRIVE AND MICHAELS WAY BY GRADING, WIDENING, PAVING, CURBING, AND IMPROVING BRIDGES AND RAILROAD CROSSINGS, RELOCATING UTILITIES, AND INSTALLING SIDEWALKS, TRAFFIC SIGNALS AND SIGNS, AND WATER, SANITARY AND STORM WATER LINES AND FACILITIES, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY
Finance (Wolfinger / Ahlers) (2 Readings)
- Temp Ord #44-24** AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF A REVENUE NOTE IN THE AGGREGATE PRINCIPAL AMOUNT OF TWO HUNDRED TWENTY-ONE THOUSAND NINE HUNDRED SIXTY-FOUR DOLLARS AND TWENTY-THREE CENTS (\$221,964.23) TO REIMBURSE FLAGSTAR BANK, FSB FOR A DRAW ON THE LETTER OF CREDIT IN CONNECTION WITH COSTS OF IMPROVING ETY ROAD, MEMORIAL DRIVE AND MICHAELS WAY BY GRADING, WIDENING, PAVING, CURBING, AND IMPROVING BRIDGES AND RAILROAD CROSSINGS, RELOCATING UTILITIES, AND INSTALLING SIDEWALKS, TRAFFIC SIGNALS AND SIGNS, AND WATER, SANITARY AND STORM WATER LINES AND FACILITIES, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY
Finance (Wolfinger / Ailes) (2 Readings)
- Temp Ord #45-24** AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR THE INFORMATION TECHNOLOGY ADMINISTRATOR, OFFICE OF THE CLERK OF COURT, EMPLOYED BY THE CITY OF LANCASTER, OHIO, COMMENCING THE FIRST PAY PERIOD OF 2025, AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Bizjak) (3 Readings)

- Temp Ord #46-24** AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR FAIRFIELD COUNTY MUNICIPAL COURT MANAGEMENT AND PROFESSIONAL PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Wolfinger) (3 Readings)
- Temp Ord #47-24** AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR FAIRFIELD COUNTY MUNICIPAL COURT JUDICIAL AND PROBATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Bizjak) (3 Readings)
- Temp Ord #48-24** AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR MANAGEMENT AND PROFESSIONAL PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Wolfinger) (3 Readings)
- Temp Ord #49-24** 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 2025, AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Bizjak) (3 Readings)
- Temp Ord #50-24** AN ORDINANCE TO ESTABLISH THE COMPENSATION FOR SEASONAL INTERNS, EMPLOYED BY THE CITY OF LANCASTER, OHIO, COMMENCING DURING THE SUMMER OF 2025, AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Wolfinger) (3 Readings)
- Temp Ord #51-24** AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR PARKS AND RECREATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY
Administrative (Luchtenberg / Bizjak) (3 Readings)

TABLED LEGISLATION

NONE

UNFINISHED BUSINESS

NEW BUSINESS

Appointment of Councilman to serve on Tree Commission Committee

ANNOUNCEMENT OF SCHEDULED MEETINGS

REGULARLY SCHEDULED CITY COUNCIL MEETINGS

1. November 25th at 6:30 p.m. – Council Chambers
2. December 9th at 6:30 p.m. – Council Chambers

SPECIAL SCHEDULED MEETINGS

None

REGULARLY SCHEDULED COMMITTEE MEETINGS

1. Water / Water Pollution Committee – November 22nd at 7:30 a.m. - City Hall 1897 Conference Room
2. Service Committee – December 6th at 8:00 a.m. - City Hall 1897 Conference Room
3. Administrative Service Committee - December 18th at 8:00 a.m. - City Hall 1897 Conference Room

READING OF BILLS

MNCO - \$86.56

EXECUTIVE SESSION (if needed)**ADJOURNMENT**

TEMPORARY RESOLUTION NO. 124-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO DISPENSE WITH COMPETITIVE BIDDING AND ENTER INTO A CONTRACT WITH CHAPMAN FORD FOR THE PURCHASE OF FOUR POLICE VEHICLES FOR USE BY THE LANCASTER POLICE DEPARTMENT

WHEREAS, the State of Ohio Department of Administrative Services has negotiated a State Contract with Ford Motor Company and Chapman Ford for the provision of police vehicles to state and local political subdivisions in the State; and

WHEREAS, Ford Motor Company has not officially opened their ordering window, this is a proactive measure to have authorization immediately at the time the orders open; and

WHEREAS, this resolution is necessary to for the Lancaster Police Department to execute the planned and budgeted purchase of four (4) police vehicles from Chapman Ford for the State Contract purchase price; and

WHEREAS, the total cost of the four (4) vehicles is One Hundred Eighty-Four Thousand Two Hundred Forty Dollars (\$184,240.00) and was budgeted for in the fleet replacement line item of the 2024 budget in expense account 2051.3250.56050; 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 dispense with competitive bidding and enter into a contract with Chapman Ford for the purchase of four (4) new police vehicles at the State Contract price which shall not exceed One Hundred Eighty-Four Thousand Two Hundred Forty Dollars (\$184,240.00).

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: _____

Clerk: _____

Offered by: _____

Second by: _____

Requested by Safety Committee

President of Council

Mayor

TEMPORARY RESOLUTION NO. 125-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ACCEPT BUREAU OF WORKERS' COMPENSATION SAFETY INTERVENTION GRANT FUNDS

WHEREAS, the Bureau of Workers' Compensation (BWC) Safety Intervention grant program provides funding to help employers purchase equipment to reduce or eliminate injuries and illnesses related to their employees' job tasks; and

WHEREAS, the Lancaster Fire Department (LFD) has been awarded Twenty-Nine Thousand One Hundred Seventy-Three Dollars and Fifty Cents (\$29,173.50) in BWC Safety Intervention grant funds; and

WHEREAS, LFD plans to utilize these BWC grant funds to purchase four (4) Ferno Transcend Stair Chairs with PowerTraxx to assist its employees with transporting patients who are difficult to access due to stairs; 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 accept Twenty-Nine Thousand One Hundred Seventy-Three Dollars and Fifty Cents (\$29,173.50) in BWC Safety Intervention grant funds.

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 Safety Committee

President of Council

Mayor

TEMPORARY RESOLUTION NO. 126-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE SERVICE SAFETY DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR CONSULTANT SERVICES TO IMPLEMENT AND ADMINISTER THE PY2023 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM AND TO DECLARE AN EMERGENCY

WHEREAS, due to lack of personnel capacity in the Community Development Department, assistance is needed to implement and administer the PY2023 Community Housing Impact and Preservation (CHIP) Program; and

WHEREAS, consulting services are an allowable expense and are reimbursable per the CHIP grant guidelines; now, therefore,

BE IT RESOLVED BY 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 with a consultant to implement and administer the PY2023 CHIP grant program.

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 all projects for this grant must implemented and completed by February 2026; 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: _____

Clerk: _____

President of Council

Offered by: _____

Mayor

Second by: _____

Requested by Economic Development Committee

TEMPORARY RESOLUTION NO. 127-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO INCREASE RECEIPTS, APPROPRIATE FROM THE UNENCUMBERED BALANCE AND AMEND THE CERTIFICATE OF OTHER SOURCES AND APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE POLICE & FIRE PENSION FUND (2028)

WHEREAS, The City of Lancaster received more revenue from County settlements than was anticipated on the Schedule A and we need to adjust the revenue and expense budgets to allow the City Auditor to record the settlement receipts and expenses accordingly; now, therefore,

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

SECTION 1. That the City of Lancaster Auditor amend the Certificate of Other Sources with the County Auditor in the amount of Seventy-Three Thousand Five Hundred Thirteen Dollars and Twenty-Eight Cents (\$73,513.28) in the Police & Fire Pension Fund (2028).

SECTION 2. That the City of Lancaster Auditor amend the Certificate of Appropriations with the County Auditor in the amount of Seventy-Three Thousand Six Hundred Eighteen Dollars and Fifty-Eight Cents (\$73,618.58) in the Police & Fire Pension Fund (2028).

SECTION 3. That the City of Lancaster Auditor increase receipts in the following revenue accounts:

2028-3250-41026	Police & Fire Pension – Police	\$36,756.64
2028-3500-41026	Police & Fire Pension – Fire	<u>\$36,756.64</u>
	Total	\$73,513.28

SECTION 4. That the City of Lancaster Auditor appropriate from the unencumbered balance in the following expense accounts:

2028-3250-51056	Police & Fire Pension – Police	\$36,809.29
2028-3500-51056	Police & Fire Pension – Fire	<u>\$36,809.29</u>
	Total	\$73,618.58

SECTION 5. 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

TEMPORARY RESOLUTION NO. 128-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO INCREASE RECEIPTS, APPROPRIATE FROM THE UNENCUMBERED BALANCE AND AMEND THE CERTIFICATE OF OTHER SOURCES AND APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE PUBLIC TRANSIT FUND (2021)

WHEREAS, Lancaster Fairfield Public Transit, a former City of Lancaster Department, received Federal Grant monies for operations at the end of September 2024; and

WHEREAS, because the County assumed operations for Lancaster Fairfield Public Transit in July of 2024, the City must increase the former department's revenue budget and appropriate these monies to pay Fairfield County Transit; now, therefore,

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

SECTION 1. That the City of Lancaster Auditor shall amend the Certificate of Other Sources and Appropriations with the County Auditor in the Public Transit Fund (2021) in the amount of Three Hundred Thousand Nine Hundred Ninety-Nine Dollars and Thirty-Eight Cents (\$300,999.38).

SECTION 2. That the City of Lancaster Auditor shall increase receipts in revenue account 2021-0000-43013 (Federal Grant Operating) in the amount of Three Hundred Thousand Nine Hundred Ninety-Nine Dollars and Thirty-Eight Cents (\$300,999.38).

SECTION 3. That the City of Lancaster Auditor shall appropriate from the unencumbered balance in expense account 2021-7100-52053 (Public Transit Cash Transfer to Fairfield County) in the amount of Three Hundred Thousand Nine Hundred Ninety-Nine Dollars and Thirty-Eight Cents (\$300,999.38).

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: _____

Clerk: _____

President of Council

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

TEMPORARY ORDINANCE NO. 42-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOTES IN THE MAXIMUM PRINCIPAL AMOUNT OF FIVE HUNDRED FORTY THOUSAND DOLLARS (\$540,000.00), IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING THE COSTS OF THE RENOVATION OF AN EXISTING BUILDING FOR USE BY THE CITY'S MUNICIPAL COURT, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ordinance No. 22-23 passed October 23, 2023, notes in anticipation of bonds in the principal amount of \$540,000, dated December 15, 2023 (the "Outstanding Notes"), were issued for the purpose described in Section 1, to mature on December 13, 2024; and

WHEREAS, this Council finds and determines that the City should retire the Outstanding Notes with the proceeds of the Notes described in Section 3 and other funds available to the City; and

WHEREAS, the Auditor, as fiscal officer of this City, has certified to this Council that the estimated life or period of usefulness of the Improvement described in Section 1 is at least five (5) years, the estimated maximum maturity of the Bonds described in Section 1 is fifteen (15) years, and the maximum maturity of the Notes described in Section 3, to be issued in anticipation of the Bonds is December 22, 2035; now, therefore,

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

SECTION 1. It is necessary to issue bonds of this City in the maximum principal amount of \$360,000 (the "Bonds") for the purpose of paying the costs of the renovation of an existing building for use by the City's Municipal Court, together with all necessary appurtenances thereto (the "Improvement").

SECTION 2. The Bonds shall be dated approximately December 1, 2025, shall bear interest at the now estimated rate of 6.00% per year, payable semiannually until the principal amount is paid, and are estimated to mature in sixteen (16) annual principal installments on December 1 of each year and in such amounts that the total principal and interest payments on the Bonds in any fiscal year in which principal is payable, shall be substantially equal. The first principal payment of the Bonds is estimated to be December 1, 2026.

SECTION 3. It is necessary to issue and this Council determines that notes in the maximum principal amount of \$360,000 (the "Notes") shall be issued in anticipation of the issuance of the Bonds for the purpose described in Section 1 and to retire, together with other funds available to the City, the Outstanding Notes and to pay any financing costs. The principal amount of Notes to be issued (not to exceed the stated maximum amount) shall be determined by the Auditor in the certificate awarding the Notes in accordance with Section 6 of this Ordinance (the "Certificate of Award") as the amount which, along with other available funds of the City, is necessary to provide for the retirement of the Outstanding Notes and to pay any financing costs. The Notes shall be dated the date of issuance and shall mature not more than one year following the date of issuance, provided that the Auditor shall establish the maturity date in the Certificate of Award. The Notes shall bear interest at a rate or rates not to exceed

7.00% per year (computed on the basis of a 360-day year consisting of twelve 30-day months or such other basis as shall be determined by the Auditor in the Certificate of Award), payable at maturity and until the principal amount is paid or payment is provided for. The rate or rates of interest on the Notes shall be determined by the Auditor in the Certificate of Award in accordance with Section 6 of this Ordinance.

SECTION 4. The debt charges on the Notes shall be payable in lawful money of the United States of America or in Federal Reserve funds of the United States of America as determined by the Auditor in the Certificate of Award, and shall be payable, without deduction for services of the City's paying agent, at the office of the Auditor or a bank or trust company designated by the Auditor in the Certificate of Award after determining that the payment at that bank or trust company will not endanger the funds or securities of the City and that proper procedures and safeguards are available for that purpose or at the office of the Auditor if agreed to by the Auditor and the original purchaser (the "Paying Agent"). The Auditor is authorized, to the extent necessary or appropriate, to enter into an agreement with the Paying Agent in connection with the services to be provided by the Paying Agent after determining that the signing thereof will not endanger the funds or securities of the City.

SECTION 5. The Notes shall be signed by the Mayor and the Auditor in the name of the City and in their official capacities, provided that one of those signatures may be a facsimile. The Notes shall be issued in minimum denominations of \$100,000 or any integral multiples of \$5,000 in excess thereof (and may be issued in denominations in such amounts in excess thereof as requested by the original purchaser and approved by the Auditor) and with numbers as requested by the original purchaser and approved by the Auditor. The entire principal amount may be represented by a single note and may be issued as fully registered securities (for which the Auditor will serve as note registrar) and in book entry form as described below, or other uncertificated form in accordance with Section 9.96 and Chapter 133 of the Ohio Revised Code if it is determined by the Auditor that issuance of fully registered securities in that form will facilitate the sale and delivery of the Notes. The Notes shall not have coupons attached, shall be transferable and numbered as determined by the Auditor and shall express upon their faces the purpose, in summary terms, for which they are issued and that they are issued pursuant to this Ordinance. The principal and interest on the Notes shall be payable by check or draft mailed by the City to the registered holder of the Notes at close of business on the maturity date of the Notes at the registered holder's address as it appears on the note register; provided, however, the City may enter into an agreement with the registered holder of the Notes, providing for making the payment to the purchaser of principal and interest on the Notes at a place and in a manner (including wire transfer of federal funds) other than as provided in this Ordinance, without prior presentation or surrender of the Notes. Upon receipt of the principal and interest payments at maturity on the Notes, the registered holder thereof shall cancel the notes and deliver them to the City.

Notwithstanding any other provisions of this Ordinance, if the Auditor determines in the Certificate of Award that it is in the best interest of and financially advantageous to the City, the Notes may be issued in book entry form in accordance with the following provisions of this Section.

"Book entry form" or "book entry system" means a form or system under which (a) the ownership of beneficial interests in the Notes and the principal of and interest on the Notes may be transferred only through a book entry, and (b) a single physical Note certificate in fully registered form is issued by the City and payable only to a Depository or its nominee as registered owner, with the certificate deposited with and "immobilized" in the custody of the Depository or its designated agent for that purpose. The book entry maintained by others than

the City is the record that identifies the owners of beneficial interests in the Notes and that principal and interest.

“Depository” means any securities depository that is a clearing agency registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934, operating and maintaining, with its Participants or otherwise, a book entry system to record ownership of beneficial interests in the Notes or the principal of and interest on the Notes, and to effect transfers of the Notes, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

“Participant” means any participant contracting with a Depository under a book entry system and includes securities brokers and dealers, banks and trust companies and clearing corporations.

The Notes may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized, (a) the Notes may be issued in the form of a single Note made payable to the Depository or its nominee and immobilized in the custody of the Depository or its agent for that purpose; (b) the beneficial owners in book entry form shall have no right to receive the Notes in the form of physical securities or certificates; (c) ownership of beneficial interests in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (d) the Notes as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the City.

If any Depository determines not to continue to act as a Depository for the Notes for use in a book entry system, the Auditor may attempt to establish a securities depository/book entry relationship with another qualified Depository. If the Auditor does not or is unable to do so, the Auditor, after making provision for notification of the beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Notes from the Depository, and shall cause the Notes in bearer or payable form to be signed by the officers authorized to sign the Notes and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including any costs of printing), if the event is not the result of City action or inaction, of those persons requesting such issuance.

The Auditor is also hereby authorized and directed, to the extent necessary or required, to enter into any agreements determined necessary in connection with the book entry system for the Notes, after determining that the signing thereof will not endanger the funds or securities of the City.

SECTION 6. The Notes shall be sold at not less than par plus accrued interest (if any) at private sale by the Auditor in accordance with law and the provisions of this Ordinance and the Certificate of Award. The Auditor shall sign the Certificate of Award referred to in Section 3 fixing the interest rate or rates which the Notes shall bear and evidencing that sale to the original purchaser, cause the Notes to be prepared, and have the Notes signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Notes if requested by the original purchaser, to the original purchaser upon payment of the purchase price. The Mayor, the Auditor, the Director of Law, the Treasurer, the Clerk of Council and other City officials, as appropriate, and any person serving in an interim or acting capacity for any such official, each are authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Ordinance. The Auditor is authorized, if it is determined to be in the best interest of the City, to combine the issue of Notes

with one or more other note issues of the City into a consolidated note issue pursuant to Section 133.30(B) of the Ohio Revised Code.

SECTION 7. The proceeds from the sale of the Notes received by the City (or withheld by the original purchaser on behalf of the City) shall be paid into the proper fund or funds, and those proceeds are appropriated and shall be used for the purpose for which the Notes are being issued. The Certificate of Award may authorize the original purchaser to withhold certain proceeds from the sale of the Notes to provide for the payment of certain financing costs on behalf of the City. Any portion of those proceeds received by the City (after payment of those financing costs) representing premium or accrued interest shall be paid into the Bond Retirement Fund.

SECTION 8. The City shall use reasonable efforts to sell and issue the Bonds or renewal notes at such times, in such amounts and bearing interest at such rates, and containing such additional provisions, as may be necessary to provide sufficient moneys to pay all the debt charges on the Notes when due after allowing for any other funds that may be lawfully available and appropriated for that purpose. The par value to be received from the sale of the Bonds or of any renewal notes and any excess funds resulting from the issuance of the Notes shall, to the extent necessary, be used to pay the debt charges on the Notes at maturity and are pledged for that purpose.

SECTION 9. During the year or years in which the Notes are outstanding, there shall be levied on all the taxable property in the City, in addition to all other taxes, the same tax that would have been levied if the Bonds had been issued without the prior issuance of the Notes. The tax shall be within the ten-mill limitation imposed by law, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner, and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Notes or the Bonds when and as the same fall due.

In each year to the extent receipts from the City's municipal income tax are available for the payment of the debt charges on the Notes or the Bonds and are appropriated for that purpose, the amount of the property tax described above shall be reduced by the amount of such receipts so available and appropriated in compliance with the following covenant. To the extent necessary, the debt charges on the Notes or the Bonds shall be paid from municipal income taxes of the City lawfully available therefor under the Constitution and the laws of the State of Ohio; and the City hereby covenants, subject and pursuant to such authority, including particularly Section 133.05(B)(7) of the Ohio Revised Code, to appropriate annually from such municipal income taxes such amount as is necessary to meet such annual debt charges.

Nothing in the preceding paragraph in any way diminishes the irrevocable pledge of the full faith and credit and general property taxing power of the City to the prompt payment of the debt charges on the Notes or the Bonds.

SECTION 10. The City covenants that it will use, and will restrict the use and investment of, the proceeds of the Notes in such manner and to such extent as may be necessary so that (a) the Notes will not (i) constitute private activity bonds or arbitrage bonds under Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the "Code") or (ii) be treated other than as bonds the interest on which is excluded from gross income under Section 103 of the Code, and (b) the interest on the Notes will not be an item of tax preference under Section 57 of the Code.

The City further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Notes to be and remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Notes to the governmental purpose of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports and (v) refrain from certain uses of those proceeds, and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The Auditor, as fiscal officer of the City, or any other officer of the City having responsibility for issuance of the Notes is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the City with respect to the Notes as the City is permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Notes or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties with respect to the Notes, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments with respect to the Notes, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the City, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Notes, and (c) to give one or more appropriate certificates of the City, for inclusion in the transcript of proceedings for the Notes, setting forth the reasonable expectations of the City regarding the amount and use of all the proceeds of the Notes, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Notes. The Auditor or any other officer of the City having responsibility for issuance of the Notes is specifically authorized to designate the Notes as "qualified tax-exempt obligations" if such designation is applicable and desirable, and to make any related necessary representations and covenants.

Each covenant made in this Section with respect to the Notes is also made with respect to all issues any portion of the debt service on which is paid from proceeds of the Notes (and, if different, the original issue and any refunding issues in a series of refundings), to the extent such compliance is necessary to assure the exclusion of interest on the Notes from gross income for federal income tax purposes, and the officers identified above are authorized to take actions with respect to those issues as they are authorized in this Section to take with respect to the Notes.

SECTION 11. The Auditor is authorized to request a rating for the Notes from Moody's Investors Service, Inc. or S&P Global Ratings, or both, as the Auditor determines is in the best interest of the City. The expenditure of the amounts necessary to secure any such ratings as well as to pay the other financing costs (as defined in Section 133.01 of the Ohio Revised Code) in connection with the Notes is hereby authorized and approved and the amounts necessary to pay those costs are hereby appropriated from the proceeds of the Notes, if available, and otherwise from available moneys in the General Fund.

SECTION 12. The legal services of the law firm of Squire Patton Boggs (US) LLP are hereby retained. Those legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the

authorization, sale and issuance of the Notes and securities issued in renewal of the Notes and rendering at delivery related legal opinions, all as set forth in the form of engagement letter from that firm which is now on file in the office of the Clerk of Council. In providing those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of this City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State of Ohio, any county or municipal corporation or of this City, or the execution of public trusts. For those legal services, that firm shall be paid just and reasonable compensation and shall be reimbursed for actual out-of-pocket expenses incurred in providing those legal services. The Auditor is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm. The amounts necessary to pay those fees and any reimbursement are hereby appropriated from the proceeds of the Notes, if available, and otherwise from available moneys in the General Fund.

SECTION 13. The Clerk of Council is directed to promptly deliver a certified copy of this Ordinance to the County Auditor of Fairfield County, Ohio.

SECTION 14. This Council determines that all acts and conditions necessary to be done or performed by the City or to have been met precedent to and in the issuing of the Notes in order to make them legal, valid and binding general obligations of the City have been performed and have been met, or will at the time of delivery of the Notes have been performed and have been met, in regular and due form as required by law; that the full faith and credit and general property taxing power (as described in Section 9) of the City are pledged for the timely payment of the debt charges on the Notes; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Notes.

SECTION 15. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council or any of its committees, and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

SECTION 16. 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 required to be immediately effective in order to issue and sell the Notes, which is necessary to enable the City to timely retire the Outstanding Notes and thereby preserve its credit; 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: _____

Clerk: _____

President of Council

Mayor

Offered by: _____

Second by: _____

The foregoing is a true and correct copy of Ordinance ____-24 as passed by the Council of the City of Lancaster, Ohio at its meeting on _____, 2024.

Offered by: _____

Second by: _____

Requested by Finance Committee

I, Anitra Scott, Clerk of Council do hereby certify that on _____, 2024 and _____, 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. 43-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF REVENUE NOTES, IN THE AGGREGATE PRINCIPAL AMOUNT OF SEVEN HUNDRED FIFTEEN THOUSAND FIVE HUNDRED FIFTY-FIVE DOLLARS AND FORTY-TWO CENTS (\$715,555.42), TO PAY COSTS OF IMPROVING ETY ROAD, MEMORIAL DRIVE AND MICHAELS WAY BY GRADING, WIDENING, PAVING, CURBING, AND IMPROVING BRIDGES AND RAILROAD CROSSINGS, RELOCATING UTILITIES, AND INSTALLING SIDEWALKS, TRAFFIC SIGNALS AND SIGNS, AND WATER, SANITARY AND STORM WATER LINES AND FACILITIES, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ordinance No. 39-06 (the "TIF Ordinance"), passed by this Council on September 11, 2006, the City declared certain improvements to certain property (the "Property") to be a public purpose, exempting portions of the value of those improvements from real property taxes, specified that certain public infrastructure improvements, including the improvements described in Section 1 (the "Improvements"), would benefit that property, requiring the owners of the Property to make service payments in lieu of taxes (the "Service Payments"), creating the Ety Road Municipal Tax Increment Equivalent Fund (the "TIF Fund"), and authorizing a Tax Increment Financing Agreement (the "TIF Agreement") by and among the City, Island Capital Investment Group, LLC ("Island Capital"), Menard, Inc. ("Menard"), RLG Lancaster Ltd. ("RLG Lancaster"), GCG Lancaster Ltd. ("GCG Lancaster"), Anchor Lancaster, LLC ("Anchor Lancaster" and together with RLG Lancaster and GCG Lancaster, "RG/Anchor") and Wal-Mart Stores East, LP ("Wal-Mart", and together with Island Capital, Menard and RG/Anchor, the "TIF Parties"); and

WHEREAS, pursuant to Section 3.13 of the TIF Agreement, if the costs of the Improvements exceed the \$3,600,000 (a "Project Shortfall"), Island Capital was required to pay to the City 30.12% of the Project Shortfall, Menard was required to pay to the City 24.56% of the Project Shortfall, RG/Anchor was required to pay to the City 10.23% of the Project Shortfall and Wal-Mart was required to pay to the City 35.09% of the Project Shortfall; and

WHEREAS, a Project Shortfall occurred; and

WHEREAS, pursuant to Section 3.12 of the TIF Agreement, in exchange for the payment of the Project Shortfall by Island Capital, Menard, RG/Anchor and Wal-Mart, and pursuant to Ordinance No. 30-23 passed by this Council on November 27, 2023, the City issued to each of those entities a note (each an "Outstanding TIF Note" and collectively, the "Outstanding TIF Notes") in an amount equal to each entity's current portion of the Project Shortfall (being the amount of the Project Shortfall, plus accrued interest, minus any repayments by the City) which aggregated in the amount of \$820,127.52; and

WHEREAS, the Outstanding TIF Notes mature on December 31, 2024; and

WHEREAS, the Outstanding TIF Notes are payable solely from amounts on deposit in the TIF Fund and available for that purpose pursuant to Section 4.3 of the TIF Agreement; and

WHEREAS, on December 31 of each year, to the extent amounts on deposit in the TIF Fund are available, the City is required by Section 3.12 of the TIF Agreement to pay the principal of and interest on the Outstanding TIF Notes; and

WHEREAS, on December 31 of each year, to the extent amounts on deposit in the TIF Fund are not available to pay the entire principal of and interest on the Outstanding TIF Notes, the City is required to issue new TIF Notes to the TIF Parties or their successors in an amount equal to the unpaid principal of and interest on the Outstanding TIF Notes and such new TIF Notes are to bear interest at a rate equal to the interest rate on the City's Debt (as defined in the TIF Agreement); and

WHEREAS, approximately \$137,377.20 of funds available on deposit in the TIF Fund available to pay a portion of the principal of and all of the interest on the Outstanding TIF Notes; now, therefore,

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

SECTION 1. It is necessary to issue and this Council determines that revenue notes in the aggregate principal amount of \$715,555.42 (the "Series 2024 TIF Notes") shall be issued to pay costs of improving Ety Road, Memorial Drive and Michaels Way by grading, widening, paving, curbing, and improving bridges and railroad crossings, relocating utilities, and installing sidewalks, traffic signals and signs, and water, sanitary and storm water lines and facilities, together with all necessary appurtenances thereto and to retire the Outstanding TIF Notes and to pay any financing costs. The Series 2024 TIF Notes shall be secured solely by monies on deposit in the TIF Fund. The Series 2024 TIF Notes shall be issued pursuant to the Constitution of the State, the Ohio Revised Code and this Ordinance.

SECTION 2. The Series 2024 TIF Notes shall be dated December 31, 2024 and shall mature on December 31, 2025. The Series 2024 TIF Notes shall bear interest at a rate of 4.000% per year (computed on the basis of a 360-day year consisting of twelve 30-day months), payable at maturity and until the principal amount is paid or payment is provided for.

SECTION 3. The Treasurer of the City is hereby appointed to act as the initial note registrar and paying agent for the Series 2024 TIF Notes (the "Paying Agent"). The principal of and interest on the Series 2024 TIF Notes shall be payable when due in Federal Reserve funds of the United States of America, without deduction for the services of the Paying Agent as paying agent, upon presentation and surrender of the Series 2024 TIF Notes at the main office of the Paying Agent.

SECTION 4. The Series 2024 TIF Notes shall be signed by the Mayor and the Auditor, in the name of the City and in their official capacities; provided that either or both of those signatures may be a facsimile. The Series 2024 TIF Notes shall be issued as four notes, one to Flagstar Bank, FSB ("Flagstar"), as successor to Island Capital, one to Menard, one to RG/Anchor and one to Wal-Mart, or their successors or assigns, representing 30.12%, 24.56%, 10.23% and 35.09%, respectively, in the aggregate principal amount of the Series 2024 TIF Notes. The Series 2024 TIF Notes shall not have coupons attached, shall be numbered as determined by the Auditor and shall express upon their faces the purpose, in summary terms, for which they are issued and that they are issued pursuant to this Ordinance.

SECTION 5. The Series 2024 TIF Notes shall be sold and delivered by the Auditor to the TIF Parties in exchange for their delivery of their respective Outstanding TIF Note to the Treasurer in accordance with law and the provisions of this Ordinance and the TIF Agreement

and payment by the City, according to the percentages set forth in Section 4 of this Ordinance, of an amount needed to pay a portion of the principal and all of the accrued interest due on each Outstanding TIF Note, which amount shall be determined by the Auditor to be in the best interests of the City. The Auditor shall cause the Series 2024 TIF Notes to be prepared, and have the Series 2024 TIF Notes signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Series 2024 TIF Notes if requested by the TIF Parties, to each of those entities upon its delivery of its Outstanding TIF Note to the Treasurer. The Mayor, the Auditor, the Clerk of Council and other City officials, as appropriate, each are authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Ordinance.

SECTION 6. The proceeds from the sale of the Series 2024 TIF Notes shall be deemed to have been paid into the TIF Fund and those proceeds are appropriated and shall be used to retire the Outstanding TIF Notes.

SECTION 7. The par value to be received from the sale of any renewal notes or bonds and any excess funds resulting from the issuance of the Series 2024 TIF Notes shall, to the extent necessary, be used to pay the principal of and interest on the Series 2024 TIF Notes at maturity and are pledged for that purpose.

SECTION 8. The Series 2024 TIF Notes are special obligations of the City. The principal of and interest on the Series 2024 TIF Notes are payable solely from the proceeds of any bonds (including any renewal bond anticipation notes) and by a pledge of and lien on monies on deposit in the TIF Fund established by the TIF Ordinance and the TIF Agreement. If any monies remain in the TIF Fund following the payment of the principal of and interest on the Series 2024 TIF Notes, then those remaining monies may be used for any other lawful purpose.

The City hereby covenants and agrees to diligently pursue the collection of the Service Payments required pursuant to the TIF Ordinance, including taking all lawful actions necessary to claim and maintain the exemption from real property taxation granted by the TIF Ordinance and taking all lawful actions as are necessary and advisable to collect delinquent Service Payments and to deposit those Service Payments into the TIF Fund for the purpose of paying the principal of and interest on the Series 2024 TIF Notes.

Nothing in this Ordinance or the Series 2024 TIF Notes shall constitute a general obligation debt or tax-supported bonded indebtedness of the City; the general resources of the City shall not be required to be used, and neither the general credit nor taxing power or full faith and credit of the City are or shall be pledged, for the performance of any duty under this Ordinance or the Series 2024 TIF Notes. Nothing in this Ordinance gives the holders of Series 2024 TIF Notes, and they do not have, the right to have excises or taxes levied by the Council for the payment of principal of or interest on the Series 2024 TIF Notes, but the Series 2024 TIF Notes are payable solely from the proceeds of any bonds (including any renewal bond anticipation notes) and the monies on deposit in the TIF Fund, all as provided in this Ordinance, and each Series 2024 TIF Note shall contain a statement to that effect; provided, however, that nothing shall be deemed to prohibit the City, of its own volition, from using to the extent it is lawfully authorized to do so, any other resources or revenues for the fulfillment of any of the terms, conditions or obligations of this Ordinance or the Series 2024 TIF Notes.

SECTION 9. The legal services of the law firm of Squire Patton Boggs (US) LLP are hereby retained. Those legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the

authorization, sale and issuance of the Series 2024 TIF Notes and securities issued in renewal of the Series 2024 TIF Notes and rendering at delivery any related and required legal opinions. In providing those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of this City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, any county or municipal corporation or of this City, or the execution of public trusts. For those legal services that firm shall be paid just and reasonable compensation and shall be reimbursed for actual out-of-pocket expenses incurred in providing those legal services. The Auditor is authorized and directed to execute an engagement letter for the retention of those legal services, a form of which is on file with the Clerk of Council and approved as to form. The Auditor is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

SECTION 10. This Council determines that all acts and conditions necessary to be done or performed by the City or to have been met precedent to and in the issuing of the Series 2024 TIF Notes in order to make them legal, valid and binding special obligations of the City have been performed and have been met, or will at the time of delivery of the Series 2024 TIF Notes have been performed and have been met, in regular and due form as required by law; that the amounts on deposit in the TIF Fund (as provided herein and in the TIF Agreement) are pledged for the timely payment of the principal of and interest on the Series 2024 TIF Notes and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Series 2024 TIF Notes.

SECTION 11. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council or any of its committees, and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

SECTION 12. 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 required to be immediately effective in order to issue and deliver the Series 2024 TIF Notes, which is necessary in order to enable the City to retire the Outstanding TIF Notes and thereby preserve its credit; 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: _____

Clerk: _____

President of Council

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

The foregoing is a true and correct copy of Ordinance ____-24 as passed by the Council of the City of Lancaster, Ohio at its meeting on _____, 2024.

I, Anitra Scott, Clerk of Council do hereby certify that on _____, 2024 and _____, 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. 44-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF A REVENUE NOTE IN THE AGGREGATE PRINCIPAL AMOUNT OF TWO HUNDRED TWENTY-ONE THOUSAND NINE HUNDRED SIXTY-FOUR DOLLARS AND TWENTY-THREE CENTS (\$221,964.23) TO REIMBURSE FLAGSTAR BANK, FSB FOR A DRAW ON THE LETTER OF CREDIT IN CONNECTION WITH COSTS OF IMPROVING ETY ROAD, MEMORIAL DRIVE AND MICHAELS WAY BY GRADING, WIDENING, PAVING, CURBING, AND IMPROVING BRIDGES AND RAILROAD CROSSINGS, RELOCATING UTILITIES, AND INSTALLING SIDEWALKS, TRAFFIC SIGNALS AND SIGNS, AND WATER, SANITARY AND STORM WATER LINES AND FACILITIES, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ordinance No. 39-06 (the "TIF Ordinance"), passed by this Council on September 11, 2006, the City declared certain improvements to certain property (the "Property") to be a public purpose, exempting portions of the value of those improvements from real property taxes, specified that certain public infrastructure improvements, including the improvements described in Section 1 (the "Improvements"), would benefit that property, requiring the owners of the Property to make service payments in lieu of taxes (the "Service Payments"), creating the Ety Road Municipal Tax Increment Equivalent Fund (the "TIF Fund"), and authorizing a Tax Increment Financing Agreement (the "TIF Agreement") by and among the City, Island Capital Investment Group, LLC ("Island Capital"), Menard, Inc. ("Menard"), RLG Lancaster Ltd. ("RLG Lancaster"), GCG Lancaster Ltd. ("GCG Lancaster"), Anchor Lancaster, LLC ("Anchor Lancaster" and together with RLG Lancaster and GCG Lancaster, "RG/Anchor") and Wal-Mart Stores East, LP ("Wal-Mart", and together with Island Capital, Menard and RG/Anchor, the "TIF Parties"); and

WHEREAS, the City has previously issued general obligation notes and bonds to pay costs of the Improvements as required by the TIF Agreement (such notes and bonds are collectively referred to herein as the "Debt"); and

WHEREAS, pursuant to the TIF Agreement, the City previously drew upon a letter of credit provided by Flagstar Bank, FSB to Island Capital (the "Letter of Credit") for the payment of a portion of the Debt; and

WHEREAS, pursuant to Ordinance No. 31-23 passed by this Council on November 27, 2023, the City issued a note (the "Outstanding Island Capital TIF Note") in the amount of \$254,392.13 dated December 31, 2023 and maturing on December 31, 2024 to reimburse Flagstar Bank, FSB ("Flagstar"), as successor to Island Capital, for the prior draw on the Letter of Credit, being an amount equal to the draw on the Letter of Credit, plus accrued interest, minus any repayments by the City; and

WHEREAS, the Outstanding Island Capital TIF Note is payable solely from amounts on deposit in the TIF Fund and available for that purpose pursuant to Section 4.3 of the TIF Agreement; and

WHEREAS, on December 31, 2024, to the extent amounts on deposit in the TIF Fund are not available to pay the principal of and interest on the Outstanding Island Capital TIF Note, the City is required to issue a new note to Flagstar in an amount equal to the unpaid

principal of and interest on the Outstanding Island Capital TIF Note, and such new Island Capital TIF Note is to bear interest at a rate equal to the interest rate on the City's Debt; and

WHEREAS, approximately \$42,603.59 of funds available on deposit in the TIF Fund available to pay a portion of the principal of and all of the interest on the Outstanding Island Capital TIF Note; now, therefore,

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

SECTION 1. It is necessary to issue and this Council determines that a revenue note in the aggregate principal amount of \$221,964.23 (the "Island Capital TIF Note") shall be issued to reimburse Flagstar Bank, FSB for a draw on the Letter of Credit in connection with costs of improving Ety Road, Memorial Drive and Michaels Way by grading, widening, paving, curbing, and improving bridges and railroad crossings, relocating utilities, and installing sidewalks, traffic signals and signs, and water, sanitary and storm water lines and facilities, together with all necessary appurtenances thereto and to retire the Outstanding Island Capital TIF Note and to pay any financing costs. The Island Capital TIF Note shall be secured solely by monies on deposit in the TIF Fund. The Island Capital TIF Note shall be issued pursuant to the Constitution of the State, the Ohio Revised Code and this Ordinance.

SECTION 2. The Island Capital TIF Note shall be dated December 31, 2024 and shall mature on December 31, 2025. The Island Capital TIF Note shall bear interest at a rate of 4.000% per year (computed on the basis of a 360-day year consisting of twelve 30-day months), payable at maturity and until the principal amount is paid or payment is provided for.

SECTION 3. The Treasurer of the City is hereby appointed to act as the initial note registrar and paying agent for the Island Capital TIF Note (the "Paying Agent"). The principal of and interest on the Island Capital TIF Note shall be payable when due in Federal Reserve funds of the United States of America, without deduction for the services of the Paying Agent as paying agent, upon presentation and surrender of the Island Capital TIF Note at the main office of the Paying Agent.

SECTION 4. The Island Capital TIF Note shall be signed by the Mayor and the Auditor, in the name of the City and in their official capacities; provided that either or both of those signatures may be a facsimile. The Island Capital TIF Note shall be issued as a single note to Flagstar, or its successors or assigns, in the aggregate principal amount of the Island Capital TIF Note. The Island Capital TIF Note shall not have coupons attached, shall be numbered as determined by the Auditor and shall express upon its face the purpose, in summary terms, for which it is issued and that it is issued pursuant to this Ordinance.

SECTION 5. The Island Capital TIF Note shall be sold and delivered by the Auditor to Flagstar in exchange for its delivery of the Outstanding Island Capital TIF Note to the Treasurer in accordance with law and the provisions of this Ordinance and the TIF Agreement and payment by the City to Flagstar of an amount needed to pay a portion of the principal and all of the accrued interest due on the Outstanding Island Capital TIF Note, which amount shall be determined by the Auditor to be in the best interests of the City. The Auditor shall cause the Island Capital TIF Note to be prepared, and have the Island Capital TIF Note signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Island Capital TIF Note if requested by Flagstar. The Mayor, the Auditor, the Clerk of Council and other City officials, as appropriate, each are authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions

as are necessary or appropriate to consummate the transactions contemplated by this Ordinance.

SECTION 6. The proceeds from the sale of the Island Capital TIF Note shall be deemed to have been paid into the TIF Fund and those proceeds are appropriated and shall be used to retire the Outstanding Island Capital TIF Note.

SECTION 7. The par value to be received from the sale of any renewal notes or bonds and any excess funds resulting from the issuance of the Island Capital TIF Note shall, to the extent necessary, be used to pay the principal of and interest on the Island Capital TIF Note at maturity and are pledged for that purpose.

SECTION 8. The Island Capital TIF Note is a special obligation of the City. The principal of and interest on the Island Capital TIF Note is payable solely from the proceeds of any bonds (including any renewal bond anticipation notes) and by a pledge of and lien on monies on deposit in the TIF Fund established by the TIF Ordinance and the TIF Agreement. If any monies remain in the TIF Fund following the payment of the principal of and interest on the Island Capital TIF Note, then those remaining monies may be used for any other lawful purpose.

The City hereby covenants and agrees to diligently pursue the collection of the Service Payments required pursuant to the TIF Ordinance, including taking all lawful actions necessary to claim and maintain the exemption from real property taxation granted by the TIF Ordinance and taking all lawful actions as are necessary and advisable to collect delinquent Service Payments and to deposit those Service Payments into the TIF Fund for the purpose of paying the principal of and interest on the Island Capital TIF Note.

Nothing in this Ordinance or the Island Capital TIF Note shall constitute a general obligation debt or tax-supported bonded indebtedness of the City; the general resources of the City shall not be required to be used, and neither the general credit nor taxing power or full faith and credit of the City are or shall be pledged, for the performance of any duty under this Ordinance or the Island Capital TIF Note. Nothing in this Ordinance gives the holder of the Island Capital TIF Note, and it does not have, the right to have excises or taxes levied by the Council for the payment of principal of or interest on the Island Capital TIF Note, but the Island Capital TIF Note is payable solely from the proceeds of any bonds (including any renewal bond anticipation notes) and the monies on deposit in the TIF Fund, all as provided in this Ordinance, and the Island Capital TIF Note shall contain a statement to that effect; provided, however, that nothing shall be deemed to prohibit the City, of its own volition, from using to the extent it is lawfully authorized to do so, any other resources or revenues for the fulfillment of any of the terms, conditions or obligations of this Ordinance or the Island Capital TIF Note.

SECTION 9. The legal services of the law firm of Squire Patton Boggs (US) LLP are hereby retained. Those legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the authorization, sale and issuance of the Island Capital TIF Note and securities issued in renewal of the Island Capital TIF Note and rendering at delivery any related and required legal opinions. In providing those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of this City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, any county or municipal corporation or of this City, or the execution of public trusts. For those legal services that firm shall be paid just and reasonable compensation and shall be reimbursed for actual out-of-pocket expenses incurred in providing those legal services. The Auditor is authorized and directed to execute an engagement letter

for the retention of those legal services, a form of which is on file with the Clerk of Council and approved as to form. The Auditor is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

SECTION 10. This Council determines that all acts and conditions necessary to be done or performed by the City or to have been met precedent to and in the issuing of the Island Capital TIF Note in order to make it a legal, valid and binding special obligation of the City have been performed and have been met, or will at the time of delivery of the Island Capital TIF Note have been performed and have been met, in regular and due form as required by law; that the amounts on deposit in the TIF Fund (as provided herein and in the TIF Agreement) are pledged for the timely payment of the principal of and interest on the Island Capital TIF Note and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Island Capital TIF Note.

SECTION 11. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council or any of its committees, and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

SECTION 12. 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 required to be immediately effective in order to issue and deliver the Island Capital TIF Note, which is necessary in order to enable the City to retire the Outstanding Island Capital TIF Note and thereby preserve its credit; 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: _____

Clerk: _____

President of Council

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

The foregoing is a true and correct copy of Ordinance ____-24 as passed by the Council of the City of Lancaster, Ohio at its meeting on _____, 2024.

I, Anitra Scott, Clerk of Council do hereby certify that on _____, 2024 and _____, 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. 45-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR THE INFORMATION TECHNOLOGY ADMINISTRATOR, OFFICE OF THE CLERK OF COURT, EMPLOYED BY THE CITY OF LANCASTER, OHIO, COMMENCING THE FIRST PAY PERIOD OF 2025, AND TO DECLARE AN EMERGENCY

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

SECTION 1. INFORMATION TECHNOLOGY ADMINISTRATOR.

That the bi-weekly and annual compensation for the Information Technology Administrator, which is one full-time position shall be as follows:

Effective Payroll 1, 2025:

Bi-weekly	\$ 3,340.19
Annual	\$86,845.00

SECTION 2. PAY SCALE.

The Clerk of Court has the authority in hiring to place the employee in the steps at her discretion based on the Administrator's previous experience.

SECTION 3. RETIREMENT PICK-UP.

Employees covered by 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 (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 5. PRO PAY/CERTIFICATION PAY.

Not Available.

SECTION 6. OTHER BENEFITS.

All other benefits for any employee covered by this Ordinance are established by the ordinance concerning employees who are not members of the recognized bargaining units.

SECTION 7. 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 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

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Administrative Services Committee

TEMPORARY ORDINANCE NO. 46-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR FAIRFIELD COUNTY MUNICIPAL COURT MANAGEMENT AND PROFESSIONAL PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED BY 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, 2025, in accordance with the department, job title, salary range, and number of employees listed below:

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>NUMBER OF EMPLOYEES</u>
Municipal Court-Judicial	Court Administrator	1
	Magistrate	1
Municipal Court-Probation	Chief Probation Officer	1
	Director of Probation Services	1

SECTION 2. PAY SCALE.

The bi-weekly and annual compensation for the employees referenced in Section 1 of this Ordinance above, effective Payroll 1, 2025, shall be within the total annual amount as set forth in the 2025 salary spreadsheet.

A. The Presiding Judge has the authority to set the annual salary of each employee within the lump sum dollar amount approved by the City Council for salaries for the upcoming year, including any approved cost of living increases.

SECTION 3. RETIREMENT PICK-UP.

Employees covered by 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 (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 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. Employees must work their scheduled

day before and after the holiday to receive holiday pay.

SECTION 6. 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.

The Magistrate is not eligible for health insurance.

SECTION 7. 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 19)

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.

The Magistrate is not eligible for life insurance.

SECTION 8. 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 or elected official responsible for supervision of that department.

SECTION 9. 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 1st of the calendar year following initial employment, the employee shall receive forty (40) hours of personal leave.

SECTION 10. 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 (2) additional bereavement days as other paid leave.

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

B. 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.

C. 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.

D. 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.

E. 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. SUPERVISOR DISCRETION.

The Presiding Judge may, in the exercise of his or her sound discretion, adjust the pay 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 14. 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 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

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Administrative Services Committee

TEMPORARY ORDINANCE NO. 47-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR FAIRFIELD COUNTY MUNICIPAL COURT JUDICIAL AND PROBATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY

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

SECTION 1. MUNICIPAL COURT PERSONNEL.

<u>DEPARTEMENT</u>	<u>JOB TITLE</u>	<u>NUMBER OF EMPLOYEES</u>
Municipal Court --Judicial	Judicial Office Assistant	1
	Bailiff	3
	Judicial Administrative Asst.	2
Municipal Court-Probation	Probation Administrative Asst.	1
	Probation Officer	7
	Probation Officer/Lab Technician	2
	Senior Probation Officer	1
Municipal Court-Special Projects	Facility Maintenance Coordinator	1

SECTION 2. PAY SCALE.

The bi-weekly and annual compensation for the employees referenced in Section 1 of this Ordinance above, effective Payroll 1, 2025, shall be within the total annual amount as set forth in the 2025 salary spreadsheet.

A. The Presiding Judge has the authority to set the annual salary of each employee within the lump sum dollar amount approved by the City Council for salaries for the upcoming year, including any approved cost of living increases.

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. Employees must work their

scheduled day before and after the holiday to receive holiday 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 1st 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.

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, 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.

Days of leave shall be defined as normal average working hours. An employee may elect to take up to two (2) 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 19)

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) 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. SUPERVISOR DISCRETION.

The Presiding Judge may, in the exercise of his or her sound discretion, adjust the pay 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 14. 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: _____

Clerk: _____

Offered by: _____

Second by: _____

Requested by Administrative Services Committee

President of Council

Mayor

TEMPORARY ORDINANCE NO. 48-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR MANAGEMENT AND PROFESSIONAL PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, 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, 2025, 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
Code Enforcement	Code Enforcement Director	21	1
Community Development	City Planner	21	1
	Certified Building Manager	23	1
	Grant Manager	18	1
	Zoning Administrator	18	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
Income Tax	Tax Commissioner	24	1
	Asst. Tax Commissioner	19	1
IT/Telecom	IT Director	26	1
	Assistant IT Director	22	1
	GIS Manager	22	1
Law Director	Assistant Law Director	27	1
	Senior Attorney	23	1
	Assistant Prosecutor	21	3
Police Department	Comm Tech Supervisor	13	1

Sanitation	Department Superintendent	25	1
	Assistant Superintendent	19	1
Service-Safety	Service-Safety Director	31	1
	HR Coordinator	16	1
Storm Water Utility	Storm Water Manager	27	1
	Storm Water Engineer II	23	1
Transportation	Department Superintendent	27	1
	Operations Manager	21	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	18	1
	Distribution Manager	21	1
	Compliance Manager	18	1
Water Pollution Control	Department Superintendent	28	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, 2025, shall be as follows:

Superintendent	Hourly	\$ 59.706
	Bi-weekly	\$ 4,776.512
	Annual	\$ 124,188.48

SECTION 3. POLICE CHIEF AND DEPUTY POLICE CHIEF.

The annual compensation for the Police Chief, Deputy Police Chief, effective Payroll 1, 2025, shall be as follows:

Police Chief	Hourly	\$ 69.134
	Bi-weekly	\$ 5,530.72
	Annual	\$ 143,798.72
Deputy Police Chief	Hourly	\$ 65.721
	Bi-weekly	\$ 5,257.68
	Annual	\$ 136,699.68

SECTION 4. FIRE CHIEF AND ASSISTANT FIRE CHIEF.

The annual compensation for the Fire Chief and one Assistant Fire Chief, effective Payroll 1, 2025, shall be as follows:

Fire Chief	Hourly	\$ 66.706
	Bi-weekly	\$ 5,336.48
	Annual	\$ 138,748.48
Assistant Fire Chief	Hourly	\$ 63.461
	Bi-weekly	\$ 5,076.88
	Annual	\$ 131,998.88

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. 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 8. 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 9. 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 10. 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, 2025.

SECTION 11. 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 12. 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 1st of the calendar year following initial employment, the employee

shall receive forty (40) hours of personal leave. Hours not used at the time of separation are not paid out.

SECTION 13. 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 (2) additional bereavement days as other paid leave.

SECTION 14. 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 15. 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 16. 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 17. 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 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

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Administrative Services Committee

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
9	25.57	26.68	27.82	28.95	30.04	31.16	32.28	33.39
	2,045.60	2,134.40	2,225.60	2,316.00	2,403.20	2,492.80	2,582.40	2,671.20
	53,185.60	55,494.40	57,865.60	60,216.00	62,483.20	64,812.80	67,142.40	69,451.20
10	26.24	27.41	28.56	29.71	30.86	32.02	33.13	34.31
	2,099.20	2,192.80	2,284.80	2,376.80	2,468.80	2,561.60	2,650.40	2,744.80
	54,579.20	57,012.80	59,404.80	61,796.80	64,188.80	66,601.60	68,910.40	71,364.80
11	27.10	28.39	29.66	30.93	32.19	33.47	34.73	36.02
	2,168.00	2,271.20	2,372.80	2,474.40	2,575.20	2,677.60	2,778.40	2,881.60
	56,368.00	59,051.20	61,692.80	64,334.40	66,955.20	69,617.60	72,238.40	74,921.60
12	27.86	29.08	30.31	31.52	32.72	33.95	35.16	36.33
	2,228.80	2,326.40	2,424.80	2,521.60	2,617.60	2,716.00	2,812.80	2,906.40
	57,948.80	60,486.40	63,044.80	65,561.60	68,057.60	70,616.00	73,132.80	75,566.40
13	28.67	29.91	31.16	32.40	33.63	34.88	36.16	37.40
	2,293.60	2,392.80	2,492.80	2,592.00	2,690.40	2,790.40	2,892.80	2,992.00
	59,633.60	62,212.80	64,812.80	67,392.00	69,950.40	72,550.40	75,212.80	77,792.00
14	29.27	30.56	31.83	33.13	34.41	35.73	36.98	38.23
	2,341.60	2,444.80	2,546.40	2,650.40	2,752.80	2,858.40	2,958.40	3,058.40
	60,881.60	63,564.80	66,206.40	68,910.40	71,572.80	74,318.40	76,918.40	79,518.40
15	29.94	31.26	32.64	33.97	35.28	36.61	37.93	39.23
	2,395.20	2,500.80	2,611.20	2,717.60	2,822.40	2,928.80	3,034.40	3,138.40
	62,275.20	65,020.80	67,891.20	70,657.60	73,382.40	76,148.80	78,894.40	81,598.40
16	30.95	32.30	33.63	35.01	36.37	37.74	39.08	40.40
	2,476.00	2,584.00	2,690.40	2,800.80	2,909.60	3,019.20	3,126.40	3,232.00
	64,376.00	67,184.00	69,950.40	72,820.80	75,649.60	78,499.20	81,286.40	84,032.00
17	31.83	33.23	34.63	35.98	37.38	38.77	40.14	41.50
	2,546.40	2,658.40	2,770.40	2,878.40	2,990.40	3,101.60	3,211.20	3,320.00
	66,206.40	69,118.40	72,030.40	74,838.40	77,750.40	80,641.60	83,491.20	86,320.00
18	32.70	34.07	35.44	36.86	38.23	39.61	41.00	42.41
	2,616.00	2,725.60	2,835.20	2,948.80	3,058.40	3,168.80	3,280.00	3,392.80
	68,016.00	70,865.60	73,715.20	76,668.80	79,518.40	82,388.80	85,280.00	88,212.80
19	33.57	35.06	36.52	38.00	39.50	40.99	42.45	43.94
	2,685.60	2,804.80	2,921.60	3,040.00	3,160.00	3,279.20	3,396.00	3,515.20
	69,825.60	72,924.80	75,961.60	79,040.00	82,160.00	85,259.20	88,296.00	91,395.20
20	34.40	35.93	37.46	38.99	40.52	42.01	43.54	45.13
	2,752.00	2,874.40	2,996.80	3,119.20	3,241.60	3,360.80	3,483.20	3,610.40
	71,552.00	74,734.40	77,916.80	81,099.20	84,281.60	87,380.80	90,563.20	93,870.40

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
21	35.39	36.94	38.49	40.01	41.56	43.07	44.61	46.20
	2,831.20	2,955.20	3,079.20	3,200.80	3,324.80	3,445.60	3,568.80	3,696.00
	73,611.20	76,835.20	80,059.20	83,220.80	86,444.80	89,585.60	92,788.80	96,096.00
22	36.44	38.07	39.70	41.32	42.94	44.55	46.17	47.79
	2,915.20	3,045.60	3,176.00	3,305.60	3,435.20	3,564.00	3,693.60	3,823.20
	75,795.20	79,185.60	82,576.00	85,945.60	89,315.20	92,664.00	96,033.60	99,403.20
23	37.58	39.23	40.89	42.53	44.18	45.80	47.47	49.13
	3,006.40	3,138.40	3,271.20	3,402.40	3,534.40	3,664.00	3,797.60	3,930.40
	78,166.40	81,598.40	85,051.20	88,462.40	91,894.40	95,264.00	98,737.60	102,190.40
24	38.69	40.40	42.12	43.80	45.52	47.22	48.91	50.65
	3,095.20	3,232.00	3,369.60	3,504.00	3,641.60	3,777.60	3,912.80	4,052.00
	80,475.20	84,032.00	87,609.60	91,104.00	94,681.60	98,217.60	101,732.80	105,352.00
25	39.75	41.54	43.28	45.08	46.85	48.63	50.39	52.15
	3,180.00	3,323.20	3,462.40	3,606.40	3,748.00	3,890.40	4,031.20	4,172.00
	82,680.00	86,403.20	90,022.40	93,766.40	97,448.00	101,150.40	104,811.20	108,472.00
26	40.90	42.71	44.51	46.30	48.11	49.91	51.72	53.53
	3,272.00	3,416.80	3,560.80	3,704.00	3,848.80	3,992.80	4,137.60	4,282.40
	85,072.00	88,836.80	92,580.80	96,304.00	100,068.80	103,812.80	107,577.60	111,342.40
27	42.34	44.18	46.05	47.89	49.76	51.62	53.48	55.38
	3,387.20	3,534.40	3,684.00	3,831.20	3,980.80	4,129.60	4,278.40	4,430.40
	88,067.20	91,894.40	95,784.00	99,611.20	103,500.80	107,369.60	111,238.40	115,190.40
28	43.40	45.27	47.21	49.13	51.05	52.98	54.87	56.76
	3,472.00	3,621.60	3,776.80	3,930.40	4,084.00	4,238.40	4,389.60	4,540.80
	90,272.00	94,161.60	98,196.80	102,190.40	106,184.00	110,198.40	114,129.60	118,060.80
29	44.67	46.64	48.61	50.58	52.55	54.52	56.49	58.44
	3,573.60	3,731.20	3,888.80	4,046.40	4,204.00	4,361.60	4,519.20	4,675.20
	92,913.60	97,011.20	101,108.80	105,206.40	109,304.00	113,401.60	117,499.20	121,555.20
30	46.04	48.06	50.06	52.11	54.14	56.15	58.19	60.17
	3,683.20	3,844.80	4,004.80	4,168.80	4,331.20	4,492.00	4,655.20	4,813.60
	95,763.20	99,964.80	104,124.80	108,388.80	112,611.20	116,792.00	121,035.20	125,153.60
31	47.41	49.49	51.57	53.66	55.74	57.82	59.91	61.97
	3,792.80	3,959.20	4,125.60	4,292.80	4,459.20	4,625.60	4,792.80	4,957.60
	98,612.80	102,939.20	107,265.60	111,612.80	115,939.20	120,265.60	124,612.80	128,897.60
32	48.85	50.98	53.11	55.28	57.41	59.56	61.65	63.85
	3,908.00	4,078.40	4,248.80	4,422.40	4,592.80	4,764.80	4,932.00	5,108.00
	101,608.00	106,038.40	110,468.80	114,982.40	119,412.80	123,884.80	128,232.00	132,808.00

TEMPORARY ORDINANCE NO. 49-24

PERMANENT ORDINANCE NO. _____

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 2025, 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, 2025, 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
Code Enforcement	PT Code Enforcement Inspector	J	2
	Code Enforcement Inspector	J	1
Community Development	Administrative Assistant II	G	1
	Permit Clerk	G	1
	Certified Inspector (Building)	L	2
	Housing Program Coordinator	G	1
	PT Grant Finance Specialist	J	1
	Program Coordinator	J	1
	Zoning Inspector	L	1
Engineering	Office Manager	J	1
	Engineer I	K	1
	Right-of-Way Manager	L	1
Fire	Office Manager	J	1
Gas	Administrative Assistant II	G	1
	Engineering Technology & Econ Development Technician	L	1
Income Tax	Tax Auditor	J	3
	PT Tax Clerk	A	1
IT/Telecom	Administrative Assistant II	G	1
	IT Specialist II	H	2
	Fiber Maintenance Specialist	J	1
	GIS Specialist	L	1

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	C	6
	1 st Deputy/Traffic	E	1
	1 st Deputy/Criminal	F	1
	1 st Deputy/Civil	F	1
	Administrative Assistant	L	1
	Chief Deputy Clerk	N	1
Police	Administrative Assistant III	I	1
Sanitation	Administrative Assistant II	G	2
Service-Safety	Office Manager	J	1
Storm Water Utility (through 1/31/25)	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, 2025.

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. Hours not used at the time of separation/termination are not paid out.

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 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 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

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Administrative Services Committee

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	19.62	20.52	21.37	22.24	23.11	23.95	24.85	25.71
	1,569.60	1,641.60	1,709.60	1,779.20	1,848.80	1,916.00	1,988.00	2,056.80
	40,809.60	42,681.60	44,449.60	46,259.20	48,068.80	49,816.00	51,688.00	53,476.80
B	20.64	21.59	22.55	23.52	24.47	25.42	26.37	27.34
	1,651.20	1,727.20	1,804.00	1,881.60	1,957.60	2,033.60	2,109.60	2,187.20
	42,931.20	44,907.20	46,904.00	48,921.60	50,897.60	52,873.60	54,849.60	56,867.20
C	21.06	22.03	23.00	24.77	24.95	25.94	26.88	27.89
	1,684.80	1,762.40	1,840.00	1,981.60	1,996.00	2,075.20	2,150.40	2,231.20
	43,804.80	45,822.40	47,840.00	51,521.60	51,896.00	53,955.20	55,910.40	58,011.20
D	21.52	22.52	23.49	24.48	25.47	26.48	27.44	28.46
	1,721.60	1,801.60	1,879.20	1,958.40	2,037.60	2,118.40	2,195.20	2,276.80
	44,761.60	46,841.60	48,859.20	50,918.40	52,977.60	55,078.40	57,075.20	59,196.80
E	21.92	22.93	23.94	24.97	26.00	27.00	28.02	29.03
	1,753.60	1,834.40	1,915.20	1,997.60	2,080.00	2,160.00	2,241.60	2,322.40
	45,593.60	47,694.40	49,795.20	51,937.60	54,080.00	56,160.00	58,281.60	60,382.40
F	22.29	23.33	24.40	25.45	26.50	27.53	28.58	29.63
	1,783.20	1,866.40	1,952.00	2,036.00	2,120.00	2,202.40	2,286.40	2,370.40
	46,363.20	48,526.40	50,752.00	52,936.00	55,120.00	57,262.40	59,446.40	61,630.40
G	22.72	23.78	24.85	25.91	26.93	27.97	29.03	30.08
	1,817.60	1,902.40	1,988.00	2,072.80	2,154.40	2,237.60	2,322.40	2,406.40
	47,257.60	49,462.40	51,688.00	53,892.80	56,014.40	58,177.60	60,382.40	62,566.40
H	23.39	24.47	25.53	26.63	27.71	28.79	29.86	30.96
	1,871.20	1,957.60	2,042.40	2,130.40	2,216.80	2,303.20	2,388.80	2,476.80
	48,651.20	50,897.60	53,102.40	55,390.40	57,636.80	59,883.20	62,108.80	64,396.80
I	24.09	25.18	26.26	27.37	28.46	29.57	30.64	31.80
	1,927.20	2,014.40	2,100.80	2,189.60	2,276.80	2,365.60	2,451.20	2,544.00
	50,107.20	52,374.40	54,620.80	56,929.60	59,196.80	61,505.60	63,731.20	66,144.00
J	25.08	26.24	27.39	28.56	29.71	30.87	32.02	33.17
	2,006.40	2,099.20	2,191.20	2,284.80	2,376.80	2,469.60	2,561.60	2,653.60
	52,166.40	54,579.20	56,971.20	59,404.80	61,796.80	64,209.60	66,601.60	68,993.60
K	25.68	26.84	28.03	29.22	30.42	31.58	32.77	33.99
	2,054.40	2,147.20	2,242.40	2,337.60	2,433.60	2,526.40	2,621.60	2,719.20
	53,414.40	55,827.20	58,302.40	60,777.60	63,273.60	65,686.40	68,161.60	70,699.20
L	26.33	27.54	28.77	29.97	31.20	32.44	33.60	34.80
	2,106.40	2,203.20	2,301.60	2,397.60	2,496.00	2,595.20	2,688.00	2,784.00
	54,766.40	57,283.20	59,841.60	62,337.60	64,896.00	67,475.20	69,888.00	72,384.00

TEMPORARY ORDINANCE NO. 50-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH THE COMPENSATION FOR SEASONAL INTERNS, EMPLOYED BY THE CITY OF LANCASTER, OHIO, COMMENCING DURING THE SUMMER OF 2025, AND TO DECLARE AN EMERGENCY

WHEREAS, City Council wishes to again participate in the MORPC Local Government Summer Internship Program to provide qualified college students with the opportunity to obtain practical work experience with a local government to prepare them for possible careers in public service; now, therefore,

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

SECTION 1. Interns will be employed for a 14-week period by the following departments: Community Development and Tree Commission. They may work a minimum of 12 hours to a maximum of 40 hours per week.

Intern \$ 14.00 to \$18.00/hour

A. Interns covered by this pay ordinance are not eligible for City benefits.

SECTION 2. 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 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

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Administrative Services Committee

TEMPORARY ORDINANCE NO. 51-24

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR PARKS AND RECREATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED BY 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, 2025, in accordance with the department, job title, salary range, and number of employees listed below:

<u>JOB TITLE</u>	<u>RANGE</u>	<u>EMPLOYEES</u>
Park Superintendent	26	1
Facility Supervisor	22	1
Recreation Supervisor	21	1
Recreation Assistant	F	1
Olivedale Park Supervisor	21	1
Forester	M	1
Park Office Manager	L	1
Health Fitness Aquatics Coordinator	J	1
Nature Education Coordinator	J	1
Outdoor Education Assistant	F	1
Outdoor Education PT	F	2
Recreation Assistant PT	F	1
Park Attendant III	10	2
Park Attendant II	8	2
Park Attendant I	5	6
Forester Assistant	5	1
Administrative Assistant	D	1
Administrative Assistant PT	D	1

Receptionist PT	B	1
Bus Driver PT	B	1
Maintenance PT	B	4
Custodian PT	B	2
Fitness Instructor PT	A	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, 2025.

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. This does not apply to exempt and part-time employees.

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 1st 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.

Full-time 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.

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. UNIFORM REIMBURSEMENT.

The City shall reimburse full-time employees covered by this Ordinance up to \$250.00 per calendar year for work clothing.

SECTION 15. SUPERVISOR DISCRETION.

The Park Superintendent 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

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Administrative Services Committee

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
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	1,569.60	1,641.60	1,709.60	1,779.20	1,848.80	1,916.00	1,988.00	2,056.80
	40,809.60	42,681.60	44,449.60	46,259.20	48,068.80	49,816.00	51,688.00	53,476.80
B	20.64	21.59	22.55	23.52	24.47	25.42	26.37	27.34
	1,651.20	1,727.20	1,804.00	1,881.60	1,957.60	2,033.60	2,109.60	2,187.20
	42,931.20	44,907.20	46,904.00	48,921.60	50,897.60	52,873.60	54,849.60	56,867.20
C	21.06	22.03	23.00	24.77	24.95	25.94	26.88	27.89
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	43,804.80	45,822.40	47,840.00	51,521.60	51,896.00	53,955.20	55,910.40	58,011.20
D	21.52	22.52	23.49	24.48	25.47	26.48	27.44	28.46
	1,721.60	1,801.60	1,879.20	1,958.40	2,037.60	2,118.40	2,195.20	2,276.80
	44,761.60	46,841.60	48,859.20	50,918.40	52,977.60	55,078.40	57,075.20	59,196.80
E	21.92	22.93	23.94	24.97	26.00	27.00	28.02	29.03
	1,753.60	1,834.40	1,915.20	1,997.60	2,080.00	2,160.00	2,241.60	2,322.40
	45,593.60	47,694.40	49,795.20	51,937.60	54,080.00	56,160.00	58,281.60	60,382.40
F	22.29	23.33	24.40	25.45	26.50	27.53	28.58	29.63
	1,783.20	1,866.40	1,952.00	2,036.00	2,120.00	2,202.40	2,286.40	2,370.40
	46,363.20	48,526.40	50,752.00	52,936.00	55,120.00	57,262.40	59,446.40	61,630.40
G	22.72	23.78	24.85	25.91	26.93	27.97	29.03	30.08
	1,817.60	1,902.40	1,988.00	2,072.80	2,154.40	2,237.60	2,322.40	2,406.40
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H	23.39	24.47	25.53	26.63	27.71	28.79	29.86	30.96
	1,871.20	1,957.60	2,042.40	2,130.40	2,216.80	2,303.20	2,388.80	2,476.80
	48,651.20	50,897.60	53,102.40	55,390.40	57,636.80	59,883.20	62,108.80	64,396.80
I	24.09	25.18	26.26	27.37	28.46	29.57	30.64	31.80
	1,927.20	2,014.40	2,100.80	2,189.60	2,276.80	2,365.60	2,451.20	2,544.00
	50,107.20	52,374.40	54,620.80	56,929.60	59,196.80	61,505.60	63,731.20	66,144.00
J	25.08	26.24	27.39	28.56	29.71	30.87	32.02	33.17
	2,006.40	2,099.20	2,191.20	2,284.80	2,376.80	2,469.60	2,561.60	2,653.60
	52,166.40	54,579.20	56,971.20	59,404.80	61,796.80	64,209.60	66,601.60	68,993.60
K	25.68	26.84	28.03	29.22	30.42	31.58	32.77	33.99
	2,054.40	2,147.20	2,242.40	2,337.60	2,433.60	2,526.40	2,621.60	2,719.20
	53,414.40	55,827.20	58,302.40	60,777.60	63,273.60	65,686.40	68,161.60	70,699.20
L	26.33	27.54	28.77	29.97	31.20	32.44	33.60	34.80
	2,106.40	2,203.20	2,301.60	2,397.60	2,496.00	2,595.20	2,688.00	2,784.00
	54,766.40	57,283.20	59,841.60	62,337.60	64,896.00	67,475.20	69,888.00	72,384.00

REQUEST FOR PREPARATION OF LEGISLATION

REQUESTS ARE REQUIRED TO BE IN THE LAW DIRECTOR'S OFFICE BY NOON THE MONDAY PRIOR TO THE NEXT COUNCIL MEETING. THOSE REQUESTS RECEIVED AFTER THE DEADLINE WILL NOT BE PROCESSED UNTIL THE NEXT MEETING.
WE NOW ACCEPT EMAIL COPIES VERSUS ORIGINALS

1. DATE: 10/30/2024

2. ORDINANCE RESOLUTION Readings Requested: 3

3. EMERGENCY YES NO

4. PLEASE CHECK BELOW BOXES A-H THAT APPLY: Make sure to include in box I below the account(s)/fund name(s) and number(s) with your description.

A. Decrease/Increase Approp. B. Apply for grant funding C. Then & Now Resolution

D. Go Out for bid/contract amount not to exceed \$ _____ E. Create a new Fund _____

F. Appropriate from unencumbered balance in expense account # _____ in the amount of \$ _____ & Amend the Certificate of Appropriations w/ the County Auditor in Fund # 1001

G. Increase Estimated Receipts in revenue account # _____ in the amount of \$ _____, Appropriate from unencumbered balance in expense account # _____ in the amount of \$ _____ & Amend the Certificate of Other Sources and Appropriations w/ the County Auditor in Fund # _____

H. Other - Explain below in Section I:

I. DESCRIPTION: Account(s)/fund number(s) & name(s) must be listed for the above section. Description for legislation. Please include language as to why this legislation is necessary and what it will accomplish.

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR PARKS AND RECREATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY

5. HAS AN APPROPRIATION BEEN MADE: YES NO N/A

ALL SIGNATURES MUST APPEAR BELOW PRIOR TO SUBMISSION TO THE LAW DIRECTOR'S OFFICE FOR PREPARATION. Telephone approval accepted with notation marked below. Forms submitted without all signatures will not be processed and returned to department to obtain those signatures.

Person completing this form Carrie Woody

Committee Sponsoring & Council Person Sponsoring Steve Luchtenburg, Administrative Services Committee

Service-Safety Director Approval n/a

Auditor Approval of above language _____

Martens, Liz

From: Woody, Carrie
Sent: Wednesday, October 30, 2024 3:31 PM
To: Luchtenberg, Steve; requestforlegislation
Cc: Bizjak, Joe; Wolfinger, Robert
Subject: 2025 Pay ordinances - Request for Legislation
Attachments: Clerk IT 2025 TO.doc; MGT for 2025 TO.doc; MGT muni court 2025 TO.doc; NU for 2025 TO.doc; NU muni court from tls 2025 TO.doc; Ord - Interns 2025.doc; Parks for 2025 TO.doc; PAYSCALE 2025 - NU.xls; PAYSCALE 2025 -Mgt.xls; PAYSCALE 2025- Parks.xls; Request for Legislation - Clerk IT.pdf; Request for Legislation - interns.pdf; Request for Legislation - judicial and probation.pdf; Request for Legislation - management and professional.pdf; Request for Legislation - municipal court and professional.pdf; Request for Legislation - non bargaining.pdf; Request for Legislation - parks.pdf

All,
I am sending a request for the six CY2025 pay ordinances for the City of Lancaster to accompany the CY2025 budget that is currently before council.

Mr. Luchtenburg has offered to sponsor all six pieces and will be for three readings each. The requests, ordinances and salary charts are attached.

Feel free to contact me with questions!

Thanks

