

BRUNSWICK CITY COMMITTEE-OF-THE-WHOLE

Agenda

SEPTEMBER 10, 2018

6:30 PM or immediately following Parks, Recreation & Community Committee

1. Discussion Items

- (a) Review and approve the Council's Office 2019 Budget.
- (b) Review and update the Assistant Clerk of Council and the Clerk of Council's Job Description
- (c) US and State Bike Route System Presentation from ODOT State Coordinator Caraline Griffith.

2. Motion Items

Motion to advertise for an RFP for personal training services at the Brunswick Community Recreation and Fitness Center.

3. Review Legislation

- (a) **RES NO. 65-18** - An emergency resolution strongly urging the Ohio Governor and members of the Ohio General Assembly to invest the state budget surplus in municipalities - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/ Patricia Hanek*)
- (b) **ORD. NO. 66-18** - An ordinance establishing section 618.30 of the City of Brunswick Codified Ordinances by prohibiting the feeding of wildlife and stray animals - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/ Brian Ousley*)

4. General Discussion

5. Executive Session

- (a) Motion to go into an Executive Session for the purpose to discuss the sale/lease of property.

6. Adjournment

THE CITY OF BRUNSWICK

DISCUSSION



DATE: 09/10/2018

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager

COPY: Mayor Ron Falconi

DISCUSSION: Review and approve the Council's Office 2019 Budget.

BACKGROUND:

PURPOSE AND EXPLANATION:

IMPLEMENTATION SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY:

RECOMMENDED ACTION:

ADDITIONAL INFORMATION:

MAYOR
RON FALCONI

CITY OF BRUNSWICK

COUNCIL
MICHAEL J. ABELLA, JR
ANTHONY P. CAPRETTA
JOSEPH P. DELSANTER
NICHOLAS HANEK
PATRICIA HANEK
BRIAN K. OUSLEY
JOSEPH SALZGEBER

CITY MANAGER / SAFETY DIRECTOR
CARL S. DEFOREST

City Council's Budget Narrative 2019 Operating Budget

Council Responsibilities

Brunswick City Council is the legislative and representative branch of the City elected by the voters of Brunswick. All legislative powers of the City are vested in the Council except as otherwise provided by law or the Charter. Council provides and exercises the performance of all duties and obligations imposed on the City by law. Council appoints a City Manager who executes the laws and administers the government of the City. Council appoints a Clerk of Council to give notice of Council Meetings to its members and the public, create and maintain the records of its proceedings and perform such duties assigned by Charter and/or the Council.

Budget Highlights:

Council employs a full-time Council Clerk and a Part-time Assistant Clerk at 25 hours per week. A new Part-time Assistant Clerk in 2019.

Associations, Conferences & Training costs have been controlled and held to a minimum for the past several years. The Clerk applies for scholarships for the Master Municipal Clerks Academy, when available, to save money and has done so for several years. This line item also covers various membership fees, an occasional required workshop, sometimes miscellaneous mileage and the goal setting facilitator.

Incidental line item covers plaques, business cards, and name plates for Council dais, name badges, keys, banners, miscellaneous mileage, or special occasion refreshments (i.e. oath of offices). Office Supplies covers paper, copier staples, record books, calendars, batteries, disks, and miscellaneous supplies. Postage covers all postage and Council's share of maintenance on the postage machine.



4095 CENTER ROAD - BRUNSWICK, OHIO 44212

CITY HALL PHONE: (330) 225-9144 - FAX: (330) 273-8023 - POLICE & FIRE PHONE: (330) 225-9111 - FAX: (330) 225-6002
<http://www.brunswick.oh.us>

City of Brunswick, Ohio
Departmental Budget Worksheet
For the Budget Year Ending, December 31, 2019

Fund: General Fund
Department: City Council
Fund Number: 001-0100

Line Item Account Number	Classification / Account Title	2007	2014	Actuals 2015	2016	2017
<i>Personal Services</i>						
001-0100-51022	Council Members	\$ 72,288.72	\$ 86,490.85	\$ 87,207.71	\$ 87,813.14	\$ 89,615.56
001-0100-51180	Council Clerk	51,642.47	58,944.91	60,373.17	61,438.53	68,309.84
001-0100-51182	Council Clerk PT	21,776.94	21,029.97	21,594.46	22,334.50	22,648.94
<i>Total Personal Services</i>		\$ 145,708.13	\$ 166,465.73	\$ 169,175.34	\$ 171,586.17	\$ 180,574.34
<i>Fringe Benefits</i>						
001-0100-52002	Longevity	1,005.20	2,447.00	2,537.64	2,628.27	2,443.29
001-0100-52222	Deferred Compensation	2,583.33	2,947.10	3,020.94	3,071.89	3,040.69
001-0100-52223	PERS	26,058.55	30,752.80	31,307.85	31,501.37	33,640.03
001-0100-52225	No Medical Coverage	-	-	-	-	-
001-0100-52226	Meditax	2,142.21	2,423.27	2,435.86	2,482.27	2,692.42
001-0100-52228	Sick Buy Back	1,498.44	1,368.98	-	-	583.13
001-0100-52231	Wellness	-	-	226.58	226.58	543.78
001-0100-52274	Workers Compensation	8,869.93	985.42	3,193.75	8,219.18	1,511.03
001-0100-52275	Hospitalization	14,096.88	17,559.86	18,645.68	19,703.54	18,698.59
001-0100-52280	Retirement Leave ORC Payout	-	-	-	-	4,619.84
001-0100-53258	Association, Conference & Training	8,062.14	725.53	507.63	532.20	691.82
<i>Total Fringe Benefits & Training</i>		\$ 64,316.68	\$ 59,209.96	\$ 61,875.93	\$ 68,365.30	\$ 68,464.62
<i>Purchased Services</i>						
001-0100-54246	Postage	400.37	148.85	65.42	-	-
001-0100-54253	Equipment Service Contract	1,510.46	-	-	-	-
001-0100-54272	Insurance	1,712.69	2,933.53	2,725.17	2,077.12	2,192.35
001-0100-54279	Codification	7,634.29	4,324.81	5,512.83	8,766.93	7,550.62
<i>Total Purchased Services</i>		\$ 11,257.81	\$ 7,407.19	\$ 8,303.42	\$ 10,844.05	\$ 9,742.97
<i>Office Supplies & Materials</i>						
001-0100-55239	Incidentals	434.18	341.35	123.90	157.04	649.96
001-0100-55242	Office Supplies	629.97	227.34	620.53	502.92	416.14
<i>Total Office Supplies & Materials</i>		\$ 1,064.15	\$ 568.69	\$ 744.43	\$ 659.96	\$ 1,066.10
<i>Transfers Out</i>						
001-0100-99999	Transfer Out - Five-Year Capital Plan	-	1,200.00	4,500.00	2,500.00	3,500.00
<i>Total Transfers Out</i>		\$ -	\$ 1,200.00	\$ 4,500.00	\$ 2,500.00	\$ 3,500.00
<i>Total Operation Appropriations</i>		\$ 222,346.77	\$ 234,851.57	\$ 244,599.12	\$ 253,955.48	\$ 263,348.03
<i>Five Year Capital Plan Expenditures</i>						
901-0100-56252	Capital Outlay	3,759.55	1,924.24	-	-	-
<i>Total Capital Equipment</i>		\$ 3,759.55	\$ 1,924.24	\$ -	\$ -	\$ -
GRAND TOTAL OF EXPENDITURES		\$ 226,106.32	\$ 236,775.81	\$ 244,599.12	\$ 253,955.48	\$ 263,348.03

Footnote:

Council Clerk, for many years, retired in December 2017, hired new Council Clerk.

City of Brunswick, Ohio
Departmental Budget Worksheet
For the Budget Year Ending, December 31, 2019

Fund: General Fund
Department: City Council
Fund Number: 001-0100

Line Item Account Number	Classification / Account Title	2018		2019	
		Original Budget	Current Budget	Departmental Request	City Manager Recommendation
Personal Services					
001-0100-51022	Council Members	\$ 92,307.00	\$ 92,307.00	\$ -	\$ -
001-0100-51180	Council Clerk	46,674.00	46,674.00	-	-
001-0100-51182	Council Clerk PT	24,229.00	24,229.00	24,229	-
Total Personal Services		\$ 163,210.00	\$ 163,210.00	\$ -	\$ -
Fringe Benefits					
001-0100-52002	Longevity	-	-	-	-
001-0100-52222	Deferred Compensation	-	-	-	-
001-0100-52223	PERS	28,033.00	28,033.00	-	-
001-0100-52225	No Medical Coverage	-	-	-	-
001-0100-52226	Meditax	2,473.00	2,473.00	-	-
001-0100-52228	Sick Buy Back	1,515.00	-	-	-
001-0100-52231	Wellness	635.00	635.00	-	-
001-0100-52274	Workers Compensation	6,644.00	6,644.00	-	-
001-0100-52275	Hospitalization	23,528.00	20,358.00	-	-
001-0100-52280	Retirement Leave ORC Payout	5,051.00	5,051.00	-	-
001-0100-53258	Association, Conference & Training	3,500.00	3,500.00	3,500	-
Total Fringe Benefits & Training		\$ 71,379.00	\$ 66,694.00	\$ -	\$ -
Purchased Services					
001-0100-54246	Postage	200.00	200.00	200	-
001-0100-54253	Equipment Service Contract	-	-	-	-
001-0100-54272	Insurance	3,750.00	3,750.00	3,750	-
001-0100-54279	Codification	8,000.00	8,000.00	8,000	-
Total Purchased Services		\$ 11,950.00	\$ 11,950.00	\$ 11,950	\$ -
Office Supplies & Materials					
001-0100-55239	Incidentals	400.00	400.00	400	-
001-0100-55242	Office Supplies	850.00	850.00	850	-
Total Office Supplies & Materials		\$ 1,250.00	\$ 1,250.00	\$ 1,250	\$ -
Transfers Out					
001-0100-99999	Transfer Out - Five-Year Capital Plan	-	-	-	-
Total Transfers Out		\$ -	\$ -	\$ -	\$ -
Total Operation Appropriations		\$ 247,789.00	\$ 243,104.00	\$ -	\$ -
		2018 Capital Plan Budget vs. Actual		2019 Capital Request Capital Recom.	
Five Year Capital Plan Expenditures					
901-0100-56252	Capital Outlay	2,400.00	2,400.00	-	-
Total Capital Equipment		\$ 2,400.00	\$ 2,400.00	\$ -	\$ -
GRAND TOTAL OF EXPENDITURES		\$ 250,189.00	\$ 245,504.00	\$ -	\$ -

Footnote:

Council Clerk, for many years, retired in December 2017, hired new Council Clerk.

* Assistant clerk is expected to retire in 2019.

City of Brunswick, Ohio
Five Year Capital Purchase Plan
Sub Fund - 901 Council

8/10/2018

	2019	2020	2021	2022	2023
Est Beginning Balance	\$ 14,722.69	\$ 14,722.69	\$ 14,722.69	\$ 14,722.69	\$ 12,322.69
Add: Set-Asides	-	-	-	-	-
Less: Capital Purchases	-	-	-	2,400.00	-
Est Ending Balance	\$ 14,722.69	\$ 14,722.69	\$ 14,722.69	\$ 12,322.69	\$ 12,322.69

Capital Purchase Plan Description	2019 Amount	2020 Amount	2021 Amount	2022 Amount	2023 Amount
Computer and Related Equipment:					
2 Computer Replacements*				1,800.00	
Other:					
Digital Recording Equipment**				600.00	

THE CITY OF BRUNSWICK

DISCUSSION



DATE: 09/10/2018

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager

COPY: Mayor Ron Falconi

DISCUSSION: Review and update the Assistant Clerk of Council and the Clerk of Council's Job Description

BACKGROUND: The Administrative Services Department is currently updating all Job Descriptions in the city with the new format.

PURPOSE AND EXPLANATION:

IMPLEMENTATION SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY:

RECOMMENDED ACTION:

ADDITIONAL INFORMATION:

City of Brunswick, Ohio Job Description

Job Title: Clerk of Council

Original Date: May 2002

Revised Date: October 1, 2004; July 23, 2007; March 15, 2010;
February 1, 2015; March 27, 2017

Civil Service: Unclassified

FLSA: Exempt

GENERAL PURPOSE:

Performs a variety of administrative and secretarial duties in administering the City Council Office and those prescribed by law. Develops and maintains the City Council records and ensures that all public information is accessible. Acts as liaison between City Council and the administration as well as City Council and the general public.

SUPERVISION RECEIVED:

General supervision from the Vice Mayor and Council members.

SUPERVISION EXERCISED:

Supervises Assistant Clerk of Council and other employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Attends regular, special and Committee-of-the-Whole meetings scheduled in the evening and any other meetings council may designate.

Prepares agendas; assembles meeting packets; transcribes accurate meeting minutes; correspondence; maintains files; secures council and Mayor's approval.

Answers inquiries, by phone, electronic or in person explaining policies and procedures; conducts research as requested by Council, administration, general public and other municipalities.

Coordinates annexation procedures, maintains files, communicate adopted ordinances, record ordinances with Medina County and Secretary of State.

Coordinates Council activities and ensuring compliance with appropriate laws and ordinances.

Prepare and keep up to date all records and documents of council business; maintains Council calendar of meetings and events.

Coordinates the codification of legislation with an outside firm; copy and distribute updated codification.

Performs certification of records on file in Council Office; post all adopted legislation and certify posting.

Coordinates the placing of legislation in committee for review.

Handles correspondence for Council and/or Council members; publishes legal notices as required; provides public records and information to citizens, civic groups, the media and other agencies as required.

Obtains Finance Director Certificates for appropriate legislation.

Prepares periodic and special reports of Council.

Prepares annual residency paperwork for citizens from foreign countries who reside in Brunswick.

Submits and maintains information for City's web site.

Certifies plats; notes to County Auditor; partial transcripts to bond council for notes and bonds; proposed Charter amendments and ballot issues to the Medina County Board of Elections.

Assists in the preparation of City Council's budget.

Coordinates administration of liquor license permits; maintains files and follow-ups.

Participates in all aspects of the hiring process and performance reviews of the Assistant Clerk and employees as assigned.

Performs all statutory duties of a Clerk of council

Makes reservations for Council for conferences, seminars or meetings; Maintains Council's membership in various organizations; Maintains Council calendar of meetings and events; Provides administrative support to Council.

Administer procedure for Mayor/City Council recruitment of boards, commissions and committee members.

Receives, acknowledges and distributes all of City Hall's general electronic mail; Assists City Engineer on road projects relative to assessments and notifies each property owner.

Attends City staff meetings and serves as a member of the City's administrative team.

PERIPHERAL DUTIES:

Serves as a notary public.

Attend seminars and workshops related to Council Clerk's duties and responsibilities and to maintain certification.

The position may be asked to perform other duties based on the business needs of the City.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university; five (5) years experience in municipal government or general office practices; or any equivalent combination of related education and experience that would provide the required abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of City government, state and local statutes pertaining to council proceedings; Working knowledge of computers; working knowledge of modern office practices.

Ability to type 60 words per minute accurately; Ability to develop long and short term strategies to meet the goals of City Council and the City; Ability to effectively meet and interact with the public; Ability to communicate effectively verbally and in writing; Ability to handle stressful situations; Ability to establish effective working relationships with Council, the public, supervisors and other employees; Ability to work a flexible schedule when required; Ability to attend meetings in the evening or weekends when required.

Skill in operating listed tools and equipment.

SPECIAL REQUIREMENTS:

Must be a Certified Municipal Clerk or obtain such certification with the first four (4) years of employment. Must maintain certification throughout career. Per Section 3.08 of Brunswick City Charter, must be a resident of the City.

Must possess a valid State of Ohio driver's license; Must be a notary within one (1) year of employment.

TOOLS AND EQUIPMENT USED:

Office equipment including personal computer and software (word processing, spreadsheet, document scanning), copy machine; fax machine; calculator; dictation equipment; typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for a long period of time; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet. The position may also require travel for the purpose of attending training workshops, seminars or special meetings related to Council Clerk's duties and responsibilities; and external locations.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

APPROVAL:

A handwritten signature in cursive script, appearing to read "Patricia Hanek", is written over a horizontal line.

Patricia Hanek
Vice Mayor

City of Brunswick, Ohio
Job Description



Job Overview

Job Title: Clerk of Council	Full Time or Part Time: Full Time
Original Date: May 2002	Civil Service: Unclassified
Revised Date: 10/1/2004; 7/23/2007; 3/15/2010; 2/1/2015; 3/27/2017; 7/16/2018	FLSA: Exempt

General Purpose

Performs a variety of administrative and secretarial duties in administering the City Council Office and those prescribed by law. Develops and maintains the City Council records and ensures that all public information is accessible. Acts as liaison between City Council and the administration as well as City Council and the general public.

Supervision Received

General supervision from the Vice Mayor and Council members.

Supervision Exercised

Supervises Assistant Clerk of Council and other employees as assigned.

Essential Duties and Responsibilities

Attends regular, special and Committee-of-the-Whole meetings scheduled in the evening and any other meetings council may designate.

Prepares agendas; assembles meeting packets; transcribes accurate meeting minutes; correspondence; maintains files; secures council and Mayor's approval.

Answers inquiries, by phone, electronic or in person explaining policies and procedures; conducts research as requested by Council, administration, general public and other municipalities.

Coordinates annexation procedures, maintains files, communicate adopted ordinances, record ordinances with Medina County and Secretary of State.

Coordinates Council activities and ensuring compliance with appropriate laws and ordinances.

Prepare and keep up to date all records and documents of council business; maintains Council calendar of meetings and events.

Coordinates the codification of legislation with an outside firm; copy and distribute updated codification.

City of Brunswick, Ohio

Job Description



Performs certification of records on file in Council Office; post all adopted legislation and certify posting.

Coordinates the placing of legislation in committee for review.

Handles correspondence for Council and/or Council members; publishes legal notices as required; provides public records and information to citizens, civic groups, the media and other agencies as required.

Obtains Finance Director Certificates for appropriate legislation.

Prepares periodic and special reports of Council.

Prepares annual residency paperwork for citizens from foreign countries who reside in Brunswick.

Submits and maintains information for City's web site.

Certifies plats; notes to County Auditor; partial transcripts to bond council for notes and bonds; proposed Charter amendments and ballot issues to the Medina County Board of Elections.

Assists in the preparation of City Council's budget.

Coordinates administration of liquor license permits; maintains files and follow-ups.

Participates in all aspects of the hiring process and performance reviews of the Assistant Clerk and employees as assigned.

Performs all statutory duties of a Clerk of council

Makes reservations for Council for conferences, seminars or meetings; Maintains Council's membership in various organizations; Maintains Council calendar of meetings and events; Provides administrative support to Council.

Administer procedure for Mayor/City Council recruitment of boards, commissions and committee members.

Receives, acknowledges and distributes all of City Hall's general electronic mail; Assists City Engineer on road projects relative to assessments and notifies each property owner.

Attends City staff meetings and serves as a member of the City's administrative team.



Peripheral Duties

Serve as a Notary. Attend seminars and workshops related to Council Clerk's duties and responsibilities and to maintain certification. Employee may be asked to perform other duties based on the business needs of the City. The employee may be asked to work holidays.

Desired Minimum Qualifications

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university; five (5) years experience in municipal government or general office practices; or any equivalent combination of related education and experience that would provide the required abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of City government, state and local statutes pertaining to council proceedings; Working knowledge of computers; working knowledge of modern office practices.

Ability to type 60 words per minute accurately; Ability to develop long and short term strategies to meet the goals of City Council and the City; Ability to effectively meet and interact with the public; Ability to communicate effectively verbally and in writing; Ability to handle stressful situations; Ability to establish effective working relationships with Council, the public, supervisors and other employees; Ability to work a flexible schedule when required; Ability to attend meetings in the evening or weekends when required.

Skill in operating listed tools and equipment.

Special Requirements

Must be a Certified Municipal Clerk or obtain such certification within the first four (4) years of employment. Must maintain certification throughout career. Must possess a valid State of Ohio driver's license. Must be a notary within one (1) year of employment.

Tools and Equipment Used

Office equipment including personal computer and software (word processing, spreadsheet, document scanning), copy machine; fax machine; calculator; dictation equipment; typewriter.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Brunswick, Ohio

Job Description



While performing the duties of this job, the employee is frequently required to sit for a long period of time; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet. The position may also require travel for the purpose of attending training workshops, seminars or special meetings related to Council Clerk's duties and responsibilities; and external locations.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Approval:

Date:

Mike Abella Jr.
Ward 1 Council
Vice Mayor

City of Brunswick, Ohio
Job Description



Job Overview

Job Title: Assistant Clerk of Council	Full Time or Part Time: Part Time
Original Date: June 2000	Civil Service: Unclassified
Revised Date: 10/1/2004; 3/15/2010; 2/1/2015; 3/27/2017; 7/16/2018	FLSA: Non Exempt

General Purpose

Performs a variety of secretarial and clerical duties assisting the Clerk of Council in the preparation and maintenance of official records and documents, preparation of agendas and minutes, and providing back-up to the Clerk of Council when required.

Supervision Received

Direct supervision from the Clerk of Council; general supervision from the Vice Mayor and Council members.

Supervision Exercised

None

Essential Duties and Responsibilities

Transcribes accurate meeting minutes from audio or handwritten format using proper sentence structure, punctuation, grammar, and spelling.

Maintains scanning project of documents by scanning, making notations, filing and retrieval of electronic material.

Assists in answering varied inquiries, by phone or in person, explaining policies and procedures and resolving routing questions or problems independently.

Assists in preparing agendas and assembling meeting packets.

Frequent research of files and public record requests from administration, other municipalities, Council or the general public.

Provides back-up for Clerk of Council's responsibilities when she is not available to perform his/her duties. Provides clerical support to the Clerk of Council.



Peripheral Duties

Employee may be asked to perform other duties based on the business needs of the City. The employee may be asked to work holidays. Provide notary public service.

Desired Minimum Qualifications

EDUCATION AND EXPERIENCE:

Graduation from High School or GED equivalent with specialized course work in general office practices such as typing, filing; and two (2) years of responsible related experience or any equivalent combination of related education and experience that would provide the required abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of computers; working knowledge of modern office practices. Ability to type 60 words per minute accurately; Ability to effectively meet and interact with the public; Ability to communicate effectively verbally and in writing; Ability to handle stressful situations; Ability to establish effective working relations with council, members of the public, supervisors and other employees; Ability to work a flexible schedule in order to provide back-up for Clerk of council when absent; Ability to attend meetings in the evening when required. Skill in operating the listed tools and equipment.

Special Requirements

Must possess a valid State of Ohio driver's license. Must become a notary public within one (1) year of employment.

Tools and Equipment Used

Personal computer including word processing software; copy machine; fax machine; calculator; dictation equipment; typewriter.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for a long period of time; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl; talk or hear.

City of Brunswick, Ohio

Job Description



The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet. The position may also require travel for the purpose of attending training workshops or special meetings.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Approval:

Date:

Mike Abella Jr.
Ward 1 Council
Vice Mayor

THE CITY OF BRUNSWICK

DISCUSSION



DATE: 09/10/2018

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager

COPY: Mayor Ron Falconi

DISCUSSION: US and State Bike Route System Presentation from ODOT State Coordinator Caraline Griffith.

BACKGROUND: Ms. Caraline Griffith is the State Coordinator for the US and State Bike Route System in Ohio. They are working diligently to secure resolutions needed in order to designate these bike routes around the state! One of the routes, SBR 71, passes through the City of Brunswick.

Attached is a map depicting the route through the city and a sample resolution. This is not a construction project or a maintenance project, but merely a designation project that was initiated by AASHTO in an effort to unite the US by bike. Ms. Griffith would like Brunswick's support in order to officially designate this route.

**PURPOSE AND
EXPLANATION:**

**IMPLEMENTATION
SCHEDULE:**

**FINANCIAL
INFORMATION:**

**FINANCIAL
SUMMARY:**

**RECOMMENDED
ACTION:**

**ADDITIONAL
INFORMATION:**

ODOT Bike Routes Resolution

WHEREAS, bicycle tourism is a growing industry in North America, contributing \$47 billion a year to the economies of communities that provide facilities for such tourists; and

WHEREAS, the American Association of State Highway and Transportation Officials (AASHTO) has designated a series of corridors crossing Ohio to be developed as various US Bicycle Routes.

WHEREAS, the Ohio Department of Transportation has designated a series of corridors crossing Ohio to be developed as various State Bicycle Routes.

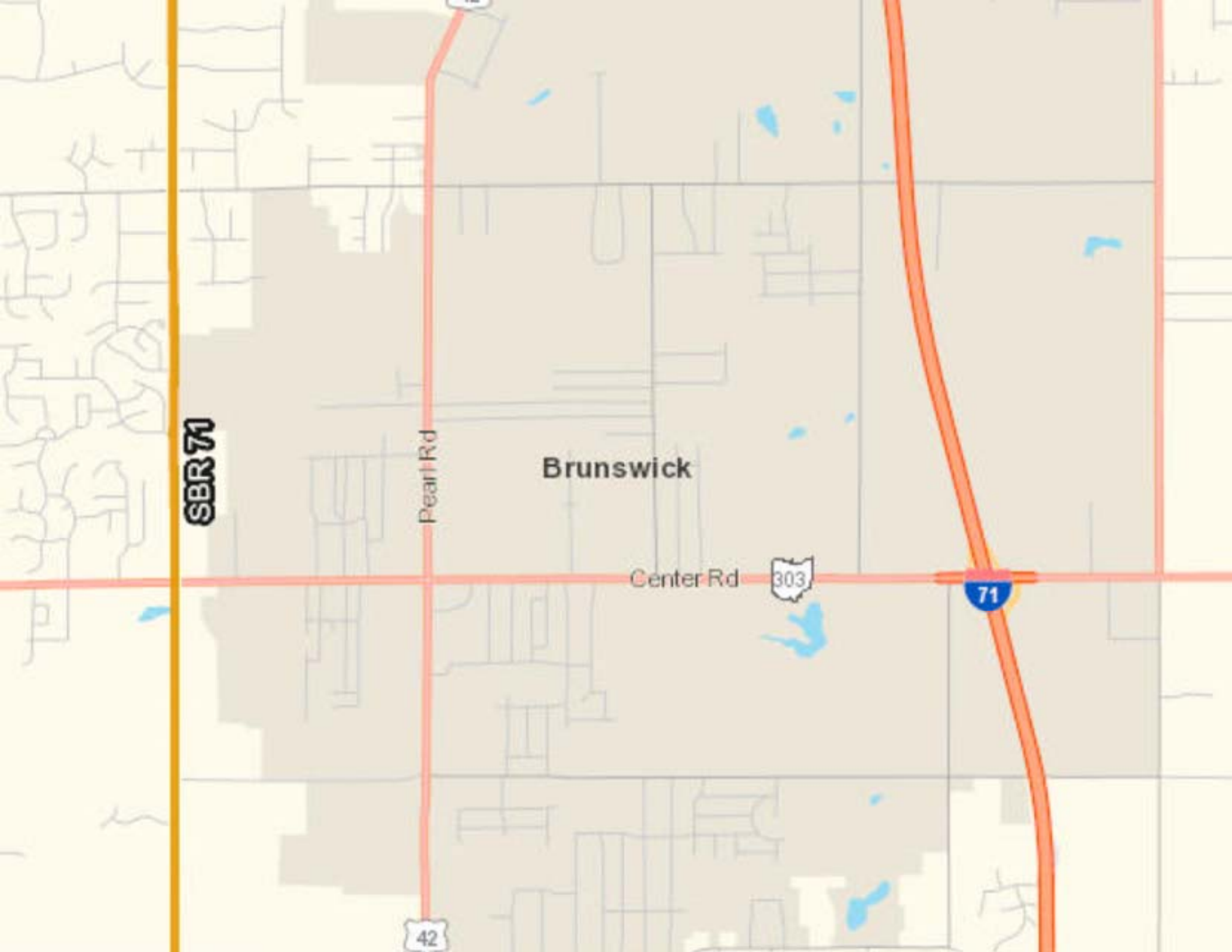
WHEREAS, the Ohio Department of Transportation is supportive of AASHTO designated bicycle routes through Ohio, subject to ongoing collaboration with affected jurisdictions to inventory, analyze, and designate specific facilities the routes will traverse, and

WHEREAS, the **[TRAIL OWNER OR JURISDICTION]** and the Adventure Cycling Association, with the cooperation of the Ohio Department of Transportation and other stakeholders, have proposed specific routes to be designated as various US and State Bike Routes, a map of which is herein incorporated into this resolution by reference, and

WHEREAS, we have investigated the proposed route and found it to be a suitable route, and desire that the route be designated so that it can be mapped and signed, thereby promoting bicycle tourism in our area,

WHEREAS, we acknowledge the route may change over time because new facilities are being constructed that are more suitable for bicyclists,

THEREFORE BE IT RESOLVED, that the **[TRAIL OWNER OR JURISDICTION]** hereby expresses its approval and support for the development for the development of various State and US Bike Routes, and requests that the appropriate officials see to it that the route is officially designated by AASHTO. Once the Route is approved by AASHTO, there may be efforts to publicize the route via internet maps, incorporating the Route on local maps, etc. Tourism agencies may be involved in these efforts.



SBR 71

Pearl Rd

Brunswick

Center Rd

303

71

42

THE CITY OF BRUNSWICK
PROPOSED MOTION



DATE: 09/10/2018

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
John Piepsny

COPY: Mayor Ron Falconi

MOTION: Motion to advertise for an RFP for personal training services at the Brunswick Community Recreation and Fitness Center.

BACKGROUND: An agreement was entered into with two personal training companies in 2016. These agreements will be expiring on December 31, 2018. We would like to advertise a RFP for personal training services for the years of 2019 - 2021.

PURPOSE AND EXPLANATION: The purpose of this motion is to allow the City of Brunswick to advertise for a RFP for personal training services.

IMPLEMENTATION SCHEDULE: We would advertise once approved by City Council.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: If or when a RFP proposal is accepted for these services, costs associated with that proposal would be subject to sufficient Council appropriations in the Recreation Center programs account 131-0830-54236.

RECOMMENDED ACTION: The administration would like City Council to accept this motion to allow us to advertise for the RFP for personal training services at the Brunswick Community Recreation Center.

ADDITIONAL INFORMATION:

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 09/10/2018

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager

COPY: Mayor Ron Falconi

LEGISLATION: **RES NO. 65-18** - An emergency resolution strongly urging the Ohio Governor and members of the Ohio General Assembly to invest the state budget surplus in municipalities - **1st Reading** (To be brought from Committee-of-Whole, *Administration/ Patricia Hanek*)

BACKGROUND: The Ohio General Assembly has repeatedly decreased funding and revenue sharing in recent years by way of significantly reducing the Local Government Fund, eliminating the Estate Tax and phasing out the Tangible Personal Property Tax. According to the OML, in the 2015 fiscal year alone local government funding reductions resulted in a loss of \$435 million across the state.

PURPOSE AND EXPLANATION: The resolution requests the governor and General Assembly to use the surplus to assist local government bodies by increasing funding at a level proportionate to what the state provided in the past before the cuts to allow cities to maintain services and infrastructure.

IMPLEMENTATION

SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY:

RECOMMENDED ACTION:

One Reading	Yes
Two Readings	No
Three Readings	No
Emergency	Yes
Suspension of Rules	Yes

If emergency or suspension of the rules, why the request?
An emergency with suspension of rules.

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 65-18

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION STRONGLY URGING THE OHIO
GOVERNOR AND MEMBERS OF THE OHIO GENERAL ASSEMBLY TO
INVEST THE STATE BUDGET SURPLUS IN MUNICIPALITIES.

WHEREAS: This Council has been advised of Ohio Governor John Kasich's proposal to use the projected State of Ohio budget surplus of approximately \$147,000,000.00 at the end of the biennium to fund an income tax withholding reduction and bring the State's rainy day fund to its maximum legal limit;

WHEREAS: The Ohio General Assembly has repeatedly decreased funding and revenue sharing in recent years by way of significantly reducing the Local Government Fund, eliminating the Estate Tax and phasing out the Tangible Personal Property Tax; and

WHEREAS: These reductions have resulted in loss of revenue to the City of Brunswick in excess of \$600,000.00 annually.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: This Council does hereby strongly urge Governor Kasich and the Ohio General Assembly to invest the State budget surplus in municipalities.

SECTION 2: That the Clerk of Council is hereby authorized and directed to forward a certified copy of this Resolution to the Ohio General Assembly and Ohio Governor John Kasich.

SECTION 3: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, welfare, and safety and for the additional reason that this Council wants to express its opinion as to investment of the State budget surplus as soon as possible. Therefore, the same shall be in full force from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading_____

Rules Suspended: AYES _____ NAYS _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Fijabi Julien-Gallam, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 09/10/2018

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 66-18** - An ordinance establishing section 618.30 of the City of Brunswick Codified Ordinances by prohibiting the feeding of wildlife and stray animals - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/ Brian Ousley*)

BACKGROUND:

**PURPOSE AND
EXPLANATION:**

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

**IMPLEMENTATION
SCHEDULE:**

**FINANCIAL
INFORMATION:**

**FINANCIAL
SUMMARY:**

**RECOMMENDED
ACTION:**

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 66-18

BY: Committee-of-the-Whole

AN ORDINANCE ESTABLISHING SECTION 618.30 OF THE CITY OF
BRUNSWICK CODIFIED ORDINANCES BY PROHIBITING THE FEEDING
OF WILDLIFE AND STRAY ANIMALS.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That Section 618.30 of the Codified Ordinances is hereby established to read as follows:

618.30 FEEDING OF WILDLIFE AND STRAY ANIMALS PROHIBITED.

- (a) No person shall purposely or knowingly provide food for dogs, cats, deer, geese, ducks, raccoons, fowl or other wild animals, wildlife or stray animals by setting food out on any public property or within 150 ft. of any adjacent property line or public right-of-way. This Section does not apply to animals owned by that person or to song birds fed from a stationary bird feeder.
- (b) No person shall purposely or knowingly feed, cause to be fed, or provide food for wild white-tail deer in any location where undomesticated animals can access such food, whether by hand or through ground-feeding stations, salt licks or other established mechanisms to feed wild white-tailed deer, on lands publicly or privately owned.
- (c) This Section shall not apply to a law enforcement officer, game officer or conservation officer enforcing the laws of the State of Ohio or any local ordinances, nor to anyone officially authorized by the City to engage in an animal control program.
- (d) The City may initiate a civil action in the Court of Common Pleas for injunctive and other relief for any violation of this Section.
- (e) Whoever violates this Section is guilty of a misdemeanor for a first offense and a misdemeanor of the fourth degree for each subsequent offense. A separate offense shall be deemed committed on each day on or during which a violation of this Section occurs.

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

PASSED: 1st Reading _____

2nd Reading _____

3rd Reading _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____

Clerk of Council
Fijabi Julien-Gallam, CMC