

THE CITY COUNCIL OF NORTH ROYALTON, OHIO

ORDINANCE NO. 14-27

INTRODUCED BY: Mayor Stefanik, Antoskiewicz, Marnecheck

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF NORTH ROYALTON PART 2 ADMINISTRATION CODE CHAPTER 252 DIVISION OF MUNICIPAL PARKS, PROPERTIES, CEMETERIES AND RECREATION, AND CHAPTER 280 RECREATION BOARD SECTION 280.03 RECREATION DIRECTOR, AMENDING ORDINANCE 10-103 STAFFING AND CLASSIFICATION PLAN FOR THE VARIOUS DEPARTMENTS OF THE CITY OF NORTH ROYALTON SECTION 9 RECREATION DEPARTMENT, AMENDING ORDINANCE 12-197 ESTABLISHING RATES OF COMPENSATION FOR NON UNION EMPLOYEES, AND AMENDING ORDINANCE 03-139 ESTABLISHING THE SALARY RANGES OF VARIOUS DEPARTMENT HEADS OF THE CITY OF NORTH ROYALTON, AND DECLARING AN EMERGENCY

WHEREAS: Council and the Administration have determined that the position of Recreation Director/Parks, Cemetery and Recreation Foreman should be created in the City of North Royalton; and

WHEREAS: It is therefore necessary to amend the Codified Ordinances of the City of North Royalton, Part 2 Administration Code, Chapter 252 Division of Municipal Parks, Properties, Cemeteries and Recreation, and Chapter 280 Recreation Board, Section 280.03 Recreation Director; and

WHEREAS: It is also necessary to amend Ordinance 10-103 Staffing and Classification Plan for the City of North Royalton to provide for the staffing of this position; and

WHEREAS: It is further necessary to amend Ordinance 12-197 in order to establish the salary for the position of Recreation Director/Parks, Cemetery and Recreation Foreman; and

WHEREAS: It is also necessary to amend Ordinance 03-139 in order to remove the position of Director of Recreation from the list of Department Heads contained in the ordinance; and

WHEREAS: Council desires to provide for these amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH ROYALTON, COUNTY OF CUYAHOGA AND STATE OF OHIO, THAT:

Section 1. Part 2 Administration Code, Chapter 252 Division of Municipal Parks, Properties, Cemeteries and Recreation of the Codified Ordinances of the City of North Royalton is hereby amended to hereinafter read as follows:

~~252.01 RECREATION DIRECTOR.~~

~~(a) — There is hereby established the position of Recreation Director in the Division of Municipal Parks, Properties, Cemeteries and Recreation. All applicants for such position shall be interviewed for qualifications by the Recreation Board. Thereafter, the Board shall recommend to the Mayor its choice of applicants for the position of Director.~~

~~(b) — Notwithstanding subsection (a) hereof, the Mayor may appoint the Director as set forth in Article IX of the City Charter.~~

~~252.02 ADDITIONAL PERSONNEL.~~

~~(a) — Council hereby establishes the following positions in the recreation programs.~~

~~(1) — Recreation Labor Supervisor (part time)~~

~~(2) — Summer help (part time)~~

~~(3) — Laborer (part time)~~

~~(b) — Notification of the need for additional personnel shall be recommended by the Recreation Director to the Recreation Board, and if such need is confirmed by the Board, the names of applicants shall be submitted by the Board to the Mayor.~~

~~(c) — If additional personnel are required to properly maintain the recreation programs and facilities, such need shall be submitted to the Mayor by the Board.~~

252.01 RECREATION DIRECTOR/PARKS, CEMETERY AND RECREATION FOREMAN.

There is hereby established the Position of Recreation Director/Parks, Cemetery and Recreation Foreman.

a) Job Summary. The Recreation Director/Foreman is a full time appointed position, serving at the discretion of the Mayor, and responsible for the day to day operation of the Parks, Cemetery and Recreation Division and such other duties as may from time to time be required by the Mayor, Director of Public Service and Properties and/or Council. This position is not classified as Civil Service.

b) Essential Job Functions. The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- 1) *Prepares the annual budget for the Recreation Department; assists in preparation of Division budgets;*
- 2) *Attends all regular or special meetings of the Recreation Board;*
- 3) *Works with all agents of the city such as soccer club, baseball club and such other clubs as may be created from time to time;*
- 4) *Helps coordinate scheduling of sports fields;*
- 5) *Creates, operates and supervises various sports related or recreation related programs for the youth and adult residents of the city;*
- 6) *Operates the divisions within the appropriation budget of the city;*
- 7) *Consults with the Planning Commission and other department heads concerning future recreation lands for the city;*
- 8) *Monitors the condition and maintenance of city recreation facilities, cemetery and parks;*
- 9) *Train employees as to tasks and use of departmental equipment;*
- 10) *Supervise, assign and assist employees in day to day duties in the cemetery, parks and recreation division, including but not limited to: burials; snow plowing; grass cutting; sports field maintenance and other related property maintenance duties;*
- 11) *Maintain Division reports and records.*
- 12) *Perform any other duties as directed by the Mayor and/or Director of Public Service and Properties.*

c) Only those duties directly related to Recreation shall fall under the jurisdiction of the Recreation Board. All other duties shall fall under the supervision and direction of the Mayor and/or Director of Public Service and Properties.

252.02 PERSONNEL.

Additional personnel for the Division of Municipal Parks, Properties, Cemeteries and Recreation shall be as determined by ordinance of Council.

Section 2. Part 2 Administration Code, Chapter 280 Recreation Board, Section 280.03 Recreation Director of the Codified Ordinances of the City of North Royalton is hereby amended to hereinafter read as follows:

280.03 RECREATION DIRECTOR.

(a) The Recreation Board shall interview applicants for the position of Recreation Director if a vacancy in such position exists. If a vacancy exists, ***the Board shall recommend to the Mayor its choice of applicants for the position of Director.*** ~~the Mayor may appoint the applicant selected by the Board to fill such vacancy. Such appointment shall be subject to the approval of a majority of the members elected to Council.~~

(b) Notwithstanding subsection (a) hereof, the Mayor may appoint the Director as set forth in Article IX of the City Charter.

~~(b) The Director shall perform his or her duties under the direct supervision of the Mayor, which duties shall be to implement the programs and policies formulated by the Board and approved by Council. The Director shall also, with the concurrence of the Board, recommend to the Mayor any action pertaining to the employment, promotion, suspension or discharge of the recreation program personnel staff. Any action performed by the Mayor pertaining to the employment, promotion, suspension or discharge of any member of the recreational program personnel shall be subject to the approval of the majority of the members of Council.~~

~~(c) The Director shall be employed on a part time basis.~~

Section 3. Council hereby amends Ordinance No. 10-103, Staffing and Classification Plan, Section 9 Recreation Department, which shall hereinafter read as follows:

Section 9. The **Recreation Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Recreation Director/ <i>Parks, Cemetery and Recreation Foreman</i>	One (1)
2) Tractor/Truck Operator (part time)	Three (3)
3) Mower Operator (part time)	Four (4)
4) Laborer (part time)	Six (6)

Section 4. Council hereby amends Ordinance 12-197 to hereinafter read as follows:

<u>Recreation Department</u> <i>Recreation Director/Parks, Cemetery and Recreation Foreman</i>	<i><u>Low Range</u></i> <i>\$64,516.41</i>	<i><u>High Range</u></i> <i>\$75,297.89</i>
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Section 5. Council hereby amends Ordinance 03-139 by removing the position of Director of Recreation (part time) from the list of Department Heads contained in the ordinance.

Section 6. Chapter 252 and Chapter 280 of the Codified Ordinances, Ordinance 10-103, Ordinance 03-139 and Ordinance 12-197 are hereby amended as provided for herein and all other provisions of each ordinance shall remain in full force and effect.

Section 7. This Ordinance shall supersede all previously adopted Ordinances in direct conflict herewith.

Section 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 9. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the city, and for the further reason that Council has determined that it is immediately necessary to establish the position of Recreation Director/Parks, Cemetery and Recreation Foreman in the City of North Royalton.

/s/ Larry Antoskiewicz
PRESIDENT OF COUNCIL

APPROVED: /s/ Robert A. Stefanik
MAYOR

DATE PASSED: March 4, 2014

DATE APPROVED: March 5, 2014

ATTEST: /s/ Laura J. Haller
DIRECTOR OF LEGISLATIVE SERVICES

First reading February 18, 2014
Second reading suspended
Third reading March 4, 2014
Amended March 4, 2014

YEAS: Antoskiewicz, Nickell, Petrusky, Langshaw,
Marnecheck, Muller, Kasaris

NAYS: none