



City of Ashtabula

Ashtabula City Council Special Meeting
Wednesday, December 1, 2021 at 6:30 PM
Council Chambers
4717 Main Avenue

Agenda

1. Opening of Organizational Meeting

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Sunshine Law Certification

2. Official Oath of Office

- a. WELCOME***
Stacy H. Senskey, Clerk of Council, CMC
OPENING REMARKS***
John S. Roskovics, President of Council

*** OATH OF OFFICE ***

Name: **Ms. RoLesia Holman**
Position: **Ward 3 Councilor**
Holding Bible: **Mr. Adam Holman, father**
Witness: **Mrs. Betty Holman, mother**
Administering Oath: **The Honorable Albert S. Campese,
Judge, Ashtabula County Court of Common Pleas
Juvenile/Probate Divisions**

Name: **Mrs. Jodi Mills**
Position: **Ward 4 Councilor**
Holding Bible: **Mr. Larry Mills, husband**
Witness: **Ms. Amanda Mills, daughter**
Administering Oath: **The Honorable Albert S. Campese,
Judge, Ashtabula County Court of Common Pleas
Juvenile/Probate Divisions**

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Name: **Ms. Jane E. Haines**
Position: **Ward 5 Councilor**
Holding Bible/Witness: **Mr. Chris DiGiacomo, fiancé**
Administering Oath: **The Honorable Laura DiGiacomo,
Judge, Ashtabula Municipal Court**

COMMENTS***

City Officials, Visitors, Clerk of Council

CLOSING REMARKS***

Michael D. Speelman, Vice-President of Council

CLOSING PRAYER***

Reverend Christopher McCain

3. Statement of Purpose

- a. At 6:30 p.m. on the first day of December following a regular municipal election, or if such day be Sunday, on the day following, the Council shall meet at the usual place for holding the meetings of the legislative body of the City for the purpose of organization.

4. City Council - Member Roster

- a. Review/ Amend/ Vote to Accept

5. Committees of City Council

- a.
 - Committee Roster: Review/ Amend/ Vote to Accept
 - Monthly Meetings: Determine Day/Time of meetings, Chairs/Vice-Chairs
 - Committee Purposes: Review/ Amend/ Vote to Accept
 - Report of Meetings 2017 to present
 - Ongoing/Pending Agenda Items
 - Goal Setting

6. City Council Rules of Order

- a. Review current City Council Rules of Order

7. President's Remarks/ Comments/ Instructions

8. Administrative Matters

- a. December 2021 Calendar
- b. Councilor Notebooks
- c. Chromebook/Email/CivicClerk/Website Review
- d. Most Recent Salary/Payroll Legislation for Ashtabula Municipal Court, Ashtabula City Health District, and City of Ashtabula Employees
- e. City of Ashtabula Ward Map and Boundaries

9. Miscellaneous Discussion

10. Adjournment

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**CITY OF ASHTABULA
OFFICE OF THE CITY COUNCIL**

**4717 Main Avenue
Ashtabula, Ohio 44004
Office: (440) 992-7119**

Fax: (440) 998-4457

Email: clerkofcouncil@cityofashtabula.com

Website: www.cityofashtabula.com

Facebook: www.facebook.com/COAOhio

Instagram: [coaohio](https://www.instagram.com/coaohio)

Mr. John S. Roskovics, President (D)

12/01/2019 thru 11/30/2023

Phone: 440-964-3140 (h)

Email: president@cityofashtabula.com

Mr. Michael D. Speelman, Vice President (R)

12/01/2019 thru 11/30/2023

Phone: 910-459-9237 (c)

Email: vicepresident@cityofashtabula.com

Mrs. Kym A. Foglio, Ward 1 (D)

12/01/2019 thru 11/30/2023

Phone: 440-964-0321 (h)

Email: ward1@cityofashtabula.com

Mr. Calvin C. Crawford, Ward 2 (D)

12/01/2019 thru 11/30/2023

Phone: 440-992-9221 (h)

Email: ward2@cityofashtabula.com

Ms. RoLesia R. Holman, Ward 3 (D)

12/1/2021 thru 11/30/2025

Phone: 440-964-3140

Email: ward3@cityofashtabula.com

Mrs. Jodi Mills, Ward 4 (D)

12/1/2021 thru 11/30/2025

Phone: 440-812-5916 (c)

Email: ward4@cityofashtabula.com

Ms. Jane E. Haines, Ward 5 (R)

12/1/2021 thru 11/30/2025

Phone: 440-998-1635 (h)

Email: ward5@cityofashtabula.com

Mrs. Stacy H. Senskey, Clerk of Council, CMC

Appointed (9/3/2019)

Phone: 440-992-7119 (o) 440-998-4457 (f)

Email: clerkofcouncil@cityofashtabula.com

**OUR MISSION IS TO PROVIDE SERVICES AND PARTNER WITH OUR CITIZENS, BUSINESSES AND NEIGHBORS TO
ENHANCE THE QUALITY OF LIFE FOR ALL WHO LIVE IN AND VISIT ASHTABULA.**



**CITY OF ASHTABULA
OFFICE OF THE CITY COUNCIL**

**4717 Main Avenue
Ashtabula, Ohio 44004**

JOHN S. ROSKOVICS
PRESIDENT

MICHAEL D. SPEELMAN
Vice President

KYM A. FOGGIO
Ward 1 Councilor

CALVIN C. CRAWFORD
Ward 2 Councilor

ROLESIA R. HOLMAN
Ward 3 Councilor

JODI MILLS
Ward 4 Councilor

JANE E. HAINES
Ward 5 Councilor

STACY H. SENSKEY
Clerk of Council, CMC

**ASHTABULA CITY COUNCIL
COMMITTEE ROSTER**

Office: (440) 992-7119
Fax: (440) 998-4457
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Website: www.cityofashtabula.com
Facebook: www.facebook.com/COAOhio
Instagram: [coaohio](https://www.instagram.com/coaohio)

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/PARKS & RECREATION

(CD/ED/P&R)

MEETING DATE/TIME: (2nd Tuesday @ 4:00 p.m.)

Jane Haines – Chair and Council’s Liaison to Ashtabula City Parks & Recreation Board

Jodi Mills – Vice Chair

John Roskovics

FINANCE & PERSONNEL - (F&P)

MEETING DATE/TIME: (3rd Friday @ 8:30 a.m.)

Kym Foglio – Chair

Jane Haines – Vice Chair

John Roskovics

PUBLIC WORKS/PUBLIC UTILITIES/CABLE/SCHOOLS - (PW/PU/C/S)

MEETING DATE/TIME: (4th Monday @ 5:00 p.m.)

Calvin Crawford – Chair

Rolesia Holman – Vice Chair

Jodi Mills

SAFETY FORCES - (SF)

MEETING DATE/TIME: (4th Monday @ 8:45 a.m.)

Michael Speelman - Chair

Kym Foglio – Vice Chair

John Roskovics

- The Council President will serve as ex-officio member of all committees with the exception of the committee(s) on which, he/she is an actual member.
- Meetings will take place in the rooms noted below unless otherwise announced.

MEETINGS

Committee Meetings
Pre-Council Meetings
Regular Meetings
Public Hearings
Special Meetings
Work Sessions

MEETING LOCATIONS

Muni. Bldg. Council Chambers - 1st Floor
Muni. Bldg. Council Chambers - 1st Floor - 630p
Muni. Bldg. Council Chambers - 1st Floor - 7p
Muni. Bldg. Council Chambers - 1st Floor
Muni. Bldg. Council Chambers - 1st Floor
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H:\SHS\COUNCIL & COMMITTEE ROSTERS\COMMITTEE ROSTER\2021\DEC 2021 council committees.docx

2022 COUNCIL MEETINGS SCHEDULE

PRE-COUNCIL MEETING (PC) @ 6p or 630p REGULAR COUNCIL MEETING (RM) @ 7p

(1st & 3rd Mondays each month– when meeting Monday is a holiday meeting will be on Tuesday)

JANUARY	3	18T	JULY	5T	18
FEBRUARY	7	22T	AUGUST	1	15
MARCH	7	21	SEPTEMBER	6T	19
APRIL	4	18	OCTOBER	3	17
MAY	2	16	NOVEMBER	7	21
JUNE	6	21T	DECEMBER	5	19

ORGANIZATIONAL MEETING (OG)

(1st DAY of **December** every 2 years)

2023, 2025, 2027, 2029, 2031

PUBLIC HEARING (PH) (schedule as needed)

SPECIAL MEETING (SM) (scheduled as required)

WORK SESSION (WS) (scheduled as required)

COMMITTEES

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/PARKS & RECREATION (CD/ED/P&R)

(2nd Tuesday @ 4:00 p.m.)

Members: Chair Haines/Council Liaison to Parks and Recreation Board; Vice Chair Harris; Roskovics

JANUARY	11	JULY	12
FEBRUARY	8	AUGUST	9
MARCH	8	SEPTEMBER	13
APRIL	12	OCTOBER	11
MAY	10	NOVEMBER	8
JUNE	14	DECEMBER	13

FINANCE & PERSONNEL (F&P)

(3rd Friday @ 8:30 a.m.)

Members: Chair Foglio, Vice Chair Haines, Roskovics

JANUARY	21	JULY	15
FEBRUARY	18	AUGUST	19
MARCH	18	SEPTEMBER	16
APRIL	15	OCTOBER	21
MAY	20	NOVEMBER	18
JUNE	17	DECEMBER	16

PUBLIC WORKS/PUBLIC UTILITIES/CABLE/ SCHOOLS (PW/PU/C/S)(4th Monday @ 5:00 p.m.)

Members: Chair Crawford, Vice Chair Harris, Young

JANUARY	24	JULY	25
FEBRUARY	28	AUGUST	22
MARCH	28	SEPTEMBER	26
APRIL	25	OCTOBER	24
MAY	23	NOVEMBER	28
JUNE	27	DECEMBER	27

SAFETY FORCES (SF)(4th Monday @ 8:00 a.m.)

Members: Chair Speelman, Vice Chair Foglio, Young

JANUARY	24	JULY	25
FEBRUARY	28	AUGUST	22
MARCH	28	SEPTEMBER	26
APRIL	25	OCTOBER	24
MAY	23	NOVEMBER	28
JUNE	27	DECEMBER	27

Date	Federal Holiday
Saturday, January 1	New Years Day 2022
Monday, January 17	Martin Luther King Day 2022
Monday, February 21	Presidents Day 2022 *
Monday, May 30	Memorial Day 2022
Sunday, June 19	Juneteenth 2022
Monday, June 20	Juneteenth 2022 (observed)
Monday, July 4	Independence Day 2022
Monday, September 5	Labor Day 2022
Monday, October 10	Columbus Day 2022 **
Friday, November 11	Veterans Day 2022
Thursday, November 24	Thanksgiving 2022
Sunday, December 25	Christmas Day 2022
Monday, December 26	Christmas Day 2022 (observed)

ASHTABULA CITY COUNCIL COMMITTEE PURPOSES

As the Legislative Branch of government, City Council is responsible for working closely with the Administrative Branch of government to consider legislation (ordinance and resolutions) pertinent to the operations of our local government. The list below reflects the functions of each committee. Committees act as review boards but are unable to make decisions void of a majority vote of the full Council.

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/PARKS & RECREATION

- **Community Development**

- Support community events and projects by attending and/or volunteering
- Generate solutions to common community problems and issues
- Meet with community leaders, companies and organizations to:
 - Learn about what they are doing
 - Exchange ideas on how to enhance our community
 - Determine what the Legislative Branch of government may do to help them succeed
- Report activities of committee and community events and projects at regular council meetings or via email notices

- **Economic Development**

- Support project and efforts to improve the economic, social and well-being of the residential and business communities
- Meet with community leaders, companies and organizations to:
 - Learn about what they are doing
 - Exchange ideas on how to enhance our community
 - Determine what the Legislative Branch of government may do to help them succeed
- Report activities of committee and community events and projects at regular council meetings or via email notices

- **Parks & Recreation**

- Support projects and efforts to enhance the communities quality of life
- Work closely with and review projects of the Ashtabula City Parks and Recreation Board
- Ensure Parks & Recreation Levy funds are being spent in accordance with levy campaign promises
- Announce events

FINANCE & PERSONNEL

- **Finances**

- The Legislative Branch 'holds the purse strings' of local government; therefore works closely with the Finance Director and City Manager to:
 - Discuss
 - Review
 - Make suggestions
 - Make legislation requests

- **Personnel**

- Address personnel matters in the departments that report to Council
 - [Clerk of Council] and [Finance Department]
- Approve Fire and Police Chief hires
- Approve union contract financing
- City Manager Jim Timonere welcomes Council President or committee designee to attend union contract negotiations; President said he will leave up to committee to attend

PUBLIC WORKS/PUBLIC UTILITIES/CABLE/SCHOOLS

- **Public Works/Public Utilities/Cable**
 - Work with City Manager to address concerns re:
 - Streets, Sewers, Sanitation, Water Pollution, Street Lighting, Recycling
 - Address legislation needs pertinent to departmental operations
 - Residential water, electric, gas, and cable
 - Meet with utility and cable providers to discuss local government and residents are facing with their services, fees, etc
- **Schools**
 - Keep lines of communication open with School Board and Superintendent in order to work together
 - Support Mission Statement
 - Support school activities
 - Announce school events

SAFETY FORCES

- **Police and Fire**
 - Address legislation needs pertinent to the functions of the departments
 - Address legislation needs pertinent to the functions of the Civil Service Commission
- **Request traffic control studies and recommendations**

Community Development/Economic Development/Parks & Rec Committee
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2017

- 1/10/2017 Comprehensive Rezoning
 - How to open businesses in Ashtabula
 - Animals allowed in City
- 2/2/2017 CO 505.01 Dogs and other animals running at large
- 2/14/2017 Greg Myers Dir. Growth Partnership
 - CO 505.01
 - Ashtabula Local Food Council
 - Wine & Walleye update
- 3/14/2017 Ash. Co. Commissioners Ducro, Kozlowski, Whittington & Chief Bldg. Ofcr Nagy
 - Booklet How to Open Businesses in City
 - CO 505.01
 - Wine & Walleye update
- 4/11/2017 Board of Realtors presentation
 - CO 505.01
 - Wine & Walleye update
- 7/11/2017 P&R Review CO 959.03-959.04 Park Regulations/Penalties for Violations
 - CO 505.01
 - M-1 Zoning & Junk Yard legislation
 - Flash Mob for Change
 - Wine & Walleye update
- 9/12/2017 Flash Mob for Change
 - M-1 Zoning & Junk Yard legislation
 - Girl Scout Gold Award K-9 Project
 - Booklet How to Open Businesses in City
- 12/12/2017 Sunday Liquor Sales @ Park Ave Winery
 - Say Yes/ Promise Program
 - Downtown Absentee Landlords
 - Catholic Churches leaving City
 - Outside Storage Areas in Areas zoned m1/Light Industrial
 - Booklet How to Open Businesses in City

2018

- 1/9/2018 Sober Living Home - Lori Shinkle
 - Absentee Landlords Downtown CO 1369.03
 - Business Incubators
 - Honor Connie Shultz - request for signs in City
- 2/13/2018 Wine & Walleye update
 - CO 1157 PUD - include townhouses zoning change request
 - Stephanie Siegal Ex Dir ACCVB
 - P&R Board - Levy Funds
 - Booklet How to Open Businesses in City
 - Absentee Landlords Downtown CO 1369.03
- 3/13/2018 Lori Johnston, Ex Dir Chamber of Commerce & Tim Zehres Pres Board of Dir
 - LBCA Welcome sign
 - Business Community
 - CO 174.02 P&R Board - Appointment and qualifications of resident members
 - Honors Ad Hoc Committee
- 4/10/2018 Eric Diamond - New Entrepreneurs Opportunity Fund
 - James Mayer - Business Succession
 - Jim McKee Founder I'm in Amazing Ashtabula group
- 5/8/2018 Amanda While, Greg Myers with Growth Partnership
 - Veronica Dahlberg, Ex Dir Hispanic Organization of Lake and Ashtabula
- 6/12/2018 Honors Ad Hoc Committee
 - Non-Profit for Art Chris Raab
 - ADDA Streetscape Plan Update
 - LBCA Strategic Plan Update
 - Townhouse type Construction as a permitted use in H-1
- 7/10/2018 No Plastic Straws Campaign
 - LBCA Strategic Plan Update
 - No Littering signs
 - Art Theme for City - Chris Raab & Branding - City Seal update?
- 8/14/2018 Comprehensive Review of Various City Ordinances
 - Highland Beach/Walnut Blvd
- 9/11/2018 P&R Board
 - Smith Field restrooms, Walnut Beach boardwalks, Cornelius Park Fountain
 - Highland Beach Park Property
 - Walnut Beach Tennis Courts
 - Stacy Bryan My Neighborhood Collaboration
- 10/9/2018 LEADERShip Ashtabula County - Laura Jones, Dir
 - No smoking in City parks

Community Development/Economic Development/Parks & Rec Committee
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- 11/13/2018 Connie Shultz Sign update
Economic Development / Planning & Zoning items
Quarterly City Newsletter
Boards & Commissions - encourage young ppl to serve
- 12/11/2018 Economic Development / Planning & Zoning items
Boards & Commissions - encourage young ppl to serve
Quarterly City Newsletter

2019

- 1/8/2019 Stacy Bryan My Neighborhood Collaboration
2019 Committee Goals
Improving City of Ashtabula Image by Improving Our Appearance
Our Lady of Peace Parish Rezone Request
- 2/12/2019 Downtown Ashtabula Economic Development
ADDA 2019 Goals
- 3/12/2019 Planning & Community Development Report
5G the Right of way of small cell towers M. Franklin
- 4/9/2019 5G Small Cell Towers
Walnut Beach Presentation - Ryan Humphrey
- 5/14/2019 Homelessness - Panel
Kathy Thompson - Ash Co Juvenile Court
Steve Sargent - Samaritan House
Jill Valentic - Catholic Charities
Trevor Sprague - YMCA
Penny Neubauer - ACDL
Invasive Species Project Update
- 7/9/2019 Addiction - Panel
Matt Butler - Community Counseling Center
Lois Miller-Martone - Getting Ahead/Catholic Charities
Gary Seech - Glenbeigh Hosp
- 8/13/2019 Remove Walnut Beach from Historical District request
- 9/10/2019 Meeghan Humphrey, Ashtabula Arts Center
- 10/8/2019 Ashtabula Co Board of Realtors
- 11/12/2019 Mary Church, grant funding increasing economic development
understanding historic districting
Walnut Beach Pickle Ball/Tennis Courts

2020

1/14/2020 Committee Goals for 2020

As a City, we need:

1. Better ordinance enforcement of property
2. Downtown redevelopment
3. Further development of our parks: Work closely with the parks board.
4. Communication with organizations that support cd/ed
5. Show support to our business community
6. Communication: Use social media as a tool to communicate with our citizens.

2/11/2020 Parks & Rec Board update & Annual report
resident request Walnut Boulevard zoning

7/14/2020 Chamber of Commerce Board of Director Chair Karen Fagnilli

8/11/2020 ACMC Pres & CEO Michael Habowski

10/13/2020 CO 919 Street Vacation Procedure

Proposed New Zoning District - Lakefront Residential Zone

Request to consider Proof of Insurance from Landlords

Recognize businesses

11/10/2020 Patrick Haywood/Steve Sargent request to rename Station Ave to R.W. Shelby

12/8/2020 Review of LRZ

Recognize businesses

Rename Station Ave to R.W. Shelby update

2021

1/12/2021 LRZ, rename Station Ave - Shelby

2/9/2021 David Thomas Ashtabula Co. Auditor

3/9/2021 Ned Hill "Fundamentals of Econ. Dev.

4/13/2021 Meeghan Humphrey Ex. Dir AAC, crosswalk art

5/11/2021 Dr. R.W. Shelby on Lake Ave & Homelessness panel, proposed CO chap 1339

7/13/2021 Myke Anderson Pres. ADDA update, Mobile Food Truck legislation

9/14/2021 Penny Neubauer, Dir. ACDL, Moratorium on discount retail stores

10/12/2021 Wayfinding Discussion, unfinished business

11/9/2021 Stacy Gancos, yO & STACY's Club, moratorium on discount retail stores

Finance & Personnel Committee

2017

- 1/13/2017 Finance Director Report
 - Dec 2016 Financials
 - 20017 Appropriations by Fund including year end balances
 - S&P rating letter
- 3/10/2017 Ohiocheckbook.com demonstration
 - FD Report/update including
 - HB49 Opposition Resolution - Centralized Income Tax
 - Auditor of State Financial Health Indicators
 - Financial Analysis - reduce number of Councilmembers from 7 to 5
 - CM Report
 - Bed Tax
 - New Sewer & Trash Rates
 - Pool Fill Credits
- 4/14/2017 FD Report/update including
 - Renew Pension Notes
 - Clerk of Council Report including
 - Amend CO 111 Notification of Public Meetings
 - BoardDocs Paperless software
 - Council Chromebooks
 - New Business including
 - Pool Fill Credits
 - Municipal Building Parking
- 6/9/2017 FD Report/update including
 - YTD financials
 - Tax Budget
 - HB49 Opposition Resolution - Centralized Income Tax
 - New Business including
 - Pool Fill Credits Proposed Ordinance
- 10/13/2017 HB49 Opposition Resolution - Centralized Income Tax
- 12/8/2017 Auditor of State to present award
 - FD Report/update including

2018

4/3/2018 FD Report/ update including
New Software and reporting
YTD Financials
Pool Fill Credits
Public Nuisance Abatements - Certifying Delq Trash CO 951.081
Finance Department Overview
Future Items for Committee
EEO Policy Update
Ohio Budgetary Law Presentation
CM Report/update including
AFD/APD entrance exams
Auxiliary Officers for ACMC, AMHA & Kent
New Business including
Former Carlisle's building
Ashtabula Iron & Metal
Park Haven
Asbestos abatement

9/4/2018 Acting FD Report/ including
August 2018 financials
Police Levy Overtime & Issues
Health Insurance concerns
Supplemental Appropriations
Municipal Court Payroll Request
Sewer/Trash Utility Billing
Travel Policy
Investment Policy
JEDD Audit
CM Report/update including
Hire Police Officers
Police Levy Renewal
New Business including
State of Ohio Rainy Day Fund

10/12/2018 Financials
Municipal Court Payroll
Sewer/Trash Utility Billing
JEDD Audit Findings by State of Ohio

2019

- 1/11/2019 Purchase (Credit) Card Policy Amendment
 - Proposed Road Resurfacing /Street Paving Levy
- 6/14/2019 County Sewer Customer Leak
 - Tenant Landlord Unpaid Sewer Charges
 - Trash Only Account
- 9/20/2019 FD report including
 - Financials
 - 2020 Budget
 - Service Billing (Sewer & Trash) Update on Tenant/Landlord unpaid charges
 - Trinity Presbyterian Church
 - Trash Only Accounts
 - Software Solutions Inc Conference Report
 - New Business including
 - Workers Comp Fund
 - Large upcoming payments
 - Fire Chief report
- 11/18/2019 FD report including
 - Preliminary 2020 budget
 - Municipal Court budget
 - Increased revenue in Motor Vehicle Fuel Tax
 - new fund for paving levy not part of 2020 budget figures
 - 27 pay periods in 2020
 - Healthcare costs increasing
 - CM report including
 - Civil Service Commission certifying police entrance list
 - City is short-staffed in several departments
 - Added language "pay in lieu of vacation" to payroll ordinance 2019-128
 - Executive Session Personnel - Appointment, compensation, employment, promotion
- 12/13/2019 2020 Budget Estimate presentation
 - Work Session Recap of Payroll 2020 & 27 pays
 - Intrafund transfers
 - Purchase Card Reports

2020

- 2/14/2020 January financials
Personnel issues in APD & WWTP
Resident, Edward Coy taxed for Ashtabula City & Ashtabula Twp
Review of Agenda Items List
- 4/10/2020 20% budget reduction per State of Ohio due to COVID-19
Unemployment insurance
- 5/1/2020 SPECIAL F&P meeting
Review and further explanation of 2020 budget reductions due to COVID-19
- 6/12/2020 Committee voted to move meetings to 3rd Friday of the month
- 7/17/2020 Service billing complaints
Layoffs/furloughs or reduced salaries
Replace positions in Sanitation & WPC
Unfinished business
Payroll Ordinance Municipal Court
- 8/14/2020 Budget Reallocation - Cares Act Funds
Posted WPC positions
Payroll Ordinance Municipal Court
- 10/16/2020 September financials
Finance Dept personnel
City Payroll ordinance
Cares Act Funding
Committee requests notification from Asst FD when City employees retire
in order to recognize service to City
City Solicitor reported ongoing discussions about Municipal Court budget issues
- 11/20/2020 October financials
estimates of lost revenue due to COVID
Preliminary 2021 Budget
Additional Health Dept funds
City Solicitor recommendations regarding 4 unpaid sewer accounts
Jack's Marine Enterprises request billing adjustment

2021

3/19/2021 February financials

ARPA funds

Property tax fluctuations

Uncollected Sewer & Trash bills sent to County for certification and collection

City sewer customers with unsettled accounts present to full Council for vote

Committee extended Income Tax Collection due date to May 17, bring to full Council for vote

Open positions at WWTP, APD

2021 paving bid

Parks Renewal Levy

6/18/2021 PRO Act Resolution Request by Ray Gruber Jr

May Financials

ARPA funds

\$1.3 million in assessments sent to County Auditor for collection

Internal personnel changes within departments

10/15/2021 September financials

present 2022 budget soon

Income Tax receivables increased due to efforts of new staff member

Positions have been filled where needed

Paving Levy revenue questions

Internal written policy for issuing credits/refunds - setting limit of years

FD & CS to develop ordinance template to write off uncollectable charges, write-off checks, and transfer unclaimed monies

11/19/2021 Budget 2022 presented

Public Works/Public Utilities/Cable/Schools	
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2017

4/7/2017 AACS Superintendent Watson schools update

Mr. Chris Thomas - Spectrum v. Time Warner Cable

Committee reported common complaints to Mr. Thomas

Cost increases

Franchise Agreements

Access Channels

New Business

Road Problem and water leak East 5th

Sewer Pipe Columbus Ave Ext

Incentives - tax abatements

Permission to discharge onto Pinney Dock property

PW part time staff starting May

Paving

Mowing Vacant Property

Dog waste and leaves in garbage bags

Stop sign request at West 8th and Laird

Ohio SB 128 FirstEnergy Nuclear Petroleum Bill

Sal Jackson's Cleanup project

Mosquito grant

5/5/2017 Reverse Parking on Main Ave from RRX to West 44th - committee recommending to Council

Stop sign request at West 8th and Laird Cory Nagle - committee voted to erect 3 way stop
going to Police Chief for review

Request Community signs to honor Connie Shultz

Ohio SB 128 FirstEnergy Nuclear Petroleum Bill

Tipp City downtown revitalization as model for Main Ave

Norfolk Southern RRX update Main Ave/Collins Blvd

Street lights

Double poles

Street cuts

Topper Ave bridge

Paving

7/7/2017 Greatwave Communications presentation on internet, telephone & cable

Reverse Parking on Main Ave from RRX to West 44th -polling Main Ave merchants

Request Community signs to honor Connie Shultz committee approved forming adhoc
committee to draft guidelines for honoring people

Ohio SB 128 FirstEnergy Nuclear Petroleum Bill

2018

4/6/2018 New Public Services Superintendent introduced to committee

Potholes

2018 paving program

2014/2015 paving program

Michigan Ave concerns

Permanent Improvement budget

2019 Paving

WWTP

Equipment

Trees

Former City Hall 4400 Main Ave

Ann Ave circle

Caution lights

5/4/2018 2018 paving program

Aqua Ohio West Ave project

Tivision Place Infrastructure Grant

Cost saving measures by Public Service Superintendent

Road cuts

Potholes

Catch Basins

WWTP update

Equipment

Recycling update

Staffing

City Properties

Signs

8/3/2018 2018 paving program

Recycling update

CO chapter 951 Solid Waste Disposal and Commercial Container Rates-changes

Committee approved suggested changes, bring to full council

11/2/2018 AACS Superintendent Dr. Mark Potts - recently hired

Curbside recycling

2019

2/1/2019 WWTP/WPC presentation: Digester Rehabilitation Project

Public Services Superintendent report

Proposed road resurfacing/Street Paving Levy Nov 2019

Committee approved 5 yr. 4 mil levy on Nov 2019 ballot, bring matter to Council

Permanent Improvement projects

4/5/2019 2019 Paving Program/ Council Wish Lists

Public Services Superintendent report

WWTP Update

Paving Levy Update

Purola BSP-parking spaces

Homeless @ Sav-A-Lot

10/4/2019 Codified Ordinance Chapter 951 Proposed legislation to add curbside recycling

Committee approved presenting to full Council

Tires/recycling

Countywide Recycling Program - Fee on Property Taxes

2019 Paving Program and Paving Levy

Road cuts/ Permanent Repairs Update

Ditching

Ohio Ave Ext Pothole

WWPT Update

2020

1/27/2020 Paving Evaluations for Levy Year 1 - 2020

Other projects

WWTP update

AACS purchased Mother of Sorrows

Public Works update

2/24/2020 CM updates

Public Works update

Committee outreach to schools

YMCA sidewalk issues and children crossing Rt 20

Public Works/Public Utilities/Cable/Schools

- 8/24/2020 Wendy Zele, Manager External Affairs, First Energy Corp - Streetlights
CM - WPC partnering with OSU, OEPA, ODH COVID study in wastewater
Public Works update
West Avenue bike trail traffic changes
Road heading to break wall on Walnut Beach
Paving schedule for 2020 projects completed
- 9/28/2020 Dr. Mark Potss, Superintendent AACs
AACs and schooling amid COVID
Mother of Sorrows
Racism and bullying
WPC update
Public Works update
Trash Talks
- 10/26/2020 Christopher J. Tolnar, P.E., GPD Project Manager
WWTP Condition Assessment Study & Capital Improvement Plan
and Wastewater Rate Analysis
PW update
CM met with Waste Management
WPC COVID study
Trash Talks
- 11/23/2020 Public Works update
WPC update
Trash Talks - update CO 951.03 Rates, Collection and Disposal to increase garbage
pick-up for wards 3, 4, & 5 Committee approved the modification and
presenting to full Council

2021

- 2/22/2021 Aqua updating water distribution system @ Walnut Beach facility
2021 paving project
Public Works update
Update on Capital Improvement Plan @ WWTP
WWTP update on current projects
- 3/22/2021 WWTP Bar Rake project bid packet
Committee approved GPD WWTP plant evaluation, present to full Council
Public Works update

4/26/2021 AACS Treasurer/Business Operations Mark J. Astorino & AACS Board President
Christine Seuffert - AACS Issue 8 3.8 mill levy
COVID drive-thru vaccine clinic

Public Works/Public Utilities/Cable/Schools

4/26/2021 Public Works update
WPC update

7/26/2021 CM meeting with Koski for Lake Ave paving & J. Severino for
Lake Rd outfall project
WPC Bar Rake update
Public Works update
American Recover Act funds update for WWTP Capital Improvement Plan
Trash Talks - complaint calls decreased since update to 951.03

9/27/2021 Lake Ave paving project
Aqua's waterline project on Lake Ave nearly complete
Lake Rd outfall project
WPC update
Public Works update
Temporary three-way stop at Ohio Ave & West 19th will stay until Lake Ave
paving completed

Safety Forces

2017

1/23/2017 Ashtabula Fire Department (AFD)

2016 Annual Report

Equipment

Staffing and injuries

Grants

Medic Body Armor

Ashtabula Police Department (APD)

Blotter Report Dec - Jan

Dept needs:

New Dispatch Center

Police Cruisers

Fencing around Jail

Body cameras

Staffing and injuries

CM update

Body cameras

K-9s

7/24/2017 Body Camera presentation by Samantha Spaulding, VP of Communications

Service at D. R. Spaulding Inc

Committee approved permitting CM and APD 30 day trial use of body cameras
at no cost to city

Julie Rose, Director Community Care Ambulance Network - overview of CCAN

Overdoses discussion

APD blotter reports June-July

2018

1/22/2018 AFD report

New Fire Engine update

Kitchen Remodel

Annual report

Grants

Department of Defense

Safety Forces

- 1/22/2018 Traffic Control changes - Written procedure
Committee asked CM to draft an internal written procedure for their review
APD report
Blotter reports Sept 2017-Jan 2018
Body camera update
Dispatch remodel update
Jail operations during dispatch remodel
Police Levy Renewal
New Business
Public Relations
Civil Service Exam
K-9 Officers
Personnel
Thanks to AFD & APD
- 2/26/2018 Ashtabula Downtown Development Association member and Councilor Jane Haines addressed Downtown safety concerns including:
Homeless/squatters, blight, specific structures, low income/public housing
AFD Report
2018 Annual report
Park Haven fires
APD report
February Blotter Report
Body camera update
Dispatch remodel update
Police Levy Renewal
Annual Report
- 4/23/2018 AFD Report
New Pumper Engine
Former Park Haven Facility
Ashtabula County Probate/Juvenile Division discussion
APD Report
Blotter reports Sept 2017-Jan 2018
Body camera update
Police Levy Renewal
Dispatch remodel update
- 10/22/2018 Prohibit Parking East side of Washington Ave between W 57th & 58th Sts
Walnut Beach - dedicated emergency call system for lifeguards
Aim Higher Make a difference day at Lakeside HS
AFD Report
New Fire Code Section CO 1501.20
Commercial Cooking Systems Fire Extinguishing System - Acceptance Testing
Committee approved new section and will present to full Council

New Fire Engine

Safety Forces

10/22/2018 APD Report

Call statistics

War on Drugs

Police Levy Renewal

2019

1/28/2019 Traffic Control Changes

Committee approved APD Chief recommendation to have no parking signs on east side of Washington Ave between w 57th & w 58th Sts.

Committee approved APD Chief recommendation to have no parking signs on south side of Walnut Blvd between 2528 and 2544 Walnut Blvd

Bringing both to full Council

East 45th Street - No Parking

East 46th St & State Rd. - motorist parking too close to intersection

Committee approved painted crosswalk on Main Ave from Burroughs Court across street to Richmond's Transportation and appropriate signage

Bring to full Council

Quiet zone in area of Lake Ave medical facilities

APD Report

"Is That A Drug House" pamphlet

Staffing/New Hires

Call Stats

Medical Marijuana

AFD Report

Possible sale of old fire truck

2018 Annual Report

New Engine Truck

3/25/2019 Traffic Control Changes

No Thru Trucks on West 58th St from West Ave to Nathan Ave

Lift parking prohibition on Washington between W 57th and W 58th St. discussion

Civil Service Commission Rules & Regulations - remove requirement that

Chair should be an attorney

APD Report

Call Stats

Body Cameras

"Is That A Drug House" pamphlet on website

Public Relations

Annual Report

Safety Forces

- 3/25/2019 AFD Report
Call Stats
Public Relations
Engine Truck
CCAN Contract - Committee approved drafting legislation to enact new contract
- 6/24/2019 Conversation w/ Community Service providers re: Law Enforcement Referrals including Catholic Charities, Samaritan House, Ashtabula Co. Juvenile Court
Committee approved leaving parking on Washington Ave between W 57 & W58 as is, no changes to parking ban
APD & AFD reports
- 8/26/2019 Traffic Control Changes/Updates
APD Report
Crime Enforcement Agency of Ashtabula County Task Force
Medical Marijuana Cards and CCW
AFD Report
New Ambulance
Miscellaneous, including Hemp v Marijuana, bike helmets, bike licenses
Police & Fire entrance tests
- 9/23/2019 Traffic Control Changes/Updates
AFD Report
Police & Fire entrance tests
APD Report
Committee approved speaking to full Council about prohibiting feeding feral cats and wild animals
- 10/28/2019 Traffic Issues
Speeding on Bridge St & Main Ave, Station Ave, and in general
Committee approved CM and Police Chief to review signage/conduct parking study on Riverside Dr
APD Report
Crime Enforcement Agency of Ashtabula County (CEAAC)
AFD Report
Coast Guard update
- 12/16/2019 Traffic Control Changes/Updates
APD Report
Crime Enforcement Agency of Ashtabula County (CEAAC)
Body Cameras
Hiring
Uniform Firearms
AFD Report
Civilian Fire Death

New Ambulance
Ashtabula Coast Guard Station
Ice Rescue

Safety Forces

2020

2/24/2020 AFD Report
2019 Annual AFD report
Myrtle Ave house fire
New Ambulance
Civil Service Commission update
Committee approved presenting APD Chief recommendation of parking ban
on Riverside Dr to full Council
East 45th Street, vehicles being ticketed
West 4th & Lake Avenue abandoned church

6/22/2020 AFD Report
Stats review
AFD Building issues
APD Report
Stats review
Protest Event
Operations Plan approval grant
Main Ave & W 46th St limited view of oncoming vehicles
Coast Guard station update

8/24/2020 Beth Brown, Community Outreach Manager of Brightview Addiction Treatment ctr.
APD Report
Stats review and annual report
AFD Report
Parking issues on East 16th St
Main Ave & W 46th St limited view of oncoming vehicles

10/26/2020 Pastor Emory Moore - R. W. Shelby scholarship program for safety forces
APD Report
AFD Report
Civil Service Commission update
Parking issues on East 16th St
Parking issues on Hamlin Dr

Safety Forces

2021

1/25/2021 APD Report

AFD Report

Committee request APD Chief to complete further investigation to resolve parking issue on East 16th St

APD Chief saw no issues on Hamlin Dr

Status of 4611 Main Ave structure fire

Petition about Ashtabula County Metroparks North Shore Trail bike lanes on West Avenue

Resident complaint - traffic signal on W 9th and Lake Ave

Resident complaint - parking on Cleveland Ave

3/22/2021 APD Report

AFD Report

Update on 4611 Main Ave

Update on parking issue on E 16th

Committee approved prohibiting parking on Cleveland Ave - side of the road with fire hydrants, bring to full Council

New Business

Gunshots and young men roaming East 44th, 45th, 46th st and Valley View Blvd

APD Civil Service Exam

AFD Civil Service Exam

Chief Stell formed Narcotics Investigative Unit - work with DEA and other agencies

4/26/2021 APD Report

Ward 3 Councilor suggested workshops at the schools for guidance of proper conduct when stopped by police

AFD Report

Civil Service Commission update

Committee approved prohibiting parking on north side of East 16th between Columbus and Harbor Ave - present to full Council

5/24/2021 Pastor Emory Moore - update on R. W. Shelby Scholarship program

APD Report

AFD Report

Civil Service Commission update

Washington Avenue concerns

West 58th St speeding
APD NIU update
West Ave portion of bike lane

Safety Forces

7/26/2021 Lt. James Kemmerle presentation on Ashtabula County Jail 1/2% Criminal
Justice Sales Tax and new jail
APD Report
Committee approved proposed revision to CO Ch 521.14 Recreational Equipment
in Right of Way - bring to full Council
Committee approved designating entire length of east side of Petros Dr as
No Parking
Commendation request for Officer Pazquale F. DiAngelo
AFD Report
Committee approved Chief Stell recommendation of prohibiting parking along
the west side of Washington Ave between Bunker Hill Rd and W 58th St
Bring out to full Council
Laird Dr & West 9th St issues - Cory Nagle requests crosswalk

10/25/2021 APD Report
AFD Report
CM Report - Civil Service update
Code enforcement report regarding junk vehicles and code violations
Homeless update with local agencies

REPORT OF COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/PARKS & RECREATION (CD/ED/P&R)

AGENDA ITEMS

H:\SHS\ALL City Council Mtgs\Committee Meetings\Community Dev - Economic Dev - Parks & Recreation\Agenda Items\2021 11 24 cd agenda items report.docx

Contact Clerk of Council at (992-7119 or x219 or clerkofcouncil@ashtabulacity.com) with agenda items

2nd Tuesday @ 4:00 p.m.

2021 dates

JANUARY 12, FEBRUARY 9, MARCH 9, APRIL 13, MAY 11, JUNE 8, JULY 13, AUGUST 10, SEPTEMBER 14, OCTOBER 12, NOVEMBER 9, DECEMBER 14

Members: Chair Haines/Council Liaison to Parks and Recreation Board; Vice Chair Harris; Roskovics

Planning & Community Development Department - Jim Timonere and/or Mary Church

- 3/31/21 email proposed update to CO Chapter 759 Temporary Stores - topic for 7/13/21 meeting including Stephen Chase – cm to develop and bring back to full council
- 9/14/21 moratorium on discount retail establishments legislation and should legislation be part of a comprehensive rezoning plan

Unfinished Business/Follow-up Discussion 9/14/21

~~• Lakefront Residential Zoning – The City Manager planned to take the input from residents and put legislation together with the new City Solicitor.~~ FULL COUNCIL UNFINISHED BUSINESS ITEM

- Requests for Qualifications(RFQs) were sent out for the vacant “Harbor” church property on Lake Avenue which yielded only one reply. The Ashtabula County Landbank sent the RFQs out again hoping to have more responses.
- The City Manager is collecting quotes for the repair of bump out issues on Main Avenue.

~~• The City Manager is handling legislation for adding food trucks to Chapter 759 Temporary Stores.~~ FULL COUNCIL UNFINISHED BUSINESS ITEM

- The Committee Chair suggested putting signage indicating the information pertinent for the homeless populations within the City. The organizations involved in the homelessness work session are scheduling outreach visits to the homeless populations in the parks and plan to share their information. The Vice Chair determining needs of each individual is paramount and is eager for the outreach. She is careful to be cautious of individuals, but not necessarily fearful. The City Manager through code enforcement has vacated houses and had them boarded up, increasing the number of displaced individuals.

- Wayfinding discussion 10/12/2021–
 - o Identify if we are having a problem directing people to areas within the City
 - o What areas should be identified?
 - o Where should signs be placed?
 - o How to approach a signage project

Main business districts – Bridge Street, Main Avenue, Lake Avenue, Prospect Road

CM to check available funding sources, committee plan to research topic further.

Report of Parks & Recreation Board (Earl Tucker, Chair)

Signage – Kaden Presidential Park and also in the Harbor at Lake Ave and Bridge Street showing directions to Walnut Beach and Point Park, other tourist areas

Bike racks – recommend purchase 3 bike racks for placement at Walnut Beach, Kaden Park, and Smith Field, CM got quotes between \$300 - \$500 each.

Report of Committee Agenda Items

Basketball Court – estimate \$110k for new court and parking area at Nappi Field. Board would like to see a basketball court here or Walnut Beach.

List of City Parks:

1. Walnut Beach
2. Highland Beach
3. Point Park
4. Massucci Field
5. Nappi Field
6. Smith Field
7. W. 38th St.
8. W 47th St.
9. L.Cpl. Kevin Cornelius/ North Park
10. South Park
11. Clifford Kadon/Presidential Park

There is also a small park on E. 48th St. that we used to claim but it actually belongs to Norfolk & Southern RR.

“Brand” for Ashtabula Parks

3/10/2020 Design an easily identifiable “brand” for all City Parks. Use the design on park signs to unify the City Park System.

Cornelius Park

Highland Beach

NOTE: 10/4/19 – topic reintroduced due to history below

8/7/2019 – solicitor issued email to hennigan saying: “Attached is a deed forwarded to the Manager that purports to have transferred Highland Beach Park to the City in April 1986. I was unaware of this, and the Park is not listed as a City property in the tax records. Is it possible for you to check the ordinances passed around that period of time to see if an ordinance accepting the transfer of the property was acknowledged or authorized by Council?”

8/9 –email response that no legislation was located – “now what”; solicitor said “I don’t know. I will give it some thought.”

10/1 – p & r board chair tucker said he recommended manager formally accept property as city park since it has been revealed that does, indeed, belong to the city

10/8 manager told committee the solicitor is considering how to move forward now that it has been determined it is owned by the City; manager will follow-up with solicitor

Kaden Presidential Park

Massucci Field

Light replaced and working

Nappi Field

Smith Field

Walnut Beach

Access Mat – Board recommends CM to purchase an access mat for the beach, estimate \$3575 for 5 ft wide x 100 ft long

Asphalt grindings – Board requesting grindings from city paving project for drive to breakwall.

Exercise Equipment Donation

The Iron Foundation installed an exercise station at Walnut Beach.

9/10 – solicitor reminded clerk Senskey he has to draft legislation authorizing the acceptance of the equipment donation and asked for information to help him do so; Senskey emailed august 6 p&r board meeting minutes

Between 9/10 and 9/18 – manager expressed his surprise that equipment was installed without his okay; p & r board chair tucker said he was too

9/18 – ribbon cutting for equipment donation

10/15 clerk sent legislation request reminder email to solicitor

Report of Committee Agenda Items

Topics

20 BY 40 IDEA

Meeting with local realtors/builders regarding housing in Ashtabula to increase population - 20,000 city residents by 2040

~~May meeting — Panel discussion Homelessness in the City of Ashtabula — Guidance for the average citizen and/or business owner with Jill Valentic, Executive Director of Catholic Charities; Michael Franklin, City Solicitor; Paul Bolino, Chief Executive Officer of Community Counseling Center; Joleen Sundquist, Chief Clinical Officer of Community Counseling Center; Steve Sargent, Director of Samaritan House; Christina Thompson, Office-Based Case Manager/Team Lead/Crisis Triage for Signature Health~~ **Post meeting action steps?** FULL COUNCIL UNFINISHED BUSINESS ITEM

Discuss predatory lenders/companies prompted by website: <https://www.minnpost.com/cityscape/2015/04/ubiquitous-illegal-signs-point-persistent-predatory-lending-problems/>

Ned Hill, Professor of Economic Development from John Glenn College of Public Affairs

3/2/21 sent email invitation to guest speak - hill.1973@osu.edu Topic – Fundamentals of Economic Development power point. **Post meeting action step?**

Architectural & Restoration Review Board

Council Appoints 4: Roberta Madar-Pruett expired 12/05/20, Kathy Eames 03/07/21, Julene Schwarz expired 08/18/20, David Payne expired 08/18/20

ACMC Updates

Michael Habowski, CEO of ACMC Michael.Habowski@ACMCHealth.org

All In Ashtabula County <https://allinashtabula.com/>

The community-driven comprehensive planning process will be used to identify long-term goals and desired policies, programs, and projects for a range of important topics. The plan will address land use, economic development, transportation, land conservation and open space, quality of life, and more. All community members are invited to be a part of shaping the plan!

Broadband Improvement (invited J.P. Ducro to speak about downtown revitalization 2/10/20) send reminder email 3/2 (mtg cancelled) Broadband Improvement infrastructure development along Ashtabula River corridor. Reschedule? 09/09/20 Clerk Senskey is new member of Ashtabula County Broadband Taskforce 7/6/21 received email next Broadband taskforce meeting 7/21/21 @ 2p Commissioners Office in Jefferson

Downtown/Main Avenue/Ashtabula Downtown Development Association (ADDA) Business & Activities

Meet Me On Main

4/13/21 Crosswalk Art - Meeghan Humprey presented artwork and ideas for three crosswalks on Main Avenue. 7/11/21 9a to 1p weather permitting, 8/1/21 rain date, 8/8/2021 rain date

7/13/21 Myke Anderson – ADDA Update

First Time Homebuyer Incentives (Roskovics)

11/13/18 – discuss ideas; manager suggested speaking with solicitor and finance director to see tax break can be given; discuss more in December

12/11 – chair said still want to do something, so have to make time to speak with solicitor and finance director (see 11/13/18 entry)

Harbor/Bridge Street/Lift Bridge Community Association (LBCA) Activities

Report of Committee Agenda Items

Wine, Dine & Walleye 7/24/21 and possibly 7/23/21 evening events. Full Wine & Walleye 2022

Greater Ashtabula Chamber of Commerce

09/18 clerk Senskey reached out to Greg Church, Exec Dir, regarding welcoming new businesses in the City. Church encourages attending ribbon cuttings. Clerk to create welcome letters to businesses upon advisement.

Growth Partnership

8/13 – chair would like this item to remain

10/29/19 – city manager hosted town hall meeting at Kent Ashtabula on Petmin USA project; chair, president, wards 1, 2, 3, and 5 councilors and clerks senskey and hennigan attended

10/30 – manager and growth partnership hosted Petmin usa townhall meeting at KSAU – standing room only

7/17/2020 Petmin granted new air permit from OHEPA

My Neighborhood Collaborative

NeoFund

QUARTERLY CITY NEWSLETTER

11/05/18 – at pre-council meeting, chair suggested the enactment of a newsletter and suggested it as a topic in this committee's meeting

11/13 – chair would like to see done; does not believe a member of council should do it; but who; clerk told what a great job assistant director of finance Sheldon did on our internal n/l and suggested she be approached

12/5 - John, today I asked Carolyn if she had been approached about possibly creating a city-wide newsletter; she responded, no. I told her I suggested her for the task because of the great job she did with the internal newsletter some years ago and asked if she was interested. She respectfully declined.

Would you like me to keep this item on your agenda? The chair responded, yes

12/11 – manager told committee he would reach out to ACMC re: the company who does their newsletter, which is paid for by sponsorships

8/13/19 – chair would like to pursue

Social Media

City Manager created City Facebook page due to Coronavirus to make meetings more accessible to the public. City website updated September 2020.

REPORT OF FINANCE & PERSONNEL (F&P) AGENDA ITEMS

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Contact Clerk of Council at (992-7119 or x219 or clerkofcouncil@ashtabulacity.com) with agenda items

3rd Friday @ 8:00 a.m.

2021 Schedule

JANUARY 15, FEBRUARY 19, MARCH 19, APRIL 16, MAY 21, JUNE 18, JULY 16, AUGUST 20, SEPTEMBER 17, OCTOBER 15,
NOVEMBER 19, DECEMBER 17

Members: Chair Foglio, Vice Chair Haines, Roskovics

Topics

Ongoing - **Recognize retiring City Employees – notification/options**

10/19/2020 Committee asked Asst FD Sheldon to notify Council President when a long-time employee retires from the City of Ashtabula.

Ongoing – **Review of monthly finance department reports**

Investment Policy - Proposed Update

02/14/2020 –AFD to attend training for Association of Public Treasurers, FD & AFD plan to update by the end of the year. Table topic

Update Internal Finance Department Policy

2/14/2020 – ACTION: Mrs. Foglio moved, Mr. Roskovics seconded to request FD work with Solicitor to research and prepare finance dept policy for FD authorization to remove certain charges; motion CARRIED. FD to reach out to solicitor.
Per 7/17/2020 meeting, fd to follow up on this request. 8/14/2020 mtg, fd wanted a small committee to assist with creating changes. Chair said she can bring to F&P Committee for review when ready. Vice Chair said she can report monthly on any requests to remove certain charges. 10/15/2021 FD working with new City Solicitor.

Assessments

Per FD at 3/19/21 mtg, overdue and uncollected sewer and trash bills through December 31, 2020 will be sent to Ashtabula County and added to property tax bills. Subsequent assessments will include unpaid bills from January 1, 2021 to May 31, 2022, then ideally, a schedule of every six months thereafter.

Create Internal Written Policy

10/15/2021 for issuing credits/refunds – setting a limit of how many years retro.

Create Ordinance Templates

10/15/2021 FD working with CS on ordinance templates for writing off uncollectable charges, write-off checks, and for unclaimed money management

REPORT OF PUBLIC WORKS/PUBLIC UTILITIES/CABLE/ SCHOOLS (PW/PU/C/S)

AGENDA ITEMS

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Contact Clerk of Council at (992-7119 or x219 or clerkofcouncil@ashtabulacity.com) with agenda items

4th Monday @ 5:00 p.m.

2021 Schedule

JANUARY 25, FEBRUARY 22, MARCH 22, APRIL 26, MAY 24, JUNE 28, JULY 26, AUGUST 23, SEPTEMBER 27, OCTOBER 25,
NOVEMBER 22, DECEMBER 27

Members: Chair Crawford, Vice Chair Harris, Young

Department Heads and Staff

Public Works – John Melnik, Superintendent

WWTP – Craig Pierce, Superintendent and Mark Verzella, Assistant Superintendent

Christopher Tolnar, representative from GPD Consultants on Waste Water Treatment Plant Capital Improvement Plan, Condition Assessment Study, Wastewater Rate Analysis - further discussion requested Mr. Crawford moved; Ms. Young seconded to present the City Manager's recommendation for the plant evaluation to full Council. On the Roll Call: Mr. Crawford, Ms. Harris, and Ms. Young voted yea; motion CARRIED.

8/16/2021 Council approved 2021-80 agreement with GPD for WWTP Capital Improvement Plan, Condition Assessment Study and Wastewater Rate Analysis.

Digester Rehabilitation Project including repair of methane pipes to burn waste gas per OEPA permit

Monthly Topic Ideas

Invited to Tour of Aqua water plant next to Walnut Beach

Standing Items

Paving Levy and projects

Street Lighting

City Schools

Cable

Public Utilities

REPORT OF SAFETY FORCES (SF)

AGENDA ITEMS

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Contact Clerk of Council at (992-7119 or x219 or clerkofcouncil@ashtabulacity.com) with agenda items

4th Monday @ 8:00 a.m. 2021 Schedule

JANUARY 25, FEBRUARY 22, MARCH 22, APRIL 26, MAY 24, JUNE 28, JULY 26, AUGUST 23, SEPTEMBER 27, OCTOBER 25,
NOVEMBER 22, DECEMBER 27

Members: Chair Speelman, Vice Chair Foglio, Young, Ex-Officio Member Roskovics

Topics

Recreational Equipment in Right of Way

08/16/21 Council passed 2021-83 enacting new CO 521.14 Recreational Equipment In Right-Of-Way

Traffic Control Changes

Per Kym Foglio – crosswalk @ Laird Dr & West 9th and people not stopping at West 9th 7/26 CM to review

Per Chief Stell – No ordinance in place but signs are there. No Parking on Petros Drive 8/2/2021 reporting out of committee

Washington Avenue

09/07/2021 Council passed 2021-87 prohibiting parking on west side of Washington Ave between Bunker Hill Rd and West 58th St.

Report of Safety Forces Divisions

- a. AFD Reports from Chief Gruber
- b. APD Reports from Chief Stell

Civil Service Commission – Rick Balog, Sally Bradley, Roberta Madar-Pruett, Chief Gruber, Chief Stell, Jim Timonere

Scholarship program

10/26 Emory Moore, Kathryn Shelby, and Ashtabula Safety Forces collaboration to assist minority candidates from City of Ashtabula stay in Ashtabula and serve on APD or AFD 3/22/21 Chief Stell reported over \$15,000 is in the Dr. Reginald W. Shelby Safety Forces scholarship fund.

Proper Conduct when Stopped by the Police

The Ward 3 Councilor asked Chief Stell about holding workshops at AACS to provide guidance to the students and the public about proper conduct when stopped by the police.

From 10/8/2020 email

- 1. Modify 141.12 of the Codified Ordinances regarding Pay for Stay ON HOLD per Jason Erwin email 2/10/2021
- 2. Jason Erwin emailed Clerk 10/26/2021 on status of legislation, email and information forwarded to CS, CM, Chief for review
- 3. 11/24/21 CS email “it is my opinion the revised code section authorizing pay to stay, as written, will make the process too cumbersome for us. Until we find a different authorizing statute or it changes, the Chief agreed not to go forward at this time.”

Narcotics Investigation Unit (NIU)

Chief Stell formed NIU at the beginning of the year after leaving CEACC.

City of Ashtabula



CITY COUNCIL RULES of ORDER

4717 Main Avenue
Ashtabula, Ohio 44004
(440) 992-7119

www.cityofashtabula.com

OUR MISSION IS TO PROVIDE SERVICES AND PARTNER WITH OUR CITIZENS, BUSINESSES AND NEIGHBORS TO
ENHANCE THE QUALITY OF LIFE FOR ALL WHO LIVE IN AND VISIT ASHTABULA

Adopted: November 5, 2012; Amended: October 8, 2015; March 6, 2017; April 17, 2017; December 17, 2018; February 19, 2019; June 17, 2019

**Ashtabula City Council
Rules of Order
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Ashtabula City Council Rules of Order

DEFINITIONS

1. AGENDAS

a) Preparation of Agendas

The Clerk of Council shall be responsible for preparing the agendas for all City Council meetings in consultation with the President and Vice-President. Committee chairs shall be responsible for providing agenda items and approving the agendas for their committee meetings.

b) Consent Agenda

The Consent Agenda is a means whereby City Council is able to more efficiently conduct business in meetings. A Consent Agenda may be used at the Regular City Council and Special City Council meetings. There are two sections to a Consent Agenda:

- The Disposal of routine Special Meeting and Regular Meeting minutes, where each set of meeting minutes shall be read up to and including the “Excused Absences” portion. They may then be disposed of by one motion, one second and one vote.
- The Legislation Agenda, which consist of the ordinances and resolutions. The title of each piece of legislation is individually read into the record. Brief comments shall be permitted; however in-depth discussion is prohibited. If a member of City Council, City Administration or the public requests in-depth discussion on any legislation that appears on the Consent Agenda, a motion is required to remove that item from the Consent Agenda for consideration during the Regular Business Agenda portion of the meeting.

c) Regular Business Agenda

The Regular Business Agenda is where items of a non-consent nature, are taken up, including legislation that has not been formally requested or will be requested individually.

2. Ashtabula City Municipal Charter

The Ashtabula City Municipal Charter is the Constitution of the City of Ashtabula. The primary sections governing City Council are Sections 3 through 9. The Charter, in its entirety, is attached as Exhibit A, for reference purposes.

3. Legislation

The term “Legislation” means Ordinances and Resolutions.

4. Meeting (Ohio Sunshine Laws/The Ohio Open Meetings Act/Chapter One: B.)

The Ohio Sunshine Law/Open Meetings Act defines a “meeting” as:

- (1) a prearranged gathering
- (2) a gathering where the majority of the members of a public body are in attendance
- (3) a gathering for the purpose of discussing public business.

The Open Meetings Act requires members of a public body to take official action, conduct deliberations, and discuss the public business in an open meeting, unless the subject matter is specifically exempted by law. All meetings of any public body are declared to be public meetings open to the public, at all times.

A member of a public body shall be present, in person, at a meeting open to the public to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting.

A “meeting” by any other name is still a meeting. Work Retreats, Work Sessions or Workshops, and the like, are “meetings” when a public body discusses public business among a majority of its members at a prearranged time. When conducting any meeting, the public body must comply with its obligations under the Open Meetings Act and open the meetings to the public by properly notifying the public and maintaining meeting minutes.

5. Minutes/Journal

The “Minutes”, in some instances, will be referred to as the “Journal”. It is the official record of a public body’s proceedings. A public body must keep full and accurate minutes of its meetings. The minutes are not required to be a verbatim transcript of the proceedings, but must include enough facts and information to permit the public to understand and appreciate the rationale behind the public body’s decisions. The minutes of the Ashtabula City Council’s Regular and Special Meetings and Public Hearings shall be promptly prepared, filed, and maintained and shall be open to public inspection. The Ohio Supreme Court holds that minutes must include more than a record of roll call votes, and that minutes are inadequate when they contain inaccuracies that are not corrected. A public body cannot rely on sources other than their approved minutes to argue that their minutes contain a full and accurate record of their proceedings. In accordance with the Ohio Sunshine Law/Open Meetings Act, committee minutes shall be promptly prepared, filed and maintained. If time does not permit the Clerk of Council to prepare the minutes prior to the committee’s report at a Regular Council meeting, the report given by the committee chair or their designee at a Regular Council Meeting, shall serve as the minutes and will be transcribed and filed as such. The minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the committee’s decision; therefore the Clerk may take the liberty of adding to what was reported by the inclusion of information that took place at the actual committee meeting.

6. Motions

The following procedures shall be followed during City Council Meetings:

- **Main Motion**

A motion to introduce a subject (requires simple majority vote).

- **Motions When Question is Before Council**

When a question or proposition is before or under debate by Council or when a motion has been made, only the following motions can be accepted, and have precedence in the order given:

- a. **To adjourn** - NOT DEBATABLE.*
- b. **To recess** (simple majority vote) - NOT DEBATABLE).*
- c. **To raise a question of privilege.** Questions of privilege have precedence over all other questions except adjournment. Questions of privilege are those affecting the rights of the Council collectively, its safety, dignity, comfort, and the integrity of its proceedings and those rights, reputations, and conduct of Councilors in the capacity as members of Council (decision of Presiding Officer - NOT DEBATABLE).*
- d. **To call for orders of the day** to require the Council to conform to its agenda, program, or order of business, or to take up a general or special order. (This is the decision of Presiding Officer).*

- e. **To lay on the table** to set aside the pending question when something else of immediate urgency has arisen or when something else needs to be adopted before consideration of the pending questions is resumed (simple majority vote).
- f. **To call the previous question** and request that discussion end and that the motion being considered be voted on (requires 2/3rd vote. (NOT DEBATABLE).
- g. **To limit or extend limits of debate** (required 2/3rd vote).
- h. **To postpone any action to a certain time (or definitely)** (simple majority vote).
- i. **To commit or refer** the proposal to a committee or special meeting of Council for further investigation or **to put into better condition for consideration** (2/3rd vote)
- j. **To amend.** A motion to amend is to modify the main motion by inserting or adding; striking out; or striking out and inserting. An amendment to an amendment cannot be amended. A rejected amendment may not be moved again in the same form (simple majority vote).
- k. **To postpone indefinitely.** When motions to postpone indefinitely are passed, the principle question is declared lost. The motion rejects or “kills” the main motion for the duration of the session (simple majority vote).
- l. **To postpone any action indefinitely** (simple majority vote).

- **Motion to Take Matter from Committee**

When legislation or other matters have been referred to a committee and said committee fails within a reasonable or specified time to report or offer a valid reason for failure to report, any member of Council has a right to move that legislation or matter of concern be taken from that committee and placed before Council for action (simple majority vote).

- **Motion to Reconsider**

If a motion has been either adopted or defeated during a meeting, and at least one member who voted on the prevailing (winning) side wants to have the vote reconsidered, such a member may make the motion to Reconsider. The motion can only be made by a member who voted on the prevailing (winning) side. The motion to Reconsider may be seconded by any member, no matter how he or she voted. There is only a limited period of time within which a motion to Reconsider can be made. In the usual case, this motion can be made only on the same day on which the vote sought to be reconsidered was taken. The only exception to this rule is in the case of a session (such as a lengthy convention) in which meetings take place over a period of more than one day. In that event, the motion to Reconsider can be made on the same day the original vote was taken or on the next succeeding day within the session on which a business meeting is held.

A motion to Reconsider, being laid on the table, may be taken up and acted upon at any time when the Council is engaged in the transaction of other business. No motion to Reconsider may be made more than once on any matter and the same number of votes is required to reconsider the action of Council as was required to enact it.

- **Appeal**

The Presiding Officer, after referring the question to the Official Parliamentarian, has authority and duty to make necessary rulings on questions of parliamentary law. But any two members have the right to appeal the Presiding Officer's decisions on such a question. By one member making the appeal and another offering a second, the question is taken from the Presiding Officer and vested in the Council for final decision. Members have no right to criticize a ruling of the Presiding Officer unless they appeal the Presiding Officer's decision. An appeal cannot be made from a decision of the Council itself.

7. Public Body (Ohio Sunshine Laws/The Ohio Open Meetings Act/Chapter One: A.)

Any board, commission, committee, council or similar decision-making body of a state agency, institution, or authority, and any legislative authority or board, commission, committee, council, agency, authority or similar decision-making body of any county, township, municipal corporation, school district or other political subdivision or local public institution. Any committee or subcommittee thereof; or a court of jurisdiction of a sanitary district organized wholly for the purpose of providing a water supply for domestic, municipal and public use, when meeting for the purpose of the appointment, removal or reappointment of a member of the board of directors of such a district pursuant to section 6115.10 of the Revised Code, if applicable, or for any other matter related to such a district other than litigation involving the district. "Court of jurisdiction" has the same meaning as "court" in section 615.01 of the Ohio Revised Code.

8. Quorum

The number of members of a group or organization required to be present to transact business legally, usually a majority. A simple majority (4) of all the elected or appointed members of Council shall constitute a quorum to transact business, except in cases where a different number is required by the Municipal Charter, the laws of the State of Ohio, or by these Rules of Order. Whenever the term "majority" is used, unless otherwise expressly indicated, it shall mean a majority of those elected or appointed to City Council. Likewise, whenever a two-thirds or three-fourths vote is indicated, it shall mean two-thirds or three-fourths of the members elected or appointed to City Council.

9. Votes

When the members of City Council number (7), the following shall be true:

- Simple Majority/Majority = (4)
- Two-thirds = (5)
- Three-fourths = (6)

CITY COUNCIL RULES of ORDER

For the Government of the Council of the City of Ashtabula, Ohio

Rule 1 - Council Rules of Order

Council shall adopt, by a simple majority vote of its members then holding office, its own Council Rules of Order which shall not conflict with the Ashtabula City Municipal Charter, and which shall remain in effect until amended, changed or repealed by a simple majority of all the members of Council holding office at that time. The Rules of Order shall become effective immediately after the simple majority vote for their passage is taken, unless a later date is specified, and shall not be subject to initiative *[the ability to assess and initiate things independently]* or referendum *(the principle or practice of referring measures proposed or passed by a legislative body, head of state, etc., to the vote of the electorate for approval or rejection.)*

Rule 2 - Suspension of Council Rules of Order

Council Rules of Order may be temporarily suspended at any meeting of the City Council by two-thirds affirmative votes of Council, and the vote on each suspension shall be taken by a roll call vote (ayes and nays) and entered upon the Journal.

Rule 3 - Violating Council Rules of Order (Point of Order or Question of Order)

If any member of Council violates any Council Rule, the Presiding Officer or any member of Council may motion for a Point of Order, which calls the member to order. This motion requires no second. The Presiding Officer shall decide the Point of Order or refer it to the Council.

Point of Order is NOT DEBATABLE, but with the Presiding Officer's consent a member may be permitted to explain the point. Knowledgeable or interested members may be heard by way of providing an explanation.

If the Presiding Officer submits the point to a vote of Council, it is open to debate except when it relates to indecorum *[conflicting with accepted standards of good conduct or good taste]* or transgression of the rules of speaking, in that no member may speak more than once in the debate except the Presiding Officer, who can speak in preference *[priority to right]* to other members the first time, and who is also entitled to speak a second time at the close of debate.

Rule 3(a) – Drug Free Safety Program (DFSP)

Ashtabula City Council members are expected and required to follow the City of Ashtabula's Drug Free Safety Program (DFSP), including submitting to screening for alcohol, illegal drugs or drugs of abuse, and seeking counseling/treatment in the event there is a positive test as defined by the DFSP. In the event of a deliberate violation of the DFSP by a Councilor, the remaining Councilors may vote to expel the violator from meetings and deliberations as a Council member until the violator comes into compliance. No vote of expulsion shall be effective until after the alleged violator has been given notice of the allegations against him/her and an opportunity to be heard on the allegations. No vote of expulsion shall be effective unless two-thirds (2/3) of all the members of Council concur. (06 17 2019)

Rule 4 - "Roberts' Rules of Order"

In the absence of any rule upon any matter of business, the Ashtabula City Council shall be governed by "ROBERT'S RULES OF ORDER NEWLY REVISED (CURRENT EDITION)."

Rule 5 – Members Speaking

Permission of the Presiding Officer must be obtained prior to speaking. This serves to maintain order and assist with the task of transcribing the meeting minutes, which minutes are the permanent record

of the proceedings and are required, by the Ohio Sunshine Law/Open Meetings Act, to be permanently maintained.

A member shall be permitted to speak only from their seat. A member shall be permitted to speak twice on the same motion, for five continuous minutes at a time, with more time being granted by the unanimous consent of the remaining members of City Council. A member shall be permitted to speak once on the same question until every member desiring to speak on the question shall have had an opportunity to do so. A member shall be permitted to speak without interruption, except to be called to order.

Rule 6 – Leaving the Meeting While in Session

No member shall leave the Regular or Special Meeting or Public Hearing, while in session, without permission being granted by a majority of the members of Council present and able to conduct business. Any member leaving without first obtaining such permission shall be deemed guilty of contempt, and may be dealt with, for such contempt, as provided for in Rule (8)(c).

Rule 7 – When Not Required to Stay

No member shall be required to remain in the designated meeting location longer than half an hour after the time to which the Council stands adjourned, unless there is a quorum present and the Council is called to order and proceeds to conduct business. But, if any member having waited for a quorum to be present for half an hour after the time to which the Council stands adjourned, shall go away from the Council room, and afterwards enough members arrive to constitute a quorum, the Council shall not proceed to any business without attempting to notify such member and giving that member sufficient time to join them.

Rule 8 - Voting

(a) Ayes and Nays and Order of Voting

When requested by any member of City Council, the ayes and nays shall be taken on the passage of any legislation or any questions of proposition submitted to City Council, and in taking the ayes and nays the Clerk of Council shall call the names in the following order: Ward Councilors, Vice-President and President. The order in which Ward Councilors vote shall be alternated for each Regular, Special, and Emergency Meeting. Before the President announces the vote outcome, the Clerk of Council shall read the votes so taken upon request of any member.

(b) Recorded Vote of Absent Members

Any member of City Council, having been unavoidably absent, may at the next meeting have their vote recorded upon any question acted upon during their absence, provided such vote shall not change the result, and provided shall not be entitled to move for a Reconsideration of the Question so voted upon. Members of Council are responsible for making their absence known to the President of Council or Clerk of Council prior to the day of a meeting, or as soon as the reality of their required absence is known to them. Calls to members of Council to determine their attendance intentions may be considered as an “unexcused” absence.

(c) Voting, Abstention from Voting, Censure and Expulsion

Every member of City Council present shall vote on any question, by voice vote or on the roll call of the ayes and nay. A member may request to abstain from voting. The request to abstain requires a majority vote of the remaining members present and must be requested prior to the call of the vote. Any

member not being excused who refuses to vote upon any question when the ayes and nays are being called, shall be deemed guilty of contempt of the Rules of City Council and may, for such contempt, be censured (an official reprimand) by a simple majority vote of City Council. If a member receives two reprimands within a twelve month period, that Council member shall be suspended for one Regular or Special City Council Meeting, whichever comes first, and shall be ineligible for the period of such suspension to address Council or cast a vote.

TYPES OF MEETINGS

Rule 9 - Emergency Meeting

A type of Special Meeting called due to the need of immediate official action. The member or members of the public body calling the meeting must instruct the Clerk of Council to immediately notify all news outlets and other persons which have a formal "request to be notified" application on file.

Rule 10 - Executive Session

Executive Sessions are an exception to the requirement that public bodies conduct their business in meetings open to the public. They are CLOSED sessions of a public body; however the closed session must begin and end in an open meeting. NO votes or official action may be taken in a closed session. Any action resulting from the CLOSED session must be taken in an open meeting. Minutes for Executive Sessions are not required, however the meeting minutes of the open session shall reflect the vote to convene the Executive Session, its purpose, the roll call vote to convene the session, and who was present in the session. An adjournment at the conclusion of an Executive Session is not required. When the body politic returns to the open session the Presiding Officer shall simply announce the open session reconvened.

Rule 11 - Pre-Council Meeting

A type of regular meeting held in Pre-Council or Council Chambers located in the Ashtabula City Municipal Building, on the 1st and 3rd Monday of each month, and shall begin at 6:00 p.m., unless otherwise ordered by the Council President, Council Vice-President, or a majority vote of the members of Council when in attendance at a scheduled meeting of the Council.

Rule 12 – Public Hearing

A meeting of City Council for the purpose of permitting City Council and the public to comment for or against the matter that is specific to the purpose of the hearing. The comments are taken into consideration when City Council makes their final decision. The procedure for scheduling a public hearing varies depending on the topic. (see Codified Ordinance Sections 1109.05 & 1109.07)

Rule 13 – Regular City Council Meeting

(a) Frequency, Day, Time, Place

Regular City Council Meetings, as set forth in Ashtabula City Municipal Charter Section 10, shall be held in the Ashtabula City Municipal Building, on the 1st and 3rd Monday of each month, and commence at 7:00 p.m., or, if such day be a legal holiday, on the day following. In the event of a lack of a quorum, the death of a member of Council or City administrator, a Tuesday holiday or inclement weather, a regular meeting may be postponed to a date determined by the President or Vice-President.

(b) Absence from Regular Council Meetings

In accordance with Ashtabula City Municipal Charter Section 11, “The absence of a member of Council from three consecutive Regular Council Meetings shall operate to vacate the seat of that member, unless the absence is excused, for a reasonable cause, by a simple majority affirmative vote [4] of the City Council present and able to conduct business, and entered into the minutes. Each excused absence of a member of Council from a Regular Council Meeting, in excess of three in a 12 month period, shall constitute the deduction of a sum equal to 2% of the annual salary of such member.” Council members are responsible for making their absence known to the President of Council or Clerk of Council prior to the day of the meeting or as soon as the reality of their absence is known to them. Calls to members of Council to determine their attendance intentions may be considered as an “unexcused” absence.

(c) Order of Business

The business at all Regular City Council Meetings shall be transacted in the following order:

- **Call to Order**
- **Opening Ceremony**
 - o Prayer
 - o Pledge of Allegiance
 - o Moment of Silence
- **Roll Call**
- **Sunshine Law Certification**
- **Presentations / Announcements**
- **Executive Session**

CONSENT AGENDA

- o **Approval of Meeting Minutes**
- o **Legislation**
 - ❖ Formal Requests
 - ❖ Public Comment (on legislation only)
 - ❖ Brief Overview
 - ❖ Reading
 - Second Reading (reading of title, vote to waive the reading the legislation in its entirety, and vote to adopt the legislation)
 - First Reading (reading of title, vote to waive the reading of the legislation in its entirety, and announcement that legislation is placed on its first reading)
 - One Reading (suspension of Charter requirement of two readings) (reading of title, vote to waive the reading of legislation in its entirety, vote to suspend Charter requirement of two readings and vote to adopt the legislation)

REGULAR BUSINESS AGENDA

- **Approval of Meeting Minutes – Presentation and Vote to Approve**
- **City Officials - Reports and Communications**
 - o City Manager
 - o City Solicitor
 - o Director of Finance

- o Clerk of Council
- **Standing City Council Committee Reports and Communications**
 - o Community Development/Economic Development/Parks & Recreation
 - o Finance & Personnel
 - o Public Works/Public Utilities/Cables/Schools
 - o Safety Forces
 - o Work Sessions
- **Legislation**
 - o Formal Requests
 - o Public Comment (on legislation only)
 - o Brief Overview
 - o Reading
 - Second Reading (reading of title, vote to waive the reading the legislation in its entirety, and vote to adopt the legislation)
 - First Reading (reading of title, vote to waive the reading of the legislation in its entirety, and announcement that legislation is placed on its first reading)
 - One Reading (suspension of Charter requirement of two readings) (reading of title, vote to waive the reading of legislation in its entirety, vote to suspend Charter requirement of two readings and vote to adopt the legislation)
- **New Business**
 - o Liquor Permit Request
 - o “Tell Us Something We Don’t Know”
- **Public Comment (General Matters)**
- **Executive Session**
- **Adjourn**

Communications from the City Manager may be presented at any time when City Council is not engaged in the consideration of other business.

Any person, from time-to-time, may address Council when given permission by the Presiding Officer provided a simple majority of City Council does not object.

During the portion of the meeting titled, “Public Comment (on legislation only)”, is when the public may comment on the legislation agenda. The public may address Council on matters of a general nature during “Public Comment (General Matters)”.

The person desiring to address the dais must first provide their name and address, or their name and the community in which they reside, or their organization affiliation.

Each member of the public will be given a maximum of 5 minutes to speak, unless permission, by a simple majority voice vote of City Council, is granted.

(d) Opening Procedures

The President of Council shall take the chair, immediately call the meeting to order, and shall ask that all remain standing for the Opening Prayer and the Pledge of Allegiance, and remain standing for a Moment

of Silence, when applicable. The Clerk of Council shall be asked to call the roll, which roll shall include the City Manager, City Solicitor, Director of Finance and Clerk of Council.

The minimum essential Officers for the conduct of business are the Presiding Officer and the Clerk of Council. In the absence of the Clerk of Council the Director of Finance shall perform the functions of the Clerk of Council at City Council Regular Meetings, Special Meetings and Public Hearings. In the absence of the President and Vice-President, the Clerk of Council shall call City Council to order, and if a quorum is determined to be present, City Council shall appoint one of its members to preside Pro Tempore [in place of]. In the absence of a quorum at the time appointed for the meeting, the members present may, by a simple majority vote, take recess and cause the Clerk to procure the attendance of absent members, or may adjourn after 30 minutes.

(e) Presiding Officer

The President of Council shall be the Presiding Officer at the Regular and Special Meetings and Public Hearings of the City Council. Section (a) above details how the Presiding Officer shall be selected in the absence of the President of Council and/or Vice-President of Council.

The Presiding Officer shall preserve order and decorum, prevent personal reflections, and confine members in debate to the question. Whenever a motion is made that refers only to the Presiding Officer, in a capacity not shared in common with other members, or that commends or censures the Presiding Officer, the chair shall be turned over to the Vice-President of Council during the remaining Council's consideration of the motion.

(f) Reports and Communications

City Manager

The City Manager shall give a report and field questions at each Regular City Council Meeting. Such report shall be in writing and a copy shall be provided to each member of City Council, the City Solicitor, the Director of Finance, and the public. Such report shall serve to provide members of City Council with information pertaining to the state of City operations, and shall be the document on which the City Manager requests legislation necessary to carry out his or her responsibilities.

City Solicitor

The City Solicitor shall, at each Regular City Council Meeting, give a report on all significant legal actions of which the Solicitor is able to speak, as it pertains to the City of Ashtabula and field questions. The City Solicitor shall provide City Council with a written report on all financial rewards that have been granted by the courts, payable by the City of Ashtabula. The City Solicitor shall advise the City Council of any matters warranting immediate attention. Additionally, to ensure the City's best interests are protected, the City Solicitor shall attend other meetings of the City Council, as requested.

Director of Finance

The Director of Finance shall give a report and field questions at each Regular City Council Meeting. Such report shall be in writing and a copy shall be provided to each member of City Council, the City Manager, the City Solicitor, and the public. Such reports shall serve to provide members of City Council with information pertaining to the state of the City's financial operations, sewer and trash billings and income taxes, and shall be the document on which the Director of Finance requests legislation necessary to carry out the responsibilities of the Director of Finance.

Clerk of Council

The Clerk of Council shall give a report and field questions at each Regular City Council Meeting on matters pertaining to day-to-day operations of the Legislative Division.

Rule 14 – Special Meeting

- (a) A session held at a time different from that of a Regular City Council Meeting and convened only to consider items of business specified in the call of the legal notice for the Special Meeting, and in accordance with Ashtabula City Municipal Charter Section 10, found in Exhibit A.
- (b) Except in the case of a Special Meeting referred to in Codified Ordinance Section 111.05, the Clerk shall, no later than twenty-four hours before the time of a Special Meeting of Council, post a statement of the time, place and purpose(s) of the Special Meeting, and shall make reasonable efforts to notify those members of the public who have previously requested notice of public meetings of the City Council. For purposes of this Section, email or electronic communication shall be considered a reasonable effort to give notice.
- (c) The statement under this section and notifications under Codified Ordinance Section 111.05 shall state the specific or general purpose(s), then known to the Clerk, intended to be considered at the Special Meeting. (Codified Ordinance Section 111.04).
- (d) Any news medium organization that desires to be given advance notification of Special Meetings of a municipal body shall file with the Clerk a written request therefor on a standard form to be provided by the Clerk. (Codified Ordinance Section 111.05)

Rule 15 - Work Sessions

The Council may meet in a Work Session as needed. Neither votes nor formal actions may be taken at this meeting.

Rule 16 - Committees

The simple majority of the members of a committee shall be a quorum for the purpose of conducting business.

1. Standing Committees

(a) Forming

At the December 1st Organizational Meeting (Ashtabula City Municipal Charter Section 10 – Exhibit A) and with changes in members of Council, Standing Committees shall be appointed, with input from each member of Council and a simple majority approval of Council. The Committee Chair and Vice-Chair shall also be named. The President of Council shall serve as Ex-officio member of all committees with the exception of those he/she chairs or of which he/she is a member. The Clerk of Council shall post and maintain the Standing Council Committee Roster on the City of Ashtabula website and bulletin board on the first floor of the Ashtabula City Municipal building.

(b) Location

Standing Committee meetings are held in the Municipal Building 2nd Floor Conference Room, but may be changed with proper notification.

(c) Frequency of Meeting

The Standing Committees shall meet once a month, subject to cancellation by the Chair if there is no business to consider or if a quorum will not be present. The members of a committee shall agree on the day and time that is best for the monthly meeting to occur.

(d) Report

At the Regular City Council meeting, committee chairs or their designee shall make a full report of what took place at their committee meeting, including formal legislation requests. Matters referred to a committee of Council shall be reported on to the full Council by the committee to which the matter was referred. At least a majority of the committee to which a matter is referred shall agree on the outcome. If an agreement cannot be reached, the committee shall present the matter to the full Council to consider.

(e) Open to the Public

All Standing Committee meetings shall be open to the public. The public shall only be permitted to speak at the will of the Presiding Officer. Members of Council are welcome to attend committee meetings of which they are not a member and are permitted to participate, but shall have no voting privileges.

(f) Names and Responsibilities of Standing Committees, shall be, but are not limited to:

- **Community Development / Economic Development / Parks & Recreation**

To which shall be referred all ordinances and resolutions and other matters that relate to community development, economic development, and parks & recreation. Financial matters pertaining to the committee's responsibilities may be discussed in this committee and may also be referred to the Finance & Personnel Committee, if necessary. The committee shall support all events and projects associated with its responsibilities. The committee shall appoint one of its members as the City Council's liaison to the Ashtabula City Parks and Recreation Board. The committee chair or their designee shall attend, as often as possible, the meetings of the following groups: Ashtabula City Parks & Recreation Board, Ashtabula Downtown Development Association, Lift Bridge Community Association, and My Neighborhood Collaborative, in order to remain in touch with the happenings of each organization for the purpose of supporting their efforts and reporting back to the City Council and City Manager on how city government may assist them. The committee shall touch base with Greater Ashtabula Chamber of Commerce, Ashtabula County Board of Realtors, Growth Partnership for Ashtabula County, Ashtabula County Medical Center and NeoFund to ensure city government remains informed, is ready to help when possible, and in order to cultivate and/or enhance private/public partnerships.

- **Finance & Personnel**

To which shall be referred all ordinances and resolutions and other matters related to finance, indebtedness, appropriations, the payment of monies not provided for by previously enacted legislation, debt, taxation, assessments, the standardization of compensation, salaries wages and benefits, the sale and purchase of city real estate, bond ratings, and the personnel matters pertaining to the Clerk of Council and the Director of Finance Department. However, for efficiency purposes, the day-to-day oversight of the positions of Clerk of Council (Codified Ordinance 121.01 (m) and Director of Finance (Charter Section 33) shall be the responsibility of the President of Council.

- **Public Works / Public Utilities / Cable / Schools**

To which shall be referred all ordinances and resolutions and other matters related to the streets, highways, sidewalks, sewers, storm drains, city buildings and property, street and traffic lights, snow plowing, and recycling. This committee shall periodically meet with the Ashtabula Area City Schools superintendent and board, and support school activities. They shall also meet with public utility and cable providers to discuss local

government and citizen concerns. The committee shall consider legislation pertinent to the operations of the following City Divisions: Water Pollution Control (Waste Water Treatment Plant - WWTP), Public Works, Sanitation, Traffic and Motor Maintenance. Financial matters pertaining to the committee's responsibilities may be discussed in this committee, but must be referred to the Finance & Personnel Committee prior to being presented to the full Council.

- **Safety Forces**

To which shall be referred all ordinances and resolutions and other matters related to the Divisions of Police, Fire, health, sanitary regulations, public safety, emergency management operations and plans, and traffic control map and file changes.

(g) Special / Adhoc Committees

The President of Council, with a majority vote of the City Council, may appoint special committees when public business requires such an appointment.

(h) Boards and Commissions

City Council is empowered to create City boards and commissions, in addition to those established by the Ashtabula Municipal City Charter. The City Council is the appointing authority to various City boards and commissions, and approves some of the appointments of the City Manager in accordance with the rules set forth establishing said boards and commissions.

Rule 17 - Parliamentary

The Council shall appoint the Clerk of Council to act as the Official Parliamentarian as long as said Clerk of Council is a Member of the National and Ohio Association of Parliamentarians. The City Solicitor shall be the Parliamentarian in the absence of the Clerk of Council and shall be consulted, when required.

LEGISLATION

Rule 18 – Legislation - Preparation of

No legislation, except for any measure proposed by the City Manager pursuant to Section 28(f) of the Ashtabula Municipal Charter (see Exhibit A), may be presented without first being presented to the proper Standing Committee of Council, unless simple majority consent of the members of Council present is given, by a voice or roll call vote. The President of Council may, at any time, permit a member to introduce legislation or a motion out of the regular order, provided a simple majority of members do not object.

- The legislation request shall be made at a Regular or Special Meeting of City Council.
- The Clerk of Council shall formally submit to the City Solicitor a written request for legislation preparation no later than (3) working days after the request is made.
- The legislation shall be presented to the Clerk of Council by Noon on Wednesday prior to the Regular City Council Meeting, and in a timely manner for all other meetings, in order to give the Clerk of Council ample time to set the meeting agenda. Attachments and Exhibits shall accompany the legislation.
- The Director of Finance shall certify funds for all legislation having to do with funding prior to the Clerk placing said legislation on an agenda of the Council.
- The Clerk of Council shall place the legislation on the appropriate meeting agenda.

- The City Solicitor or Assistant City Solicitor (in the absence of the City Solicitor) shall approve the legislation as to its form and correctness, by affixing his or her signature thereto, or when necessary by the granting of said approval by electronic or verbal means. All preliminary legislation drafts by anyone other than the City Solicitor shall be submitted to the City Solicitor for review as part of the legislative process.
- No ordinance shall be placed on a City Council agenda unless it has gone through the above procedure or unless a vote to waive the procedure is approved by a simple majority vote of the Council members present, and that by a roll call vote. The Council SHALL NOT vote on legislation that has not first been submitted to the City Solicitor for “form and correctness”. (Refer to Exhibit A - Ashtabula Municipal Charter Section 32 Solicitor for directions regarding none approval of “form and correctness”.)

Rule 19 – Legislation - Amendments to

Legislation may be amended at any time, but if amended during its second reading, the ordinance shall again be presented for a second reading at the next Regular or Special City Council Meeting, before it is adopted.

Rule 20 – Legislation - Enactment, Passage or Adoption

All legislation, and all Rules of Order for the Government of the City Council shall require, for their enactment, passage or adoption, a simple majority vote of all the members elected or appointed, and the vote on their passage or adoption shall be taken by ayes and nays and recorded on the Journal. No ordinance shall be placed on the Regular City Council Meeting agenda unless received from the City Solicitor’s Office the Wednesday prior to the meeting, by Noon, unless approved by the President, Vice-President, or at the discretion of the Clerk of Council. (See Exhibit A - Ashtabula Municipal City Charter, Sections 12 and 13 further instructions.)

Rule 21 - Correspondence / Communications with the Public

To ensure the Legislative Division is informed of the activities of each member of Council, and to ensure a record of said activities are maintained in the Office of the Legislative Division, a copy of City Council members written correspondence and communication to and from the public shall be forwarded to the Clerk of Council for proper public record in accordance with the Ohio Sunshine Law/Open Meetings Act and the approved Legislative Division Record Retention Schedule.

Rule 22 - Appropriating Money

NO money shall be appropriated except by legislative action. All legislation for the appropriation of money, the issuance of bonds, or the transfer of money to any fund, shall receive the approval of the Finance & Personnel Committee before passage. If such matters are presented without said approval, they shall be referred, without debate, to the Finance & Personnel Committee, for consideration and report, unless the rule shall be temporarily suspended by a two-thirds vote of the members of Council. The vote on such suspension shall be taken by ayes and nays and recorded in the minutes.

Rule 23 - Levying Assessment or Tax

All legislation levying an assessment or tax for any public improvement shall be referred to the Finance & Personnel Committee and the City Solicitor before it is placed before the full City Council for their consideration.

Rule 24 - Purchase or Sale of City Owned Property

All matters pertaining to the purchase or sale of City owned property shall first be referred to Executive Session discussion or the Finance & Personnel Committee, for consideration, before final action is taken by the full City Council. All votes pertaining to City owned property shall be taken by a roll call vote.

Rule 25 - Training

Members of the City Council may avail themselves of educational and training opportunities by attendance at professional meetings, conferences, educational institutions and seminars, and purchase information to enhance a member's ability to perform the duties of the Legislative Authority. Reimbursement for these expenses shall be provided in accordance with the City of Ashtabula Travel Policy, when funds are available. Members of the City Council are required to participate in City of Ashtabula in-service training when notification is issued.

Rule 26 - Chief of Police to Preserve Order

The Chief of Police or his or her designee, while in attendance at City Council meetings, shall serve as the Sergeant-at-arms. Under the direction of the Presiding Officer, the Sergeant-at-arms shall preserve order and decorum, and by order of the Council, shall compel the attendance of absent members of Council in such manner as may be prescribed by legislation.

Rule 27 - Prayer

Prior to commencement of each Regular and Special City Council Meeting, the following prayer shall be recited by a member of City Council, the City Administration/Officers or a member of the public:

Heavenly Father, We ask You to let Your inspiration precede this Council's actions, and all present here today, and Your assistance further us, so that every word and work of ours may take its beginning from You, and, so begun, may through You reach its completion. Amen!

Rule 28 - Use of Recording Device

The Clerk of Council or his or her designee is permitted to record all meetings of the City Council to assist in the transcription of meeting minutes. The recordings shall be kept for the length of time set forth in the City of Ashtabula Records Retention Schedule for the Legislative Division.

CHARTER
OF THE MUNICIPALITY OF
ASHTABULA, OHIO
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CHARTER OF THE MUNICIPALITY OF ASHTABULA, OHIO PREAMBLE

We, the people of the City of Ashtabula, Ohio, in order to obtain the benefits of local self-government, to encourage more direct and business-like methods in the transaction of our municipal affairs, and otherwise to promote our common welfare, do adopt the following Charter of our City.

CORPORATE POWERS, RIGHTS, AND PRIVILEGES

SECTION 1 NAME AND POWERS.

The inhabitants of the City of Ashtabula, as its limits now are, or may hereafter be, shall be a body politic and corporate by name, the

City of Ashtabula, and as such shall have perpetual succession; may use a corporate seal; may sue and be sued; may acquire property in fee simple or lesser interest or estate by purchase, gift, devise, appropriation, lease, or lease with the privilege to purchase for any municipal purpose; may sell, lease, hold, manage, and control such property, and make any and all rules and regulations by ordinance or resolution which may be required to carry out fully all the provisions of any conveyance, deed, or will, in relation to any gift or bequest, or the provisions of any lease by which it may acquire property; may acquire, construct, own, lease, and operate and regulate public utilities; may assess, levy, and collect taxes for general and special purposes on all the subjects or objects which the City may lawfully tax; may borrow money on faith and credit of the City by the issue or sale of bonds or notes of the City; may appropriate the money of the City for all lawful purposes; may create, provide for, construct, regulate, and maintain all things of the nature of public works and improvements; may levy and collect assessments for local improvements; may license and regulate persons, corporations, and associations engaged in any business, occupation, profession, or trade; may define, prohibit, abate, suppress, and prevent all things detrimental to the health, morals, comfort, safety, convenience, and welfare of the inhabitants of the City, and all nuisances and causes thereof; may regulate the construction, height, and the material used in all buildings, and the maintenance and occupancy thereof; may regulate the construction, location, size, height, and the materials used in all billboards, and the maintenance and use of the same; may regulate and control the use, for whatever purposes, of the streets and other public places; may create, establish, organize, and abolish offices and fix the salaries and compensations of all officers and employees; may make and enforce local police, sanitary, and other regulations; and may pass such ordinances as may be expedient for maintaining and promoting the peace, good government, and welfare of the City, and for the performance of the functions thereof. The City shall have all powers that now are, or hereafter may be granted to municipalities by the Constitution or laws of Ohio; and all such powers, whether expressed or implied, shall be exercised and enforced in the manner prescribed by this Charter, or when not prescribed herein, in such manner as shall be provided by ordinances or resolutions of the Council.

SECTION 2 ENUMERATED POWERS NOT EXCLUSIVE.

The enumeration of particular powers by this Charter shall not be held or deemed to be exclusive, but, in addition to the powers enumerated herein, implied thereby or appropriate to the exercise thereof, the City shall have, and may exercise, all other powers which, under the Constitution and laws of Ohio, it would be competent for this Charter specifically to enumerate.

COUNCIL

SECTION 3 POWERS.

All powers of the City, except as otherwise provided by this Charter or by the Constitution of the State, are hereby vested in a Council to consist of not less than 7 members, 1 of whom shall be elected from each ward, and 2 of whom shall be elected at large; and, except as otherwise prescribed by this Charter or by the Constitution of the State, the Council may by ordinance or resolution prescribe the manner in which any power of the City shall be exercised. In the absence of such provision as to any power, such power shall be exercised in the manner now or hereafter prescribed by the general laws of the State applicable to municipalities.

Council shall subdivide the City into 5 wards of adjacent and compact territory with as well defined boundaries and as nearly equal population as practicable, and after each recurring Federal Census Council shall subdivide said 5 wards to the extent and in the manner prescribed by general law for increasing the number of wards upon the basis of population. (Amended 5-7-46)

SECTION 4 TERM OF OFFICE.

Members of Council shall hold their office for four (4) years beginning December 1st of their election in 1995 except the members of Council from Wards 3, 4 and 5. Council members from Wards 3, 4 and 5 shall hold office for a two (2) year term beginning December 1st after their election in 1995, and then, beginning December 1st after their election in 1997, shall hold office for four (4) year terms, thereby staggering the terms of Council.

(Amended 5-3-94)

SECTION 5 QUALIFICATIONS OF MEMBERS.

Each member of the Council immediately prior to his election or appointment shall have been, and during his term of office shall continue to be, a qualified elector of the City of Ashtabula, Ohio, and shall continue to have the qualifications of an elector therein. A member from a ward shall reside in his ward immediately prior to his election or appointment, and removal of a ward member from his ward during his term of office shall work as a forfeiture of his office. Each member of Ashtabula's City Council shall not hold any other public office, except that of a notary public or member of the State militia, and shall not be interested in any contract with the City of Ashtabula, and no such member may hold employment with the City of Ashtabula.

The City Council of Ashtabula shall be the judge of the election and qualifications of its members, reviewable by the courts. Council members may be removed from office in the manner and for the causes provided by general law for the removal of public officers.

(Amended 5-2-95)

SECTION 6 VACANCIES.

Any vacancy in the Council shall be filled for the unexpired term in the manner provided by the general laws of the State of Ohio now in force or as hereafter amended.

(Amended 11-4-58)

SECTION 7 SALARY.

Each member of the Council, except the President, shall receive a salary of \$2,400.00 per year, and the President of Council shall receive a salary of \$2,600.00 per year, payable in equal monthly installments.

(Amended 5-2-95)

SECTION 8 PRESIDENT.

The member of Council elected at large having the highest vote shall be President of Council and the member of Council elected at large having the next highest vote shall be Vice-President of Council.

The President shall preside at all meetings of the Council, and perform such other duties consistent with his office as may be imposed by it; and he shall have a voice and vote in its proceedings, but no veto.

If the President be temporarily absent from the City, or becomes temporarily disabled from any cause, his duties shall be performed during such absence or disability by the Vice-President. In the absence of both President and Vice-President the other members of

Council shall appoint one of their number to perform the duties of President.
(Amended 11-2-48)

SECTION 9 APPOINTEES.

The Council shall appoint a City Director of Finance and Clerk of Council. The Clerk of Council shall keep all City Council records and perform all other duties required by this Charter or by Council. Council may also appoint and employ such other officers and employees of its body as it deems necessary. City Council shall also designate some officer of the City, other than the City Director of Finance or Clerk of Council, to act as the City's Purchasing Agent. Said appointees of Council shall hold office at the pleasure of Council except that before the City Director of Finance or Clerk of Council be discharged, written charges of malfeasance, misfeasance or nonfeasance in office shall be filed with Council and such officer shall be afforded a copy thereof. Thereafter, Council may suspend such officer for a period of not less than ten (10) days nor more than thirty (30) days and, if within ten (10) days of the time said officer receives a copy of such written charge, said officer files with Council a written demand for a public hearing thereon before Council, Council shall conduct such public hearing before permanently discharging said officer or making said officer's suspension permanent.
(Amended 5-7-13)

SECTION 10 TIME OF MEETING; RULES; JOURNAL.

At 6:30 p.m. on the first day of December following a regular municipal election, or if such day be Sunday, on the day following, the Council shall meet at the usual place for holding the meetings of the legislative body of the City for the purpose of organization. Thereafter the Council shall meet at such times as may be prescribed by ordinance or resolution, except that it shall meet regularly not less than the first and third Mondays of each month, or if such day be a legal holiday, on the day following. In the event of a lack of a quorum, the death of a member of Council or City administrator, a Tuesday holiday or inclement weather, a regular meeting may be postponed to a date determined by the President or Vice President. The President, any 2 members of the Council or the City Manager may call special meetings of the Council, upon at least 12 hours' notice to each member. Notice of a special meeting shall be given to Council members electronically via email, and also given verbally via telephone if possible. The Council shall determine its own rules and order of business and shall keep minutes of its meetings. Executive sessions may be held and shall be governed by Section 121.22 of the Ohio Revised Code.
(Amended 11-7-17)

SECTION 11 PENALTY FOR ABSENCE.

Absence from 3 consecutive regular meetings of Council shall operate to vacate the seat of a member unless the absence is excused by a majority vote of Council and entered upon the Journal. For each excused absence of a member of Council from a regular meeting of the Council in excess of 3 in a 12 month period, there shall be deducted a sum equal to 2% of the annual salary of such member.
(Amended November 2, 2004)

SECTION 12 LEGISLATIVE PROCEDURE.

The legislative action of Council shall be by ordinance or resolution, provided that this shall not apply to action directing an officer or board to furnish the Council with information as to the affairs of any office, department, or board.

A majority of all the members elected to the Council shall be a quorum, but a less number may adjourn from day to day and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The affirmative vote of at least 4 members shall be necessary to adopt any ordinance or resolution; and the vote upon the passage of all ordinances and resolutions shall be taken by "yeas" and "nays" and entered in the minutes.
(Amended 11-7-17)

SECTION 13 ORDINANCE ENACTMENT.

Each proposed ordinance or resolution shall be introduced in written or printed form, and shall not contain more than one subject, which shall be clearly stated in the title, but general appropriation ordinances may contain the various subjects and accounts for which moneys are to be appropriated. The enacting clause of all ordinances passed by the Council shall be: "Be it ordained by the Council of the City of Ashtabula, Ohio." The enacting clause of all ordinances submitted to popular election by the initiative shall be: "Be it ordained by the people of the City of Ashtabula, Ohio."

No Ordinance shall be passed until it has been read at 2 regular meetings not less than one week apart, or the requirement of such reading has been dispensed with by the vote of at least 5 members of the Council. No ordinance or resolution or section thereof shall be revised or amended, unless the new ordinance or resolution contains the entire ordinance or resolution or section revised or amended; and the original ordinance, resolution, section, or sections so amended shall be repealed.

All ordinances and resolutions passed by Council shall be in effect on and after the 30th day from the date of their passage except that Council may pass measures to take effect at the time indicated thereon (immediately or otherwise) by a vote of 5 members or more.
(Amended 3-19-96)

SECTION 14 EMERGENCY MEASURES.

(EDITOR'S NOTE: The provisions of Section 14 were repealed on March 19, 1996.)

SECTION 15 RECORD AND PUBLICATION.

Every ordinance or resolution upon its final passage shall be recorded in the minutes, and shall be authenticated by the signatures of the presiding officer, the City Manager and the Clerk of the Council. Every ordinance or resolution of a general or permanent nature shall be published once within 10 days after its final passage in the manner hereinafter provided; except that whenever the passage of more than one ordinance or resolution is required by law to complete the legislation necessary to make and pay for any public improvement, the provisions of this section shall apply only to the first ordinance or resolution required to be passed, and not to any subsequent ordinance or resolution relating thereto, provided that before issuing bonds to pay for any public improvement Council may publish a notice headed "Notice of Bond Issue for Public Improvement," describing said improvement in general terms and setting forth within what time assessments on property specially benefited may be paid in cash, and for what period of time and at what rate of interest bonds will be issued for that portion of the assessment not so paid.
(Amended 11-7-17)

SECTION 16 TIMES OF PUBLICATION.

Advertisements for bids for work and notices of the sale or lease of real estate or sale of personal property shall be published once a week for not less than 2 nor more than 4 consecutive weeks; proclamations of elections, such number of times as provided by law; and all other matters, once.

SECTION 17 PRICE AND MODE OF PUBLICATION.

All the above mentioned publications, as well as all other newspaper publications made by the City, except as hereinafter provided, shall be published in one newspaper of general circulation in the City, printed in the English language, to be designated by the Council. Before designating the newspaper to carry such publications the Council shall request all such newspapers to submit sealed bids for such publishing together with their published rate card for commercial advertising, and a sworn statement of their bona fide net paid circulation within the City of Ashtabula, and in making such designation the Council shall take into consideration both the rate and circulation of the newspaper, and the City shall thereupon enter into a contract with the newspaper so designated for such period of time, not exceeding 3 years, as Council shall determine.

All such publications shall be set solid in the regular reading type of the newspaper so designated, but not larger than 8-point type and 9-point body, with an 18-point headline specifying the nature of the publication; provided that by order of Council special notices or advertising may be set in larger type than above specified, and notices of the sale of bonds may be published in not to exceed 2 newspapers published outside of the City. The newspaper carrying any or all of such publications shall be paid for the quantity of space used at a rate no higher than it charges for the same space for commercial display advertising. Whenever it may appear to the Council that the rates offered by such newspapers are unfair, such other means of securing due publicity may be employed, in lieu of newspaper advertising, as the Council may by resolution determine.

(Amended 5-19-80)

SECTION 18 SALARIES AND BONDS.

The Council shall fix by ordinance the salary rate of compensation of all officers and employees of the City entitled to compensation except as otherwise provided in this Charter; but this shall not prevent the City from securing the services of special or temporary employees who shall receive such compensation as may be agreed upon, and approved by Council. Council may require any officer or employee to give a bond for the faithful performance of his duty, in such an amount as it may determine, and it may provide that the premium thereof shall be paid by the City.

SECTION 19 GENERAL DISQUALIFICATIONS.

No member of the Council, the City Manager, or any other officer or employee of the City, shall be directly or indirectly interested in any contract, job, work, or service with or for the City; nor in the profits or emoluments thereof, nor in the expenditure of any money on the part of the City, other than his fixed compensation; and any contract with the City in which any such officer or employee is, or becomes, interested may be declared void by the Council.

No member of the Council, the City Manager, or other officer or employee of the City shall knowingly accept any gift, frank, free ticket, pass, reduced price, or reduced rate of service from any person, firm, or corporation operating a public utility or engaged in business of a public nature within the City, or from any person known to him to have or to be endeavoring to secure a contract with the City; but the provisions of this section shall not apply to the transportation of policemen or firemen in uniform or wearing their official badges, when the same is provided for by ordinance.

INITIATIVE AND REFERENDUM

SECTION 20 THE INITIATIVE.

Any proposed ordinance may be submitted to the Council by petition signed by electors of the City equal in number to 10% of the total number of registered electors therein. All petition papers, circulated with respect to any proposed ordinance, shall be uniform in character, and shall contain the proposed ordinance in full, and the names and addresses of at least 5 electors who shall be officially regarded as filing the petition and shall constitute a committee of the petitioners for the purpose hereinafter named.

Each signer of a petition shall sign his name in ink or indelible pencil, and shall place on the petition paper after his name his place of residence by street and number, and the date of signing. The signatures to any such petition need not all be appended to one paper but to each such paper there shall be attached an affidavit by the circulator thereof stating the number of signers to such part of the petition and that each signature appended to the paper is the genuine signature of the person whose name it purports to be, and was made in the presence of the affiant and on the date indicated. No person shall sign more than one petition paper for the same purpose.

Before any ordinance so proposed shall be submitted to the Council, its form shall be approved by the City Solicitor, who shall endorse his approval thereon; and it shall be the duty of the City Solicitor to draft any such proposed ordinance in proper legal language and to render such other services to persons desiring to propose such ordinance as shall be necessary to make the same proper for consideration by the Council.

All papers comprising a petition shall be assembled and filed with the Clerk of the Council as one instrument within 120 days from the date of the first signature thereon. Within 10 days from the filing of such petition the Clerk shall endorse thereon a certificate showing the number of signatures of qualified electors contained therein and the number required.

If the Clerk's certificate shows that the petition is insufficient he shall at once notify each member of the committee of the petitioners, hereinbefore provided for, and the petition may be supplemented at any time within 15 days from the date of such notification by filing with the Clerk an additional petition paper or papers in the same manner as provided for the original petition.

Upon the filing of such supplemental petition the Clerk shall, within 10 days thereafter, attach thereto his certificate as hereinbefore required. If the petition as so supplemented is still insufficient or if no supplement shall have been filed, the Clerk shall file the petition in his office and shall notify each member of the committee of that fact. The final finding of the insufficiency of a petition shall not prejudice the filing of a new petition for the same purpose.

When the certificate of the Clerk shows the petition to be sufficient, he shall submit the proposed ordinance to the Council at its next regular meeting and the Council shall take final action thereon within 30 days from the date of such submission. If the Council rejects the proposed ordinance, or passes it in a form different from that set forth in the petition, the committee of the petitioners may require that it be submitted to a vote of the electors in its original form, or that it be submitted to a vote of the electors with any proposed change, addition, or amendment, which was presented to Council in writing by said committee during the consideration thereof by the Council.

When an ordinance proposed by petition is to be submitted to a vote of the electors the committee of the petitioners shall certify that fact and the proposed ordinance to the Clerk of the Council within 40 days after the submission of such proposed ordinance to the

Council.

Upon receipt of the certificate and certified copy of the proposed ordinance, the Clerk shall certify that fact to the Council at its next regular meeting. If no election is to be held within 6 months and more than 30 days after the receipt of the Clerk's certificate by the Council, the Council may provide for submitting the proposed ordinance to the electors at a special election. If a supplemental petition, signed by electors equal in number to 25% of the total number of registered electors in the Municipality other than and in addition to those who signed the original petition, be filed with the Clerk asking that the proposed ordinance be submitted to the voters at a time indicated in such petition, the Council shall provide for a special election at such time. The sufficiency of any such petition shall be determined, and it may be supplemented, in a manner hereinbefore provided for original petitions for proposing ordinances to the Council. If no other provision be made as to the time of submitting a proposed ordinance to a vote of the electors, it shall be submitted at the next election.

The ballots used when voting upon any such proposed ordinance shall state the title of the ordinance to be voted on and below it the 2 propositions, "For the Ordinance" and "Against the Ordinance". Immediately at the left of each proposition there shall be a square in which by making a cross (X) the voter may vote for or against the proposed ordinance. If a majority of the qualified electors voting on any such proposed ordinance shall vote in favor thereof, it shall thereupon become an ordinance of the City.

No ordinance adopted by an electoral vote shall be repealed or amended except by an electoral vote, but an ordinance to repeal or amend any such ordinance, may by resolution of the Council, be submitted to an electoral vote on the day of any regular or special election or at a special municipal election called for that purpose, provided notice of the intention so to do be published by Council not more than 60 nor less than 30 days prior to such election in the manner required for the publication of ordinances. If an amendment is so proposed, such notice shall contain the proposed amendment in full. Such submission shall be in the same manner, and the vote shall have the same effect, as in cases of ordinances submitted to an election by popular petition.

Proposed ordinances for repealing any existing ordinance or ordinances in whole or in part, or amending the same, may be submitted to the Council as provided in the preceding sections for initiating ordinances.

CITY MANAGER

SECTION 27 ELECTION; GENERAL POWERS; BOND.

The City Manager shall be the executive and administrative head of the municipal government. He shall be elected by the legal voters of the City at the regular municipal election for a term of 4 years and serve until his successor is elected and has qualified. He shall be an elector in the City and shall have been a qualified elector of the City prior to his election. He shall not hold other office or employment except that of a notary public. He shall not be interested in any contract work or service of the City, except in his official capacity.

He, the City Manager, shall be nominated and elected in the same manner as is now provided in Section 42 of the Charter of Ashtabula for the elective officers of the City, and shall be nominated in the same manner as is provided for the nomination of candidates for councilmen-at-large. If the City Manager be temporarily absent from the City, or becomes temporarily disabled from any cause, his duties shall be performed during such absence or disability by the President of Council, and in the temporary absence aforesaid of both the City Manager and the President of Council, the other members of the Council shall appoint one of their number to perform the duties of City Manager. When the City Manager dies during his term of office, or resigns, or is permanently disabled or unable to complete his tenure of office by any other cause, the Council shall designate some proper person with the qualifications aforesaid of a candidate for City Manager, to execute the functions of the said office until a City Manager shall have been elected at the next regular municipal election, and has qualified to begin his duties the next January 1st.

The City Manager shall be recognized as the official head of the City by the courts and for the purpose of serving civil process, by the governor for the purpose of military law, and for all ceremonial purposes. He may take command of the police and govern the City by proclamation during times of public danger or emergency, and the Council shall be the judge of what constitutes such public danger or emergency. The powers and duties of the City Manager shall be such as are conferred upon the City Manager under the present City Manager, together with such others as are conferred by the Council in pursuance of the provisions of the Charter and not in conflict with the powers conferred by these amendments.

The City Manager, elected by the electors as aforesaid, shall have veto power over any and all legislation passed by Council. When said City Manager shall have exercised his right of veto within 10 days after final passage of any ordinance by the Council, the ordinance shall not become effective. The City Manager's veto, however, may be overcome by not less than two-thirds vote of all of the 7 membership of Council, and the ordinance then made and voted for by not less than two-thirds vote of Council as aforesaid shall become effective as an ordinance of the City, and the City Manager shall have no veto after an ordinance shall have been adopted by not less than two-thirds of the 7 membership of Council.

The City Manager shall have the qualifications of an elector of the City of Ashtabula and shall have resided therein, at the time he files his nomination petition, not less than 5 years next preceding his election. His term of office shall not be interfered with by Council, and he shall hold office for the full term for which he is elected, except in case of removal under the causes as a mayor of any municipality may be removed under the Constitution and laws of the State of Ohio. The City Manager so elected by the people shall have all the powers and perform all the duties of a City Manager the same as when he is appointed by the Council under the present City Charter, together with such additional powers as are granted by these amendments. The City Manager, before entering upon his duties, shall give bond to the City of Ashtabula in the sum of \$5,000, the said bond to provide for the faithful performance of his duties as City Manager and to be approved by the City Council.

The office of City Manager is hereby declared to be an elective office.
(Amended 11-2-48; 5-3-94)

SECTION 28 POWERS AND DUTIES.

The powers and duties of the City Manager shall be:

- (a) To see that the laws and ordinances be enforced;
- (b) Except as herein provided, to appoint and remove all heads of departments, and all subordinate officers and employees of the City; all appointments to be upon merit and fitness alone;
- (c) To exercise control over all departments and divisions created herein or that hereafter may be created by the Council;
- (d) To see that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchise be faithfully kept and performed; and upon knowledge of a violation thereof to call the same to the attention of the City

Solicitor, who is hereby required to take such steps as are necessary to enforce the same;

- (e) To attend all meetings of the Council, with the right to take part in the discussion but having no vote;
- (f) To recommend to the Council for adoption such measures as he may deem necessary or expedient;
- (g) To act as Budget Commissioner and to keep the Council fully advised as to the financial condition and needs of the City; and
- (h) To perform such other duties as may be prescribed by this Charter or be required of him by ordinance or resolution of the Council.

SECTION 29 HEAD OF DEPARTMENTS.

Excepting the departments of City Solicitor, City Auditor, City Treasurer, and Board of Health, the City Manager shall be the acting head of each and every department or division of the City until otherwise provided by the Council; but with the consent and approval of the Council, he may appoint a deputy or chief clerk to represent him in any department or division of which he is acting head. No member of the Council shall interfere with the conduct of any department or division, or order any service or report therefrom except at the express order of Council.

(Amended 5-7-46)

SECTION 30 PLATTING COMMISSIONER.

The City Manager shall be the Platting Commissioner of the City and shall exercise the authority and discharge the duties of that office under the provisions of the general law of the State applicable thereto, except as the same may be modified by the Council.

SECTION 31 SALARY.

The City Manager shall receive such salary as may be fixed by ordinance of the Council.

ADMINISTRATIVE OFFICERS AND DEPARTMENTS

SECTION 32 CITY SOLICITOR.

The City Solicitor shall be an attorney-at-law admitted to practice in the State of Ohio and be an elector of the City, and shall be a qualified elector therein prior to his election, and shall have such assistants of like qualifications as the Council may authorize. The City Solicitor shall be the legal adviser of and attorney and counsel for the Municipality, and for all officers and departments thereof in matters relating to their official duties. He shall prepare all contracts, bonds, and other instruments in writing in which the Municipality is concerned, and shall endorse on each his approval of the form and correctness thereof; and no such contract with the City shall take effect until his approval is endorsed thereon. He and his assistants shall be the prosecuting attorney of the Municipal Court, and he shall perform such other duties as the Council shall require.

The City Solicitor shall be nominated and elected by the legal voters of the City at the regular municipal election for a term of 4 years; and, except as hereinafter set forth, shall serve until his successor is elected and qualified. He, the City Solicitor, shall be nominated and elected in the same manner as is provided in Section 42 of the present Charter of the City of Ashtabula for the elective officers of the City and shall be nominated in the same manner as is provided for nomination of candidates for councilman-at-large.

The City Solicitor shall not be removed from office during his elective term, except in manner provided by the general laws of Ohio, applicable to cities of the State. The City Solicitor when elected and before entering upon his duties shall give bond to the City of Ashtabula in the sum of \$1,500, the said bond to provide for the faithful performance of his duties as City Solicitor and to be approved by the City Council. The office of City Solicitor is hereby declared to be an elective office.

During temporary or permanent vacancies in the office of City Solicitor, a successor with the same qualifications as required of candidates for City Solicitor of the City, shall be appointed by the City Council in the manner provided in the within Section 27 for filling temporary and permanent vacancies in the office of City Manager and until a successor in the same manner shall be elected and has qualified.

(Amended 5-3-94)

SECTION 33 CITY DIRECTOR OF FINANCE.

The former offices of City Auditor and City Treasurer are abolished as of the effective date of this Section. The office of City Director of Finance is hereby created, who shall be the head of and administer the City of Ashtabula Finance Division. Wherever either the term "Auditor" or "Treasurer" is found in this Charter, or in any ordinance enacted prior to the effective date of this section, such term shall be deemed to read and mean "Director of Finance."

The Director of Finance shall have general charge of the administration of the financial affairs of the City, and to that end shall have authority and shall be required to:

- (1) Assist the City Manager in preparing and submitting the current income and expense estimates for the budget;
- (2) Supervise and be responsible for the disbursement of all monies and control all expenditures so that appropriation and cash resources are not exceeded;
- (3) Maintain a general accounting system for the City government; keep accounts for and exercise budgetary control over each office, department and agency; keep separate appropriate accounts, each of which shall show the amount of appropriation, the encumbrances thereon, the amounts expended therefrom, and the unencumbered balance therein; require reports of receipts and disbursements from each receiving and disbursing agency of the City government at such intervals as the Director of Finance may deem expedient and in such form as required by the Director;
- (4) Submit to the City Manager and City Council, not less often than monthly, a statement of receipts and disbursements and account balances in sufficient detail to show the financial condition of the City;
- (5) Prepare and deliver to City Council, as of the end of each fiscal year, a complete financial statement and report;
- (6) Receive and record all fees and revenues due the City;
- (7) Have custody of all public funds belonging to or under control of the City or any office, department or agency of the City government and deposit said funds in such depositories as may be designated by resolution of the Council.

The Director of Finance shall have the authority to appoint, promote, discipline, discharge or lay off such employees as are necessary to perform the duties of the office. Persons who, as of the effective date of this Section, were employees of the prior Auditor or Treasurer, or of the Income Tax Division, shall continue as employees of the Finance Division with the same compensation, rights, duties and privileges as formerly.

The term of office of any persons holding the position of Auditor or Treasurer shall terminate at 11:59 PM on December 31, 2013. The balance of this Section shall become and be effective at 12:00 AM on January 1, 2014. (Amended 5-7-13)

SECTION 34 CITY TREASURER. (REPEALED)

EDITOR'S NOTE: Former Section 34 of the City Charter is repealed, effective 11:59 p.m. on December 31, 2013.

SECTION 35 PURCHASING AGENT.

The Purchasing Agent shall purchase all supplies for the City, and approve all vouchers for the payment of the same. He shall also conduct all sales of personal property which the Council may authorize to be sold as having become unnecessary or unfit for the City's use.

All purchases and sales shall conform to such regulations as the Council may from time to time prescribe; but in either case, if any amount in excess of \$500 is involved, opportunity for competition shall be given. Where purchases or sales are made on joint account of separate departments, the Purchasing Agent shall apportion the charge or credit to each department. He shall see to the delivery of supplies to each department, and take and retain the receipt of each department therefor. Until the Council shall otherwise provide, the City Manager shall act as such Purchasing Agent.

SECTION 36 TRUSTEES OF THE SINKING FUND. (REPEALED)

(EDITOR'S NOTE: Former Section 36 was repealed by the voters on November 7, 2017.)

SECTION 37 OTHER BOARDS AND DEPARTMENTS.

Excepting the officers, boards, commissions, and departments hereinbefore specially mentioned and provided for, the Council shall have power to establish, create, combine or abolish offices, boards, departments or divisions when in its opinion the proper administration of the business of the City so requires; provided that all other administrative departments in existence January 1, 1916, shall continue until otherwise provided by the Council, and all administrative boards in charge of any administrative department of the City shall continue in office, and their successors shall be appointed as heretofore, excepting as other provision is made in this Charter, or may hereafter be made by the Council.

SECTION 38 POLITICAL ACTIVITY.

Neither the City Manager, nor any person in the employ of the City under him shall take any active part in securing, or contribute any money toward, the nomination or election of any candidate or candidates for the office of member of Council, excepting to answer such questions as may be put to him and as he may desire to answer.

SECTION 39 PENALTIES.

The provisions of the last preceding section and of Section 19 shall not be considered exclusive, but as in addition to any other provisions of the general law of the State applicable to the case; and a violation of any provision of such sections shall subject the offender to removal from his office or employment, and to punishment by a fine of not exceeding \$100.

CIVIL SERVICE

SECTION 40 THE CIVIL SERVICE COMMISSION.

The Council shall appoint 3 persons, one for a term of 2 years, one for 4 years, and one for 6 years, who shall constitute the Civil Service Commission for the City of Ashtabula, the Ashtabula City School District, and the Ashtabula City Health District, provided that members of the existing Civil Service Commission shall continue in office for the term for which they have been appointed and until their successors are appointed and qualified. Each alternate year thereafter Council shall appoint one person as successor to the member whose term expires to serve 6 years and until his successor is appointed and qualified. A vacancy shall be filled by Council for the unexpired term. At the time of each appointment not more than 2 Commissioners shall be adherents of the same political party.

The Council may at any time remove any Commissioner for inefficiency, neglect of duty, or malfeasance in office, having first given to such Commissioner a copy of the charges against him and an opportunity to be publicly heard in person or by counsel, in his own defense; and any such removal shall be final. The Civil Service of the City, and such Commission and all matters pertaining thereto, shall be governed by the general laws of the State applicable thereto.

(Amended 5-7-46)

SECTION 41 APPOINTMENTS AND REMOVALS.

Appointments and promotions in the Civil Service of the City shall be made according to merit and fitness, to be ascertained, as far as practicable, by competitive examinations. Ordinances may be passed to enforce this provision, to fix the powers and duties of the Commission, and to prescribe rules and regulations governing the Civil Service and determining the method by which persons in the Civil Service may be promoted, transferred, reduced or discharged; provided that all persons holding positions in the Civil Service of the City at the time of the adoption of this Charter, shall retain their positions until promoted, transferred, reduced, or discharged according to law or in accordance with such ordinances.

SECTION 41.1 CIVIL SERVICE COMMISSION; QUALIFICATIONS; ORGANIZATION; FUNDING.

Those persons appointed as members of the Civil Service Commission shall be electors of the City. At its first meeting each year the members of the Commission shall elect a chairman of said Commission who shall preside at all meetings and hearings of the Commission. The Commission shall approach Council with a tentative budget each July 1st outlining anticipated expenses in the coming year. Each September 1st Council shall notify the Commission of the intended amount that they will approve when the amended certificate arrives. The effective date of this amendment shall be December 1, 1983.

(Amended 6-8-82)

ELECTIONS

SECTION 42 NOMINATION OF CANDIDATES.

The nomination of candidates for elective offices of the City shall be made in the manner provided by the general laws of the State of Ohio now in force or as hereafter amended, except that primary elections for the nomination of such candidates shall be held on the first Tuesday after the first Monday in May in the odd-numbered years. Declaration of candidacy and petitions and nominating petitions for such offices shall be filed not later than 4:00 p.m. of the 75th day before the day of such primary election.

(Amended 5-2-95)

SECTION 44 BALLOTS.

The form, type, use, and application of the ballots in all municipal elections shall be in the manner provided by the general laws of the State of Ohio now in force or as hereafter amended.

(Amended 11-4-58)

SECTION 45 TIME OF ELECTION.

Regular municipal elections shall be held on the first Tuesday after the first Monday in November in each odd-numbered year.

(Amended 11-2-10)

SECTION 46 ELECTION.

The casting, counting, and results of the ballots shall be in the manner provided by the general laws of the State of Ohio now in force or as hereafter amended. (Amended 11-4-58)

SECTION 47 GENERAL LAWS TO APPLY.

All elections shall be conducted by the election authorities in the manner provided by the general laws of the State of Ohio now in force or as hereafter amended.

(Amended 11-4-58)

SECTION 47.1 REMOVAL FROM OFFICE BY RECALL PETITION.

The City Manager, City Solicitor and members of City Council of the City of Ashtabula shall be subject to the general law of the State permitting elected officials of a municipality to be removed from office by means of recall petition.

(Ordinance No. 2011-199-Change enacted 3-6-12)

APPROPRIATIONS

SECTION 48 THE ESTIMATE.

The fiscal year of the City shall begin on the first day of January. On or before the first day of November of each year the City Manager shall submit to the Council an estimate of the expenditures and revenues of the City departments for the ensuing year. This estimate shall be compiled from detailed information obtained from the several departments on uniform blanks to be furnished by the City Manager. The classification of the estimate of expenditures shall be as nearly uniform as possible for the main functional divisions of all departments, and shall give in parallel columns the following information:

- (a) A detailed estimate of the expense of conducting each department as submitted by the department.
- (b) Expenditures for corresponding items for the last 2 fiscal years.
- (c) Expenditures for corresponding items for the current fiscal year, including adjustments due to transfers between appropriations plus an estimate of expenditures necessary to complete the current fiscal year.

- (d) Amount of supplies and material on hand at the date of the preparation of the invoice.
- (e) Increase or decrease of requests compared with the corresponding appropriations for the current year.
- (f) Such other information as is required by the Council or that the City Manager may deem advisable to submit.
- (g) The recommendation of the City Manager as to the amounts to be appropriated with reasons therefor in such detail as the Council may direct.

Sufficient copies of such estimates shall be prepared and submitted, that there may be copies on file in the office of the Clerk of Council for inspection by the public.

SECTION 49 APPROPRIATION ORDINANCE.

Upon receipt of such estimate the Council shall prepare an appropriation ordinance, but before finally acting upon such tentative appropriation it shall fix a time and place for holding a public hearing upon the tentative appropriation, and shall give public notice of such hearing. The Council shall not pass the appropriation ordinance until 10 days after such public hearing.

SECTION 50 TRANSFER OF FUNDS.

Upon request of the City Manager the Council may transfer any part of an unencumbered balance of an appropriation to a purpose or object for which the appropriation for the current year has proved insufficient or may authorize a transfer to be made between items appropriated to the same office or department.

SECTION 51 UNENCUMBERED BALANCES.

At the close of each fiscal year the unencumbered balance of each appropriation shall revert to the respective fund from which it was appropriated and shall be subject to future appropriations. Any accruing revenue of the City, not appropriated as hereinbefore provided, and any balances at any time remaining after the purposes of the appropriation shall have been satisfied or abandoned, may from time to time be appropriated by the Council to such uses as will not conflict with any uses for which such revenues specifically accrued. No money shall be drawn from the Treasury of the City, nor shall any obligation for the expenditure of money be incurred, except pursuant to the appropriations made by the Council, but nothing in this or the preceding section shall be construed to authorize the application of revenue derived from a public utility of the City to any other purpose than that of the utility from which the same was derived.

PAYMENTS - REPORTS

SECTION 52 PAYMENT OF CLAIMS.

No warrant for the payment of any claim shall be issued by the City Auditor until such claim shall have been approved by the head of the department for which the indebtedness was incurred and by the City Manager, and such officers and their sureties shall be liable to the Municipality for all loss or damage sustained by the Municipality by reason of the corrupt approval of any such claim against the Municipality. Whenever any claim shall be presented to the City Auditor he shall have power to require evidence that the amount claimed is justly due and is in conformity to law and ordinance, and for that purpose he may summon before him any officer, agent, or employee, of any department of the Municipality, or any other person, and examine him upon oath or affirmation relative thereto.

SECTION 53 CERTIFICATION OF FUNDS.

No contract, agreement, or other obligation involving the expenditure of money shall be entered into, nor shall any ordinance, resolution, or order for the expenditure of money be passed by the Council, or be authorized by any officer of the City, unless the City Auditor shall first certify to the Council or to the proper officer, as the case may be, that the money required for such contract,

agreement, obligation, or expenditure, is in the Treasury, to the credit of the fund from which it is to be drawn, and not appropriated for any other purpose, which certificate shall be filed and immediately recorded. The sum so certified shall not thereafter be considered unappropriated until the City is discharged from the contract, agreement, or obligation. The provisions of this section shall not apply to contracts or proceedings relating to improvements any part of the cost of which is to be paid by special assessments.

SECTION 54 MONEY IN THE FUND.

All moneys actually in the Treasury to the credit of the fund from which they are to be drawn, and all moneys applicable to the payment of the obligation or appropriation involved that are anticipated to come into the Treasury before the maturity of such contract, agreement, or obligation, from taxes, assessments, or license fees, or from sales of services, products or by-products of any City undertaking, and moneys to be derived from lawfully authorized bonds sold and in process of delivery, for the purpose of such certificate shall be deemed in the Treasury to the credit of the appropriate fund and shall be subject to such certification.

SECTION 55 FINANCIAL REPORTS.

The Council shall have furnished them a monthly balance showing in detail all receipts and expenditures of the City for the preceding month; and the aggregate receipts and expenditures of each department shall be published by the Council in such manner as to provide full publicity. At the end of each year the Council shall have printed an annual report, in pamphlet form, giving a classified statement of all receipts, expenditures, assets, and liabilities of the City; a detailed comparison of such receipts and expenditures with those of the year preceding; a summary of the Council proceedings and summary of the operations of the administrative departments for the previous 12 months. A copy of this report shall be furnished the State Bureau of Accounting, the public library and any citizen of the City who may apply therefor at the office of the Clerk of the Council.

IMPROVEMENTS - CONTRACTS

SECTION 56 LIMITATION OF ASSESSMENTS.

In levying special assessments to pay any part of the cost of any public work or improvement, the Council shall not exceed any limitation as to the amount thereof which may be prescribed by the general laws of the State applicable to municipalities and in force at the time it is determined by the Council that any such work shall be done or improvement made. Unless for special reasons which shall be stated in the ordinance levying an assessment or made pursuant to contract, no such ordinance shall be passed, or assessment levied or money borrowed, until bids for the labor and material have been received and the approximate cost of the improvement determined.

SECTION 57 IMPROVEMENTS BY DIRECT LABOR.

Nothing in the preceding section shall be construed to prohibit the Council from doing any public work or making any public improvement by the direct employment of the necessary labor and the purchase of the necessary supplies and materials, with separate accounting as to each improvement so made, but the Council may, upon so declaring by ordinance or resolution, cause any public work or improvement to be done or made in such manner.

SECTION 58 SEWER, WATER, AND GAS CONNECTIONS.

Before paving or otherwise surfacing or resurfacing any street or alley of the City, the Council shall determine the time within which sewer, water, gas, or other connections shall be constructed, and shall give notice thereof to the persons or corporations required to make the same, and if such persons or corporations fail to make any such connection when so required, no permission to make the same shall thereafter be granted within 5 years from the completion of any such street improvement unless with the consent of 5 members of the Council, expressed by resolution adopted at a regular meeting of the Council and stating the reasons therefor and the conditions under which the same shall be made. Nothing herein shall be construed to prohibit the Council from providing that such connections may be made by the City and the cost thereof assessed against the lots and lands specially benefited thereby.

SECTION 59 STREET SPRINKLING.

Council may provide by ordinance or resolution for the sprinkling of streets or parts of streets with water, or treating the same with oil or other dust preventive, and for assessing the cost thereof against the abutting property if not paid for by the owners of said property within the time specified in such ordinance or resolution. In determining what streets or parts of streets shall be so sprinkled or treated Council shall be governed as far as practicable by the wishes of a majority of the owners of the abutting property living thereon.

SECTION 60 ASSESSMENT FOR REMOVAL OF SNOW, WEEDS, ETC.

Council may provide by ordinance or resolution for assessing against the abutting property the cost of removing snow and ice from the sidewalks of the City, and for assessing against property the cost of cutting and removing therefrom noxious weeds and rubbish.

SECTION 61 EXPENDITURES IN EXCESS OF \$10,000.00.

A proposed expenditure, other than for the compensation of persons employed by the City, in excess of \$10,000.00, shall first be authorized by ordinance of the Council, and the contract therefor shall be made upon the approval of the City Manager and the Council. (Amended 3-19-96)

SECTION 62 TIME OF MAKING CONTRACTS.

The Council shall not authorize or enter into any contract which is not to go into full operation during the term for which all the members of such Council are elected.

SECTION 63 MODIFICATION OF CONTRACTS.

When it becomes necessary in the opinion of the City Manager, in the prosecution of any work or improvement under contract, to make alterations or modifications in such contract, such alterations or modifications, if made, shall be of no effect until the price to be paid for the work and material, or both, under the altered or modified contract, has been agreed upon in writing and signed by the contractor and by the City Manager and approved by the Council.

SECTION 64 BIDS IN EXCESS OF ESTIMATE.

No contracts shall be awarded upon bids which as a whole, or in aggregate, if bids for parts of the work are taken, exceed the estimate for the improvement contemplated.

SECTION 65 CONTRACTS - WHEN VOID.

All contracts, agreements, or other obligations entered into and all ordinances passed, or resolutions and orders adopted contrary to the

provisions of the preceding sections, shall be void.

FRANCHISES

SECTION 66 GRANTS LIMITED.

No grant, or renewal thereof, to construct and operate a public utility in the streets and public grounds of the City shall be made by the Council to any individual, company, or corporation in violation of any of the limitations contained in this Charter.

SECTION 67 PERIOD OF GRANTS.

No such grant shall be exclusive, nor shall it be made for a longer period than 20 years. No such grant shall be renewed earlier than 2 years prior to its expiration unless the Council shall by a vote of at least 5 of its members first declare by ordinance its intention of considering a renewal thereof. All grants of the right to make extensions of any public utility shall be subject as far as practicable to the terms of the original grant and shall expire therewith.

SECTION 68 STRICT CONSTRUCTION.

All franchises or privileges for the occupation of the streets shall be strictly construed in favor of the City and no franchise or privilege shall be held to have been granted unless specified in clear and unmistakable terms.

SECTION 69 FREE CARRIAGE OF POLICEMEN AND FIREMEN. (REPEALED)

(EDITOR'S NOTE: Former Section 69 was repealed by the voters on November 7, 2017.)

SECTION 70 ASSIGNMENT.

No such grant shall be leased, assigned, or otherwise alienated except with the express consent of the Council.

SECTION 71 RIGHT OF PURCHASE.

All such grants shall reserve to the City the right to purchase or lease all the property of the utility used in or useful for the operation of the utility, at a price either fixed in the ordinance making the grant, or to be fixed in the manner provided by such ordinance, which price shall in no event include any value for the grant. Nothing in such ordinance shall prevent the City from acquiring such property by condemnation proceedings or in any other lawful mode, but such rights and remedies shall be in addition to those reserved in such ordinance. Upon the acquisition of such property by purchase, condemnation, or otherwise all grants shall at once terminate.

SECTION 72 EXTENSION BY ANNEXATION.

It shall be provided in every such grant that upon the annexation of any territory to the City the portion of any such utility that may be located within such annexed territory and upon the streets, alleys, or public grounds thereof, shall thereafter be subject to all the terms of the grant as though it were an extension made thereof.

SECTION 73 CONSENTS.

No consent of the owner of property abutting on any highway or public ground shall be required for the construction, extension, maintenance, or operation of any public utility by original grant or renewal, unless such public utility is of such a character that its construction or operation is an additional burden upon the rights of the property owners in such highways or public grounds.

SECTION 74 RIGHT OF REGULATION.

All grants shall be subject to the right of the City, whether in terms reserved or not, to control at all times the distribution of space in, over, under, or across all streets, alleys, or public grounds, occupied by public utility fixtures, and, when in the opinion of the Council the public interest so requires, such fixtures may be caused to be reconstructed, relocated, altered, or discontinued; and said City shall at all times have the power to pass all regulatory ordinances affecting such utilities which, in the opinion of the Council, are required in the interest of the public health, safety, or accommodation.

SECTION 75 FORFEITURES.

If any action shall be instituted or prosecuted directly or indirectly by the grantee of any such grant, or by its stockholders or creditors, to set aside or have declared void any of the terms of such grant, the whole of such grant may be thereupon forfeited and annulled at the option of the Council, to be expressed by ordinance. All such grants shall make provision for the declaration of a forfeiture by the Council for the violation by the grantee of any of the terms thereof.

SECTION 76 PAVING AND SPRINKLING.

The Council by resolution may require the owner or operator of any railway, railroad, or spur track lying within the street limits to lay, maintain, and renew the pavements between the rails, and the tracks, and for a distance of one foot outside of the track, and to remove snow and ice therefrom and to sprinkle the roadway to a width of not more than 50 feet, and upon any failure of such owner or operator to comply with the provisions of such resolution after 60 days' notice to the person having charge or management of such railway, railroad, or spur track in the City, the City may do said work directly or by contract, as in the case of other improvements, at the expense of the owner or operator of such tracks, and all such expense shall be reported by the City Manager to the Council, and shall be charged against such owner or operator and shall be a lien upon all the real estate and leasehold interest of such owner or operator within the County of Ashtabula, and such charge and cost, together with a penalty of \$25 for each and every day of failure on the part of such owner or operator to comply with the requirements of such resolution, may be collected in any court of competent jurisdiction, or the lien enforced in the manner provided by law.

SECTION 77 ACCOUNTS AND REPORTS.

Every person or corporation operating a public utility within the City limits, whether a grant heretofore or hereafter obtained, shall keep and maintain at some place within the City suitable and complete books of account, showing in detail the assets, financial obligations, gross revenue, net profits, and all the operations of such utility which are usually shown by a complete system of bookkeeping. Each person or corporation, within 60 days after the end of each of its fiscal years, unless the Council shall extend the time, shall file with the Council a report for the preceding fiscal year showing the gross revenue, the net profits, expenses of repairs, betterments, and additions, amount paid for salaries, amount paid for interest and discount, other expenses of operation, and such other information, if any, as the Council from time to time may prescribe. Council may also prescribe the form for such reports.

It shall be the duty of each person or corporation to furnish the Council such supplementary or special information about its affairs as Council may demand; and the Council, or its authorized representative, shall at any and all reasonable times have access to all the books,

records, and papers of each and every person or corporation, with the privilege of making copies of same or any part thereof. The duties herein prescribed may be specifically enforced by appropriate legal proceedings; and in addition, each such person or corporation, for failure to comply with the provisions of this section, shall be liable to the City of Ashtabula, Ohio, in the sum of \$25 per day for each day of such failure, to be recovered in a civil action in the name of the City.

The provisions of this section do not apply to any utility building extending in its operation to other communities not properly suburban to the City of Ashtabula, Ohio; but the Council by ordinance may make the same, or any part thereof, applicable to the portion of any such utility operated within the limits of the City.

SECTION 78 GRANTS NOT INCLUDED.

Revocable permits for laying spur tracks across or along streets, alleys, or public grounds, to connect a steam or electric railroad with any property in need of switching facilities shall not be regarded as a grant within the meaning of this Charter, but may be permitted in accordance with such terms and conditions as the Council may by ordinance prescribe.

SECTION 79 GENERAL PROVISION.

Nothing in this Charter contained shall operate in any way, except as herein specifically stated, to limit the Council in the exercise of any of its lawful powers respecting public utilities, or to prohibit the Council from imposing in any such grant such further restrictions and provisions as it may deem to be in the public interest, provided only that the same are not inconsistent with the provisions of this Charter or the Constitution of the State.

MISCELLANEOUS PROVISIONS

SECTION 80 GENERAL LAWS TO APPLY.

All general laws of the State applicable to municipal corporations, now or hereafter enacted, and which are not in conflict with the provisions of this Charter, or with ordinances or resolutions hereafter enacted by the Council, shall be applicable to this City and all officers and departments thereof; provided that nothing contained in this Charter shall be construed as limiting the power of the Council to enact any ordinance or resolution not in conflict with the Constitution of the State or with the express provisions of this Charter.

SECTION 81 ORDINANCES CONTINUED IN FORCE.

All ordinances and resolutions in force at the time of the taking effect of this Charter, not inconsistent with its provisions, shall continue in full force and effect until amended or repealed.

SECTION 82 CONTINUANCE OF PRESENT OFFICERS.

All persons, except the members of the Board of Education and the Police Judge, holding office at the time this Charter is adopted shall continue in office and in the performance of their duties until provision shall have been otherwise made in accordance with this Charter for the performance or discontinuance of the duties of any such office. When such provision shall have been made the term of any such officer shall expire and the office be deemed abolished. The powers which are conferred and the duties which are imposed upon any officer, board or department of the City under the laws of the State, or under any City ordinance or contract in force at the time of the taking effect of this act shall, if such office or department is abolished by this Charter, be thereafter exercised and discharged by the Council, officer, board or department upon whom are imposed corresponding functions, powers, and duties by this Charter or by an ordinance or resolution of the Council hereafter enacted.

SECTION 83 CONTINUANCE OF CONTRACTS AND VESTED RIGHTS.

All vested rights of the City shall continue to be vested and shall not in any manner be affected by the adoption of this Charter; nor shall any right or liability, or pending suit or prosecution, either in behalf of or against the City, be in any manner affected by the adoption of this Charter, unless otherwise herein expressly provided to the contrary. All contracts entered into by the City or for its benefit prior to the taking effect of this Charter shall continue in full force and effect. All public work begun prior to the taking effect of this Charter shall be continued and perfected hereunder. Public improvements for which legislative steps shall have been taken, under laws in force at the time this Charter takes effect, may be carried to completion in accordance with the provisions of such laws.

SECTION 84 INVESTIGATION.

The Council, or any special committee of not less than 3 persons appointed by it for such purpose, shall have power at any time to cause the affairs of any department or the conduct of any officer or employee to be investigated; and for such purpose the Council or such investigating committee shall have the power to compel the attendance of witnesses and the production of books, papers, and other evidence; and for that purpose may issue subpoenas or attachments which shall be signed by the president or chairman of the body making the investigation, and shall be served by any officer authorized by law to serve such process. The authority making such investigation shall also have the power to cause the testimony to be given under oath to be administered by some officer authorized by general law to administer oaths; and shall also have power to punish as for contempt any person refusing to testify to any fact within his knowledge, or to produce any books or papers under his control, relating to the matter under investigation.
(Amended 5-7-46)

SECTION 85 OATH OF OFFICE.

All officers before taking office shall take the oath of office prescribed by law, the same to be in writing and filed with the City Auditor.

SECTION 86 HOURS OF LABOR.

Except in case of extraordinary emergencies, not to exceed 8 hours shall constitute a day's work, and not to exceed 48 hours a week's work for workmen engaged on any public work carried on or aided by the Municipality, whether done by contract or otherwise. The Council shall, by ordinance, provide for the enforcement of the provisions of this section.

SECTION 87 AMENDMENT OF CHARTER.

Amendments to this Charter may be submitted to the electors of the City by a two-thirds vote of the Council, and upon petition signed by 10% of the electors of the City, setting forth any such proposed amendment, shall be submitted by such Council. The ordinance providing for the submission of any such amendment shall require that it be submitted to the electors at the next regular municipal election if one shall occur not less than 60 nor more than 120 days after its passage; otherwise it shall provide for the submission of the amendment at a special election to be called and held within the time aforesaid. Not less than 30 days prior to such election, the Clerk of

the Council may mail a copy of the proposed amendment to each elector whose name appears upon the poll or registration books of the last regular municipal or general election, or, pursuant to laws passed by the general assembly, notice of such proposed amendments may be given by newspaper advertising. If such proposed amendment is approved by a majority of the electors voting thereon, it shall become a part of the Charter at the time fixed therein.
(Amended 11-2-71)

SECTION 87.1 CHARTER REVIEW.

A Charter Review Commission of 5 to 10 members may be appointed by Council at any time to study and evaluate the operation of this Charter. The Commission shall make a recommendation to Council, indicating any amendments which it deems desirable or necessary. Council shall act upon such recommendations within 60 days after their receipt. The effective date of this amendment shall be December 1, 1983.
(Amended 6-8-82)

SECTION 88 SAVING CLAUSE.

If any section or part of a section of this Charter proves to be invalid or unconstitutional, the same shall not be held to invalidate or impair the validity, force or effect of any other section or part of a section of this Charter, unless it clearly appears that such other section or part of a section is wholly or necessarily dependent for its operation upon the section or part of a section so held unconstitutional or invalid.

SECTION 89 WHEN CHARTER TAKES EFFECT.

For the purpose of nominating and electing officers and all purposes connected therewith and for the purpose of exercising the powers of the City as provided herein, this Charter shall take effect from the time of its approval by the electors of the City. For the purpose of establishing departments, divisions, and officers, and distributing the functions thereof, and for all other purposes it shall take effect on the first day of January, 1916.

TAXATION

SECTION 90 ANNUAL LEVY.

The Council shall annually levy a tax for current operating expenses on the real and personal property in the City. The rate of such tax shall not exceed 9 mills on the dollar of assessed valuations; provided that any levy in excess of 7 mills shall be expended only for improvements having a life of 5 years or more.
(Amended 8-15-83)

SECTION 91 EXCESS LEVIES.

On or before the 15th day of September in any year Council may, by resolution adopted by vote of two-thirds of all the members elected thereto, declare that the amount of money that may be raised by taxation under the limitations of this Charter or the general law of the State for the ensuing year, together with all other funds available during the year, will be insufficient to provide an adequate amount for the necessary requirements of the City, and that it is necessary to levy taxes in excess of said limitations (1) for the purpose of meeting the current expenses of the City, its boards, departments, and institutions, and (2) for any specified improvement or improvements having a life of 5 years or more, and may require the submission of the question of levying such additional tax to the electors of the City at the next November election. Such resolution shall specify the additional sum which it is necessary to levy, the purpose thereof and the number of years during which such increased rate may be levied, which shall not exceed 5 years. Such resolution shall take effect upon its adoption and shall be certified within 5 days thereafter to the election authorities who shall place said question upon ballot in the following form:

For the approval of an additional levy of taxes by the City of Ashtabula in the sum of \$ _____ to be used for the purpose of _____, and effective during the tax year.

Against the approval of an additional levy of taxes by the City of Ashtabula in the sum of \$ _____ to be used for the purpose of _____, and effective during the year.

The question covered by such resolution shall be submitted as a separate proposition but may be printed on the same ballot with any other proposition other than the election of officers at the same election. If a majority of those voting thereon vote for the approval of such additional levy, Council shall immediately make such levy, or such part thereof as it finds necessary, pursuant to such approval, and certify the same to the County Auditor to be placed on the tax list and collected as other taxes.

(Amended 5-7-46)

SECTION 91.1 ELECTOR APPROVAL OF INCOME TAX.

No ordinance for the levy of an income tax shall be effective until the same shall be approved by a majority of the electors. A resolution to submit the question of any levy of an income tax to the electors of the City shall specify the date of holding such election, which shall not be earlier than seventy-five days after the adoption and certification of the resolution. The resolution shall go into immediate effect upon its passage and no publication of the same is necessary other than that provided for in the notice of election. A copy of such resolution, immediately after its passage, shall be certified by the Clerk of Council to the Board of Elections of the County. If a majority of the electors who cast ballots on the income tax levy vote in favor thereof, the same shall thereupon be adopted and be in full force and effect.

(Amended 3-4-08)

TIME

SECTION 92 STANDARD OF TIME.

The standard of time throughout the City of Ashtabula shall be Eastern Standard Time, except that the City of Ashtabula shall observe Eastern Daylight Savings Time as its standard of time on and during those dates that Eastern Daylight Savings Time is in general effect throughout the offices and departments of the State of Ohio. All municipal courts, offices, proceedings and activities shall be regulated by this provision.

(Amended 3-4-08)

TRAFFIC

SECTION 93 USE OF PHOTO-MONITORING DEVICES TO DETECT CERTAIN TRAFFIC LAW VIOLATIONS.

The City, including its various boards, agencies and departments, shall not use any traffic law photo-monitoring device for the enforcement of a qualified traffic law violation, unless a law enforcement officer is present at the location of the device and personally issues the ticket to the alleged violator at the time and location of the violation.

Definitions. As used in this Section 93 :

- (a) "Law enforcement officer" means any law enforcement officer employed by the City or any other political jurisdiction in Ohio, including the State. The City may from time to time and in its discretion, by ordinance or resolution, designate which City employees are, "law enforcement officers" for purposes of this Section 93 .
- (b) "Qualified law traffic violation" means a violation of any of the following: (1) any state or local law relating to complying with a traffic control signal or a railroad crossing sign or signal; or (2) any state or local law limiting the speed of a motor vehicle.
- (c) "Ticket" means any traffic ticket, citation, summons, or other notice of liability (whether civil or criminal) issued in response to an alleged qualified traffic law violation detected by a traffic law photo-monitoring device.
- (d) "Traffic law photo-monitoring device" means an electronic system consisting of a photographic, video, or electronic camera and a means of sensing the presence of a motor vehicle that automatically produces photographs, videotape, or digital images of the vehicle, its license plate or its operator.

(Added 11-8-11)

CODIFIED ORDINANCES OF ASHTABULA

December 2021

ASHTABULA CITY COUNCIL

Council Chambers – cc * Pre-Council Chambers – pc * August A. Pugliese Conference Room [2nd Floor] – aap

COUNCIL CALENDAR / MUNICIPAL BUILDING CONFERENCE ROOM SCHEDULE

4717 Main Avenue, Ashtabula, Ohio 44004

Office (440) 992-7119; Fax (440) 998-4457

Please notify Clerk of Council of additions/corrections to schedule by emailing
clerkofcouncil@cityofashtabula.com

SUBJECT TO CHANGE



Monday	Tuesday	Wednesday	Thursday	Friday
		1 6p Council pictures 630p Official Oath of Office Organizational Meeting-cc	2	3
6 6p Public Hearing 2022 Budget-cc 630p Pre-Council-cc 7p Regular Mtg-cc	7 6p Parks & Rec-pc	8 5p Ashtabula Historic Preservation Commission-cc	9	10
13 330-730p Council Chambers reserved	14 4p CD/ED/P&R Committee Mtg-cc	15 8a Port Authority-pc 9a Civil Service-aap 130p Board of Health-cc	16 530 Planning Commission-cc	17 830a F&P Committee Mtg-cc 8a-noon Council Chambers reserved
20 630p Pre-Council-cc 7p Regular Mtg-cc	21	22	23	24
27 845a Safety Forces Committee-cc 5p PW/PU/C/S Committee-cc	28	29	30	31

Ashtabula City Health Department 440-992-7123

COVID Vaccine Hot-line 440-992-7188

Schedule Your Vaccine/Booster With The Ashtabula City Health Department Using VMS

- Visit <https://gettheshot.coronavirus.ohio.gov/>
- Select your language (default set is English)
- Click eligibility and book my appointment
- Answer the COVID-19 vaccination questionnaire
- If you are not eligible, you will be prompted to sign up for a notification when you become eligible
- If you are eligible, you will be directed to a page that allows you to search for a vaccine location near you
- Enter 44004 in the search bar to find the Ashtabula City Health Department clinics which are held at Kent State Ashtabula, Superior Intermediate or City Hall on Main Avenue. Providers with other clinics in the area with available appointments will also be listed.
- Clinics will be added as soon as vaccine is available. If you don't see a clinic appointment available, please check back frequently.

Please see <https://www.cityofashtabula.com/covid-19-vaccine> for a more detailed guide on utilizing the VMS system and FAQ's related to the VMS system.

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MISCELLANEOUS

INTRODUCTION TO COUNCIL NOTEBOOK

This notebook has been prepared to help elected officials of the City of Ashtabula in carrying out the duties and responsibilities of public office. It is intended to be used for reference purposes only. The information contained in this handbook is based on state general, local government reference works, other municipal manuals, and similar publications available through the Ohio Municipal League.

In the various sections of this notebook, information has been provided on the basic structure of city government, as well as some guidance on conducting council meetings, advice on how to govern the City of Ashtabula effectively, descriptions of how the City is organized, and details of what is required for public hearings.

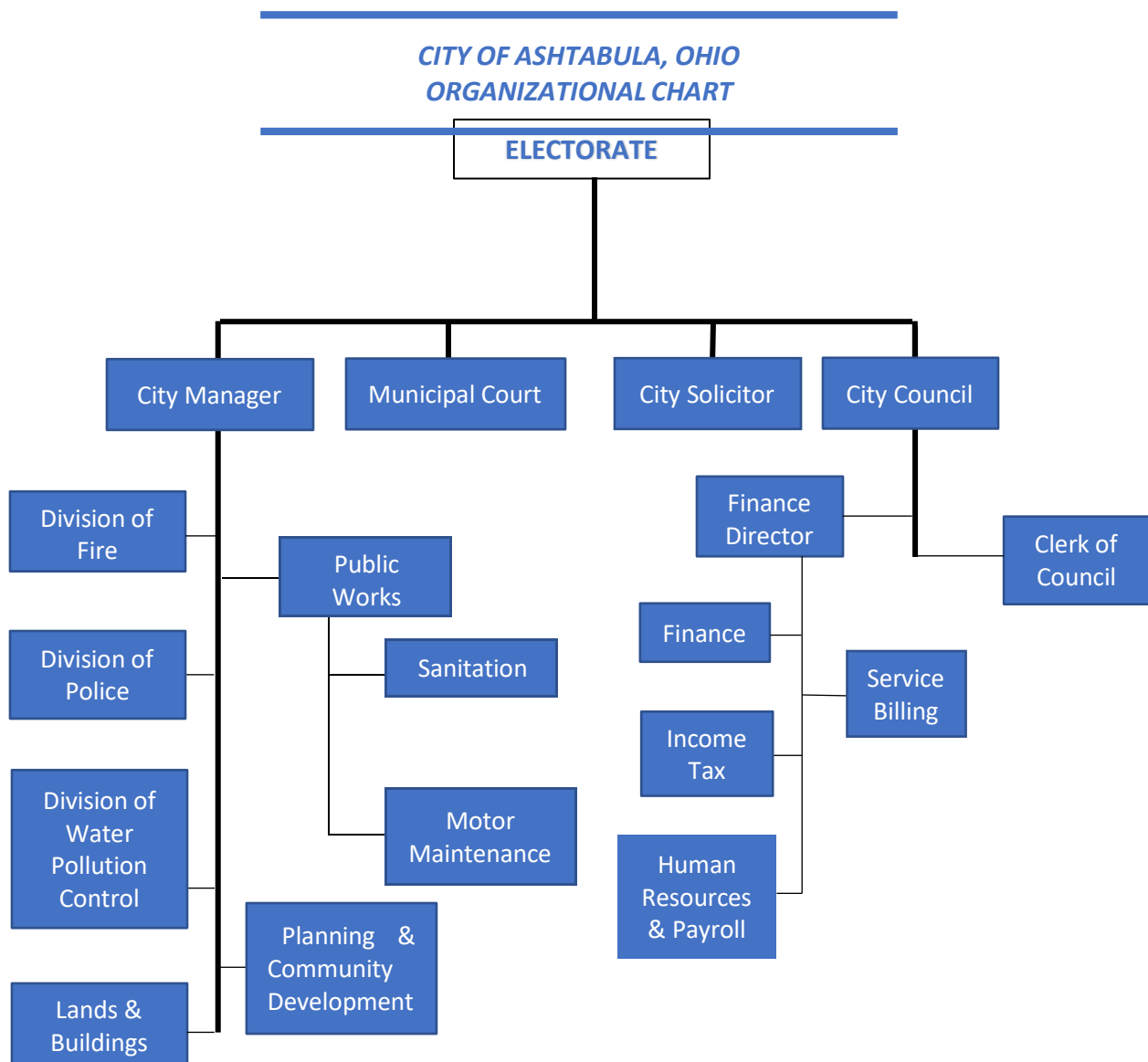
Finally, the City Council has established a number of committees, commissions, and boards to review city programs, projects, and community issues. These groups provide greater community participation and can be a valuable source of information as they make recommendations to the City Council on specific areas.

If you have questions regarding your role, authority, or area of responsibility as a member of the City Council, please feel free to direct your questions or concerns to the President of the Council and do not hesitate also to receive clarification or assistance from the offices of the City Manager or City Solicitor, or appropriate City Council appointee, Clerk of Council or Finance Director.

As an elected official your role in good government is indispensable and because your actions affect many, act selflessly and for the common good of the community you represent. By doing so your commitment will be recognized and appreciated and you will make a difference in Ashtabula and in the world.

ORGANIZATION AND AUTHORITY

The municipality of the City of Ashtabula is an elected City Council / elected City Manager form of government. Our City Solicitor is also elected. There are 7 members of Council, two At-Large and five Ward representatives. The term for these government officials is 4 years. City Charter Section 29 Head Of Departments dictates: Excepting the departments of City Solicitor, City Auditor, City Treasurer, and Board of Health, the City Manager shall be the acting head of each and every department or division of the City until otherwise provided by the Council; but with the consent and approval of the Council, he may appoint a deputy or chief clerk to represent him in any department or division of which he is acting head. No member of the Council shall interfere with the conduct of any department or division or order any service or report therefrom except at the express order of Council.



ETHICS

Council is expected to adhere to the Ohio Ethics Law. The Ohio Ethics law and related statutes are found in Ohio Revised Code (R.C.) Chapter 102 and Sections 2921.42 and 2921.43. These laws generally prohibit public officials and employees from using their official positions for their own personal benefit or the benefit of their family members or business associates. In addition, members of Council are required to file a financial disclosure statement. A financial disclosure statement is an annual report filed by some public officials reporting sources of income, investments, real estate holdings, and other financial interests. The purpose of the disclosure statement is to: remind public officials of those financial interests that might impair their judgment on behalf of the public, inform the public of those interests. The statement assists in instilling confidence in the actions of public officials.

CONSTITUTIONAL HOME RULE AUTHORITY

Section 3 of Article XVIII of the Ohio Constitution provides that:

“Municipalities shall have authority to exercise all powers of local self-government and to adopt and enforce within their limits such local police, sanitary and other similar regulations, as are not in conflict with general laws.”

This means that an Ohio municipality is authorized to (1) exercise all powers of local self-government, and (2), to adopt local police, sanitary and other similar regulations not in conflict with general laws.

Powers of local self-government relate to the internal affairs of the municipality on matters of local concern. So, an ordinance created under the power of local self-government must relate solely to the government and administration of the internal affairs of the municipality. Police-power ordinances, on the other hand, protect the public health, safety, or morals, or the general welfare of the public. As a general rule, if the result of the exercise of the home rule authority affects only the municipality itself, with no extra-territorial effect, the subject is within the power of local self-government.

As stated above, municipalities have the authority to adopt police, sanitary and other similar regulations as long as they are not in conflict with “general laws.” Put another way, a local law enacted by a municipality is invalid where it is in conflict with a “general law.” A conflict exists where: (1) the local law permits or licenses that which state law prohibits, or vice versa. What constitutes a “general law” has been the subject of numerous court decisions. The courts apply a four part analysis to determine whether a statute is a general law for the purpose of home rule analysis. To be a general law, a statute must (1) be part of a statewide and comprehensive legislative enactment, (2) apply to all parts of the state alike and operate uniformly throughout the state, (3) set forth police, sanitary, or similar regulations, rather than purport only to grant or limit the legislative power of a municipality to enact police, sanitary, or similar regulations, and (4) prescribe a rule of conduct upon citizens generally. Over the past ten years or so, Court cases relating to the exercise of municipal home rule powers have tended to favor argument that various State statutes constitute general laws resulting in an erosion of home rule authority.

WHAT IS COUNCIL'S RELATIONSHIP TO STAFF?

Council is responsible for setting the policies and priorities of the City. The administration implements those policies and priorities. In our Elected Council-Elected Manager form of government it is the role of the City Manager to see that the policies established by Council are carried out by the staff. The simple rule of thumb for Council / Staff relations is:

Council does not manage staff, the City Manager does. Accordingly, all communications from the City Council should be channeled through the City Manager.

Here are some basic “do’s and don’ts” for individual council members in your relationship with staff...

- ❖ Do show concern for the well-being of staff and appreciate the work they do, publicly and directly when possible.
- ❖ Do remind staff members, if they contact you, that they should follow the chain of command when they have a problem—and that they should not take their problems directly to the council members.
- ❖ All communications relating to City matters should be made directly to the City Manager.

A TEMPTATION TO FIX THINGS

Remember, the City Manager administers the day-to-day activities and attends to issues. If something looks like it needs to be addressed and you want to help, point it out to the City Manager and say you would be available as a volunteer if additional advice is needed. Ask for feedback on how the problem is being solved. But don’t jump in and attempt to fix it yourself without being asked, in particular at a public meeting when all of the issues cannot properly be vetted.

CONDUCT OF CITY COUNCIL MEMBERS

It is the responsibility of each Council member to come to the meetings fully prepared. This means that you should read through the entire packet of information made available to you prior to the meeting. If you have any questions regarding the information, please contact the appropriate resource to research your question prior to the meeting. Each Council member is expected to vote and take other official action on all matters before it.

Meetings of Council are public meetings and are expected to be televised and streamed on the City website. At times Council will convene into a closed “executive session” to discuss only those items that are, by law, permitted to be discussed in a closed session of Council. In those instances, confidentiality is extremely important and should be strictly adhered to. Items discussed in closed session should not be shared with other persons outside of the executive session. Documents referred to or otherwise used in executive session are not necessarily confidential even if the topic of discussion may be. Please consult the Clerk of Council or City Solicitor with any questions that you may have regarding the confidentiality of documents used in executive session.

- ❖ Each Council member should work to establish a good relationship with other members. The success or failure of efforts may be dependent upon the degree of cooperation evident among the individual members of the Council.
- ❖ Each member should keep in mind these important points:
 - Show respect for another's viewpoint.
 - When serving as member of City Council, all personal and/or personal business interest must be set aside, as your primary role while serving is to serve the best interests of the community.
 - Allow others adequate time to fully present their views before making comments.
 - Be open and honest.
 - Welcome new members and help them become acquainted with their duties.
 - Strive to minimize polarization and factions among members.
- ❖ Each Council member receives public input and citizen participation in City government by the following means:
 - Reviewing Recommendations. Council members receive information from boards and commissions on matters spanning a wide range of interests and needs. Board members review and make recommendations to City Council on matters within their scope of responsibility. Certain commissions may take final action in prescribed areas. These bodies give the citizenry an opportunity to voice their opinions on City programs and policies.
 - Representing General Interests. The Council must be careful to represent communitywide interests of the City, not special interest groups. Council members must work with the City Manager. They should not become directly involved in the administration or operation of City departments and should not direct the administrative staff to initiate programs, conduct studies or start or stop doing some function or task. In addition, individual City Councilmembers cannot establish official City policy without approval of the majority of City Council in a public meeting. Members, however, are encouraged to review and comment on relevant department programs during discussion at Council meetings.
 - Holding Open Meetings. All meetings of the Council must be open to the public pursuant to the open meetings law. The intent of the law is to ensure actions are taken openly and that deliberations be conducted openly. Furthermore, the Council must announce a time, place, and date for holding any regular or special meetings. An informative summary of the open meetings and public records laws is included in the Council Notebook.

CITY COUNCIL MEMBER ASPIRATIONS

- ❖ I will be motivated primarily by an earnest desire to serve my municipality and the people of my community in the best way.
- ❖ I will endeavor to attend all City Council meetings and meetings of assigned committees and other City Boards and Commissions as needed.
- ❖ I will recognize that the expenditure of municipal funds is a public trust, and I will endeavor to see that all such funds shall be expended efficiently, economically and for the best interest of the municipality. I will not use the municipality or any part of a municipal program for my own personal advantage or for the advantage of my friends and family.
- ❖ I will do everything possible to maintain the integrity, confidence, and dignity of the office of a council member.

- ❖ I will listen to what other members of the Council and other individuals or groups may have to say before making final decisions.
- ❖ I will endeavor to avoid rancor and bitterness, to observe proper decorum and behavior, to encourage full and open discussions in all matters with my fellow members of the council, to treat all with respect and consideration and not withhold or conceal from anyone any information or matter in which they should be concerned.
- ❖ I will make no derogatory remarks, in or out of council meetings about City staff or members of the City Council or their opinions, but I reserve the right to make honest and respectful criticism.
- ❖ I will recognize that authority rests with a majority of City Council and not with individual members of the council.
- ❖ I will abide by majority decisions of Council once they are made and will accept and support them as long as I remain a member of the council.
- ❖ I will not discuss confidential business of the City except in executive session.
- ❖ I will endeavor to keep informed on all local, State, and national developments of municipal significance.
- ❖ I will consider it unethical to pursue any procedure calculated to embarrass a fellow council member, a member of the municipal staff or another local government body.

AN EFFECTIVE COUNCIL MEMBER DOES NOT:

- ❖ Talk too much and listen too little.
- ❖ Publicly criticize a council decision that was voted on and passed by the majority of the council, but that you did not specifically support.
- ❖ Demonstrate to fellow council members that you have all the answers for every issue.
- ❖ Fail to read council packets and prepare for the council meetings.
- ❖ Divulge information from a City Council Executive Session meeting.
- ❖ Ridicule past council members and the decisions made by the council before you became a member.
- ❖ Hold grudges about fellow council members when they do not agree with you.
- ❖ Try to dominate conversation at every council meeting.
- ❖ Arrive late and leave early.
- ❖ Remind fellow council members “that it has always been this way in the past.”

CONDUCTING ORDERLY MEETINGS

The regular meeting of the city governing body is the showcase of municipal government. In most communities this meeting is attended by members of the news media and reported in the news sections of the local newspaper. Full television and streaming coverage of governing body meetings is available in the City of Ashtabula. The public will necessarily base its opinion of city administrative efficiency and legislative sensitivity on the manner in which governing body meetings are conducted. It therefore behooves the governing body to conduct its meeting in an effective manner in keeping with full and fair consideration of the public business.

As stated above, with the exception of those meetings that are held in executive session, meetings of Council are public meetings. A public meeting is defined as a prearranged meeting of a quorum of the body for the purpose of the discussion of public business. There is a significant amount of case law addressing the issue of whether or not a particular convergence of members of a public body constitutes a public meeting. For instance, although a quorum of

the members of Council may convene for the purpose of receiving information on a matter that is of concern or importance to the City, it will not constitute a public meeting unless the members of Council attending that meeting deliberate or otherwise discuss public business. (Refer to the section on Open Meetings and Open Records in the Council Notebook.) If you have questions or concerns, please contact the Clerk of Council or City Solicitor.

MAKING IT WORK

The types of problems confronted by City Council can sometimes seem so burdensome that you wonder why you ever got involved. Try to keep in mind that the conflicts and problems that you tackle are important to the community you serve. When you work out the problems as a group, you will make healthy decisions. Keep in mind, too, your commitment to the Council, your colleagues' commitment, the importance of your contribution, and the importance of making sound decisions.

As City Council tries to make the best possible decisions, use the following “rules of thumb” to help you get over the hurdles:

- ❖ Separate the people from the problem. You and your colleagues aren't questioning each other's good intentions or personal integrity. You are discussing options for making the best possible decisions. Don't think about what you may not like about the person sitting across the table from you. Instead think about what he or she is saying, about the points that person is trying to make. If a colleague seems to be attacking your integrity, try to get that person back on track by asking him or her to make the point.
- ❖ Focus on mutual interests and shared goals. When your Council seems to have bogged down, sometimes it is helpful to step back and think about the goals you have set for it. Keep in mind that you all have agreed on these goals, that you do have mutual interests, and that you are all serving the same constituency. Remember what is important!
- ❖ Invent options for mutual gain. Is there a compromise with which everyone will feel satisfied? Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated into a plan? Ask your colleagues why a particular approach is not satisfactory and why other approaches are.
- ❖ Be open, honest, and willing to listen. Examine your own approach to dealing with conflict. Are you really listening to what your colleagues are saying? Are you thinking about the implications? Are you considering them? Don't be afraid to state your concerns. Be honest by revealing what you see as the options and by explaining what you see as shortcomings in the suggestions of others.

ASHTABULA MUNICIPAL COURT

The Ashtabula Municipal Court has jurisdiction to hear civil and criminal matters arising in the City of Ashtabula and Ashtabula, Plymouth, and Saybrook Townships. The civil division is responsible for handling general civil cases such as personal injury, property damage, contracts, replevin, forcible entry and detainer (evictions), and small claims. The maximum you can seek is \$15,000 and \$6,000 in small claims. The civil division also handles applications for Trusteeship

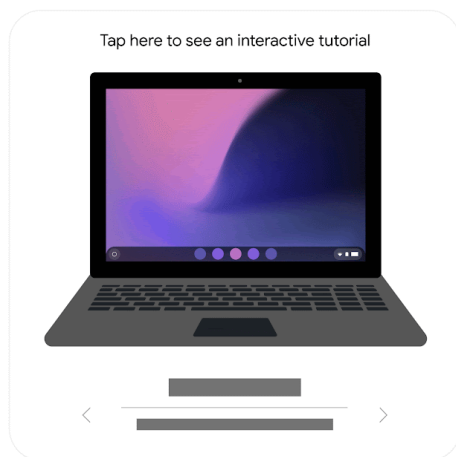
and Rent Escrow deposit. The criminal cases heard in the Ashtabula Municipal Court are misdemeanor charges that carry a maximum penalty of twelve (12) months in jail and a maximum of \$1,000. Felony cases are filed here for Preliminary Hearings (probable cause hearings) only. If probable cause is found final disposition will be heard and determined by the Ashtabula County Common Pleas Court.

The Ashtabula Municipal Court is not a “department” of the City but rather, is a separate branch of the government. The Judge has a duty to provide staff and resources to provide for the fair and impartial administration of justice. The judge of the municipal court may not be pressured or influenced by the local funding authority to follow the funding authority’s priorities as opposed to those of the Court. Case law makes clear that local funding authorities cannot substitute their own spending priorities for those of the Court when it comes to how the Court should be operated, although a separate branch of the government the court’s budget still must be approved by Council for the expenditure of funds to operate the court.

Open, save, or delete files

You can open and save many types of files on your Chromebook, like documents, PDFs, images, and media. [Learn which types of files are supported on your Chromebook.](#)

Your Chromebook's hard drive has limited space, so your Chromebook will sometimes delete downloaded files to free up space. [Learn how to store your downloads.](#)



Find and open a file

1. In the corner of your screen, select the Launcher  > Up arrow .
2. Open Files .
3. On the left, choose where your file is saved.
 - For files you've just used, select **Recent**.
 - For a list of files by type, select **Image**, **Video**, or **Audio**.
 - For Android app files, select **My files** > **Play files**. To show more folders, in the top right, select **More**  > **Show all Play folders**.
 - For files in your cloud, select the folder, such as Google Drive. You can also [add another cloud file system](#).
4. Find your file and double-click it to open.

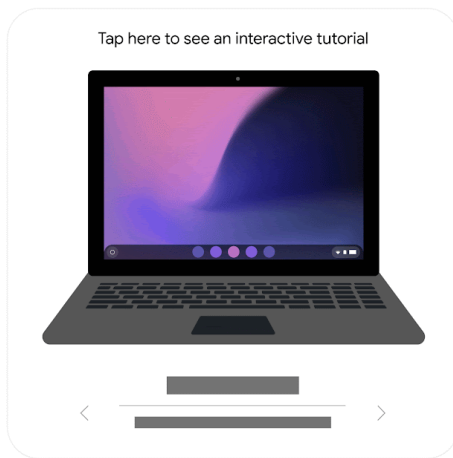
If you're opening a file on an [external storage device](#), remove the device safely when you're done by clicking Eject .

Save a file

To save the page, image, or document you're viewing:

1. Press **Ctrl + s**.
2. At the bottom, enter a name for your file.
3. Optional: To the left of the file name, change the file type.
4. In the left column, choose where you'd like to save your file, such as **Google Drive** > **My Drive**.
5. Select **Save**.

Note: If you're using your Chromebook at school or work, you can save files in your Shared drives folder. Select **Google Drive** > **Shared drives**.



Rename a file

You can rename files, folders, or external devices.

1. In the corner of your screen, select the Launcher  > Up arrow .
2. Open Files .
3. Select the file or folder name.
4. Press **Ctrl + Enter**.
5. Type in a new name, then press **Enter**.

Add another cloud file system

1. In the corner of your screen, select the Launcher  > Up arrow .
2. Open Files .
3. In the top right, select More .
4. Select **Add new service** > **SMB Shares**.
5. A window will open. Select **Add File Share**. Fill out your info.
6. Select **Add**.

Note: Your Chromebook supports third-party file systems that use [DocumentsProvider APIs](#). If you download one of these Android files apps from the Play Store, it will appear on the left-hand side of your Files .

To connect to other cloud file systems:

1. In the corner of your screen, select the Launcher  > Up arrow .
2. Open Files .
3. In the top right, select More .
4. Select **Install new service**.
5. To install a new cloud file system, choose a system and follow the onscreen steps.

Change where your files are saved

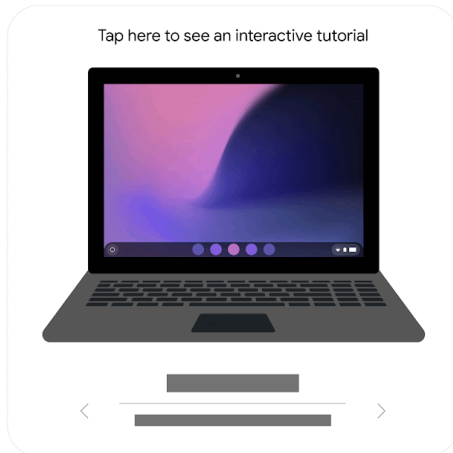
By default, your files are saved to your Downloads folder, a temporary folder on your Chromebook's hard drive. You can change where downloads are saved by default or select a specific folder for each download.

1. On your computer, open Chrome.
2. At the top right, select More  > **Settings**.
3. At the bottom, select **Advanced**.
4. Under "Downloads," change your download settings:
 - To change the default folder: select **Change**, and choose where you want to save your files.
 - To choose a specific folder for each download: turn on **Ask where to save each file before downloading**.

Delete a file

1. In the corner of your screen, select the Launcher  > Up arrow .
2. Open Files .
3. Select the file or folder you want to delete. **Note:** You can delete files in the Downloads folder, but [deleting a file from your Downloads folder is permanent](#).
4. Select Delete  > Delete.

Note: Files in the Recent, Images, Videos, and Audio folders are viewable only and can't be deleted directly in those folders.



Zip a file

To bundle files or folders together into a single file, you can zip them.

1. In the corner of your screen, click the Launcher  > Up arrow .
2. Open Files .
3. On the left, select the folder or files you want to zip.
4. To select all the files you'd like to zip, press **Ctrl** and click each file one at a time.
5. Optional: To put all of your files in a new folder, press **Ctrl + e**.
6. Right-click your selected files or folder, then click **Zip selection**.

Unzip a file

You can view each of the individual files in your zip file.

1. In the corner of your screen, select the Launcher  > Up arrow .
2. Open Files .
3. Double-click the zipped file. On the left, you'll see the zip file.
4. To open an individual file, double-click it.
5. Optional: To remove the zip file from the list of folders on the left, click Eject .

Use and pin files to your shelf

You can find recent downloads, screenshots, and pinned files in the shelf container.

[Open recent downloads & screenshots in your shelf](#)

1. At the bottom right, select the shelf container  your file.

Hide the shelf preview:

1. At the bottom right, next to the time, right-click and select the shelf container.
2. Select **Hide preview**.

Tip: Your recent downloads and screenshots are temporary. To make them permanent, you can pin files to your shelf.

Pin files to your shelf

1. At the bottom left, select the Launcher  > Up arrow .
2. Open Files .
3. On the left, select the folder that contains the file you want to pin.
4. Right-click the file.
5. Select **Pin to shelf**.
6. To unpin files, right-click the file.
 - a. Select **Unpin from shelf**.

Find a pinned file:

1. At the bottom right, select the shelf container.
2. Right-click your file.
3. Select **Show in folder**.

Insert pinned files into documents

You can add images or screenshots to your documents from your shelf.

Drag images or screenshots:

1. At the bottom right, select the shelf container.
2. Select images or screenshots.
3. Drag them into your document.

Copy & paste images or screenshots:

1. At the bottom right, select the shelf container.
2. Right-click your images or screenshots.
3. Select **Copy image**.
4. In your document, right-click anywhere.
5. Select **Paste**.

Fix problems opening files

"Unknown file type"

"Google Drive can't be reached at this time"

"Sorry, your external storage device is not supported at this time"

"Sorry, your device was not recognized" or "Sorry, at least one partition on your device could not be mounted"

Let your apps access external drives

Do more with your files

- [Share your Google Drive files with others](#)
- [Open and edit photos](#)
- [Play music files and videos](#)

Use Google Drive files offline on your Chromebook

You can use Google Drive files offline. This includes Docs, Sheets, Slides, and more.

Step 1: Make Google Drive available offline

1. Go to your [Google Drive Settings](#) .
2. Scroll to "Offline" and check the box.
 - It might take a few minutes for the offline access setting to turn on.
3. Select **Done**.



Tip: Your Chromebook saves your most recently opened documents so you can work on them offline.

Step 2: Make specific files available offline

When you make Google Drive available offline, it only automatically saves your most recent files offline. You can also manually save files.

Use the Files app

1. At the bottom left, select the Launcher > Up arrow .
2. Select Files > Google Drive .
3. Select the file you want to use offline.
4. At the top, turn on **Available offline**.
 - To show that it's available offline, a check mark appears next to the file.

Tip: To show all offline files, go to the "Offline" folder in the Files app.

Use Google Drive

1. At the bottom left, select the Launcher > Up arrow .
2. Select Google Docs , Google Sheets , or Google Slides .
3. Go to the file you want to use offline and select More .
4. Turn on **Available offline**.

Tip: If a file is available offline, a check mark shows at the bottom left.

Step 3: Work on a file offline

When your Chromebook isn't connected to the internet:

1. At the bottom left, select the Launcher > Up arrow .
2. Click Files > Offline .
3. Select the file you want to work on.

The next time your Chromebook connects to the internet, your changes will sync to Google Drive.

Tip: If the file you want to use isn't in the "Offline" folder, it may not be available for offline use. Once your Chromebook connects to the internet again, you can mark those files as available offline.

Remove files from offline use

To free up hard drive space, you can remove the offline versions of your files.

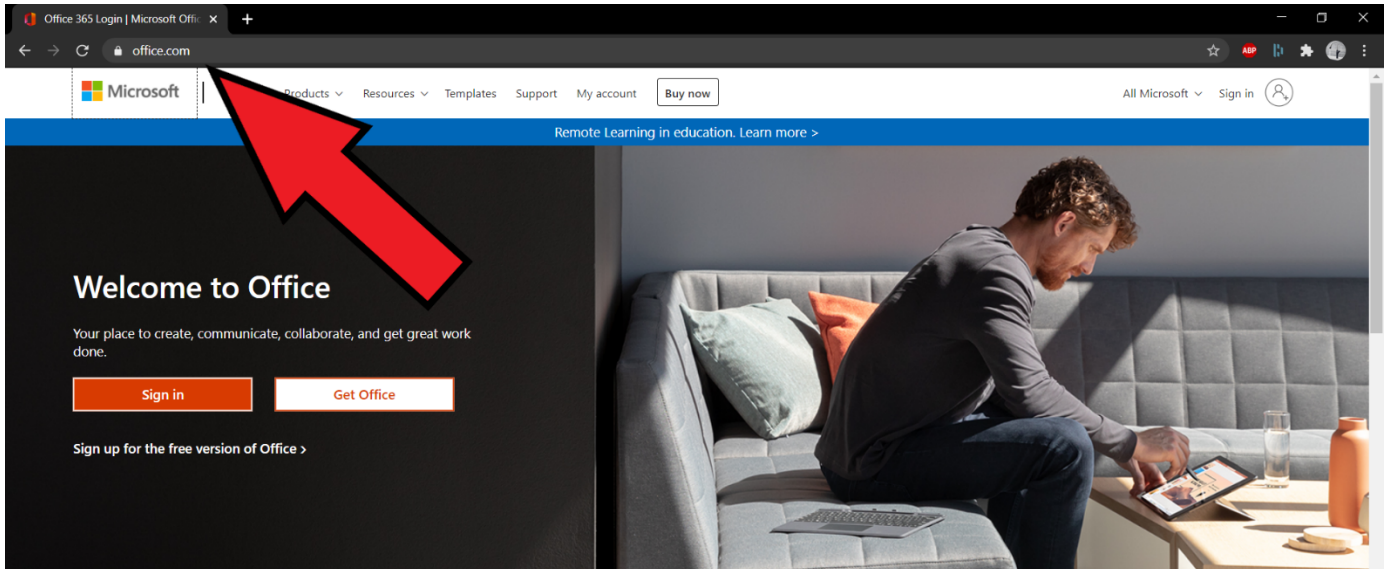
[Remove specific files from offline use](#)

[Remove all files from offline use](#)

Tip: When you connect to the internet, you'll still find your files on Google Drive.

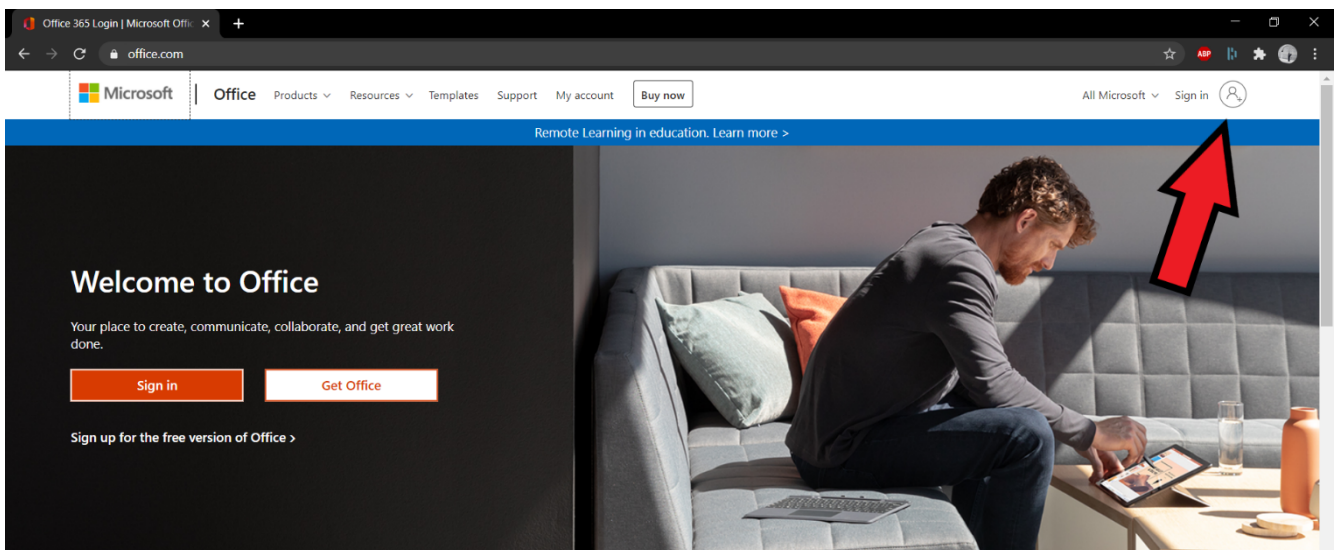
Accessing Microsoft Exchange (Outlook) from the Web

1. Open an internet browser, and enter the following website:
www.office.com



Sign in to use your favorite productivity apps from any device

2. Select "Sign in"

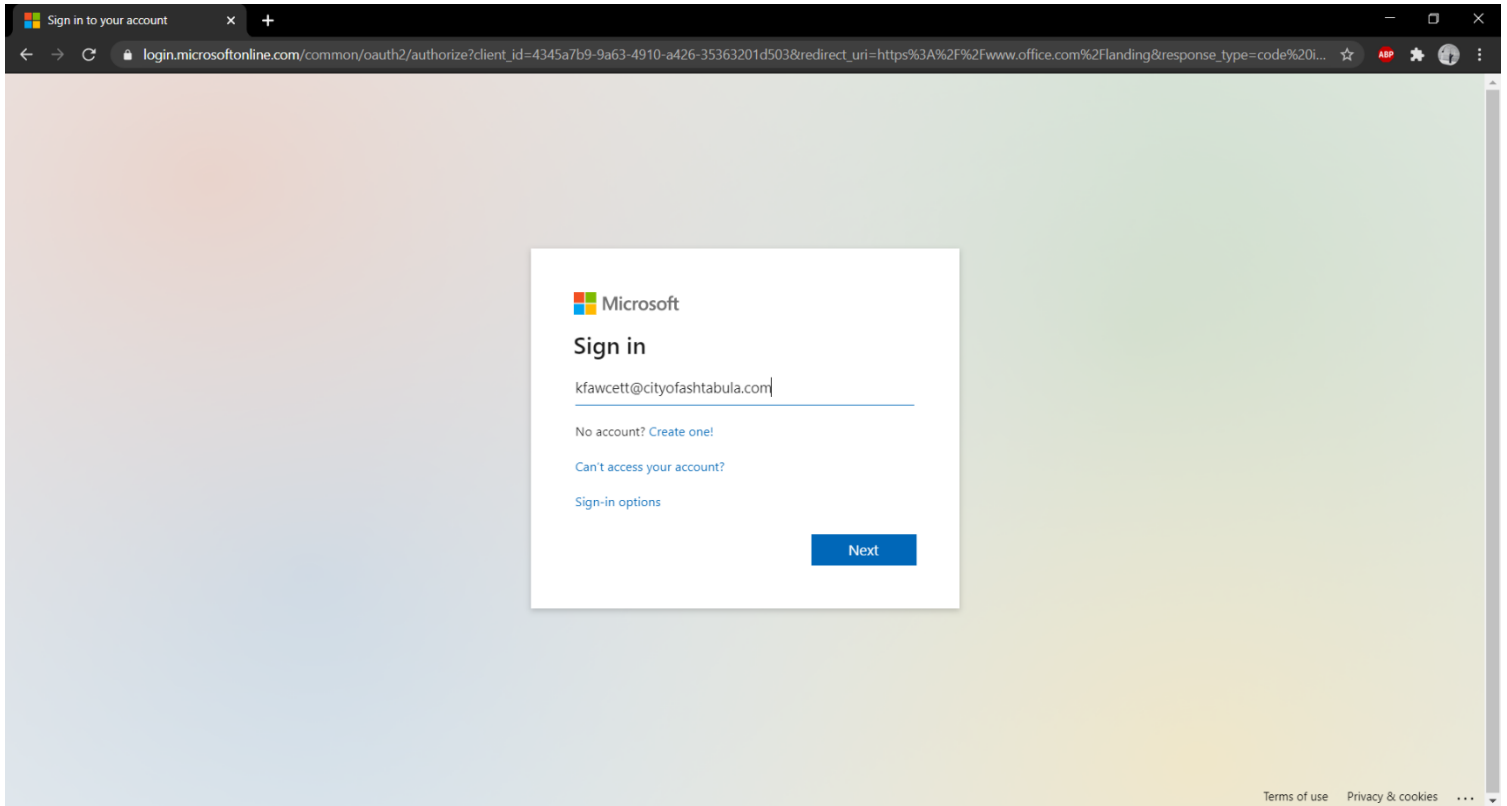


Sign in to use your favorite productivity apps from any device

3. Enter your email address:

example:(kfawcett@cityofashtabula.com)

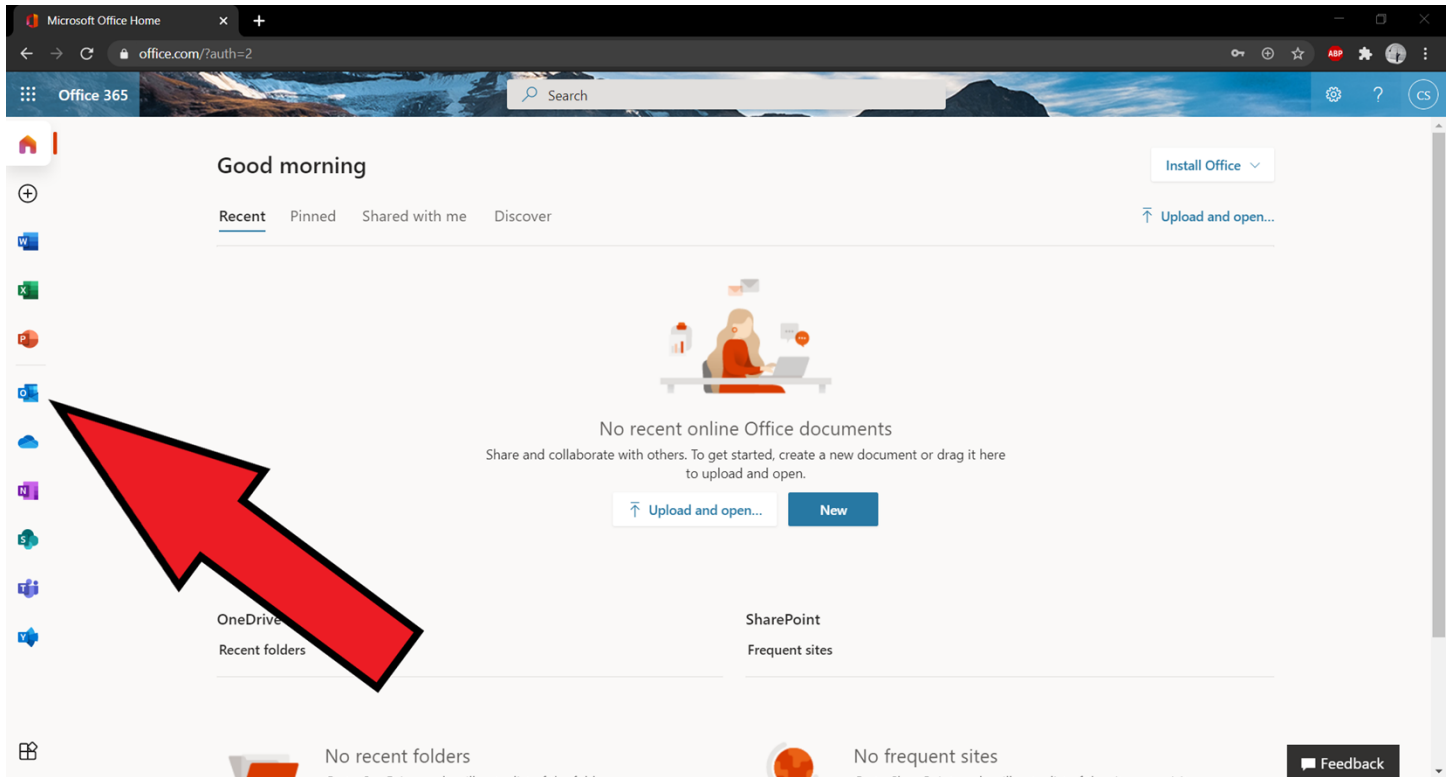
IF IT ASKS FOR ACCOUNT TYPE: PLEASE SELECT “SCHOOL OR WORK ACCOUNT”



4. Enter TEMPORARY Password: (THIS WILL BE GIVEN TO YOU BY YOUR POINT OF CONTACT AND WILL PROMPT YOU TO CHANGE PASSWORD ON LOGIN)

- Council: Stacy Senskey

5. Click on the Outlook application to access email.



Stacy Senskey

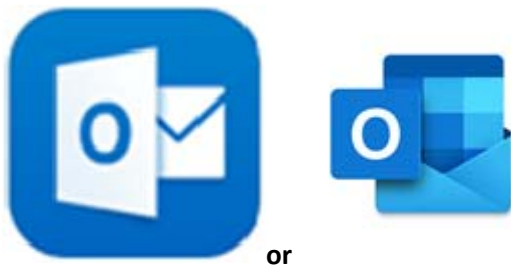
Sent: Tuesday, May 25, 2021 2:22 PM
Subject: Outlook on Phones

Good afternoon Team!

Hope everyone's experience with the new email platform is going well!

I wanted to let everyone know there is a mobile application that will allow you to access your emails directly from your phone if you would like!

If you go to your Application Store (App Store / Google Play, etc.) and search for "Microsoft Outlook" , you should find an icon that looks like this:



After downloading the application, it will ask for a username and password. This is where you enter will enter your email address, and associated password.

After typing in your username, the application may ask what email provider you are using, and that would be Office 365

Once signed into the app, all emails will be synced together on any signed-in device. (Outlook App on Mobile, Desktop Outlook Application, Online Version of Outlook)

Please let me know if there are any questions! Thanks!

Kyler Fawcett | GreatWave Communications
Systems Administrator
kfawcett@greatwavecom.com
Phone: (440) 855-1749



CIVICCLERK®

[Board Portal Overview](#) (Password **CivicClerk2020**) is a short video that will walk you through the Board Portal.

Sign In to Your Site

1. Navigate to your CivicClerk site ashtabulaoh.civicclerk.com/Boardview
2. Sign in with your **username** and **password**



The image shows the CivicClerk login interface. At the top is the 'CIVICCLERK' logo. Below it are two input fields: 'User Name' and a password field with masked characters. A red rectangular box highlights these two fields. Below the password field is a link that says 'Forgot Password?'. At the bottom right of the login area is a blue button labeled 'SIGN IN'. Below the login area, there is a footer that reads 'Copyright © 2020, CivicPlus All Rights Reserved. Version 7.56.0'.

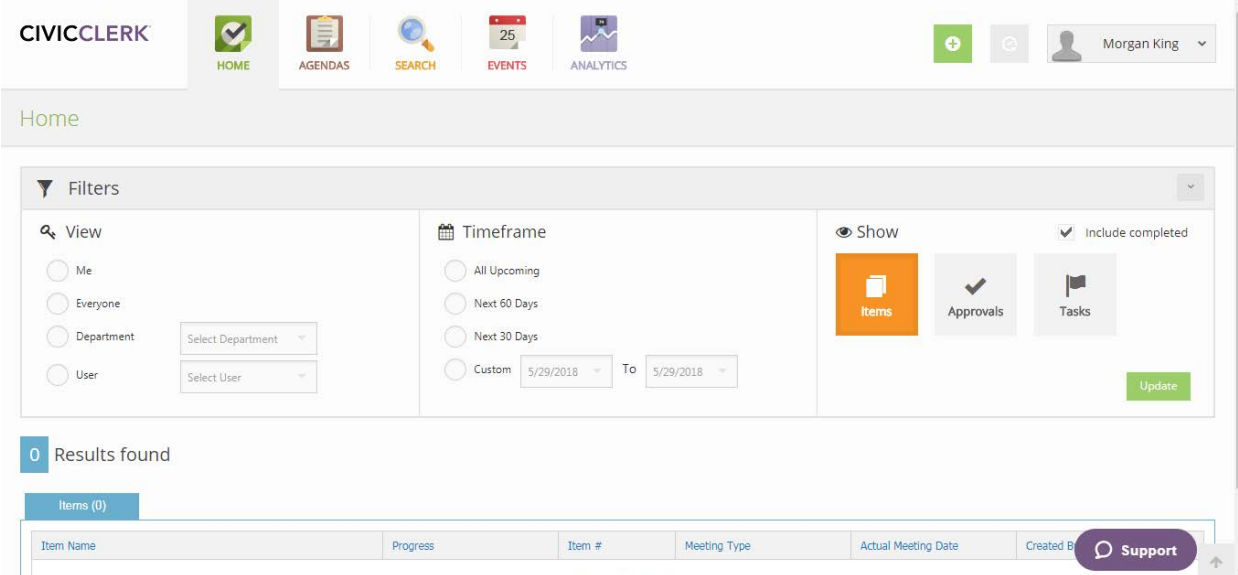
CIVICCLERK®

3. Select Sign In



The sign-in screen features the CIVICCLERK logo at the top. Below it are two input fields: 'User Name' and a password field with masked characters. A link for 'Forgot Password?' is positioned below the password field. A blue 'SIGN IN' button is located at the bottom right of the form area. At the very bottom, a copyright notice reads: 'Copyright © 2020, CivicPlus All Rights Reserved. Version 7.56.0'.

4. View your dashboard



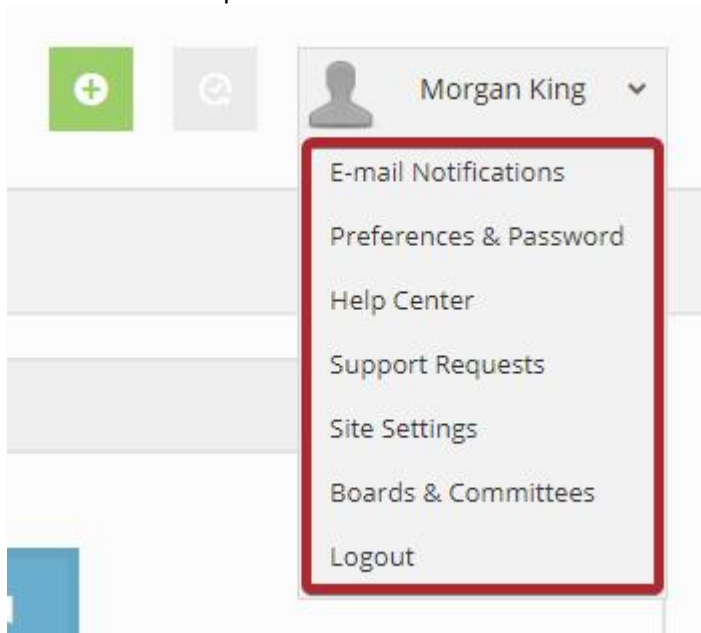
The dashboard interface includes a top navigation bar with the CIVICCLERK logo and icons for HOME, AGENDAS, SEARCH, EVENTS, and ANALYTICS. A user profile for 'Morgan King' is on the right. Below the navigation bar is a 'Home' section. The main content area is titled 'Filters' and contains three sections: 'View' with radio buttons for 'Me', 'Everyone', 'Department' (with a dropdown), and 'User' (with a dropdown); 'Timeframe' with radio buttons for 'All Upcoming', 'Next 60 Days', 'Next 30 Days', and 'Custom' (with date pickers for 5/29/2018); and 'Show' with buttons for 'Items', 'Approvals', and 'Tasks', along with an 'Include completed' checkbox and an 'Update' button. Below the filters, it shows '0 Results found' and a table with columns: Item Name, Progress, Item #, Meeting Type, Actual Meeting Date, and Created By. A 'Support' button is in the bottom right corner.

Options in User Menu

1. Navigate to the **User Menu** in the top-right corner



2. Select drop-down to view features

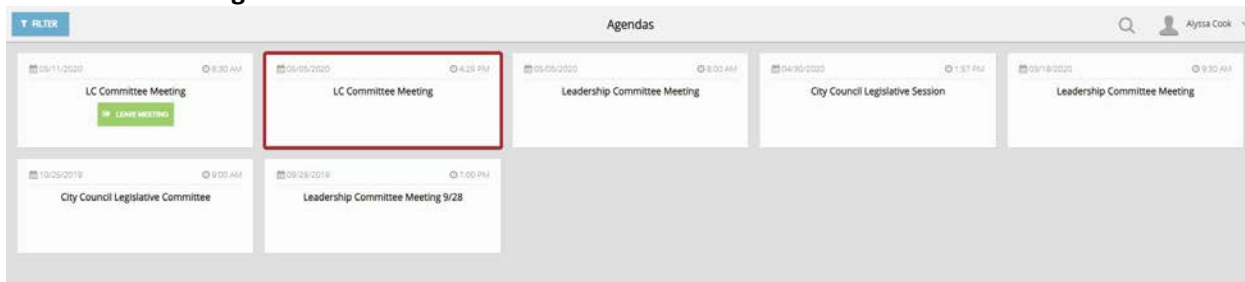


- **E-mail Notifications:** [Choose to receive email notifications](#)
- **Preferences & Password:** Edit **Email**, **Name**, and [Password](#)
- **Help Center:** Redirects you to the CivicClerk Help Center
- **Support Requests:** Click to submit a support request
- **Site Settings:** Edit [Agendas, Design and Layouts, Templates, Users and Security, Public Portal and Video, and Integrations](#)
- **Boards & Committees:** Edit your [Boards and People](#)
- **Logout:** Automatically signs you out of your CivicClerk site

Meeting Actions

Navigate Through an Agenda

1. Select an **agenda** to view full details



2. Scroll through meeting sections and items

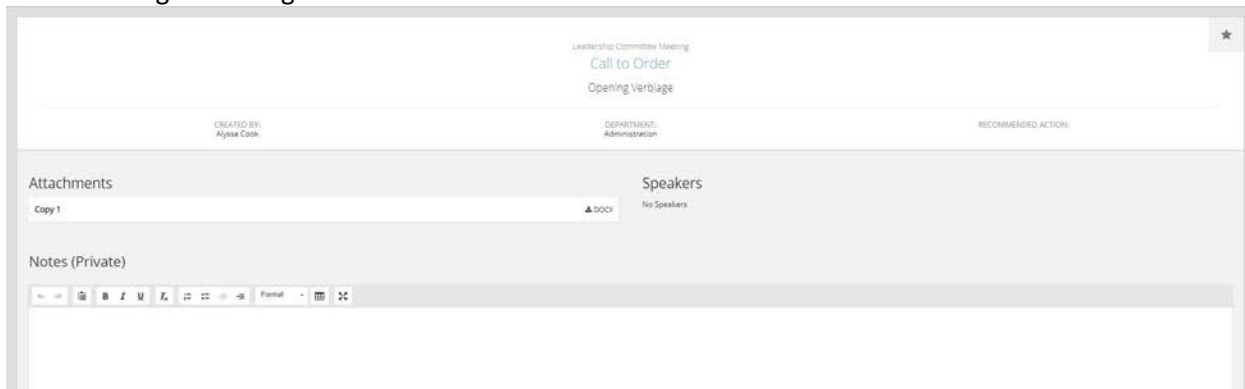


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3. Click on an **item** to view item details



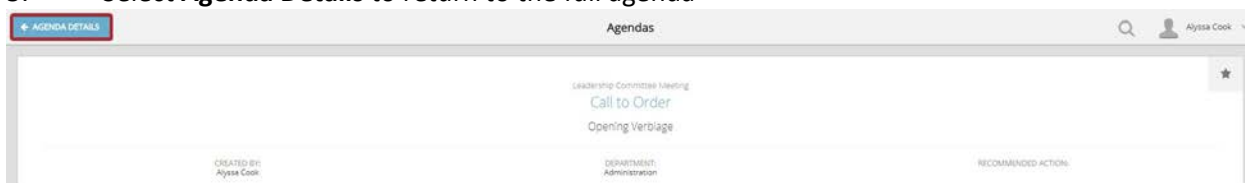
4. Navigate through fields



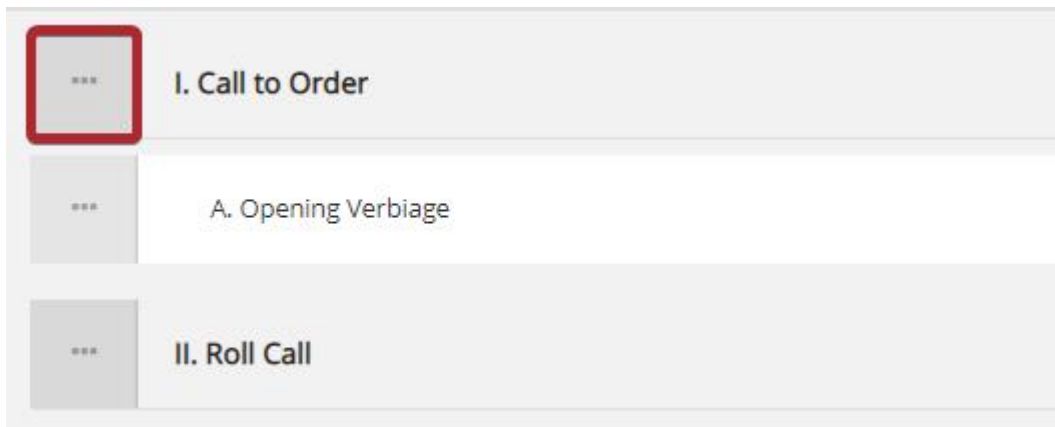
- **Attachments:** Displays any available attachments
- **Notes (Private):** Input private notes; notes auto-save; to view notes easily see our article [View Agenda Notes](#).

- **Speakers:** Displays speakers for the item
- Select the star in the corner to highlight an item or section

5. Select **Agenda Details** to return to the full agenda

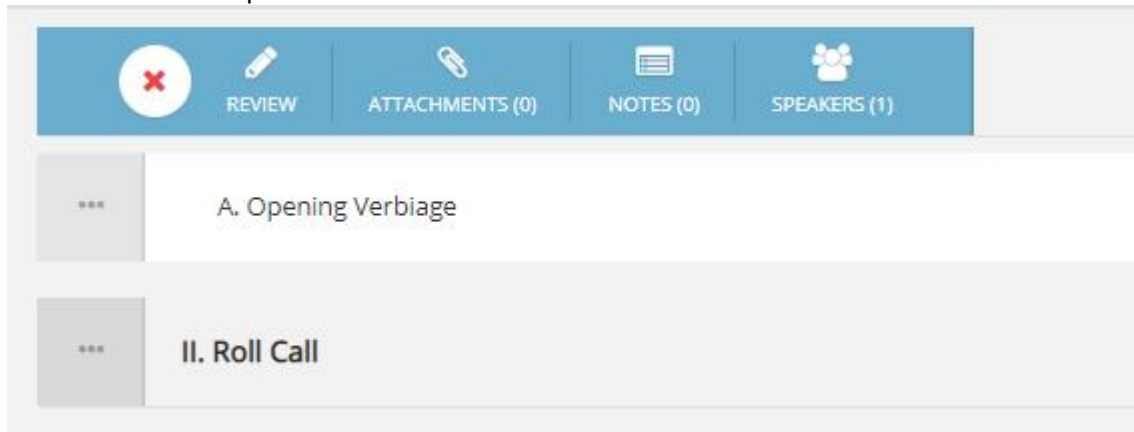


6. Select the ... icon



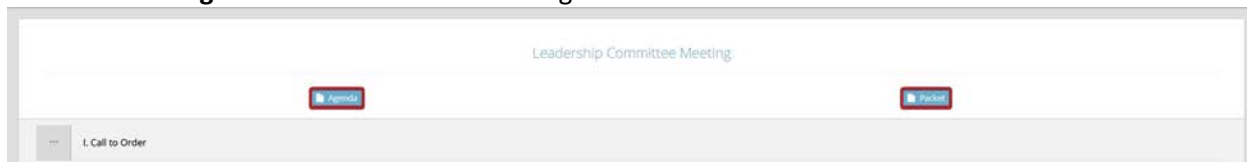
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7. View item options

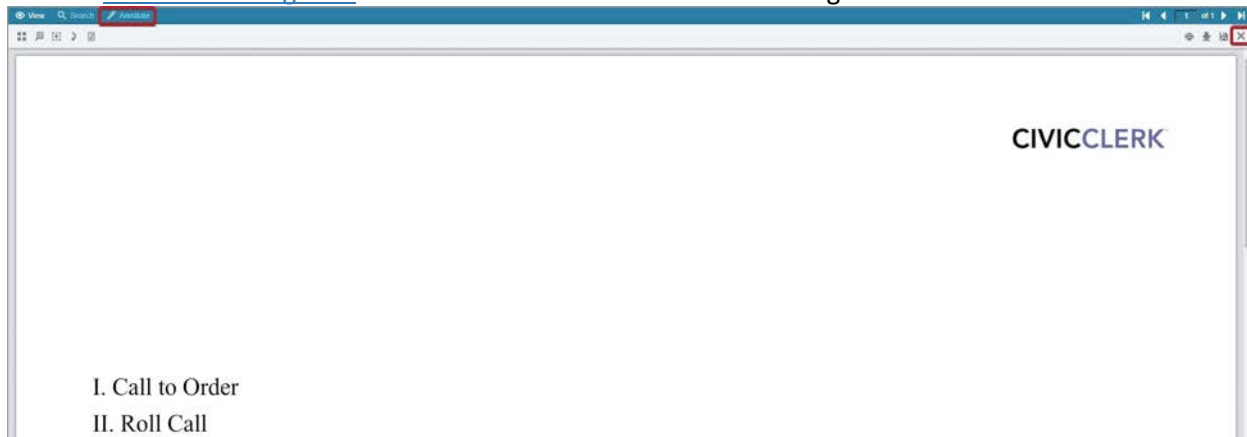


- **Note:** All options take you to the previously described item details page.

8. Select **Agenda** or **Packet** to view the Agenda or Packet in PDF form



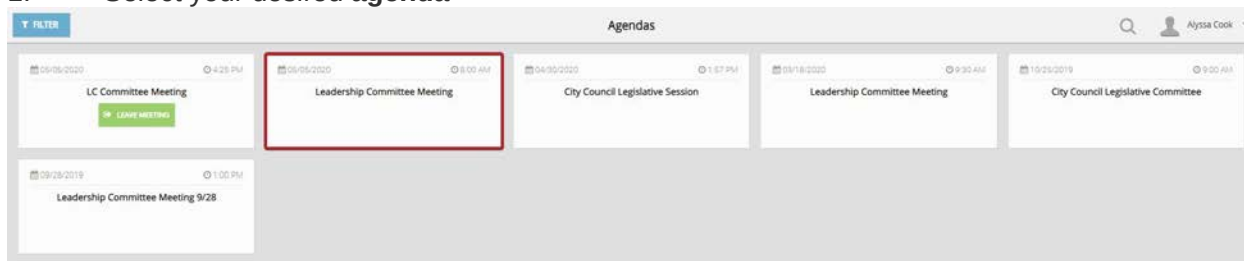
9. [Annotate the agenda](#) or click on **X** to return to the editable Agenda



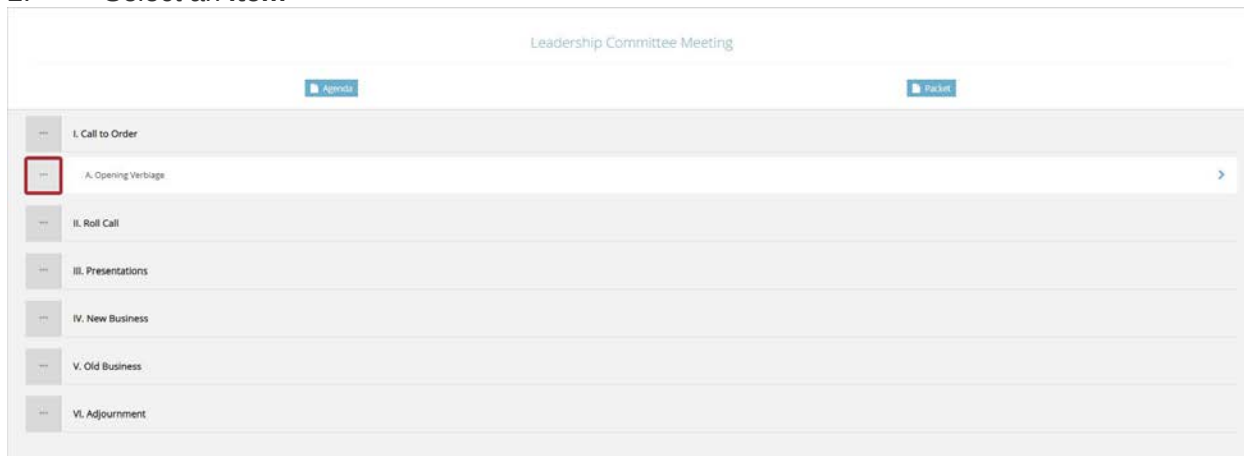
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Annotations

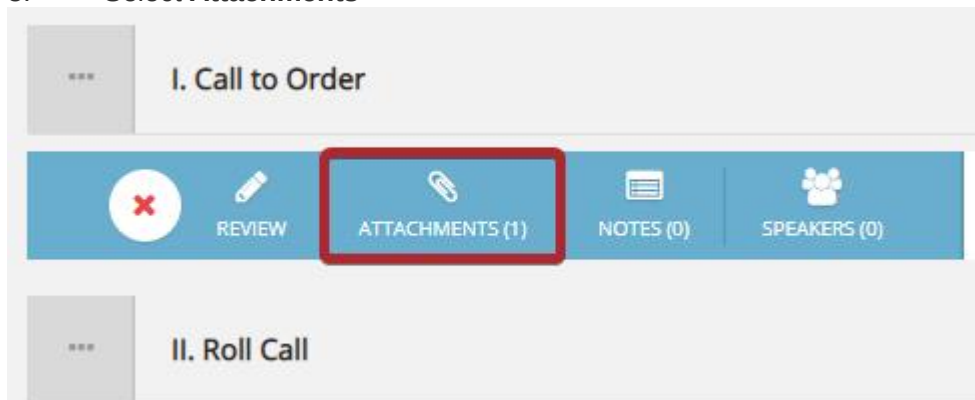
1. Select your desired **agenda**



2. Select an **item**



3. Select **Attachments**



4. Select an **item**



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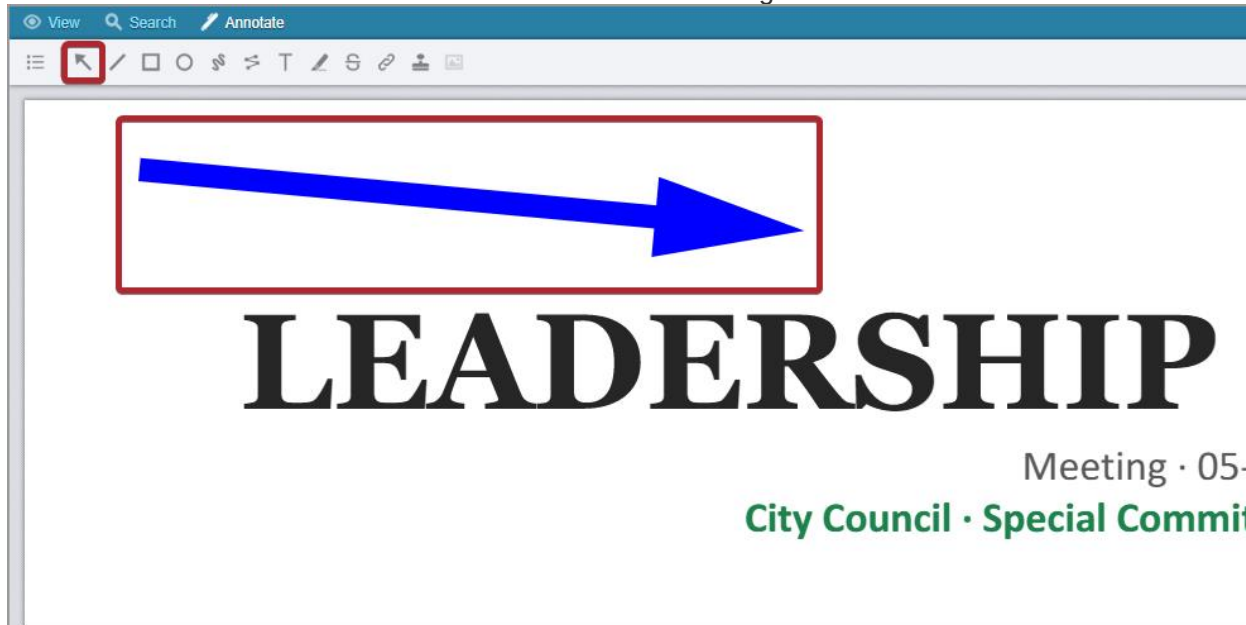
5. Hit the **Annotate** button on the file preview



6. A toolbar will appear; select appropriate **tool** for your annotation(s)



• **Arrows:** Select to draw an arrow to something in the document



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• **Line:** Select to draw a line



• **Box:** Select to draw a box



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• **Circle:** Select to draw a circle



• **Squiggly Line:** Select to free-form draw

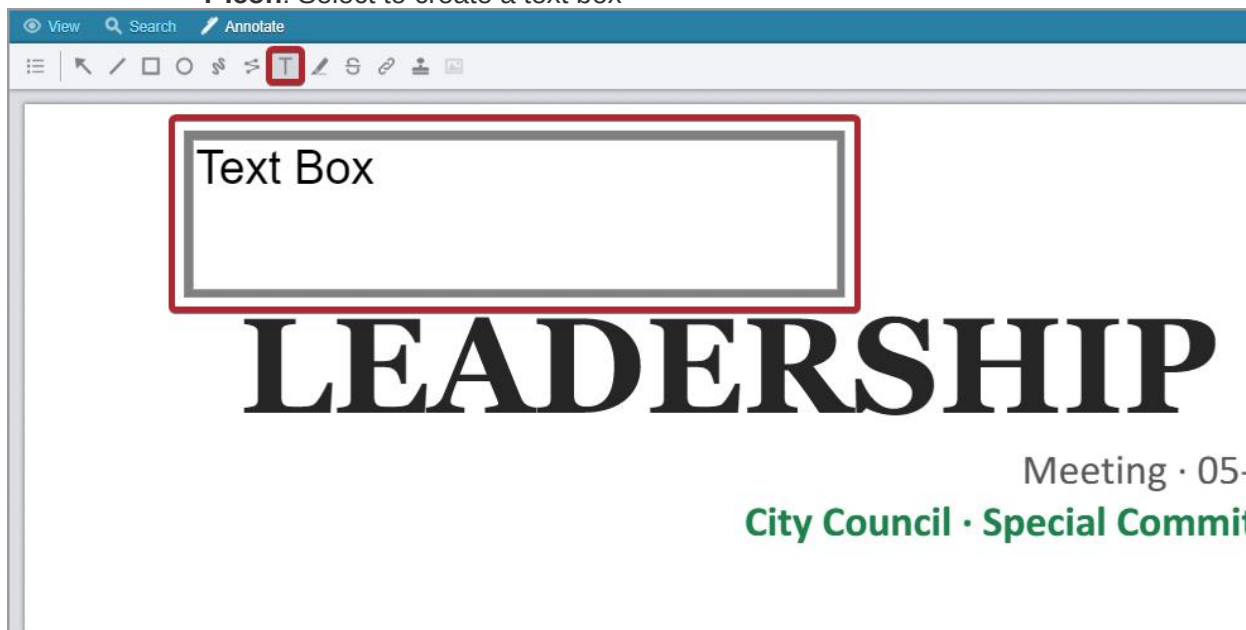


CIVICCLERK®

• **Jagged Line:** Select to draw diagonal connected line

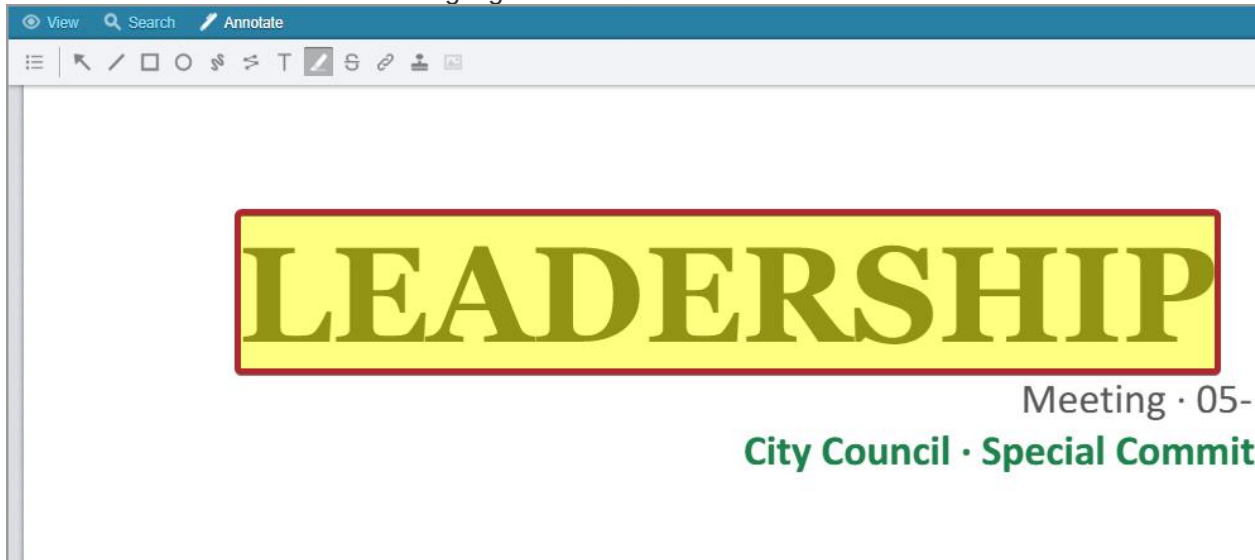


• **T Icon:** Select to create a text box



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• **Marker:** Select to highlight text

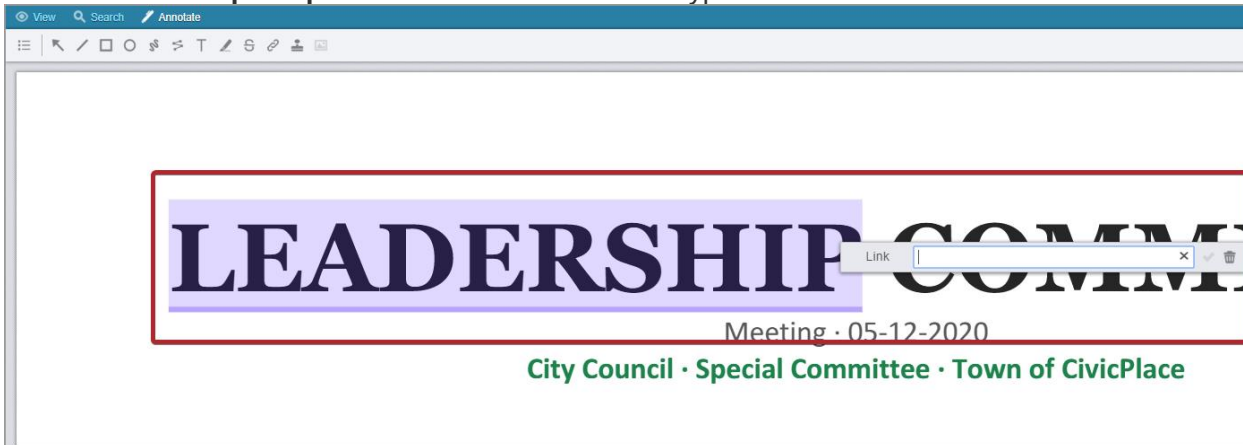


• **Half Circles Icon:** Select to strike through text



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- **Paperclip Icon:** Select to make text a hyperlink to another site



- **Stamp Icon:** Select to put a modifiable stamp on the document



- **Picture Icon:** Select to insert a picture; may not be available on all documents



7. To edit existing annotations, just click on the annotation
8. Select **Save**



- **Note:** These edits save to your account and will not be seen by others.

CIVICCLERK®

View Agenda Notes

1. Select the **Notes** tab on the bottom of the page

The screenshot shows the 'Agendas' page in the CIVICCLERK application. The top navigation bar includes a 'FILTER' button, a search icon, and a user profile for 'Alyssa Cook'. The main content area displays a grid of agenda items, each with a date, time, and title. The bottom navigation bar has four tabs: 'AGENDAS', 'MINUTES', 'CIVICCLERK', and 'NOTES'. The 'NOTES' tab is highlighted with a red box.

Date	Time	Agenda Item
05/14/2020	9:00 AM	Leadership Committee Meeting
05/14/2020	12:00 AM	LC Committee Agenda
05/11/2020	8:30 AM	LC Committee Meeting
05/05/2020	4:25 PM	LC Committee Meeting
04/30/2020	1:57 PM	City Council Legislative Session
03/18/2020	9:30 AM	Leadership Committee Meeting
10/25/2019	9:00 AM	City Council Legislative Committee
09/28/2019	1:00 PM	Leadership Committee Meeting 9/28

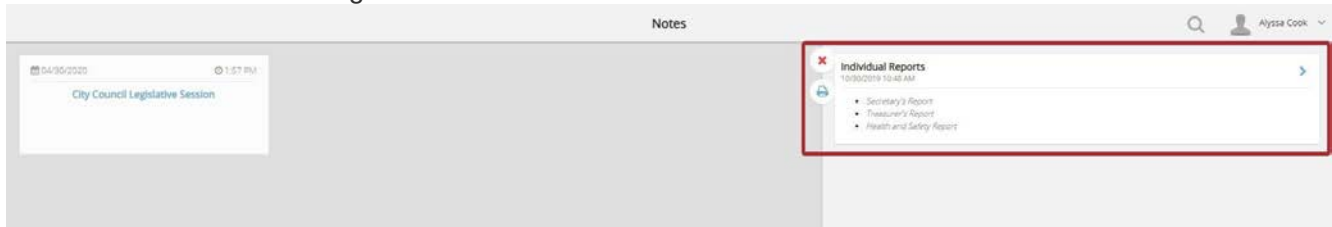
2. Select the desired **Agenda**

The screenshot shows the 'Notes' page in the CIVICCLERK application. The top navigation bar includes a 'FILTER' button, a search icon, and a user profile for 'Alyssa Cook'. The main content area displays a list of notes. The bottom navigation bar has four tabs: 'AGENDAS', 'MINUTES', 'CIVICCLERK', and 'NOTES'. The 'NOTES' tab is highlighted with a blue bar. A red box highlights the 'City Council Legislative Session' agenda item.

Date	Time	Agenda Item
04/30/2020	1:57 PM	City Council Legislative Session

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3. View **Notes** in the right side-bar



- **X:** Select the red X to delete the note
- **Print:** Select the printer icon to print the note
- **Note:** Click on the note itself to go to the agenda

ORDINANCE NO. 2020-130

AN ORDINANCE AUTHORIZING COMPENSATION, SALARIES AND WAGES TO EMPLOYEES OF THE ASHTABULA CITY MUNICIPAL COURT AND PROBATION DIVISIONS.

WHEREAS, the Ohio Revised Code requires that provision be made for the compensation of employees of the Ashtabula Municipal Court as set forth in Sections 1901.31, 1901.32 and 1901.33; and,

WHEREAS, the Judge of the Ashtabula Municipal Court and/or the City, in accordance with their respective authority and responsibility, have determined the amount and rate of compensation to be paid for the positions described in the attached exhibit; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Ashtabula, Ohio:

SECTION 1. Employees of the Ashtabula Municipal Court and Probation Divisions shall receive from the City treasury the following compensation, wages and salaries effective December 28, 2020 (note: all amounts are in dollars unless otherwise indicated):

See Exhibit "A"

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and related to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its Committees that resulted in such formal action were in meetings open to the public in compliance with the requirements of Section 10 of the Municipal Charter of the City of Ashtabula, Ohio, and of R. C. Section 121.22.

SECTION 3. For the reasons stated in the preamble, this ordinance, if approved by the votes of five (5) or more members of Council, shall take effect immediately, otherwise 30 days thereafter.

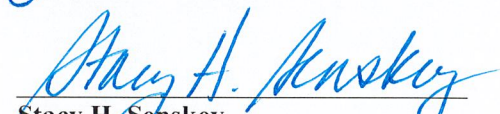
PASSED: December 21, 2020


John S. Roskovics
President of Council

Vote:

	Yea	Nay
Roskovics:	☒	☐
Speelman:	☒	☐
Foglio:	☒	☐
Crawford:	☒	☐
Young:	☒	☐
Harris:	☒	☐
Haines:	☒	☐

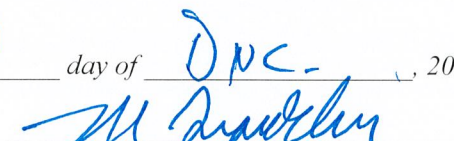
ATTEST:


Stacy H. Senskey
Clerk of Council

APPROVED:


James M. Timonere
City Manager

Approved as to form and correctness this 17th day of Dec., 2020.


Michael Franklin, Esq.
Ashtabula City Solicitor

MUNICIPAL COURT (Per Court Journal Entry)

Court Administrator	\$ 37,771.05 /yr.		
Supervisory Deputy Clerk	\$ 48,581.25 /yr.		
Civil Department Supervisor	\$ 37,684.92 /yr.		
Deputy Clerks (pay range starting and ending depending on seniority)	\$ 13.66 /hr.	to	\$ 23.36 /hr.
Head Bailiff	\$ 26,357.91 /yr.		
Bailiffs / Acting Bailiffs (pay range starting and ending depending on seniority)	\$ 9.78 /hr.	to	\$ 14.10 /hr.
Deputy Bailiffs / Court Security Officers (pay range starting and ending depending on seniority)	\$ 16.31 /hr.	to	\$ 16.55 /hr.
Probation Officer / Deputy Bailiff (Authority yet to be determined - holds 2 titles)	\$ 45,000.00 /yr.		
Magistrate	\$ 29.74 /hr.		
Drug Court Administrator / Deputy Bailiff (Paid Cour Special Projects)	\$ 21.02 /hr.		
Court Security Officer	\$ 16.31 /hr.		

MUNICIPAL COURT (Per Council's Authority)

Clerk of Court (Authority yet to be determined - holds 2 titles...Court Administrator as well)	\$ 37,771.05 /yr.
Chief Probation Officer	\$ 57,948.85 /yr.
Probation Officer / Deputy Bailiff (Authority yet to be determined - holds 2 titles)	\$ 45,000.00 /yr.
Probation Secretary	\$ 13.66 /hr.
Probation Officer (salary paid from Probation funds)	\$ 20.08 /hr.

MUNICIPAL COURT (Per Ohio Revised Code)

Judge	\$ 37,950.00 /yr.
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FILED

2020 NOV 23 2:25 PM

ASHTABULA
MUNICIPAL COURT

IN THE ASHTABULA MUNICIPAL COURT
ASHTABULA, OHIO

IN RE: 2021 SALARY AND WAGES
ASHTABULA MUNICIPAL COURT

JOURNAL ENTRY
November, 2020
Amended

This matter came before the Court for the purpose of establishing the 2021 Salary and Wages for the Ashtabula Municipal Court and the Probation Department of the Ashtabula Municipal Court. The Ashtabula Municipal Court's salary and wage will include the following:

AMC 2021 Spreadsheet for the purpose of designating the positions of the Court, Hourly Rate, Employee Status and Account Distribution.

The Court will have 8 part-time employees (2 of which there is a 50/50 split between City and Court Security Fund and 1 paid entirely out of a grant), 13 full-time employees (1 of which will be compensated 50% out of Probation Funds and 50% out of General Fund), the Judge, and 1 Consultant.

William Niemi will be resigning November 30, 2020. Jill Bowers is "Acting" Chief Probation Officer until further notice. It has not been determined if a Chief Probation Officer will be replaced.

Jill Bowers' salary will be compensated 50% out of Probation Fund 214.116.5101 and 50% City general fund.

The Court will hire a Probation Officer / Bailiff to replace to William Niemi at \$21.63/hour. The hire will be salary.

The Court will be contracting with NAD Holdings Inc. for IT services and support. Said agreement will be paid out of the Court Computer Fund 215.116.5101 and will be paid monthly at the rate to be determined.

Kathy Kasputis, Drug Court Administrator will be paid 100% out of Recovery Court grant. The grant has already been received.

Doug Warren will receive \$1,100.00 to be paid out of the Court Security Fund 216.116.5101 January 29, 2021.

Maria Rivera will receive \$1,500.00 to be paid out of Court Special Projects Fund 420.116.5101 January 29, 2020

Tonja Amato will receive \$750.00 to be paid out of Court Special Projects Fund 420.116.5101 January 29, 2020

Tamara Melnik will receive \$250.00 to be paid out of Court Special Fund 420.116.5101 January 29, 2020.

Robert Zimmerman will receive \$416.00 to be paid out of the Court Security Fund 216.116.5101 January 29, 2021. This shall occur quarterly.

Rick Alderman will receive \$624.00 to be paid out of the Court Security Fund 216.116.5101 January 29, 2021. This shall occur quarterly.

The Court will provide \$4,000 to the General Fund for security services provided by the Ashtabula Police Department. The monies will come out of the Court Special Project Fund 420.116.5101 and will be paid out at the end of the year.

IT SHALL BE NOTED IF AT ANY TIME THE ABOVE GRANT MONIES, COURT SECURITY AND/OR COURT COMPUTER FUNDS BECOME DEFICIENT THEN, THE MONIES SHALL COME OUT OF THE COURT SPECIAL PROJECT FUND 420.116.5101.

The Court employees will receive the same raise that Ashtabula City employees receive for 2021.

IT IS HEREBY ORDERED, ADJUDGED AND DECREED, that the City Council for the City of Ashtabula, Ohio shall appropriate the sums, for the reasonable and necessary operation of the Ashtabula Municipal Court for the calendar year 2021.

IT IS SO ORDERED.


LAURA DIGIACOMO, JUDGE
ASHTABULA MUNICIPAL COURT



ORDINANCE NO. 2021-76

AN ORDINANCE AUTHORIZING COMPENSATION, SALARIES AND WAGES TO
EMPLOYEES OF THE CITY OF ASHTABULA AND THE ASHTABULA CITY HEALTH
DISTRICT

WHEREAS, the daily operations of the City Manager's Department and the public's peace, health and safety require the enactment of this ordinance; and

WHEREAS, it is necessary for this Council and these Public Officers to adopt legislation to provide for the compensation, salaries and wages to all employees of the City of Ashtabula and the Ashtabula City Health District; and through separate legislation provide for the same for the Municipal Court and Probation Divisions;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Ashtabula, Ohio:

SECTION 1. That all employees of the City of Ashtabula, Ohio and the Ashtabula City Health District shall receive the following compensation, wages and salaries effective immediately (note: all amounts are in dollars unless otherwise indicated):

See Exhibit "A"

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and related to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its Committees that resulted in such formal action were in meetings open to the public in compliance with the requirements of Section 10 of the Municipal Charter of the City of Ashtabula, Ohio, and of R. C. Section 121.22.

SECTION 3. For the reasons stated in the preamble, this ordinance, if approved by the votes of five (5) or more members of Council, shall take effect immediately, otherwise 30 days thereafter.

PASSED: July 19, 2021

Vote:

	Yea	Nay
Roskovics:	☒	☐
Speelman:	☒	☐
Foglio:	☒	☐
Crawford:	☒	☐
Young:	☒	☐
Harris:	☒	☐
Haines:	☒	☐

John S. Roskovics
John S. Roskovics
President of Council

ATTEST:

Stacy H. Senskey
Stacy H. Senskey
Clerk of Council

APPROVED:

James M. Timonere
James M. Timonere
City Manager

Approved as to form and correctness this 19th day of July, 2021.

Michael Franklin, Esq.
Michael Franklin, Esq.
Ashtabula City Solicitor

Exhibit "A"

A. DIVISION OF PUBLIC WORKS AND DIVISION OF SANITATION

2021

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Laborer	\$ 20.51 /hr.	\$ 18.46 /hr.
Laborer Sanitation	\$ 20.51 /hr.	\$ 18.46 /hr.
Garage Attendant / Light Equipment	\$ 20.86 /hr.	\$ 18.77 /hr.
Heavy Equipment Operator (Class A)	\$ 22.40 /hr.	\$ 20.16 /hr.
Heavy Equipment Operator (Class A) Sanitation Semi	\$ 22.75 /hr.	\$ 20.48 /hr.
Heavy Equipment Operator (Class B)	\$ 22.01 /hr.	\$ 19.81 /hr.
Light Equipment Operator	\$ 20.86 /hr.	\$ 18.77 /hr.
Sweeper Operator	\$ 22.01 /hr.	\$ 19.81 /hr.
Auto Mechanic	\$ 22.49 /hr.	\$ 20.24 /hr.
Labor Foreman	\$ 23.49 /hr.	\$ 21.14 /hr.
Sanitation Foreman	\$ 23.49 /hr.	\$ 21.14 /hr.
Auto Mechanic / Foreman	\$ 23.49 /hr.	\$ 21.14 /hr.
Office Attendant/Light Equipment Operator	\$ 20.86 /hr.	\$ 18.77 /hr.
General Foreman / Public Works	\$ 23.24 /hr.	
Superintendent / Public Services	\$ 72,736.31 /yr.	

B. DIVISION OF WASTEWATER TREATMENT

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Operator I (Without Certification)	\$ 20.45 /hr.	\$ 18.41 /hr.
Operator I (Class I Certification)	\$ 22.21 /hr.	\$ 19.99 /hr.
Operator II (Class II Certification)	\$ 22.33 /hr.	\$ 20.10 /hr.
Operator II (Class II Certification) From Lab	\$ 23.59 /hr.	\$ 21.23 /hr.
Laboratory Technician I (Without Certification)	\$ 21.06 /hr.	\$ 18.95 /hr.
Laboratory Technician I (Class I Certification)	\$ 22.97 /hr.	\$ 20.67 /hr.
Laboratory Technician II (Class II Certification)	\$ 23.59 /hr.	\$ 21.23 /hr.
Chemist Level I	\$ 24.59 /hr.	\$ 22.13 /hr.
Chemist Level II	\$ 27.09 /hr.	\$ 24.38 /hr.
Chemist Level III	\$ 29.59 /hr.	\$ 26.63 /hr.
Maintenance Mechanic Helper	\$ 21.02 /hr.	\$ 18.92 /hr.
Maintenance Mechanic	\$ 22.49 /hr.	\$ 20.24 /hr.
Maintenance Foreman	\$ 23.49 /hr.	\$ 21.14 /hr.
Assistant Director / Pretreatment Program (Class III Certification)	\$ 23.59 /hr.	\$ 21.23 /hr.
Solids Operator (Without Certification)	\$ 20.86 /hr.	\$ 18.77 /hr.
Solids Operator (Class I Certification)	\$ 22.21 /hr.	\$ 19.99 /hr.
Solids Operator (Class II Certification)	\$ 23.59 /hr.	\$ 21.23 /hr.
Maintenance Electrician	\$ 22.49 /hr.	\$ 20.24 /hr.
Heavy Equipment Operator (Class B)	\$ 22.01 /hr.	\$ 19.81 /hr.
Laborer	\$ 20.51 /hr.	\$ 18.46 /hr.
Light Equipment Operator	\$ 20.86 /hr.	\$ 18.77 /hr.

Exhibit "A"

B. DIVISION OF WASTEWATER TREATMENT (continued)

Superintendent (Class III Certification) - Salary Position	\$ 55,828.21 /yr.	
Superintendent (Class IV Certification) - Salary Position	\$ 81,109.72 /yr.	
Superintendent (Class IV Certification) w/ Bachelor's Degree in Civil, Environmental or Chemical Engineering - Salary Position	\$ 84,040.96 /yr.	
Assistant Superintendent / Director Pretreatment & Water Pollution Program - Salary Position	\$ 77,500.00 /yr.	2020
	\$ 78,000.00 /yr.	(effective first payroll in JAN-21)
	\$ 79,000.00 /yr.	(effective first payroll in JAN-22)
Assistant Superintendent w / Engineering Degree - Salary Position	\$ 65,429.74 /yr.	
Assistant Superintendent (Class III Certification & Engineering Degree - Salary Position	\$ 68,155.98 /yr.	
Assistant Superintendent (Class IV Certification & Engineering Degree - Salary Position	\$ 70,882.21 /yr.	
Director-Pretreatment & Water Pollution Program - Class III Certification	\$ 27.32 /hr.	
Lead Operator (Class III Certification)	\$ 24.33 /hr.	

C. DIVISION OF PARKS, RECREATION & FORESTRY

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Tree Trimmer & Operator (Grade 1)	\$ 22.01 /hr.	\$ 19.81 /hr.
Tree Trimmer & Operator (Grade 2)	\$ 21.55 /hr.	\$ 19.40 /hr.
Tree Trimmer & Operator (Grade 3)	\$ 20.21 /hr.	\$ 18.19 /hr.
Tree Trimmer & Foreman	\$ 22.99 /hr.	\$ 20.69 /hr.
Recreation Maintenance (Grade 1)	\$ 21.05 /hr.	\$ 18.95 /hr.
Recreation Maintenance (Grade 2)	\$ 20.86 /hr.	\$ 18.77 /hr.
Recreation Maintenance (Grade 3)	\$ 20.21 /hr.	\$ 18.19 /hr.
Light Equipment Operator	\$ 20.86 /hr.	\$ 18.77 /hr.
Laborer	\$ 20.51 /hr.	\$ 18.46 /hr.
Part-Time Director of Recreation (20 hrs. / Week - no benefits)	\$ 16.97 /hr.	
*Concession Stand Manager	State minimum wage + 1%	
*Concession Stand Worker	State minimum wage + 1%	
*Lifeguard	State minimum wage + 1%	

**=Unless Council approves different amount*

Exhibit "A"

D. DIVISION OF TRAFFIC

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Laborer	\$ 20.51 /hr.	\$ 18.46 /hr.
Traffic Maintenance Operator (Grade 1)	\$ 22.01 /hr.	\$ 19.81 /hr.
Traffic Maintenance Operator (Grade 2)	\$ 21.05 /hr.	\$ 18.95 /hr.
Traffic Maintenance Operator (Grade 3)	\$ 20.21 /hr.	\$ 18.19 /hr.
Traffic Foreman	\$ 23.49 /hr.	\$ 21.14 /hr.
Supervisor	\$ 24.43 /hr.	\$ 21.99 /hr.

E. DIVISION OF PLANNING & COMMUNITY DEVELOPMENT (established 4/16/2012)

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Assistant Director	\$ 27.09 /hr.	\$ 24.38 /hr.
Project Administrator	\$ 24.83 /hr.	\$ 22.35 /hr.
Housing Inspector (Step 1)	\$ 23.49 /hr.	\$ 21.14 /hr.
Housing Inspector (Step 2)	\$ 24.62 /hr.	\$ 22.16 /hr.
Planner Grantsman	\$ 23.77 /hr.	\$ 21.39 /hr.
Building Inspector	\$ 24.31 /hr.	\$ 21.88 /hr.
Housing Inspector/Engineering Technician	\$ 25.36 /hr.	\$ 22.82 /hr.
Engineering Inspector	\$ 20.21 /hr.	\$ 18.19 /hr.
Engineering Technician	\$ 22.63 /hr.	\$ 20.37 /hr.
Senior Engineering Aide	\$ 20.21 /hr.	\$ 18.19 /hr.
Senior Civil Engineer	\$ 24.64 /hr.	\$ 22.18 /hr.
Civil Engineer	\$ 24.31 /hr.	\$ 21.88 /hr.
Executive Secretary	\$ 20.91 /hr.	\$ 18.82 /hr.
Commissioner of Buildings	\$ 25.34 /hr.	\$ 22.81 /hr.
Administrative Assistant	\$ 23.19 /hr.	\$ 20.87 /hr.
Animal Control Officer (Part-Time)	\$ 19.44 /hr.	\$ 17.50 /hr.
Animal Control / Code Enforcement Officer	\$ 21.71 /hr.	\$ 19.54 /hr.
Director - (Salary Position)	\$ 64,666.05 /yr.	
City Engineer (Salary position)	\$ 64,503.95 /yr.	
Supervisor & Senior Civil Engineer	\$ 26.78 /hr.	

F. DIVISION OF LANDS AND BUILDINGS

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Building Foreman	\$ 23.49 /hr.	\$ 21.14 /hr.
Building Maintenance Person I	\$ 20.86 /hr.	\$ 18.77 /hr.
Building Maintenance Person II	\$ 22.01 /hr.	\$ 19.81 /hr.
Janitor	\$ 20.31 /hr.	\$ 18.28 /hr.

Exhibit "A"

G. DIVISION OF FINANCE

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Accountant	\$ 23.19 /hr.	\$ 20.87 /hr.
Payroll & Human Resources Specialist	\$ 23.19 /hr.	\$ 20.87 /hr.
Accountant (Part-Time)	\$ 20.51 /hr.	\$ 18.46 /hr.
Accounting Assistant	\$ 23.19 /hr.	\$ 20.87 /hr.
Income Tax Specialist	\$ 23.85 /hr.	\$ 21.47 /hr.
Finance Clerk, Grade 1 (Full or Part-Time)	\$ 17.98 /hr.	\$ 16.18 /hr.
Finance Clerk, Grade 2 (Full or Part-Time)	\$ 18.09 /hr.	\$ 16.28 /hr.
Finance Clerk, Grade 3 (Full or Part-Time)	\$ 18.19 /hr.	\$ 16.37 /hr.
Finance Clerk, Grade 4 (Full or Part-Time)	\$ 18.30 /hr.	\$ 16.47 /hr.
Finance Clerk, Grade 5 (Full or Part-Time)	\$ 18.43 /hr.	\$ 16.59 /hr.
Assistant Finance Director (Salary Position)	\$ 53,056.38 /yr.	
Human Resources & Payroll Administrator (Salary Position)	\$ 48,233.07 /yr.	

H. HEALTH DEPARTMENT

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Registrar / Administrative Assistant	\$ 23.19 /hr.	\$ 20.87 /hr.
Registrar/Clerk	\$ 21.21 /hr.	\$ 19.09 /hr.
Health Commissioner (Full-time on a temporary basis for COVID-19 Pandemic Response)	\$ 32.84 /hr.	
Medical Director (Part-Time)	\$ 2,560.27 /yr.	
Public Health Nursing Director (Full-time on a temporary basis for COVID-19 Pandemic Response)	\$ 27.23 /hr.	
Public Health Nursing Director (Part-time, no benefits)	\$ 27.23 /hr.	
Environmental Health Director	\$ 27.23 /hr.	
Nurse (Part-Time)	\$ 19.09 /hr.	
Clerical Assistant	\$ 11.41 /hr.	
Public Health Support Specialist (Part-Time, temporary)	\$ 15.00 /hr.	

Exhibit "A"

I. ADMINISTRATION

City Manager	\$ 80,737.52 /yr. (as of 12-01-11)
	\$ 84,774.40 /yr. (effective 12-01-19)
	\$ 86,046.01 /yr. (effective 12-01-20)
	\$ 87,336.70 /yr. (effective 12-01-21)
	\$ 88,646.75 /yr. (effective 12-01-22)
Executive Assistant to the City Manager	\$ 24.84 /hr.
Executive Secretary (Grade 1)	\$ 23.19 /hr.
Executive Secretary (Grade 2)	\$ 19.32 /hr.
Executive Secretary (Grade 3)	\$ 18.18 /hr.
Executive Secretary (Grade 4)	\$ 12.49 /hr.
City Solicitor	\$ 77,167.10 /yr. (as of 12-01-11)
	\$ 81,025.46 /yr. (effective 12-01-19)
	\$ 82,240.84 /yr. (effective 12-01-20)
	\$ 83,474.45 /yr. (effective 12-01-21)
	\$ 84,726.57 /yr. (effective 12-01-22)
Assistant City Solicitor I (Salary Position)	\$ 69,024.42 /yr.
Assistant City Solicitor II (Salary Position)	\$ 52,701.85 /yr.
Part-time Clerical Assistant to the Solicitor (20 hours per week w/pro-r	\$ 12.33 /hr.
Director of Finance (Salary Position)	\$ 70,440.00 /yr.
	\$ 71,940.00 /yr. (as of 10-01-19)
	\$ 72,940.00 /yr. (as of 10-01-20)
Clerk of Council, Certified (Salary Position)	TBD /yr.
Clerk of Council (Salary Position)	\$ 46,690.00 /yr.

J. MISCELLANEOUS

Fair Housing Board Secretary	\$ 4,679.04 /yr.
Legal Intern	\$ 10.72 /hr.
Temporary Employee	State Minimum Wage to 12.70 / hour (Exact hourly rate determined by appointing authority)
Temporary Employee working in the bargaining unit	State Minimum + \$2.00 per hour

K. DIVISION OF FIRE (Hired Prior To 05/01/2012) Effective first payroll January, 2021

Fire Chief (Salary Position) \$ 81,849.01 /yr.

RANK	BASE	FF1	FF2	FF3	HAZ OPER	HAZ TECH
FF Probation	\$ 49,034.96	\$ 49,626.25	\$ 50,217.55	\$ 50,808.84	\$ 50,217.55	\$ 51,400.13
FF EMT	\$ 50,454.06	\$ 51,045.34	\$ 51,636.63	\$ 52,227.92	\$ 51,636.63	\$ 52,819.23
FF A-EMT	\$ 51,045.34	\$ 51,636.63	\$ 52,227.92	\$ 52,818.05	\$ 52,227.92	\$ 53,410.53
FF EMT-P	\$ 51,754.89	\$ 52,346.19	\$ 52,937.48	\$ 53,528.77	\$ 52,937.48	\$ 54,120.07
FF 1st	\$ 52,222.23	\$ 52,851.96	\$ 53,481.68	\$ 54,111.42	\$ 53,481.68	\$ 54,741.13
FF EMT	\$ 53,733.57	\$ 54,363.29	\$ 54,993.01	\$ 55,622.74	\$ 54,993.01	\$ 56,252.48
FF A-EMT	\$ 54,363.29	\$ 54,993.01	\$ 55,622.74	\$ 56,251.22	\$ 55,622.74	\$ 56,882.20
FF EMT-P	\$ 55,118.97	\$ 55,748.69	\$ 56,378.42	\$ 57,008.14	\$ 56,378.42	\$ 57,637.87
Engineer	\$ 55,616.68	\$ 56,287.33	\$ 56,957.99	\$ 57,628.64	\$ 56,957.99	\$ 58,299.31
ENG. EMT	\$ 57,226.25	\$ 57,896.91	\$ 58,567.56	\$ 59,238.22	\$ 58,567.56	\$ 59,908.88
ENG. A-EMT	\$ 57,896.91	\$ 58,567.56	\$ 59,238.22	\$ 59,907.55	\$ 59,238.22	\$ 60,579.54
ENG. EMT-P	\$ 58,701.69	\$ 59,372.35	\$ 60,043.02	\$ 60,713.67	\$ 60,043.02	\$ 61,384.35
Lieutenant	\$ 59,231.76	\$ 59,946.01	\$ 60,660.27	\$ 61,374.51	\$ 60,660.27	\$ 62,088.77
LT. EMT	\$ 60,945.96	\$ 61,660.21	\$ 62,374.45	\$ 63,088.71	\$ 62,374.45	\$ 63,802.97
LT. A-EMT	\$ 61,660.21	\$ 62,374.45	\$ 63,088.71	\$ 63,801.54	\$ 63,088.71	\$ 64,517.22
LT. EMT-P	\$ 62,517.30	\$ 63,231.56	\$ 63,945.81	\$ 64,660.07	\$ 63,945.81	\$ 65,374.32
Captain	\$ 63,081.83	\$ 63,842.51	\$ 64,603.19	\$ 65,363.86	\$ 64,603.19	\$ 66,124.54
Capt. EMT	\$ 64,907.44	\$ 65,668.11	\$ 66,428.80	\$ 67,189.47	\$ 66,428.80	\$ 67,950.17
Capt. A-EMT	\$ 65,668.11	\$ 66,428.80	\$ 67,189.47	\$ 67,948.65	\$ 67,189.47	\$ 68,710.84
Capt. EMT-P	\$ 66,580.93	\$ 67,341.61	\$ 68,102.28	\$ 68,862.96	\$ 68,102.28	\$ 69,623.65
RANK	FF1/HAZ OP	FF1/H TECH	FF2/HAZ OP	FF2/H TECH	FF3/HAZ OP	FF3/H TECH
FF Probation	\$ 50,808.84	\$ 51,991.42	\$ 51,400.13	\$ 52,582.71	\$ 51,991.42	\$ 53,174.00
FF EMT	\$ 52,227.92	\$ 53,410.53	\$ 52,819.23	\$ 54,001.82	\$ 53,410.53	\$ 54,593.10
FF A-EMT	\$ 52,819.23	\$ 54,001.82	\$ 53,410.53	\$ 54,593.10	\$ 54,001.82	\$ 55,184.40
FF EMT-P	\$ 53,528.77	\$ 54,711.36	\$ 54,120.07	\$ 55,302.65	\$ 54,711.36	\$ 55,893.94
FF 1st	\$ 54,111.42	\$ 55,370.86	\$ 54,741.13	\$ 56,000.58	\$ 55,370.86	\$ 56,630.31
FF EMT	\$ 55,622.74	\$ 56,882.20	\$ 56,252.48	\$ 57,511.93	\$ 56,882.20	\$ 58,141.65
FF A-EMT	\$ 56,252.48	\$ 57,511.93	\$ 56,882.20	\$ 58,141.65	\$ 57,511.93	\$ 58,771.38
FF EMT-P	\$ 57,008.14	\$ 58,267.61	\$ 57,637.87	\$ 58,897.32	\$ 58,267.61	\$ 59,527.06
Engineer	\$ 57,628.64	\$ 58,969.97	\$ 58,299.31	\$ 59,640.62	\$ 58,969.97	\$ 60,311.28
ENG. EMT	\$ 59,238.22	\$ 60,579.54	\$ 59,908.88	\$ 61,250.21	\$ 60,579.54	\$ 61,920.87
ENG. A-EMT	\$ 59,908.88	\$ 61,250.21	\$ 60,579.54	\$ 61,920.87	\$ 61,250.21	\$ 62,591.53
ENG. EMT-P	\$ 60,713.67	\$ 62,055.00	\$ 61,384.35	\$ 62,725.66	\$ 62,055.00	\$ 63,396.31
Lieutenant	\$ 61,374.51	\$ 62,803.01	\$ 62,088.77	\$ 63,517.26	\$ 62,803.01	\$ 64,231.51
LT. EMT	\$ 63,088.71	\$ 64,517.22	\$ 63,802.97	\$ 65,231.47	\$ 64,517.22	\$ 65,945.72
LT. A-EMT	\$ 63,802.97	\$ 65,231.47	\$ 64,517.22	\$ 65,945.72	\$ 65,231.47	\$ 66,659.96
LT. EMT-P	\$ 64,660.06	\$ 66,088.57	\$ 65,374.32	\$ 66,802.82	\$ 66,088.57	\$ 67,517.07
Captain	\$ 65,363.86	\$ 66,885.21	\$ 66,124.54	\$ 67,645.89	\$ 66,885.21	\$ 68,406.56
Capt. EMT	\$ 67,189.47	\$ 68,710.84	\$ 67,950.17	\$ 69,471.52	\$ 68,710.84	\$ 70,232.19
Capt. A-EMT	\$ 67,950.17	\$ 69,471.52	\$ 68,710.84	\$ 70,232.19	\$ 69,471.52	\$ 70,992.88
Capt. EMT-P	\$ 68,862.96	\$ 70,384.33	\$ 69,623.65	\$ 71,145.00	\$ 70,384.33	\$ 71,905.69

L. DIVISION OF FIRE Continued (Hired After 05/01/2012) Effective first payroll January, 2021

RANK	BASE	FF1	FF2	FF3	HAZ OPER	HAZ TECH
FF Probation	\$ 44,131.47	\$ 44,663.62	\$ 45,195.80	\$ 45,727.95	\$ 45,195.80	\$ 46,260.12
FF EMT	\$ 45,408.65	\$ 45,940.81	\$ 46,472.97	\$ 47,005.13	\$ 46,472.97	\$ 47,537.31
FF A-EMT	\$ 45,940.81	\$ 46,472.97	\$ 47,005.13	\$ 47,536.25	\$ 47,005.13	\$ 48,069.48
FF EMT-P	\$ 46,579.41	\$ 47,111.57	\$ 47,643.73	\$ 48,175.89	\$ 47,643.73	\$ 48,708.06
FF 1st	\$ 47,000.00	\$ 47,566.77	\$ 48,133.51	\$ 48,700.28	\$ 48,133.51	\$ 49,267.02
FF EMT	\$ 48,360.21	\$ 48,926.96	\$ 49,493.71	\$ 50,060.47	\$ 49,493.71	\$ 50,627.23
FF A-EMT	\$ 48,926.96	\$ 49,493.71	\$ 50,060.47	\$ 50,626.10	\$ 50,060.47	\$ 51,193.98
FF EMT-P	\$ 49,607.07	\$ 50,173.83	\$ 50,740.58	\$ 51,307.33	\$ 50,740.58	\$ 51,874.08
Engineer	\$ 50,055.01	\$ 50,658.60	\$ 51,262.20	\$ 51,865.78	\$ 51,262.20	\$ 52,469.38
ENG. EMT	\$ 51,503.63	\$ 52,107.22	\$ 52,710.81	\$ 53,314.40	\$ 52,710.81	\$ 53,918.00
ENG. A-EMT	\$ 52,107.22	\$ 52,710.81	\$ 53,314.40	\$ 53,916.80	\$ 53,314.40	\$ 54,521.59
ENG. EMT-P	\$ 52,831.52	\$ 53,435.12	\$ 54,038.71	\$ 54,642.30	\$ 54,038.71	\$ 55,245.91
Lieutenant	\$ 53,308.58	\$ 53,951.41	\$ 54,594.24	\$ 55,237.06	\$ 54,594.24	\$ 55,879.89
LT. EMT	\$ 54,851.36	\$ 55,494.19	\$ 56,137.00	\$ 56,779.83	\$ 56,137.00	\$ 57,422.67
LT. A-EMT	\$ 55,494.19	\$ 56,137.00	\$ 56,779.83	\$ 57,421.38	\$ 56,779.83	\$ 58,065.49
LT. EMT-P	\$ 56,265.57	\$ 56,908.40	\$ 57,551.23	\$ 58,194.06	\$ 57,551.23	\$ 58,836.89
Captain	\$ 56,773.65	\$ 57,458.26	\$ 58,142.86	\$ 58,827.47	\$ 58,142.86	\$ 59,512.09
Capt. EMT	\$ 58,416.70	\$ 59,101.31	\$ 59,785.92	\$ 60,470.52	\$ 59,785.92	\$ 61,155.15
Capt. A-EMT	\$ 59,101.31	\$ 59,785.92	\$ 60,470.52	\$ 61,153.78	\$ 60,470.52	\$ 61,839.76
Capt. EMT-P	\$ 59,922.84	\$ 60,607.45	\$ 61,292.05	\$ 61,976.66	\$ 61,292.05	\$ 62,661.29
RANK	FF1/HAZ OP	FF1/H TECH	FF2/HAZ OP	FF2/H TECH	FF3/HAZ OP	FF3/H TECH
FF Probation	\$ 45,727.95	\$ 46,792.27	\$ 46,260.12	\$ 47,324.45	\$ 46,792.27	\$ 47,856.60
FF EMT	\$ 47,005.13	\$ 48,069.48	\$ 47,537.31	\$ 48,601.63	\$ 48,069.48	\$ 49,133.80
FF A-EMT	\$ 47,537.31	\$ 48,601.63	\$ 48,069.48	\$ 49,133.80	\$ 48,601.63	\$ 49,665.96
FF EMT-P	\$ 48,175.89	\$ 49,240.23	\$ 48,708.06	\$ 49,772.38	\$ 49,240.23	\$ 50,304.55
FF 1st	\$ 48,700.28	\$ 49,833.77	\$ 49,267.02	\$ 50,400.53	\$ 49,833.77	\$ 50,967.28
FF EMT	\$ 50,060.47	\$ 51,193.98	\$ 50,627.23	\$ 51,760.74	\$ 51,193.98	\$ 52,327.48
FF A-EMT	\$ 50,627.23	\$ 51,760.74	\$ 51,193.98	\$ 52,327.48	\$ 51,760.74	\$ 52,894.25
FF EMT-P	\$ 51,307.33	\$ 52,440.85	\$ 51,874.08	\$ 53,007.59	\$ 52,440.85	\$ 53,574.36
Engineer	\$ 51,865.78	\$ 53,072.97	\$ 52,469.38	\$ 53,676.56	\$ 53,072.97	\$ 54,280.15
ENG. EMT	\$ 53,314.40	\$ 54,521.59	\$ 53,918.00	\$ 55,125.19	\$ 54,521.59	\$ 55,728.78
ENG. A-EMT	\$ 53,918.00	\$ 55,125.19	\$ 54,521.59	\$ 55,728.78	\$ 55,125.19	\$ 56,332.38
ENG. EMT-P	\$ 54,642.30	\$ 55,849.50	\$ 55,245.91	\$ 56,453.09	\$ 55,849.50	\$ 57,056.68
Lieutenant	\$ 55,237.06	\$ 56,522.71	\$ 55,879.89	\$ 57,165.53	\$ 56,522.71	\$ 57,808.36
LT. EMT	\$ 56,779.83	\$ 58,065.49	\$ 57,422.67	\$ 58,708.32	\$ 58,065.49	\$ 59,351.15
LT. A-EMT	\$ 57,422.67	\$ 58,708.32	\$ 58,065.49	\$ 59,351.15	\$ 58,708.32	\$ 59,993.97
LT. EMT-P	\$ 58,194.05	\$ 59,479.71	\$ 58,836.89	\$ 60,122.54	\$ 59,479.71	\$ 60,765.36
Captain	\$ 58,827.47	\$ 60,196.69	\$ 59,512.09	\$ 60,881.30	\$ 60,196.69	\$ 61,565.91
Capt. EMT	\$ 60,470.52	\$ 61,839.76	\$ 61,155.15	\$ 62,524.38	\$ 61,839.76	\$ 63,208.97
Capt. A-EMT	\$ 61,155.15	\$ 62,524.37	\$ 61,839.76	\$ 63,208.97	\$ 62,524.38	\$ 63,893.59
Capt. EMT-P	\$ 61,976.66	\$ 63,345.90	\$ 62,661.29	\$ 64,030.50	\$ 63,345.90	\$ 64,715.12

2021

M. CLERICAL (Note: amounts are per hour)

Full-Time, Hired Before 05/01/12

<u>GRADE</u>	<u>ENTRANCE</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>4 YEARS</u>
1	\$ 16.24	\$ 16.52	\$ 16.76	\$ 17.05	\$ 17.35
2	\$ 16.52	\$ 16.76	\$ 17.05	\$ 17.35	\$ 17.62
3	\$ 16.76	\$ 17.05	\$ 17.35	\$ 17.62	\$ 17.94
4	\$ 17.05	\$ 17.35	\$ 17.62	\$ 17.94	\$ 18.26
5	\$ 17.35	\$ 17.62	\$ 17.94	\$ 18.26	\$ 18.65
6	\$ 17.62	\$ 17.94	\$ 18.26	\$ 18.65	\$ 19.00
7	\$ 17.94	\$ 18.26	\$ 18.65	\$ 19.00	\$ 19.45
8	\$ 18.26	\$ 18.65	\$ 19.00	\$ 19.45	\$ 19.95
9	\$ 18.65	\$ 19.00	\$ 19.45	\$ 19.95	\$ 20.49
10	\$ 19.00	\$ 19.45	\$ 19.95	\$ 20.49	\$ 21.21

Full-Time, Hired After 05/01/12

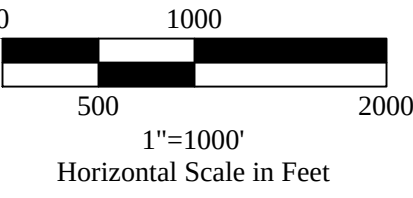
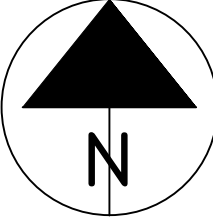
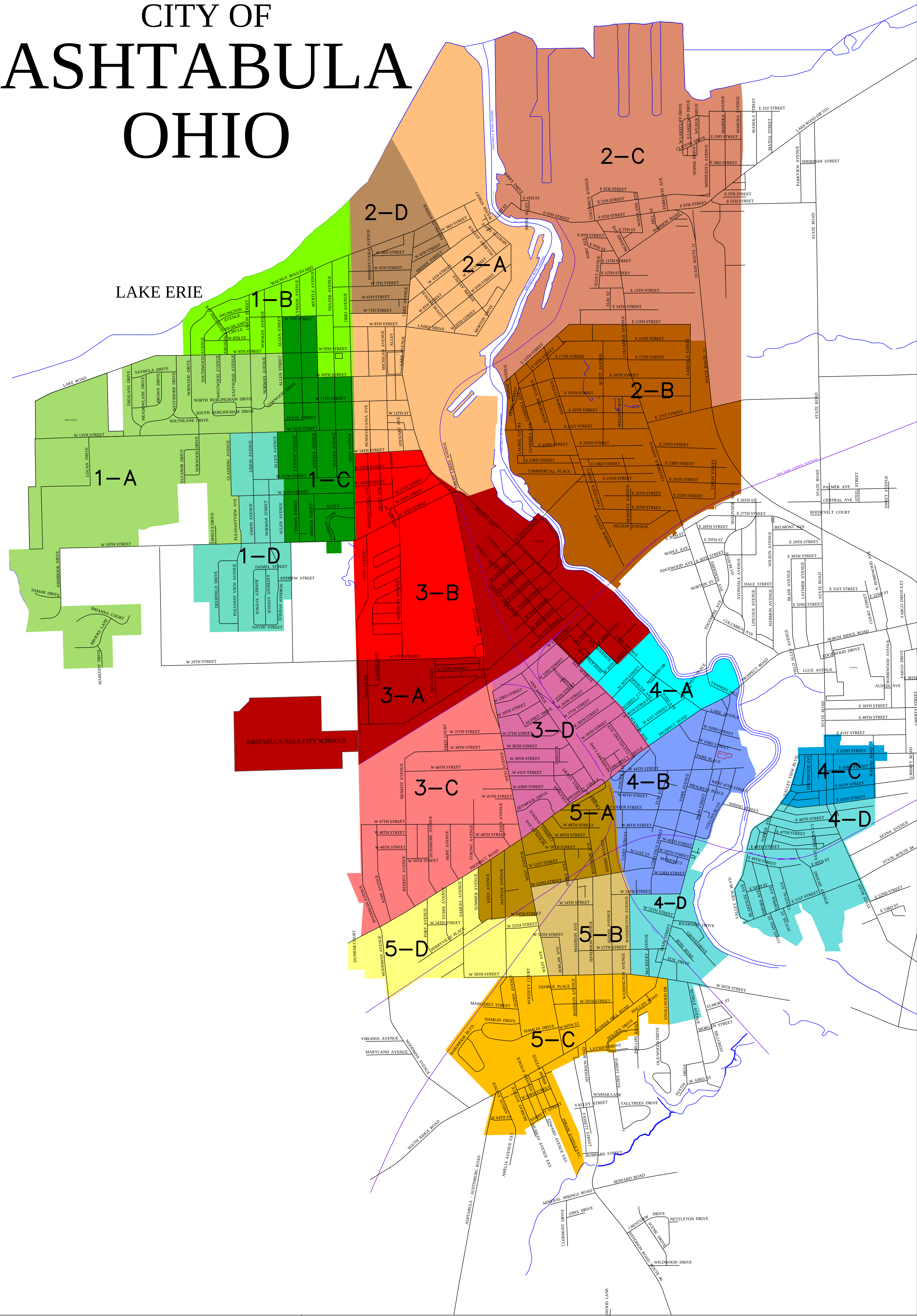
<u>GRADE</u>	<u>ENTRANCE</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>4 YEARS</u>
1	\$ 14.62	\$ 14.87	\$ 15.08	\$ 15.35	\$ 15.62
2	\$ 14.87	\$ 15.08	\$ 15.35	\$ 15.62	\$ 15.86
3	\$ 15.08	\$ 15.35	\$ 15.62	\$ 15.86	\$ 16.15
4	\$ 15.35	\$ 15.62	\$ 15.86	\$ 16.15	\$ 16.43
5	\$ 15.62	\$ 15.86	\$ 16.15	\$ 16.43	\$ 16.79
6	\$ 15.86	\$ 16.15	\$ 16.43	\$ 16.79	\$ 17.10
7	\$ 16.15	\$ 16.43	\$ 16.79	\$ 17.10	\$ 17.51
8	\$ 16.43	\$ 16.79	\$ 17.10	\$ 17.51	\$ 17.96
9	\$ 16.79	\$ 17.10	\$ 17.51	\$ 17.96	\$ 18.44
10	\$ 17.10	\$ 17.51	\$ 17.96	\$ 18.44	\$ 19.09

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Administrative Assistant	\$ 23.19 /hr.	\$ 20.87 /hr.
Clerical / Secretarial Floater	\$ 16.65 /hr.	\$ 14.99 /hr.
Clerk / Typist, Part-Time	\$ 13.30 /hr.	\$ 11.97 /hr.

N. DIVISION OF POLICE

	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Police Computer Records Clerk	\$ 21.21 /hr.	\$ 19.09 /hr.
Police Legal Reporter	\$ 21.21 /hr.	\$ 19.09 /hr.
Administrative Assistant	\$ 23.19 /hr.	\$ 20.87 /hr.
Dispatcher Entrance	\$ 36,180.65 /yr.	\$ 32,562.59 /yr.
Dispatcher, 1 year	\$ 38,308.86 /yr.	\$ 34,477.97 /yr.
Dispatcher, 2 years	\$ 40,437.17 /yr.	\$ 36,393.45 /yr.
Dispatcher, 3 years	\$ 42,778.25 /yr.	\$ 38,500.43 /yr.
Police Officer in Training	\$ 10.72	
Patrolman Entrance	\$ 51,151.61 /yr.	\$ 46,036.45 /yr.
Patrolman, 1 year	\$ 53,710.82 /yr.	\$ 48,339.74 /yr.
Patrolman, 2 years	\$ 54,966.51 /yr.	\$ 49,469.86 /yr.
Patrolman, 3 years	\$ 56,221.97 /yr.	\$ 50,599.77 /yr.
Patrolman, 4 years	\$ 57,498.64 /yr.	\$ 51,748.78 /yr.
	<u>Hired Before 05/01/12</u>	<u>Hired After 05/01/12</u>
Non-Probationary Lieutenant	\$ 64,398.48 /yr.	\$ 57,958.63 /yr.
Non-Probationary Captain	\$ 70,838.34 /yr.	
Dispatcher / Corrections (Part-Time - Grade 1)	\$ 11.26	
Dispatcher / Corrections (Part-Time - Grade 2)	\$ 11.79	
Dispatcher / Corrections (Part-Time - Grade 3)	\$ 12.33	
Dispatcher / Corrections (Part-Time - Grade 4)	\$ 12.86	
Dispatcher / Corrections (Part-Time - Grade 5)	\$ 13.40	
Dispatcher / Corrections (Part-Time - Grade 6)	\$ 13.94	
Dispatcher / Corrections (Part-Time - Grade 7)	\$ 14.47	
Dispatcher / Corrections (Part-Time - Grade 8)	\$ 15.00	
Dispatcher / Corrections (Part-Time - Grade 9)	\$ 15.54	
Police Chief (Salary Position)	\$ 81,849.01	

CITY OF ASHTABULA OHIO



WARD MAP


GLAUS PYLE SCHOMER BURNS
& DEHAVEN, INC.
GPD GROUP
100 East Federal Street, Suite 200, Youngstown, Ohio 44503
330-599-4321, Fax 330-599-4320

CHAPTER 105

Wards and Boundaries

105.01 Division into wards.

105.02 First Ward.

105.03 Second Ward.

105.04 Third Ward.

105.05 Fourth Ward.

105.06 Fifth Ward.

CROSS REFERENCES

Wards established - see CHTR. Sec. 3

Annexation and detachment - see Ohio R.C. Ch. 709

Voting precincts - see Ohio R.C. 3501.18

105.01 DIVISION INTO WARDS.

The City is subdivided into five wards, bounded and described in Sections 105.02 through 105.06.
(1980 Code 12.01)

105.02 FIRST WARD.

Bounded on the North by the portion of the north municipal corporate limits line of the City of Ashtabula located west of a point which is the intersection of a northerly extension of the centerline of Ohio Avenue with said municipal corporate limits line;

Bounded on the East by the center line of Ohio Avenue and a northerly extension of the center line of Ohio Avenue to its point of intersection with the north municipal corporate limits line.

Bounded on the South by the portion of the municipal corporate limits line located west of the intersection of the center line of Ohio Avenue with the center line of West 19th Street, also known as Carpenter Road, including the incorporated areas located south of and contiguous to West 19th Street/Carpenter Road, and specifically including the incorporated areas known as Mareddy Estates Subdivision, Ashbrook Subdivision, and Deerfield Allotment Subdivision; and

Bounded on the West by the portion of the west corporate limits line located north of the center line of West 19th Street/Carpenter Road.

(Ord. 2012-190. Passed 12-17-12.)

105.03 SECOND WARD.

Bounded on the North by the portion of the north municipal corporate limits line of the City of Ashtabula located east of its point of intersection with a line which is a northerly extension of the centerline of Ohio Avenue;

Bounded on the East by the portion of the east municipal corporate limits line located north of the east-west railroad right-of-way commonly referred to as the CSX line;

Bounded on the South by the portion of the municipal corporate limits line which follows the center line of the foregoing railroad right-of-way and is located east of the center of the Ashtabula River channel, but including those incorporated areas located contiguous to and south of said railroad right-of-way, specifically including the incorporated portions of Columbus Avenue, East 28th Street, East 29th Street and East 30th Street; and

Bounded on the West by the following: Commencing at a point in the center of the Ashtabula River channel, which point is the intersection of the center line of the foregoing CSX railroad right-of-way with the center of the Ashtabula River channel;

Thence northerly along the center of the Ashtabula River channel to a point due east of the point of intersection of the center line of Great Lakes Avenue with the center line of Lake Avenue;

Thence due west to said point where the center lines of Great Lakes Avenue and Lake Avenue intersect;

Thence northerly along the center line of Lake Avenue to its point of intersection with the center line of West 14th Street;

Thence westerly along the center line of West 14th Street to its point of intersection with the center line of Ohio Avenue;

Thence northerly along the centerline of Ohio Avenue, and a northerly extension thereof, to a point which is the intersection of said northerly extension of the centerline of Ohio Avenue with the north municipal corporate limits line.

(Ord. 2012-190. Passed 12-17-12.)

105.04 THIRD WARD.

Bounded on the North as follows: Commencing at a point in the center of the Ashtabula River channel due east of the intersection of the center line of Great Lakes Avenue with the center line of Lake Avenue;

Thence due east to said point where the center line of Great Lakes Avenue intersects the center line of Lake Avenue;

Thence northerly along the center line of Lake Avenue to its point of intersection with the center line of West 14th Street;

Thence westerly along the center line of West 14th Street to its point of intersection with the center line of Ohio Avenue.

Bounded on the East as follows: Commencing at the point of intersection of the center line of Station Avenue with the center line of U.S. Route 20;

Thence northerly along the center line of Station Avenue to its point of intersection with the center line of West 34th Street;

Thence easterly along the center line of West 34th Street to its point of intersection with the center line of Superior Avenue;

Thence southerly along the center line of Superior Avenue to its point of intersection with the center line of West 36th Street;

Thence easterly, along the center line of West 36th Street and on a line which is an extension of the center line of West 36th Street, to its point of intersection with the center of the Ashtabula River channel.

Thence northerly, along the center of the Ashtabula River channel, to a point due east of the intersection of the center line of Great Lakes Avenue with the center line of Lake Avenue;

Bounded on the South by the center line of U.S. Route 20 between its point of intersection with the west corporate limits line and its

point of intersection with the center line of Station Avenue; and

Bounded on the West by the corporate limits of the City of Ashtabula north of the center line of U.S. Route 20 and south of the center line of West 14th Street, including the incorporated areas on Wade Avenue (West 29th Street) west of Ohio Avenue Extension, and specifically including the Ashtabula Area City Schools elementary campus..

(Ord. 2012-190. Passed 12-17-12.)

105.05 FOURTH WARD.

Bounded on the North by the following: Commencing at the point of intersection of the center line of U.S. Route 20 with the center line of the north-south railroad right-of-way commonly referred to as the Norfolk Southern line;

Thence easterly along the center line of U.S. Route 20 to its point of intersection with the center line of Station Avenue;

Thence northerly along the center line of Station Avenue to its point of intersection with the center line of West 34th Street;

Thence easterly along the center line of West 34th Street to its point of intersection with the center line of Superior Avenue;

Thence southerly along the center line of Superior Avenue to its point of intersection with the center line of West 36th Street;

Thence easterly along the center line of West 36th Street and along a line which is an extension of the center line of West 36th Street, to the point of intersection of said line with the easterly corporate limits line of the City of Ashtabula;

Bounded on the East by the corporate limits of said City of Ashtabula south of the point of intersection of a line which is an extension of the center line of West 36th Street, with the said corporate limits line;

Bounded on the South by the portion of the municipal corporate limits line of the City of Ashtabula located east of the center line of Knollwood Avenue; and

Bound on the West by the following: Commencing at the point of intersection of the south municipal corporate limits line with the center line of Knollwood Avenue;

Thence northerly along the center line of Knollwood Avenue to its point of intersection with the center line of West 58th Street;

Thence westerly along the center line of West 58th Street to its point of intersection with the center line of Washington Avenue;

Thence northerly along the center line of Washington Avenue to its point of intersection with the centerline of West 54th Street and with the center line of the adove-mentioned north-south railroad right-of-way;

Thence northerly along the center line of said railroad right-of-way to its point of intersection of the center line of said right-of-way with the center line of U.S. Route 20.

(Ord. 2012-190. Passed 12-17-12.)

105.06 FIFTH WARD.

Bounded on the North by the center line of the portion of U.S. Route 20 located between the west municipal corporate limits line of said City of Ashtabula and the center line of the north-south railroad right-of-way commonly referred to as the Norfolk Southern line;

Bounded on the East by the following: Commencing at the point of intersection of the south municipal corporate limits line with the center line of Knollwood Avenue;

Thence northerly along the center line of Knollwood Avenue to its point of intersection with the center line of West 58th Street;

Thence westerly along the center line of West 58th Street to its intersection with the center line of Washington Avenue;

Thence northerly along the center line of Washington Avenue to its point of intersection with the centerline of West 54th Street and with the center line of the foregoing north-south railroad right-of-way;

Thence northerly along the center line of said railroad right-of-way to its point of intersection with the center line of U.S. Route 20;

Bounded on the South by the portion of the south municipal corporate limits line located west of the point of intersection of the center line of Knollwood Avenue with said municipal corporate limits line; and

Bounded on the West by the portion of the west municipal corporate limits line located south of U.S. Route 20. (Ord. 2012-190. Passed 12-17-12.)

CITY OF ASHTABULA