

ORDINANCE NO. 2023-62

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN

AN ORDINANCE ESTABLISHING THE SALARY RANGE AND PAY-RATE RANGE FOR NON-BARGAINING UNIT EMPLOYEES, AND DECLARING AN EMERGENCY.

WHEREAS, Council wishes to memorialize current staff wages while providing flexibility within the salary and pay ranges to provide for general wage increases without having to revise its salary and pay range ordinance; and

WHEREAS, Council will still determine rates of pay through its annual appropriation ordinances; and

WHEREAS, this ordinance is intended to establish base rates of pay, and does not include the value of any health care and hospitalization insurance benefits or any other fringe benefits that may be offered by the City to employees from time to time;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, OHIO THAT:

Section 1. Council hereby establishes salary ranges and ranges for hourly rates of pay for non-bargaining unit employees of the City as set forth in Exhibit A hereto, a copy of which is attached and which is incorporated herein by reference as if fully rewritten.

Section 2. The salary ranges and ranges for hourly rates of pay established in this ordinance are rates of base compensation, and do not include the value of any health and hospitalization insurance or any other fringe benefits that may be offered by the City to employees from time to time.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating 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 all legal requirements.

Section 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City and for the further reason that the salary ranges and pay rates be established as soon as possible; wherefore, this ordinance shall be in full force and effect from and immediately after its adoption and approval by the Mayor.

CITY OF UNIVERSITY HEIGHTS, OHIO

**_____
MICHAEL DYLAN BRENNAN, MAYOR**

PASSED: _____

ATTEST:

**_____
KELLY M. THOMAS, CLERK OF COUNCIL**

APPROVED AS TO FORM:

**_____
LUKE F. MCCONVILLE, LAW DIRECTOR**

EXHIBIT A

(Attach Excel Spreadsheet)

ORDINANCE NO. 2019-75

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN

AN ORDINANCE AMENDING SECTION 2 OF ORDINANCE NOS. 2016-39 and 2019-61 BY UPDATING ANNUAL COMPENSATION RATE OF SPECIFIED EMPLOYEES AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS THAT:

Section 1. That Section 2 of Ordinance No. 2016-39 and 2019-61 are hereby amended to read as follows:

Section 2. Annual Compensation - The annual base salary compensation range of appointed officials of the City of University Heights covered by this Ordinance shall be as follows:

Chief of the Division of Police,	\$90,000 - \$115,000 \$122,000
Chief of the Division of Fire,	\$90,000 - \$110,000 \$122,000
Finance Director	\$70,000 - \$125,000
Economic Development	\$50,000 - \$86,000
Building Commissioner	\$70,000 - \$90,000 \$94,500
Housing Director	\$50,000 - \$80,000 \$84,000.00
Service Director	\$70,000 - \$90,000 \$94,500
Manager Senior Services	\$10,000 - \$20,000
Clerk of Council	\$65,000 - \$75,000 \$75,000
Parks Director (Part-time, seasonal)	\$7,000 - \$9,000
Aquatic Director (Part-time, seasonal)	\$8,000 - \$15,000
Communications Director	\$50,000 - \$70,000

Section 2. Mayor shall advise members of City Council of all changes in the base salaries of the aforementioned positions at its next regularly scheduled meeting.

Section 3. In addition to base salary, directors shall be entitled to the following paid benefits: (i) health and hospitalization insurance or annual stipend of \$2,400.00 in lieu of health and hospitalization insurance; (ii) clothing allowance (as applicable); (iii) any benefit or payment set forth in the City's employee handbook, provided, however, that said employee handbook must be approved and adopted by Council; and (iv) any other bonus or payment that the director would otherwise be entitled to if that director were a member of the union whose membership the director supervises, including, but not necessarily limited to, longevity pay, health and fitness bonus, and any other incidental remuneration.

Section 4. Council acknowledges and agrees that benefits and bonus or incidental payments have customarily been made to directors in the past, and hereby ratifies any such payments made to directors in prior years based on this custom and practice.

Section 5. No Director or Chief is entitled to earn or be paid any overtime pay.

Section 6. All remaining provisions of Ordinance No. 2016-04 not revised by this Ordinance or other duly adopted Ordinances shall remain in full force and effect.

Section 7. Section 4 of Ordinance 2009-16 is hereby repealed.

Section 8. In the event that this ordinance is inconsistent with the terms and conditions or any prior ordinance, this ordinance shall supersede such prior ordinance(s) and be controlling.

Section 9. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety in the City; provided it receives the affirmative vote of two-thirds of the members of Council, this Ordinance shall take effect and be in force immediately upon its passage by the Council and approval by the Mayor; otherwise, it shall take effect and be in force after the earliest period allowed by law

ORDINANCE NO. 2021--__

INTRODUCED BY: VICE MAYOR MICHELE WEISS

AN ORDINANCE AMENDING ORDINANCE 2019-75 BY UPDATING AND CLARIFYING EMPLOYEE BENEFITS PROVISIONS, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS THAT:

Section 1. The annual compensation range of appointed officials of the City of University Heights covered by this Ordinance shall be as follows:

Chief of the Division of Police,	\$90,000 - \$131,250
Chief of the Division of Fire,	\$90,000 - \$136,500
Finance Director	\$70,000 - \$125,000
Economic Development	\$50,000 - \$95,000
Building Commissioner	\$70,000 - \$95,000
Housing Director	\$50,000 - \$95,000
Service Director	\$70,000 - \$95,000
Manager Senior Services	\$10,000 - \$20,000
Clerk of Council	\$60,000 - \$70,000
Parks Director (Part-time, seasonal)	\$7,000 - \$9,000
Aquatic Director (Part-time, seasonal)	\$8,000 - \$15,000
Communications Director	\$50,000 - \$70,000

Section 2. In addition to base salary, Directors, members of the Fire Prevention Bureau, and the Assistant Service Director shall be entitled to the following paid benefits: (i) health and hospitalization insurance or annual stipend (at the rate of \$250.00/month for individual coverage or \$500/month for family coverage, as applicable) in lieu of health and hospitalization insurance; and (ii) any benefit or payment set forth in the City's employee handbook, provided, however, that said benefit or payment must be approved and adopted by Council.

Section 3. In addition to base salary, the currently employed Chief of the Division of Police, the currently employed Chief of the Division of Fire, the currently employed Service Director, the currently employed and appointed members of the Fire Prevention Bureau, and the currently employed Assistant Service Director are hereby grandfathered and shall be entitled to a clothing allowance, in accordance with amounts established pursuant to the collective bargaining agreement relating to their respective departments.

Section 4. In addition to base salary, the currently employed Chief of the Division of Police and the currently employed Chief of the Division of Fire shall be entitled to any other bonus or payment that (a) the Director would otherwise be entitled to if that Director were a member of the union whose membership the director supervises, including, but not necessarily limited to, longevity pay, health and fitness bonus, and any other incidental remuneration and (b) such benefit is approved by Council on an annual basis in its ordinance establishing compensation rates.

Section 5. No Director or other non-bargaining unit employee hired after the effective date of this ordinance shall be entitled only to those benefits established by ordinance or set forth in the Employee Handbook and specifically designated for such Director or non-bargaining unit employee. Directors and other non-bargaining unit employees shall not be entitled to collectively-bargained-for-benefits that relate to their respective departments.

Section 6. Except as otherwise set forth in this ordinance, or in Ordinance 2019-75, Ordinance 2019-61 or Ordinance 2016-39, currently employed Directors shall not be entitled to any other bonus or payment that the Director would otherwise be entitled to if that Director were a member of the union whose membership the director supervises, including, but not necessarily limited to, longevity pay, health and fitness bonus, and any other incidental remuneration.

Section 7. Sections 3, 4 and 5 of Ordinance 2019-75 are hereby repealed. The remaining Sections of Ordinance 2019-75 shall remain in full force and effect.

Section 8. In the event that there is any inconstancy or contradiction between this Ordinance and Ordinance 2019-75, this Ordinance shall be controlling. In the event that there is any inconstancy or contradiction between this Ordinance and Ordinance 2019-61, this Ordinance shall be controlling. In the event that there is any inconstancy or contradiction between this Ordinance and Ordinance 2016-39, this Ordinance shall be controlling.

Section 9. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety in the City; provided it receives the affirmative vote of two-thirds of the members of Council, this Ordinance shall take effect and be in force immediately upon its passage by the Council and approval by the Mayor; otherwise, it shall take effect and be in force after the earliest period allowed by law

Section 10. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

City of University Heights, Ohio

Michael Dylan Brennan, Mayor

Passed: _____

Attest:

Kelly M. Thomas, Clerk of Council

Approved As To Form:

Luke F. McConville, Law Director

Section 10. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

City of University Heights, Ohio

Michael Dylan Brennan, Mayor

Passed: _____

Attest:

Kelly M. Thomas, Clerk of Council

Approved As To Form:

Luke F. McConville, Law Director

City of University Heights Salary Ordinance

<u>Department</u>	<u>Classification</u>	<u>Base Pay Range/Rate</u>	<u>Employee Status</u>
Administration	Assistant to the Mayor on Special Projects	\$55,000.00 - \$82,500.00	Full-Time
	Front Desk Receptionist	Not to Exceed: \$26.00	Full-Time
	Intern	Not to Exceed: \$15.00	Part-Time
Civic Engagement	Director of Communications and Civic Engagement	\$55,000.00 - \$82,500.00	Full-Time
Clerk of Council	Clerk of Council	\$65,000.00 - \$87,500.00	Full-Time
	Assistant Clerk of Council	\$19.23 - \$28.85	Part-Time
Economic Development	Economic Development Director	\$65,000.00 - \$97,500.00	Full-Time
Finance	Finance Director (FT)	\$110,000.00 - \$150,000.00	Full-Time
	Finance Director (PT)	\$31.25 - \$46.88	Part-Time
	Deputy Finance Director (FT)	\$65,000.00 - \$85,000.00	Full-Time
	Deputy Finance Director (PT)	\$31.25 - \$40.87	Part-Time
	Finance Associate (Payroll/Benefits Manager) (FT)	\$45,000.00 - \$67,500.00	Full-Time
	Finance Associate (Payroll/Benefits Manager) (PT)	\$21.63 - \$32.45	Part-Time
Fire	Fire Chief	\$110,000.00 - \$150,000.00	Full-Time
	Executive Captain	\$110,000.00 - \$135,000.00	Full-Time
	Administrative Assistant II	\$45,000.00 - \$67,500.00	Full-Time
	Administrative Assistant I	\$40,000.00 - \$60,000.00	Full-Time
Housing	Housing and Community Development Director	\$65,000.00 - \$97,500.00	Full-Time
	Administrative Assistant II	\$45,000.00 - \$67,500.00	Full-Time
	Administrative Assistant I	\$40,000.00 - \$60,000.00	Full-Time
	Housing Inspector	\$40,000.00 - \$60,000.00	Full-Time
	Intern, Coordinating Specialist	Not to Exceed: \$15.00	Part-Time
Lands and Building	Maintenance	\$31,200.00 - \$46,800.00	Full-Time
Police/Traffic Control	Police Chief	\$110,000.00 - \$150,000.00	Full-Time
	Administrative Assistant II	\$45,000.00 - \$67,500.00	Full-Time
	Administrative Assistant I	\$40,000.00 - \$60,000.00	Full-Time
	Crossing Guard	Not to Exceed: \$18.00	Part-Time
Public Service/Refuse Collection	Service Department Director	\$85,000.00 - \$110,000.00	Full-Time
	Assistant Service Director	\$65,000.00 - \$97,500.00	Full-Time
	Recreation Director	Not to Exceed: \$28.00	Seasonal Part-Time
	Pool Manager		Seasonal Part-Time
	Assistant Pool Manager		Seasonal Part-Time
	Tennis Instructor		Seasonal Part-Time

Summer Recreation/Pool	Pool Shift Manager	Not to Exceed: \$18.00	Seasonal Part-Time
	Lifeguard		Seasonal Part-Time
	Guard/WSI		Seasonal Part-Time
	Front Desk		Seasonal Part-Time
	Pool Concessions		Seasonal Part-Time
	Front Desk & Concessions		Seasonal Part-Time
	Pool Janitor		Seasonal Part-Time
	Pool Attendant/Crossing Guard		Seasonal Part-Time

*Part-time employees shall work no more than thirty-four (34) hours per week.

*Part-Time employees shall not be eligible for City Holiday or Vacation benefits.

*Seasonal Part-Time employees shall not be eligible for City healthcare benefits.

*No newly hired employee may be hired at a wage rate that exceeds the midpoint of the pay range.

*General wage increases may be awarded *WITHIN* the salary ranges listed in the Salary Table.

*Base Rate is for salary only (i.e., other payments for eligible benefits and allowances, including healthcare waivers, longevity, leave payouts, etc., are not include in base rates.

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 1 of 4

POSITION DESCRIPTION

Position Title:	Finance Director	Employee Name:	Dennis Kennedy
Class Title:	Finance Director	Class Number:	
Dept./Div.:	Finance	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under the administrative direction of the Mayor, organizes, plans, and directs all activities of the Finance Department; responsible for all financial functions such as budget preparation, accounting for all monies received and disbursed, investment of interim funds, and any other activities that directly relate to the overall financial affairs of the City; acts as the budget administrator, accounting manager, treasurer, benefits administrator, and purchasing agent in the Finance Department.

QUALIFICATIONS:

Bachelor's degree from an accredited four (4) year college or university in accounting, finance, or related field and five (5) years of progressively responsible experience in accounting, including at least three (3) years as a supervisor in a Finance Department; Master's degree in related financial field or public accountant certification is preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be bonded.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 30% 1. Plans, directs, coordinates, and manages the operations of the City's Finance Department; develops and implements financial plans, controls, and guidelines for departmental policies and procedures (e.g., administers the City budget and budgeting process; computes cost estimates and payroll projections for programs and related expenditures, budget forecasts and reports; makes or supervises all deposits and investments for all funds; prepares financial resolutions and ordinances; monitors all fiscal activity and modifies operating, capital and tax budgets as needed; reviews and signs operation, payroll and tax refund checks); maintains expenditures and inventory controls; implements adjustments to operational plans; reviews contracts, purchase orders, and/or agreements; reviews and analyzes accountability requirements, internal control, and development procedures; reviews proposed legislation and establishes new policies in line with legislative requirements.
- 30% 2. Supervises and coordinates all accounting transactions (e.g., processing of all accounting transactions; entering pay in receipts and preparing a variety of reports; supervises the preparation of 1099s and W-2s in compliance with IRS rules and regulations; monitors all payroll and accounts payable functions as required to insure compliance with all applicable statutes, laws, and local ordinances; etc.).
- 20% 3. Develops, prepares, analyzes, updates, and oversees preparation and maintenance of various

Date Adopted: 4/1/2023

Developed by:

{4/20/2023 PDUVHCI 00296313.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

4867-4680-7932, v. 1

CITY OF UNIVERSITY HEIGHTS

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POSITION DESCRIPTION

Position Title:	Finance Director	Employee Name:	Dennis Kennedy
Class Title:	Finance Director	Class Number:	
Dept./Div.:	Finance	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

financial-related reports, records, analyses, financial statements, and/or other documentation; oversees the distribution of all financial reports issued by the department; coordinates, oversees the preparation, maintains decentralized inventory records, coordinates with federal, state, local, and regulatory agencies as appropriate.

- 5- 4. Administers and enforces all provisions of the City/RITA income tax ordinance (e.g., establishes and maintains all tax accounts, records processing, and payment depositing; interprets provisions of the tax ordinance and issues rulings for taxpayers and auditors as requested; creates and administers delinquent tax program; etc.); testifies in court as needed.
- 10%
- 5- 5. Directs and supervises all personnel assigned to the Finance Department (e.g., coordinates the duties and responsibilities of said personnel to insure efficient workflow; schedules assigned tasks; interviews job applicants; recommends the hiring of job applicants; evaluates employee performance; recommends discipline; receives employee complaints; approves and recommends the approval of leave requests; attends and/or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; etc.).
- 10%
- 5- 6. Represents the Finance Department at public meetings; establishes cooperation with the public; attends Council and Finance Committee meetings; assists with City employee health benefits program (e.g., communicates with employees regarding the health benefits program(s), including medical, dental, vision, life, etc.; receives and responds to employee questions; and conducts cost analyses and projections in conjunction with broker, etc.).
- 10%
- 5- 7. Assists in Bureau of Workers' Compensation financial administration (e.g., compiles reports, provides payroll histories to relevant parties, etc.).
- 10%
8. Maintains required licensures and certification.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

CITY OF UNIVERSITY HEIGHTS

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Page 3 of 4

POSITION DESCRIPTION

Position Title:	Finance Director	Employee Name:	Dennis Kennedy
Class Title:	Finance Director	Class Number:	
Dept./Div.:	Finance	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: principles, practices, procedures and laws relating to public fiscal management; City/RITA income tax ordinances,* City Charter,* and Federal and State fiscal laws; generally accepted accounting principles (GAAP); basic accounting; principles, theories, and practices of governmental accounting, income tax auditing, internal auditing, income tax administration, budget management, and purchasing; bookkeeping; budgeting; finance; payroll practices and procedures; City policies and procedures;* department goals and objectives;* department policies and procedures;* office practices and procedures; English grammar and spelling; records management; personnel administration; supervisory principles and practices.

Skill in: computer operation; adding machine or calculator operation; use of modern office equipment; use or operation of computer software programs.

Ability to: plan, organize, and direct the work of City funds management; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; deal with nonverbal symbols in formulas, equations, or graphs; calculate fractions, decimals, and percentages; apply concepts of algebra and/or geometry; conduct audits and analysis of records; write instructions and specifications; prepare accurate documentation; compile and prepare complex reports; proofread technical materials, recognize errors, and make corrections; use proper research methods to gather data; communicate effectively in writing and verbally; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; respond to routine inquiries from public and/or officials; develop and maintain effective working relationships; resolve complaints; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; safeguard information of a sensitive or confidential nature.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, computer software, printer, calculator, communication devices, copy machine, fax machine, voice recorder, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for Council meetings.

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may be exposed to health problems associated with extended computer use; the employee may occasionally experience hostility from the general public. This employee may be personally liable for the Village's finances as a condition of employment.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Date Adopted: 4/1/2023

Developed by:

{4/20/2023 PDUVHCI 00296313.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

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CITY OF UNIVERSITY HEIGHTS

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POSITION DESCRIPTION

Position Title:	Finance Director	Employee Name:	Dennis Kennedy
Class Title:	Finance Director	Class Number:	
Dept./Div.:	Finance	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

Date Adopted: 4/1/2023

Developed by:

{4/20/2023 PDUVHCI00296313.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

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POSITION DESCRIPTION

Position Title:	Clerk of Council	Employee Name:	Kelly Thomas
Class Title:	Clerk of Council	Class Number:	
Dept./Div.:	Council	Bargaining Unit Status:	Excluded
Reports to:	Council	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under general supervision of the Vice Mayor/Council, Clerk of Council maintains Municipal records and certifies Municipal documents relating to Council and Committees of Council and acts as the liaison between City Council and the public.

QUALIFICATIONS:

Associate's degree from an accredited university with major course work in Public Administration, Business Administration, or related discipline; Bachelor's degree preferred; two (2) years recent demonstrated work experience in local government performing administrative, clerical, or related activities; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certification as a Municipal Clerk; Certification as a Master Municipal Clerk.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 50% 1. Attends all Council meetings and Council Committee meetings; prepares Council agenda after consultation with the Mayor/Council; gives notice of Council meetings; keeps the journal; advertises public hearings; records in separate books all ordinances and resolutions enacted by Council and has the same published in the manner provided by Charter; acts as a resource for support to all City departments, residents, and citizens; performs all responsibilities as provided in the Charter; responsible for public notices and minute keeping of all public meetings of all City committees, except as otherwise assigned.
- 25% 2. Responds to requests from all City Council members; handles Council correspondence; records and maintains Ordinances and Resolutions; oversees the City's compliance with the Ohio Public Records Act and Ohio Sunshine Laws; advises and assists City departments and various agencies with public records compliance; counter-signs all checks greater than \$1,000.00; provides legislation to Codifier; administers civil service exams for Police and Fire departments.
- 25% 3. Oversees general office operation; manages staff calendars and schedules; greets, interacts and assists City Officials, visitors, guests, and walk-in residents for Council Office; answers telephones and responds to inquiries or refers inquires to proper department; follows through with other departments to ensure information was provided; composes letters, memos, e-mails regarding Council business; assists in preparing presentations; trains incoming Council members and new employees in usage of specialized software; coordinates meetings, training, conferences, seminars for Council and staff, and arranges travel, if necessary; assists in the formulation of the annual budget; performs purchasing responsibilities for Council expenditures and monitors Council

Date Adopted: 4/1/2023

Developed by:

{4/25/2023 PDUVHCI 00296456.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

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Page 2 of 3

POSITION DESCRIPTION

Position Title:	Clerk of Council	Employee Name:	Kelly Thomas
Class Title:	Clerk of Council	Class Number:	
Dept./Div.:	Council	Bargaining Unit Status:	Excluded
Reports to:	Council	FLSA Status:	Exempt

budget; cross trains to perform other jobs in office.

4. Maintains required licensures and certification.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City and department goals and objectives;* City and department policies and procedures;* City Charter;* applicable City ordinances;* personnel rules and regulations; supervisory principles and practices; administrative practices and principles; local geographic area; government structure and process; workplace safety practices and procedures; training and development; project management; public relations; office practices and procedures; English grammar and spelling.

Skill in: use of office equipment; computer operation and all related software; photography and videography; communications; marketing; civic engagement; public outreach.

Ability to: establish and maintain effective working relationships with supervisor, co-workers, other City departments and public officials, representatives of various local, county, state and federal agencies, the media, citizens of the community, and representatives of various public and private entities to create a positive public image of the Department; provide effective supervision; resolve employee grievances or conflicts; conduct or direct investigations of public inquiries and complaints; resolve complaints and conflicts as needed; create, prepare and present effective records and reports; demonstrate effective problem-solving, decision-making, project management, time management, and organizational skills; determine material and equipment needs; prepare accurate documentation; respond to routine inquiries from public and/or officials; train or instruct others; handle sensitive inquiries from and contacts with officials and general public; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; communicate effectively.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, computer software / computer programs, printer, typewriter, calculator, communication devices, copy machine, fax machine, and other standard business office equipment.

Date Adopted: 4/1/2023

Developed by:

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Date Revised: _____

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CITY OF UNIVERSITY HEIGHTS

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Page 3 of 3

POSITION DESCRIPTION

Position Title:	Clerk of Council	Employee Name:	Kelly Thomas
Class Title:	Clerk of Council	Class Number:	
Dept./Div.:	Council	Bargaining Unit Status:	Excluded
Reports to:	Council	FLSA Status:	Exempt

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for Council meetings.

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may be exposed to health problems associated with extended computer use; the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

Date Adopted: 4/1/2023

Developed by:

{4/25/2023 PDUVHCI 00296456.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

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Page 1 of 4

POSITION DESCRIPTION

Position Title:	Chief of Police	Employee Name:	Dustin Rogers
Class Title:	Chief of Police	Class Number:	
Dept./Div.:	Police	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under the administrative direction of the Mayor and Safety Director, administers and directs the operations of the police department; directs personnel functions; sets departmental policy for crime prevention and crime response; responds to major criminal matters and/or emergencies and may assume command; oversees facility, equipment, and supplies; oversees training and instructional activities; performs public relations activities and other administrative duties.

QUALIFICATIONS:

Possession of a High School Diploma or GED required; possession of an Associate's Degree in Criminal Justice or related field preferred; possession of FBI Academy Certification or PELC Certification is preferred; must be a Certified Peace Officer in the State of Ohio; five (5) years of experience in a supervisory position in a Police Department; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities necessary to perform the essential functions of the position; must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the City's vehicle insurance policy;

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 50% 1. Serves as Chief Administrator of the Police Department; responsible for supervision of all staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, evaluates performance, reviews daily operations, meets with supervisors daily, receives and adjusts grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops and implements policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, has access to financial data used in monitoring department budget, etc.).
- 20% 2. Plans for and directs the overall operation of the police department (e.g., safety; training; equipment and facilities; public relations policies and procedures; etc.); actively participates in community outreach programs throughout the village to educate the public on public safety, etc.; prepares and submits department budget and other financial documents; develops, administers, and monitors the Department's operating budget and capital improvement program (e.g., conducts fiscal/economic impact studies and cost/benefit analyses to prepare budget projections; applies for and obtains grant funding for departmental projects; prepares and compiles budget and management reports; controls departmental expenditures; prepares annual budget estimates);

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Developed by:

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Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title:	Chief of Police	Employee Name:	Dustin Rogers
Class Title:	Chief of Police	Class Number:	
Dept./Div.:	Police	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

prepares and submits department budget and other financial documents; conducts or orders internal investigations; takes command at major incidents/emergencies; may assist Patrol Division on calls or stops as needed.

10- 3. Develops, implements, and administers department goals, objectives and mission; effectively
15% communicates goals, objectives, and status to staff.

10- 4. Prepares reports and answers correspondence for Safety Director/Mayor, as needed; maintains
15% and establishes relationships with City officials (e.g., meets regularly with the Safety Director/Mayor, Department Heads, Law Director, and City Council to discuss issues of concern, etc.); attends public functions and gives presentations related to the department; performs all other duties assigned by Safety Director and/or Mayor, etc.; serves as primary liaison to other local, state, and federal agencies on matters of interest to the department; responds to media inquiries and maintains effective working relationship with media; maintains cooperative working relationships with community organizations, other City departments; participates in regional collaborative groups/programs; oversees patrol and dispatch units; etc.

10% 5. Attends meetings of City Council and other such committees, boards, and commissions as deemed necessary by the Mayor; represents the department as directed; responds to concerns or complaints regarding Service Department activities; investigates and resolves problems as needed; maintains current awareness of public works issues, trends, and practices; attends various meetings and training to maintain current job knowledge and abilities, or as needed or directed.

6. Maintains required licensures and certification.

7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City and department goals and objectives;* City and department policies and procedures;* budgeting; government structure and process; law enforcement administration; supervisory principals and practices; labor relations; staffing; professional law enforcement procedures and methods; federal, state, and local laws; geographic layout of jurisdiction;* first aid; government structure; OPOTA certification/licensure

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4869-4806-8988, v. 1

CITY OF UNIVERSITY HEIGHTS

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POSITION DESCRIPTION

Position Title:	Chief of Police	Employee Name:	Dustin Rogers
Class Title:	Chief of Police	Class Number:	
Dept./Div.:	Police	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

requirements; law enforcement equipment and weapons; security practices and procedures; safety practices and procedures; L.E.A.D.S. computer operations; public relations.

Skill in: operating/utilizing law enforcement equipment; operating/utilizing investigative tools and instruments; operating a motor vehicle; operation and care of firearms; computer operation; use of modern office equipment.

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve municipal problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; explain application of laws, rules, regulations, policies, standards, procedures to others; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; conduct effective interviews; communicate effectively; prepare and deliver speeches and presentations; understand a variety of written and verbal communications; write instructions and specifications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; work under stressful conditions and maintain composure; travel to and gain access to work site; maintain weapon proficiency.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Automated external defibrillators (“AED”) or hard paddles, biological evidence collection kits (e.g., blood collection kits, DNA collection kits), emergency medical services first aid kits, handcuffs, firearms, taser, filter masks, laptop computers, mobile data computers in police cruisers, automobile, radar based surveillance systems, radar speed readers, still cameras, digital cameras, radios (e.g., two way, base station, and police car), duty belt, extra vest, pepper spray, body cameras, and other standard law enforcement equipment, computers (and all related software) and standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for significant weather events, emergencies, and Council meetings.

The employee: uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to a variety of life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; is periodically exposed to blood and other bodily fluids.

The employee occasionally lifts objects 50 lbs. or less; occasionally, carries objects 50 lbs. or less; occasionally pushes objects 50 lbs. or less; occasionally pulls objects 50 lbs. or less.

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POSITION DESCRIPTION

Position Title:	Chief of Police	Employee Name:	Dustin Rogers
Class Title:	Chief of Police	Class Number:	
Dept./Div.:	Police	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

CITY OF UNIVERSITY HEIGHTS

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Page 1 of 4

POSITION DESCRIPTION

Position Title:	Fire Chief	Employee Name:	Robert Perko III
Class Title:	Fire Chief	Class Number:	
Dept./Div.:	Fire	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under administrative direction, responsible for the overall direction of the Fire Department, including the management, planning, organizing, and overseeing of all fire suppression, prevention, investigation, emergency medical services, and administrative support and personnel functions of the Department to ensure the effective and efficient delivery of such services to the City. The position may perform the duties of other employees in the University Heights Fire Department, as needed, and responds to major emergencies and may assume command.

QUALIFICATIONS:

Possession of a High School Diploma or GED required; Bachelor's degree from accredited four (4) year college/university in Fire Science, Fire Service Technology, or related field preferred; must possess and maintain a valid State of Ohio EMT certification (Paramedic preferred but not required) and a valid State of Ohio Firefighter Level II certification; Fire, Rescue and EMS experience at progressive levels of responsibility including a minimum of five (5) years of experience in a command position in a department composed of full-time personnel; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City; must have a working knowledge of current technology and fire/rescue related software.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the City's vehicle insurance policy;

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 50% 1. Responsible for supervision of all full-time personnel (e.g., schedules and assigns tasks, reviews application materials and selects interviewees, interviews job applicants, recommends the hiring of job applicants, recommends discipline, evaluates performance, assesses work load, reviews time records, receives and adjusts grievances or employee complaints, approves and recommends the approval of leave requests, authorizes overtime, attends or participates in meetings in which policy questions are reviewed or discussed, in consultation with the Mayor/Safety Director develops and implements policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, has access to financial data used in monitoring department budget, interprets and ensures adherence to applicable federal, state and local ordinances, regulations, laws, collective bargaining agreement(s), and the City's Employee Handbook, etc.); monitors and takes action to ensure a consistent and satisfactory level of department performance.

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POSITION DESCRIPTION

Position Title:	Fire Chief	Employee Name:	Robert Perko III
Class Title:	Fire Chief	Class Number:	
Dept./Div.:	Fire	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

- 20% 2. Plans for and directs the overall operation of the fire department and maintains ability to respond to all Fire and EMS calls (e.g., personnel, budget development and administration, safety, training, equipment, facilities, services, public relations, policies, and procedures); establishes department's short and long-term goals and objectives, conferring with the Mayor, other City officials and administrators, staff and/or citizens as necessary; prepares and submits department budget and other financial documents; develops, administers, and monitors the Department's operating budget and capital improvement program (e.g., conducts fiscal/economic impact studies and cost/benefit analyses to prepare budget projections; applies for and obtains grant funding for departmental projects; prepares and compiles budget and management reports; controls departmental expenditures; prepares annual budget estimates); establishes guidelines for, and ensures maintenance of, comprehensive and current record keeping systems for department activities and procedures; formulates and prescribes work methods and procedures, appraises work and takes steps to improve firefighting and safety operations.
- 20% 3. Develops and implements fire suppression and preventions and EMS programs and services necessary for the City's residents (e.g., initiates, organizes and implements fire education, fire prevention and rescue programs and services; initiates, organizes, and implements programs for disaster and emergency response); assumes command in response to critical incidents; monitors investigations, assigning staff and overseeing methods used; cooperates with other public offices and safety services; may supervise the response to emergency calls for specialized service (e.g., hazardous materials, confined spaces rescue, extrication and technical rescues); oversees physical operation of facilities; allocates equipment among work crews and/or locations; performs periodic inspections of facility and equipment; plans and recommends the improvement of facilities and/or equipment; plans and recommends training for department staff; prepares and analyzes fire records and reports in order to secure efficient operations, to meet service demands, and to comply with authorized requests for information regarding departmental activities and personnel.
- 5% 4. Attends all City Council meetings; prepares reports and answers correspondence for Safety Director/Mayor, as needed; performs all other duties assigned by Safety Director/Mayor; etc.; serves as member of management team providing Safety Director/Mayor with input on policy issues affecting the fire department and City generally; etc.; keeps abreast of new developments and modern firefighting methods, techniques and administration.
- 10% 5. Conducts and/or attends and actively participates in meetings as needed or required; regular interaction with State of Ohio Division of EMS and County EMA (e.g., learn relevant training standards, understand cost recovery in the event of major disaster, etc.); establishes and maintains partnerships with external agencies (e.g., other firefighting and prevention agencies, etc.); participates in local, regional, state and federal organizations, committees, associations; responds to citizen concerns and/or complaints; participates in public forums to promote fire and EMS

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POSITION DESCRIPTION

Position Title:	Fire Chief	Employee Name:	Robert Perko III
Class Title:	Fire Chief	Class Number:	
Dept./Div.:	Fire	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

department services; establishes and maintains a cooperative relationship with the media, community groups and other agencies; represents the Fire Department at public meetings and to community and professional associations.

6. Maintains required licensures and certification.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: department goals and objectives;* department policies and procedures;* City policies and procedures;* collective bargaining agreement(s);* budgeting; government grant programs; government structure and process; disaster management; supervisory principals and practices; principles of fire department administration; fire suppression and prevention techniques; fire/emergency rescue techniques; fire inspection techniques and practices; fire prevention laws, codes, rules and regulations; tools and equipment utilized in fire fighting operations; applicable OSHA rules and regulations; employee training and development; labor relations; personnel administration; manpower planning; geographic layout of jurisdiction;* first aid; emergency medical care and response procedures; government structure; safety practices and procedures; inventory control; records preparation and management; office practices and procedures;

Skill in: operating a motor vehicle; operating a fire truck and/or emergency response vehicle; computer operation; use of modern office equipment including computers and related software. **Must have a working knowledge of current technology and fire / rescue related software.**

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve municipal problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; use proper research methods to gather data; understand, interpret, and apply laws, rules, or regulations to specific situations; explain application of laws, rules, regulations, policies, standards, procedures to others; determine materials and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare accurate and concise reports; communicate effectively; prepare and deliver speeches and presentations; train or instruct others; understand a variety of written and verbal communications; write instructions and specifications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; maintain confidentiality; develop and maintain effective

Date Adopted: 4/1/2023

Developed by:

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POSITION DESCRIPTION

Position Title:	Fire Chief	Employee Name:	Robert Perko III
Class Title:	Fire Chief	Class Number:	
Dept./Div.:	Fire	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

working relationships; resolve complaints; work under stressful conditions and maintain composure; travel to and gain access to work site; maintain physical ability and fitness standards.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Fire trucks, aerial and ground ladders, pumps, generators, axes, ropes, bolt cutters, power tools, miscellaneous hand tools, breathing packs, SCBA, foam generating equipment, emergency medical equipment, personal computer, printer, copy machine, fax machine, other standard business office equipment, and motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for significant weather events, emergencies, and Council meetings.

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85dB (use of fire apparatus, cleaning/inspecting power equipment); is exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; is exposed to possible injury from explosions and/or falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions. The employee occasionally lifts objects 50 lbs. or less; occasionally, carries objects 50 lbs. or less; occasionally pushes objects 50 lbs. or less; occasionally pulls objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work. In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

Date Adopted: 4/1/2023

Developed by:

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Date Revised: _____

Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

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POSITION DESCRIPTION

Position Title:	Economic Development Director	Employee Name:	Susan Drucker
Class Title:	Economic Development Director	Class Number:	
Dept./Div.:	Economic Development	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under the administrative direction of the Mayor, the employee manages and advances the City's economic development agenda. While becoming fully immersed in all aspects of the City's economic development efforts, the primary responsibility of the economic development director is to engage businesses to assist them in the community and the City to prosper through a comprehensive business retention and expansion program.

QUALIFICATIONS:

Bachelor's degree in business, marketing, economics, public administration, city planning, urban management or related field, plus four (4) to ten (10) years' experience in or an equivalent combination of education and related experience sufficient to perform the essential functions of the position; Master's degree preferred. Must have some experience with grants application and administration process. Possession of strong skills in data collection and analysis and knowledge of local, state, and federal planning laws. Excellent interpersonal communications and public speaking skills are required. Position requires strong marketing and customer skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the City's vehicle insurance policy. American Institute of Certified Planner certification preferred; Economic Development Financial Planner certification preferred; other licensures as required by Mayor.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 30% 1. Promotes retention and expansion of industry, commerce, and retail within the City; develops and maintains a cooperative working relationship with existing businesses, non-profit, real estate, consultants, and governmental officials; identifies existing businesses' retention and expansion needs, and utilizes available resources to address those needs; develops City incentive programs; prepares grant and loan applications for federal, state, county agency programs on behalf of City; continually looks for opportunities to expand economic development within City; serves as the principal liaison for all economic development matters within the City.
- 30% 2. Participates in the development and implementation of the City's comprehensive plan and other master planning initiatives; manages complex planning studies, development applications and reviews consultant proposals; conducts research and prepares statistical reports on land use, physical, social and economic issues; conducts independent research and prepares and submits environmental reviews for the City's federally funded programs, including all aspects of the review from beginning to the release of funds; conducts independent research and prepares a wide variety of different plans for the City pertaining to land use, re-use and zoning; writes staff reports, makes recommendations, and presents reports to the Planning Commission and Board of Zoning Appeals on a variety of issues, including subdivisions, zoning and ordinance changes and

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POSITION DESCRIPTION

Position Title:	Economic Development Director	Employee Name:	Susan Drucker
Class Title:	Economic Development Director	Class Number:	
Dept./Div.:	Economic Development	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

related matters; participates in the development of revitalization strategies for the City.

- 20% 3. Develops, prepares, analyzes, updates, and oversees preparation and maintenance of various financial-related reports, records, analyses, financial statements, and/or other documentation; oversees the distribution of all financial reports issued by the department; coordinates, oversees the preparation, maintains decentralized inventory records, coordinates with federal, state, local, and regulatory agencies as appropriate.
- 5-10% 4. Works with Building department to advise architects, builders, attorneys, etc. regarding proposed developments and plans; works with Building Department to respond to inquiries from the public regarding planning and regulations and provides public with information on current or proposed zoning regulations; plans, organizes, coordinates and participates in long-range, short-range, or current projects (e.g. researches, collects, and analyzes data, ensures planning projects comply with approved plans, prepares reports on planning topics, ensures demolition projects are in compliance with code, etc.); testifies for various tribunals (e.g. court, public hearings, board meetings, etc.).
- 5-10% 5. Maintains and updates in a timely manner, all data and data sources regarding the City's assets, such as land, financing, labor, transportation, utilities, etc., to market the City to prospective new business clients and assist with the retention and expansion of existing business clients; maintains commercial property inventory list and business contacts.
- 5-10% 6. Develops and provides presentations in order to educate business and governmental officials and promote economic development; prepares and administers various economic development functions such as ground breakings, grand openings, general announcements, etc.; writes press releases; attends Council meetings, banquets, and other events as deemed necessary; etc.
7. Maintains required licensures and certification.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

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POSITION DESCRIPTION

Position Title:	Economic Development Director	Employee Name:	Susan Drucker
Class Title:	Economic Development Director	Class Number:	
Dept./Div.:	Economic Development	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: *City laws and ordinances; *City/department goals and objectives; *City/department policies and procedures; *personnel rules and regulations; basic finance; government grant programs; labor market data and employment trends; city planning and zoning rules; public relations; community resources and services; marketing; grants application and administration process; office practices and procedures; English grammar and spelling; records management; local geographic area.

Skill in: typing; data entry; word processing; computer operation; use of modern office equipment; use or operation of Microsoft Office Products.

Ability to: exercise independent judgment and discretion; carry out instructions in written, oral, or picture form; copy material accurately and recognize grammatical and spelling errors; prepare accurate documentation; compile and prepare reports; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; prepare grant applications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, computer software, printer, calculator, communication devices, copy machine, fax machine, voice recorder, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for Council meetings.

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; may be required to work irregular hours.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

Date Adopted: 4/1/2023

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An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Economic Development Director	Employee Name:	Susan Drucker
Class Title:	Economic Development Director	Class Number:	
Dept./Div.:	Economic Development	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

Date Adopted: 4/1/2023

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Date Revised: _____

Clemans, Nelson & Associates, Inc.

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POSITION DESCRIPTION

Position Title:	Service Director	Employee Name:	Vacant
Class Title:	Service Director	Class Number:	
Dept./Div.:	Service	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under administrative direction, runs the day-to-day operations of the Service Department; performs various administrative functions including oversight of maintenance and repair of the City's streets, parks, pools, buildings, sanitary and storm sewer systems, public properties, traffic signs/signals and tree/leaf/rubbish collection.

QUALIFICATIONS:

High School Diploma; an associate's degree of higher education from an accredited college or university in construction management, engineering, architecture, city planning or a related field, plus at least five (5) years of previous work experience in infrastructure maintenance including two (2) years of experience in positions involving progressively responsible supervisory experience; or an equivalent combination of training, education, and experience to provide the necessary knowledge, skills, and abilities to perform the job.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the City's vehicle insurance policy;.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 35% 1. Plans, develops, and directs day-to-day operations of the Service Department; determines long-range goals and oversees strategic planning for and development and delivery of services to citizens and customers (e.g., assists Finance Director in the preparation and submission of the department budget and other financial documents; monitors and inspects department work including construction, repair and replacement of City infrastructure to ensure compliance with department policies and procedures, reviews blueprints, coordinates with planning department, communicates with outside consultants and contractors, established construction standards, safety regulations and other relevant performance standards; establishes and maintains records of department activities and productivity levels and reviews with the Mayor to ensure work is completed according to established guidelines and deadlines; develops, implements, communicates, and evaluates department policies, procedures, and ordinances; recommends modifications as necessary to ensure efficient and effective levels of service and delivery; researches, develops, and presents plans and specifications for equipment, vehicles, and personnel; etc.).
- 35% 2. Manages and supervises all assigned employees (e.g., determines department staffing structure in order to provide effective and efficient service delivery; assigns daily work tasks and duties for the department; interviews employment candidates; recommends the hiring of employment candidates; provides direction, guidance and support to department staff; monitors and evaluates

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POSITION DESCRIPTION

Position Title:	Service Director	Employee Name:	Vacant
Class Title:	Service Director	Class Number:	
Dept./Div.:	Service	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

employee performance, provides feedback, documents performance issues and actions, and enforces discipline; develops, coordinates, presents and tracks department training; meets employees and supervisors to hear, evaluate and resolve employee concerns or grievances; approves and recommends the approval of leave requests; attends and/or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; etc.).

10- 3. Performs a variety of administrative tasks related to oversight of department (e.g., payroll, 15% purchasing and requisitioning processes; prepares or assists in the preparation of grant applications; coordinates equipment, supplies and materials to ensure effectiveness and efficiency of work procedures; completes corresponding procedures to order and acquire necessary materials, supplies and equipment; researches, prepares and reviews records and reports of department plans, projects and activities including EPA reports, annual department report, and various other compliance/regulatory reports; coordinates efforts with other parties involved in public service projects or work schedules; etc.).

10- 4. Serves as the City's primary purchasing agent for the Service Department (e.g., coordinates and 15% oversees the preparation or prepares all specification and advertises for bids for all services and commodities to be purchased by the City's Service Department; records bids at all public bid openings, etc.).

10% 5. Attends meetings of City Council and other such committees, boards, and commissions as deemed necessary by the Mayor; represents the department as directed; responds to concerns or complaints regarding Service Department activities; investigates and resolves problems as needed; maintains current awareness of public works issues, trends, and practices; attends various meetings and training to maintain current job knowledge and abilities, or as needed or directed.

6. Maintains required licensures and certification.

7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Date Adopted: 4/1/2023

Developed by:

{3/7/2023 PDUVHCI 00294304.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 3 of 4

POSITION DESCRIPTION

Position Title:	Service Director	Employee Name:	Vacant
Class Title:	Service Director	Class Number:	
Dept./Div.:	Service	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

Knowledge of: City and department goals and objectives;* City and department policies and procedures;* City Charter;* applicable City ordinances;* personnel rules and regulations; supervisory principles and practices; administrative practices and principles; various local, state and federal laws including all relevant safety regulations related to service and parks operations, including OSHA standards, rules, and regulations; local geographic area; land planning and layout of land, utilities, etc.; proper traffic control devices and signage and related regulations; principles, methods, equipment and materials used in the maintenance of parks, streets, buildings, grounds and vehicles; pool maintenance and management; budgeting; capital improvement budgeting and planning; government structure and process; workplace safety practices and procedures; government grant programs; manpower planning; employee training and development; project management; road construction, maintenance and repair; general construction, maintenance, and repair; heavy and medium duty equipment maintenance and repair; green and sustainable practices; automated mapping and information management systems (e.g., GIS); maintenance and construction principles; snow and ice removal; grounds maintenance and repair; public relations; office practices and procedures; English grammar and spelling.

Skill in: use of office equipment; computer operation and all related software; use of bench and/or hand tools; motor vehicle operation; snowplow operation; operation of equipment such as grader, backhoe dump truck, cherry picker, and roller;

Ability to: establish and maintain effective working relationships with supervisor, co-workers, other City departments and public officials, representatives of various local, county, state and federal agencies, the media, citizens of the community, and representatives of various public and private entities to create a positive public image of the Service Department; provide effective supervision; resolve employee grievances or conflicts; conduct or direct investigations of public inquiries and complaints; resolve complaints and conflicts as needed; create, prepare and present effective records and reports; read blueprints/construction drawings; demonstrate effective problem-solving, decision-making, project management, time management, and organizational skills; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; respond to routine inquiries from public and/or officials; train or instruct others; handle sensitive inquiries from and contacts with officials and general public; perform manual labor; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; communicate effectively.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, applicable computer software / computer programs (e.g., e-gov, GIS), printer, calculator, communication devices, copy machine, fax machine, and other standard business office equipment, vehicle, backhoe, plow truck, loader, etc..

Date Adopted: 4/1/2023

Developed by:

{3/7/2023 PDUVHCI 00294304.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Service Director	Employee Name:	Vacant
Class Title:	Service Director	Class Number:	
Dept./Div.:	Service	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for inclement significant weather events, water/sewer emergencies, and Council meetings.

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.). The employee is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., plow truck, backhoe, loader); has exposure to hazardous driving conditions; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous gases, chemicals, flammables, or air contaminants; has exposure to hazardous waste; and contact with potentially violent or emotionally distraught persons. The employee occasionally lifts objects 50 lbs. or less; occasionally, carries objects 50 lbs. or less; occasionally pushes objects 50 lbs. or less; occasionally pulls objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Position Title:	Housing and Community Development Director	Employee Name:	Geoff Englebrecht
Class Title:	Housing and Community Development Director	Class Number:	
Dept./Div.:	Housing and Community Development	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under the administrative direction of the Mayor, the employee manages and advances the City's housing and community development agenda. While becoming fully immersed in all aspects of the City's housing and community development efforts, the primary responsibility of the Housing and Community Development Director is to engage the community and the City to prosper through a comprehensive housing and community development plan.

QUALIFICATIONS:

High School Diploma or GED required; Bachelor's degree in public administration, city planning, urban management or related field preferred, plus four (4) to ten (10) years' experience in or an equivalent combination of education and related experience sufficient to perform the essential functions of the position. Must have some experience with grant applications and administration process. Possession of strong skills in data collection and analysis and knowledge of local, state, and federal planning and housing laws. Excellent interpersonal communications and public speaking skills are required. Position requires strong customer skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the City's vehicle insurance policy.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 30% 1. Plans, directs, coordinates, and manages the operations of the City's Housing and Community Development Department; develops and implements financial plans, controls, and guidelines for departmental policies and procedures (e.g., administers the Department's budget and budgeting process; computes cost estimates and payroll projections for programs and related expenditures); reviews proposed legislation and establishes new policies in line with legislative requirements.
- 30% 2. Directs and supervises all personnel assigned to the Department (e.g., coordinates the duties and responsibilities of said personnel to insure efficient workflow; schedules assigned tasks; interviews job applicants; recommends the hiring of job applicants; evaluates employee performance; recommends discipline; receives employee complaints; approves and recommends the approval of leave requests; attends and/or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel activities; etc.).
- 20% 3. Represents the Department at public meetings; establishes cooperation with the public; attends Council and meetings; oversees criminal case filings and appearances; meets with Prosecutor to discuss status of case filings; conducts property visits and Point of Sale appeals and reviews; meets and participates with First Suburbs Coalitions, and the Heights Regional Chamber of

Date Adopted: 4/1/2023

Developed by:

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Date Revised: _____

Clemans, Nelson & Associates, Inc.

4859-2478-9884, v. 1

CITY OF UNIVERSITY HEIGHTS

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Page 2 of 3

POSITION DESCRIPTION

Position Title:	Housing and Community Development Director	Employee Name:	Geoff Englebrecht
Class Title:	Housing and Community Development Director	Class Number:	
Dept./Div.:	Housing and Community Development	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

Commerce; conducts community outreach programs (e.g., Juneteenth Committee, etc.); oversees code compliance; conducts meetings with residents to hear and address complaints, collaborates with other community development departments; answers and returns phone calls; Conducts grant research and code compliance research.

- 5- 4. Oversees the collection of payments for rental registrations and Point-of-Sale applications;
10% Oversees payment for special trash pick-up for the Service Department.
- 5- 5. Develops and provides presentations in order to educate business and governmental officials
10% and promote department objectives; prepares and administers various community development functions; attends Council meetings, banquets, and other events as deemed necessary; etc.
- 6. Maintains required licensures and certification.
- 7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City laws and ordinances; *City/department goals and objectives; *City/department policies and procedures; *personnel rules and regulations; basic finance; government grant programs; labor market data and employment trends; city planning and zoning rules; public relations; community resources and services; marketing; grants application and administration process; office practices and procedures; English grammar and spelling; records management; local geographic area.

Skill in: typing; data entry; word processing; computer operation; use of modern office equipment; use or operation of Microsoft Office Products.

Ability to: exercise independent judgment and discretion; carry out instructions in written, oral, or picture form; copy material accurately and recognize grammatical and spelling errors; prepare accurate documentation; compile and prepare reports; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; prepare grant applications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

Date Adopted: 4/1/2023

Developed by:

{4/20/2023 PDUVHCI 00296322.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Position Title:	Housing and Community Development Director	Employee Name:	Geoff Englebrecht
Class Title:	Housing and Community Development Director	Class Number:	
Dept./Div.:	Housing and Community Development	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, applicable computer software, printer calculator, communication devices, copy machine, fax machine, voice recorder, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for Council meetings.

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons. Physical demand requirements may be in excess of those for Sedentary Work.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Position Title:	Director of Communications & Civic Engagement	Employee Name:	Michael Cook
Class Title:	Director of Communications & Civic Engagement	Class Number:	
Dept./Div.:	Communications & Civic Engagement	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under administrative direction, the Director of Communications & Civic Engagement is responsible for developing, implementing, and overseeing all public relations, communication functions, civic engagement and media relations functions of the City.

QUALIFICATIONS:

Bachelor's degree in business, marketing, public administration, or related field; plus four (4) to ten (10) years' experience or an equivalent combination of education and related experience sufficient to perform the essential functions of the position. Excellent interpersonal communications and public speaking skills are required. Position requires strong marketing and customer skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the City's vehicle insurance policy.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 30% 1. Plans, develops, and directs day-to-day operations of the Department; represents the City at various functions, which may include public speeches and presentations on City programs and operations; represents the City to civic leaders, officials, citizens, community organizations, and representatives of the press; establishes goodwill and resolves/responds to issues; and assists the Mayor when requested, by serving as City representative for community meetings, events, projects, etc.

- 30% 2. Responds to inquiries and requests for information from the media, residents, and corporate citizens; contacts media to discuss and secure coverage of City issues to ensure fair and balanced coverage; organizes press conferences, prepares news releases, media releases, and other overview information which explains issues; monitors all media coverage that pertains to the City.

- 20% 3. Serves as a public relations and marketing consultant to City Council, Mayor, and all City departments; provides communications support and oversees production, development, implementation, and writing adherence to the City's graphic standard program, and of all City publications and major audio/visual presentations; arranges media training for senior management employees; works with departments to plan, coordinate, and implement major special events, including promotion of City programs, displays, still/video photographs, community campaigns, civic celebrations, activities and public consultation functions to educate the general public on community issues; monitors and updates the City's strategic

Date Adopted: 4/1/2023

Developed by:

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Date Revised: _____

Clemans, Nelson & Associates, Inc.

4875-6895-7052, v. 1

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Position Title:	Director of Communications & Civic Engagement	Employee Name:	Michael Cook
Class Title:	Director of Communications & Civic Engagement	Class Number:	
Dept./Div.:	Communications & Civic Engagement	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

communication plans and emergency public information plan; secures professional consulting services to assist as needed with projects

- 10- 4. Manages and supervises all assigned employees/interns (e.g., determines department staffing
15% structure in order to provide effective and efficient service delivery; assigns daily work tasks and duties for the department; interviews employment candidates; recommends the hiring of employment candidates; provides direction, guidance and support to department staff; monitors and evaluates employee performance, provides feedback, documents performance issues and actions, and enforces discipline; develops, coordinates, presents and tracks department training; meets employees and supervisors to hear, evaluate and resolve employee concerns or grievances; approves and recommends the approval of leave requests; attends and/or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; etc.).
- 10% 5. Attends meetings of City Council and other such committees, boards, and commissions as deemed necessary by the Mayor; represents the department as directed; responds to concerns or complaints regarding Department activities; investigates and resolves problems as needed; maintains current awareness of public issues, trends, and practices; attends various meetings and training to maintain current job knowledge and abilities, or as needed or directed.
6. Maintains required licensures and certification.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City and department goals and objectives;* City and department policies and procedures;* City Charter;* applicable City ordinances;* personnel rules and regulations; supervisory principles and practices; administrative practices and principles; local geographic area; government structure and process; workplace safety practices and procedures; training and development; project management; public relations; office practices and procedures; English grammar and spelling.

Skill in: use of office equipment; computer operation and all related software; photography and videography; communications; marketing; civic engagement; public outreach.

Date Adopted: 4/1/2023

Developed by:

{4/24/2023 PDUVHCI 00296412.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

4875-6895-7052, v. 1

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Position Title:	Director of Communications & Civic Engagement	Employee Name:	Michael Cook
Class Title:	Director of Communications & Civic Engagement	Class Number:	
Dept./Div.:	Communications & Civic Engagement	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

Ability to: establish and maintain effective working relationships with supervisor, co-workers, other City departments and public officials, representatives of various local, county, state and federal agencies, the media, citizens of the community, and representatives of various public and private entities to create a positive public image of the Department; provide effective supervision; resolve employee grievances or conflicts; conduct or direct investigations of public inquiries and complaints; resolve complaints and conflicts as needed; create, prepare and present effective records and reports; demonstrate effective problem-solving, decision-making, project management, time management, and organizational skills; determine material and equipment needs; prepare accurate documentation; respond to routine inquiries from public and/or officials; train or instruct others; handle sensitive inquiries from and contacts with officials and general public; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; communicate effectively.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, computer software / computer programs, printer, calculator, communication devices, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for Council meetings.

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may be exposed to health problems associated with extended computer use; the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

Date Adopted: 4/1/2023

Developed by:

{4/24/2023 PDUVHCI 00296412.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

4875-6895-7052, v. 1

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Position Title:	Exec. Asst. to the Mayor on Special Projects	Employee Name:	Deanna Bremer Fisher
Class Title:	Executive Assistant	Class Number:	
Dept./Div.:	Administration	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Under administrative direction, the Executive Assistant to the Mayor for Special Projects is responsible for developing, implementing, and overseeing all special projects within the City and assists the Mayor with confidential and administrative duties.

QUALIFICATIONS:

Bachelor's degree in business, marketing, public administration, or related field; plus at least one (1) years' experience or an equivalent combination of education and related experience sufficient to perform the essential functions of the position. Excellent interpersonal communications and public speaking skills are required.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the City's vehicle insurance policy.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 30% 1. Performs confidential administrative duties for the Mayor (e.g., develops, prepares, edits, and proofreads correspondence, letters, emails, publications, mailings, etc.; schedules and coordinates meetings for Mayor and others; maintains Mayor's calendar; oversees Mayor's email and prepares responses; answers in-coming telephone calls and monitors voicemail messages; attends meetings with Mayor to discuss activities and appointments; prepares and organizes paperwork and documents for meetings/appointments; receives and responds to inquiries from public and refers necessary and appropriate person[s]; processes incoming correspondence and mail; etc.); coordinates with the Mayor on high-level budgeting oversight, strategic planning, and decision making; proactively identifies the needs of the Mayor and takes initiative to enhance processes and results; acts as a trusted advisor to the Mayor and plays a significant role in strategic planning and decision making.
- 30% 2. Researches grant opportunities and exercises discretion and independent judgement in determining which opportunities to submit proposals; drafts and submits grant proposals and supporting documents; responds to internal and external inquiries regarding submitted grant proposals; maintains positive relationships with funding sources.
- 30% 3. Completes or assists with completion of special projects or assignments; assists with the administration of grants; plans and executes city-sponsored special events and awards; leads the City's sustainability efforts and serves as PCFO Representative; manages special services such as weddings, senior services, and block parties; assists with City communications and publications; serves as secretary for City Beautiful Corporations; etc.

Date Adopted: 4/1/2023

Developed by:

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Date Revised: _____

Clemans, Nelson & Associates, Inc.

4895-3189-1324, v. 1

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Position Title:	Exec. Asst. to the Mayor on Special Projects	Employee Name:	Deanna Bremer Fisher
Class Title:	Executive Assistant	Class Number:	
Dept./Div.:	Administration	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

- 5- 4. Recruits and manages mayoral interns (e.g., determines staffing structure in order to provide effective and efficient service delivery; assigns daily work tasks and duties for the Mayor; assists in interviewing employment candidates; recommends the hiring of employment candidates; provides direction, guidance and support to interns; monitors and evaluates employee performance, provides feedback, documents performance issues and actions, and enforces discipline; etc.).
- 10%
- 5- 5. Attends meetings of City Council and other such committees, boards, and commissions as deemed necessary by the Mayor; represents the Mayor as directed; responds to concerns or complaints regarding mayoral activities; investigates and resolves problems as needed; maintains current awareness of public issues, trends, and practices; attends various meetings and training to maintain current job knowledge and abilities, or as needed or directed.
- 10%
6. Maintains required licensures and certification.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City and department goals and objectives;* City and department policies and procedures;* City Charter;* applicable City ordinances;* personnel rules and regulations; supervisory principles and practices; administrative practices and principles; local geographic area; government structure and process; workplace safety practices and procedures; training and development; project management; public relations; office practices and procedures; English grammar and spelling.

Skill in: use of office equipment; computer operation and all related software; photography and videography; communications; marketing; civic engagement; public outreach.

Ability to: establish and maintain effective working relationships with supervisor, co-workers, other City departments and public officials, representatives of various local, county, state and federal agencies, the media, citizens of the community, and representatives of various public and private entities to create a positive public image of the Department; provide effective supervision; resolve employee grievances or conflicts; conduct or direct investigations of public inquiries and complaints; resolve complaints and conflicts as needed; create,

Date Adopted: 4/1/2023

Developed by:

{4/24/2023 PDUVHCI 00296423.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

4895-3189-1324, v. 1

CITY OF UNIVERSITY HEIGHTS

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Position Title:	Exec. Asst. to the Mayor on Special Projects	Employee Name:	Deanna Bremer Fisher
Class Title:	Executive Assistant	Class Number:	
Dept./Div.:	Administration	Bargaining Unit Status:	Excluded
Reports to:	Mayor	FLSA Status:	Exempt

prepare and present effective records and reports; demonstrate effective problem-solving, decision-making, project management, time management, and organizational skills; determine material and equipment needs; prepare accurate documentation; respond to routine inquiries from public and/or officials; train or instruct others; handle sensitive inquiries from and contacts with officials and general public; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; communicate effectively.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, computer software / computer programs, printer, calculator, communication devices, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for Council meetings.

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may be exposed to health problems associated with extended computer use; the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

Date Adopted: 4/1/2023

Developed by:

{4/24/2023 PDUVHCI 00296423.DOCX }

Date Revised: _____

Clemans, Nelson & Associates, Inc.

4895-3189-1324, v. 1

ORDINANCE NO. 2023-66

INTRODUCED BY: Vice Mayor Michele Weiss

AN ORDINANCE ENACTING CODIFIED ORDINANCE CHAPTER 216 ENTITLED “PROHIBITED CAMPAIGN CONTRIBUTIONS” AND DECLARING AN EMERGENCY

WHEREAS, the courts have long recognized that a public employer may constitutionally limit the political activity of its public employees; and

WHEREAS, the Ohio Supreme Court has established the right of a municipality to regulate its employees political activity, and has further established that any restriction imposed by the government upon its employees’ political activity must be directly related to the goal of protecting the efficiency and integrity of the public service; and

WHEREAS, the City has a legitimate governmental interest in preserving the integrity of its operations by restricting donations to candidates running for city office or city office holders running for office; and

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

Section 1. Council hereby enacts Codified Ordinance Chapter 216 entitled “Prohibited Campaign Contributions”, in the form set forth in Exhibit A, a copy of which is attached hereto and which is incorporated herein by reference as if fully rewritten.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including the requirements of Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance is declared to be an emergency measure necessary for the preservation of the public peace, safety, health and welfare of the citizens of the City of University Heights, by immediately restricting certain campaign contributions to elected officials and or those running for office in the City. It shall therefore become effective upon its passage by the affirmative vote of not less than five (5) members of Council and approval of the Mayor; otherwise it shall become effective at the earliest time allowed by law.

City of University Heights, Ohio

Michael Dylan Brennan, Mayor

First Reading: _____

Passed: _____

Attest: _____
Kelly M. Thomas, Clerk of Council

**Approved
as to form:** _____
Luke F. McConville, Law Director

EXHIBIT A

CHAPTER 216
Prohibited Campaign Contributions.

- 216.01 Definitions
- 216.02 Limitation of Campaign Contributions
- 216.03 Notice; Appeals; Penalties

§ 216.01 Definitions

The following definitions shall apply to Chapter 216:

(a) “Campaign committee” or “Committee” means any candidate or combination of two (2) or more individuals acting jointly to bring about the nomination or election of one (1) or more candidates for the office of the Mayor or the office of a member of Council.

(b) “Candidate” means any individual listed on a ballot for nomination to or election to the office of the Mayor or the office of a member of Council, or who has organized a campaign committee for the purpose of engaging in a write-in campaign for election to the office of the Mayor or the office of a member of Council, or who files a declaration of intent to be a write-in candidate pursuant to the general laws of the state, or who receives a contribution or makes an expenditure with a view toward bringing about such candidate’s own candidacy or election to the office of the Mayor or the office of a member of Council.

(c) “Contribution” means a gift, loan, advance, deposit, forgiveness of indebtedness, donation, payment or transfer of money or transfer of anything of value, made directly or indirectly in aid of the nomination or election of one (1) or more candidates for the office of the Mayor or the office of a member of Council. It shall not include in-kind services, services provided without compensation by individuals volunteering a portion or all of their time or ordinary home hospitality or personal expenses of a volunteer paid for by that volunteer.

(d) “Corporation” means a corporation, whether for profit or nonprofit.

(e) “Election” means any primary, regular or special election held in the City for the office of Mayor or the office of member of Council.

(f) “Individual” means any person, excluding corporations, political parties, and political action committees.

(g) “Person” shall mean any individual, partnership, corporation, association, firm, committee, club or other organization or group of persons, however organized.

(h) “Political action committee” shall have the same meaning as provided in RC 3517.01

(i) “Political party” shall have the same meaning as contained in RC Title XXXV, as the same shall be amended from time to time.

§ 216.02 Limitation of Campaign Contributions

(a) No individual shall make, and no candidate for the office of Mayor or Member of Council on such candidate’s own behalf or committee on behalf of a candidate for the office of Mayor or Member of Council shall accept, any single contribution or any number of contributions in the aggregate which exceed(s) a total of two thousand five hundred dollars (\$2,500.00) per individual contributor per calendar year in support of a primary and regular election combined, or a primary and special election combined.

(b) No political action committee shall make, and no candidate for the office of Mayor or Member of Council on such candidate’s own behalf or committee on behalf of a candidate for the office of Mayor or Member of Council shall accept, any single contribution or any number of contributions in the aggregate which exceed(s) a total of five hundred dollars (\$500.00) per political action committee per calendar year in support of a primary and regular election combined, or primary and special election combined.

(c) No City vendor shall make, and no candidate for the offices of Mayor or member of Council shall accept on such candidate’s own behalf, or committee on behalf of a candidate for the offices of Mayor or member of Council shall accept from a vendor, any contribution in support of a primary and regular election combined, or a primary and special election combined.

(d) No corporation shall make, and no candidate for the offices of Mayor or member of Council shall accept on such candidate’s own behalf, or committee on behalf of a candidate for

the offices of Mayor or member of Council shall accept from a corporation, any contribution in support of a primary and regular election combined, or a primary and special election combined.

(e) Notwithstanding the provisions in division (a) of this section, no candidate on such candidate's own behalf or committee on behalf of a candidate, shall accept, from any City of University Heights employee a single contribution or any number of contributions in the aggregate that exceed(s) a total of one hundred dollars (\$100.00) per individual employee per calendar year in support of a primary and regular election combined, or a primary and special election combined.

(f) The limitation set forth in divisions (a), (b), (c), (d) and (e) of this section apply to aggregate gifts during any given calendar year. A contributor may make a contribution up to the applicable limit in each of any three (3) non-election years as well as the year of the election.

(g) In the case of an appointment to fill a vacancy in the office of member of Council, or the office of Mayor, the contribution limits provided for in this section shall apply to the election campaign period for such office.

(h) Notwithstanding the provisions of this section, there is no limitation on the amount of personal funds that a candidate may contribute to such candidate's own campaign.

(i) This section shall apply to any contributions made to a candidate or committee, whether used by the candidate or committee to finance a current campaign, to pay deficits incurred in a prior campaign, or otherwise.

§ 216.03 Notice; Appeals; Penalties

(a) Any person may file a complaint with the Law Director that a violation of Codified Ordinance Section 216.02 has occurred. The Law Director shall have twenty-one (21) days to either dismiss the complaint by issuing a written notice of dismissal or refer the complaint to the Campaign Finance Review Board for hearing. If the Law Director fails to take action, after 21 days have expired the complaint shall be automatically referred to the Campaign Finance Review Board for hearing.

(b) Within thirty (30) days of receipt of a referral, the Campaign Finance Review Board shall schedule a public hearing of the matter, setting forth a date, time and place and giving written notice to the candidate. A candidate will be entitled to representation, to present evidence on such candidate's own behalf and to cross examine any witness. The Board shall render a decision within five (5) days after taking all arguments and testimony and completion of the public hearing, which decision shall be final.


(c) Any person, candidate, or campaign committee violating any prohibition in Section 216.02 shall be obligated, as a sanction hereunder, to immediately disgorge the funds received/contributed in violation of this ordinance back to the party that contributed the funds. A second or subsequent violation of any prohibition in Section 216.02 shall incur a fine up to two hundred dollars (\$200.00) in addition to the disgorgement obligation set forth herein.

(d) There shall be no penalty for any prohibited activity set forth in Section 216.02 which is remedied within fifteen (15) days of any referral of a complaint to the Campaign Finance Review Board. A violation may be remedied by disgorgement of amounts contributed back to the Person having made the contribution. In the event that a violation is remedied and evidence of remediation is presented to the Law Director, the Law Director may cancel any scheduled hearing of the Campaign Finance Review Board as moot.

(e) The Campaign Finance Review Board shall consist of three electors of the State of Ohio who are not also electors or residents of the City of University Heights, to be recommended by the Mayor subject to consent and approval of a majority of Council to serve for terms of six years, except that the first appointment shall be for six, four and two years, respectively. At the time of any appointment not more than two members of the Board shall be members of the same political party. A vacancy occurring during the term of any member of the Board shall be filled for the unexpired term in the manner authorized for an original appointment. A member of the Board may be removed by the Mayor subject to consent and approval of a majority of Council for neglect of duty, incapacity, incompetency, or malfeasance in office, but only after opportunity has been given for a public hearing before the Council, to be held at least ten (10) days after written charges have been made and notice thereof been given to the accused member. Such person shall be heard in person or by counsel, and such removal shall be final. Two members of the Board shall constitute a quorum.

CITY OF UNIVERSITY HEIGHTS
INTEROFFICE MEMORANDUM

TO: CITY COUNCIL MEMBERS/MAYOR MICHAEL BRENNAN

FROM: DENNIS KENNEDY, FINANCE DIRECTOR 

SUBJECT: 2023 BUDGET AMENDMENT #2

DATE: NOVEMBER 17, 2023

CC: KELLY THOMAS, CLERK OF COUNCIL

Attached is a schedule of proposed 2023 budget amendments to be included for Council approval on the agenda being prepared for the Monday, November 20, 2023 meeting.

This is the second budget amendment proposed for 2023. The increase in the total budget included in this amendment is \$1,303,207. Of that total, \$743,635 is allocated to increases in the General Fund and \$559,572 is distributed among increases in other funds.

Please note that the appropriation increase necessary to cover vehicle purchases for safety forces that Council recently approved is needed **both** in the General Fund (as a transfer out to Capital Improvement Fund) and the Capital Improvement Fund where the purchase orders to support the vehicles will be charged to this year.

Therefore, of the \$1,303,207 increase in appropriations associated with this amendment, \$970,000 is necessary to process the vehicle purchase transactions in 2023. The remaining \$333,207 is being appropriated to support 4% salary increases for all bargaining units and non-union, administrative personnel. Those salary increases are being applied retroactively back to July 1, 2023.

We have also included some minor appropriation adjustments that normally wait until year end. These adjustments primarily support YTD expenses in excess of original projections for medical insurance expense, pension expense and overtime expense that were based on participation levels at the start of 2023. There are also a number of minor appropriation reductions based on an analysis of our needs remaining through year end compared to original appropriation levels.

Please let me know if you have any questions relative to this proposed budget amendment. We may have one final, year end adjustment (if necessary) to line up the appropriations correctly for 2023.

Attachment

ORDINANCE NO. 2023-68

Introduced By: Mayor Michael Dylan Brennan

AN ORDINANCE AMENDING ORDINANCES 2022-69 AUTHORIZING PERMANENT APPROPRIATIONS CURRENT AND OTHER EXPENDITURES OF THE CITY OF UNIVERSITY HEIGHTS, OHIO FOR THE PERIOD COMMENCING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023 AND DECLARING AN EMERGENCY

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, OHIO THAT:

Section 1. To provide for the current expenses and other expenditures for the City of University Heights, Ohio for the period commencing January 1, 2023 and ending December 31, 2023, City Council authorizes the Amended Permanent Appropriations #2 as herein set forth as Attachment A.

Section 2. The Council finds and determined that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council, and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the health, safety and welfare and shall therefore be in full force and effect immediately upon passage by the affirmative vote of not less than five (5) members elected to Council and approval by the Mayor or otherwise at the earliest time allowed by law.

City of University Heights

Michael Dylan Brennan, Mayor

Passed: _____

Attest: _____
Kelly M. Thomas, Clerk of Council

Approved
as to form: _____
Luke F. McConville, Law Director

EXHIBIT “A”

Appropriations November 2023

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
100 General Fund			
1100 Public Safety			
Other	2,100.00		\$ 2,100.00
Sub Total 1100 Public	<u>2,100.00</u>		
1110 Police Department			
Personnel	4,182,250.00	\$ 86,120.00	\$ 4,268,370.00
Other	411,950.00	\$ 19,000.00	\$ 430,950.00
Sub Total 1110 Police	<u>4,594,200.00</u>		
1120 Fire Department			
Personnel	4,404,370.00	\$ 83,250.00	\$ 4,487,620.00
Other	289,025.00	\$ 19,000.00	\$ 308,025.00
Sub Total 1120 Fire	<u>4,693,395.00</u>		
1121 Fire Prevention Bureau			
Personnel	348,150.00	\$ 6,580.00	\$ 354,730.00
Other	42,750.00		\$ 42,750.00
Sub Total 1121 Fire	<u>390,900.00</u>		
1130 Dispatch			
Other	451,350.00		\$ 451,350.00
Sub Total 1130	<u>451,350.00</u>		
1140 Traffic Control			
Personnel	58,980.00	\$ 1,120.00	\$ 60,100.00
Other	187,100.00		\$ 187,100.00
Sub Total 1140 Traffic	<u>246,080.00</u>		
1150 Animal Control			
Other	9,500.00		\$ 9,500.00
Sub Total 1150	<u>9,500.00</u>		
1160 Prisoner Housing			
Other	108,500.00		\$ 108,500.00
Sub Total 1160	<u>108,500.00</u>		
1170 Prosecutor			
Personnel	71,625.00	\$ (15,000.00)	\$ 56,625.00
Other	3,100.00		\$ 3,100.00
Sub Total 1170	<u>74,725.00</u>		

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
1180 Courts			
Other	65,000.00		\$ 65,000.00
Sub Total 1180 Courts	65,000.00		
1190 County Health Department			
Other	91,832.00		\$ 91,832.00
Sub Total 1190	91,832.00		
1210 Building Department			
Other	438,600.00	\$ (15,000.00)	\$ 423,600.00
Sub Total 1210	438,600.00		
1220 Housing Department			
Personnel	322,990.00	\$ 15,110.00	\$ 338,100.00
Other	33,250.00		\$ 33,250.00
Sub Total 1220	356,240.00		
1230 Community Development			
Personnel	58,950.00	\$ 1,120.00	\$ 60,070.00
Other	2,300.00		\$ 2,300.00
Sub Total 1230	61,250.00		
1240 Economic Development			
Personnel	106,550.00	\$ 4,025.00	\$ 110,575.00
Other	30,700.00	\$ (15,000.00)	\$ 15,700.00
Sub Total 1240	137,250.00		
1310 Pool Activity			
Personnel	227,305.00	\$ (8,000.00)	\$ 219,305.00
Other	93,150.00	\$ 8,000.00	\$ 101,150.00
Sub Total 1310 Pool	320,455.00		
1320 Summer Recreation Activities			
Personnel	33,415.00		\$ 33,415.00
Other	2,370.00		\$ 2,370.00
Sub Total 1320	35,785.00		
1330 Recreation - Entertainment			
Other	109,772.10		\$ 109,772.10
Sub Total 1330	109,772.10		

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
1400 Public Service Department			
Personnel	569,705.00	\$ 47,500.00	\$ 617,205.00
Other	35,250.00		\$ 35,250.00
Sub Total 1400 Public	604,955.00		
1410 Lands and Buildings			
Personnel	130,385.00	\$ 2,475.00	\$ 132,860.00
Other	431,400.00		\$ 431,400.00
Sub Total 1410 Lands	561,785.00		
1420 Refuse Collection			
Personnel	957,485.00	\$ 18,100.00	\$ 975,585.00
Other	355,100.00		\$ 355,100.00
Sub Total 1420	1,312,585.00		
1470 City Engineer			
Personnel	13,955.00	\$ (4,500.00)	\$ 9,455.00
Other	35,000.00		\$ 35,000.00
Sub Total 1470 City	48,955.00		
1510 Civil Service Commission			
Personnel	3,000.00		\$ 3,000.00
Other	33,900.00		\$ 33,900.00
Sub Total 1510 Civil	36,900.00		
1520 City Planning Commission			
Personnel	2,500.00		\$ 2,500.00
Other	2,500.00		\$ 2,500.00
Sub Total 1520 City	5,000.00		
1530 Board of Zoning Appeals			
Personnel	3,000.00		\$ 3,000.00
Other	2,150.00		\$ 2,150.00
Sub Total 1530 Board	5,150.00		
1540 Architectural Review Board			
Personnel	3,000.00		\$ 3,000.00
Other	1,400.00		\$ 1,400.00
Sub Total 1540	4,400.00		

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
1600 General City Administration			
Personnel	72,275.00	\$ 1,375.00	\$ 73,650.00
Other	497,600.00		\$ 497,600.00
Sub Total 1600	569,875.00		
1610 Mayor's Office			
Personnel	216,661.00	\$ 2,050.00	\$ 218,711.00
Other	21,825.00		\$ 21,825.00
Sub Total 1610	238,486.00		
1620 City Council			
Personnel	161,055.00	\$ 9,785.00	\$ 170,840.00
Other	28,200.00		\$ 28,200.00
Sub Total 1620 City	189,255.00		
1630 Finance Department			
Personnel	253,525.00	\$ 19,800.00	\$ 273,325.00
Other	419,450.00	\$ (25,000.00)	\$ 394,450.00
Sub Total 1630	672,975.00		
1640 Law Department			
Personnel	93,360.00	\$ 1,000.00	\$ 94,360.00
Other	220,500.00	\$ 8,000.00	\$ 228,500.00
Sub Total 1640 Law	313,860.00		
1650 Civic Engagement			
Personnel	90,825.00	\$ 2,225.00	\$ 93,050.00
Other	40,300.00	\$ 500.00	\$ 40,800.00
Sub Total 1650 Civic	131,125.00		
1660 Community Relations			
Other	66,900.00	\$ (15,000.00)	\$ 51,900.00
Sub Total 1660	66,900.00		
1999 Not Defined			
Other	384,662.51	\$ 485,000.00	\$ 869,662.51
Sub Total 1999 Not	384,662.51		
Sub Total 100 General	17,333,802.61		\$ 18,077,437.61
			\$ 743,635.00

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
200 Street Maintenance Fund			
1430 Street Maintenance and Repair			
Personnel	222,225.00	\$ 54,550.00	\$ 276,775.00
Other	1,369,005.00		\$ 1,369,005.00
Sub Total 1430 Street	1,591,230.00		
1470 City Engineer			
Other	79,000.00		\$ 79,000.00
Sub Total 1470 City	79,000.00		
Sub Total 200 Street	1,670,230.00		
201 Sewer & Water Maintenance Fund			
1440 Sewer and Water Maintenance			
Personnel	168,035.00	\$ 3,200.00	\$ 171,235.00
Other	1,150,650.00		\$ 1,150,650.00
Sub Total 1440 Sewer	1,318,685.00		
1470 City Engineer			
Other	65,000.00		\$ 65,000.00
Sub Total 1470 City	65,000.00		
Sub Total 201 Sewer &	1,383,685.00		
202 Shade Tree Maintenance Fund			
1450 Shade Tree Maintenance			
Personnel	42,425.00	\$ 825.00	\$ 43,250.00
Other	212,500.00		\$ 212,500.00
Sub Total 1450 Shade	254,925.00		
Sub Total 202 Shade	254,925.00		
203 Street Lighting Fund			
1460 Street Lighting			
Other	228,000.00		\$ 228,000.00
Sub Total 1460 Street	228,000.00		
Sub Total 203 Street	228,000.00		

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
210 Police Pension Fund			
1110 Police Department			
Personnel	210,000.00		\$ 210,000.00
Sub Total 1110 Police	<u>210,000.00</u>		
Sub Total 210 Police	<u>210,000.00</u>		
211 State & Local Law Enforcement Fund			
1110 Police Department			
Other	10,200.00		\$ 10,200.00
Sub Total 1110 Police	<u>10,200.00</u>		
Sub Total 211 State &	<u>10,200.00</u>		
212 Federal Law Enforcement Fund			
1110 Police Department			
Other	8,000.00		\$ 8,000.00
Sub Total 1110 Police	<u>8,000.00</u>		
Sub Total 212 Federal	<u>8,000.00</u>		
213 Community Diversion Grant Fund			
1110 Police Department			
Other	10,000.00		\$ 10,000.00
Sub Total 1110 Police	<u>10,000.00</u>		
Sub Total 213	<u>10,000.00</u>		
214 BCI & FBI Fee Fund			
1110 Police Department			
Other	1,000.00		\$ 1,000.00
Sub Total 1110 Police	<u>1,000.00</u>		
Sub Total 214 BCI & FBI	<u>1,000.00</u>		
220 Fire Pension Fund			
1120 Fire Department			
Personnel	205,000.00		\$ 205,000.00
Sub Total 1120 Fire	<u>205,000.00</u>		
Sub Total 220 Fire	<u>205,000.00</u>		

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
221 Ohio Department of Public Safety (ODPS) Grant Fund			
1120 Fire Department			
Other	24,000.00		\$ 24,000.00
Sub Total 1120 Fire	<u>24,000.00</u>		
Sub Total 221 Ohio	<u>24,000.00</u>		
222 Federal Emergency Management Agency (FEMA) Grant Fund			
1120 Fire Department			
Other	18,000.00		\$ 18,000.00
Sub Total 1120 Fire	<u>18,000.00</u>		
Sub Total 222 Federal	<u>18,000.00</u>		
230 Ohio Board of Building Standards Fee Fund			
1210 Building Department			
Other	4,000.00		\$ 4,000.00
Sub Total 1210	<u>4,000.00</u>		
Sub Total 230 Ohio	<u>4,000.00</u>		
231 Construction Deposits Fund			
1210 Building Department			
Other	6,000.00		\$ 6,000.00
Sub Total 1210	<u>6,000.00</u>		
1470 City Engineer			
Other	1,000.00	\$ 10,000.00	\$ 11,000.00
Sub Total 1470 City	<u>1,000.00</u>		
Sub Total 231	<u>7,000.00</u>		
232 Street Opening Deposit Fund			
1210 Building Department			
Other	500.00		
Sub Total 1210	<u>500.00</u>		
Sub Total 232 Street	<u>500.00</u>		

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
240 University Square TIF Fund			
1250 TIF Accounting			
Other	300,000.00		\$ 300,000.00
Sub Total 1250 TIF	300,000.00		
Sub Total 240 University	300,000.00		
250 Performance Bond Fund			
1210 Building Department			
Other	1,000.00		\$ 1,000.00
Sub Total 1210	1,000.00		
1600 General City Administration			
Other	4,000.00		\$ 4,000.00
Sub Total 1600	4,000.00		
Sub Total 250	5,000.00		
297 Local Coronavirus Relief Fund			
1430 Street Maintenance and Repair			
Other	166,924.89		\$ 166,924.89
Sub Total 1430 Street	166,924.89		
Sub Total 297 Local	166,924.89		
300 General Obligation Debt Fund			
1600 General City Administration			
Other	136,000.00	\$ 6,000.00	\$ 142,000.00
Sub Total 1600	136,000.00		
Sub Total 300 General	136,000.00		
400 General Capital Improvements Fund			
1100 Public Safety			
Other	32,000.00		\$ 32,000.00
Sub Total 1100 Public	32,000.00		
1110 Police Department			
Other	172,000.00	\$ 266,932.00	\$ 438,932.00
Sub Total 1110 Police	172,000.00		

CITY OF UNIVERSITY HEIGHTS

Appropriations Grouping Details

November 2023

	YTD Budget CY-2023	BUDGET AMENDMENT #2	NEW 2023 APPROPRIATION LEVELS
1120 Fire Department			
Other	568,760.00	\$ 218,065.00	\$ 484,997.00
Sub Total 1120 Fire	568,760.00		
1400 Public Service Department			
Other	141,700.00		\$ 141,700.00
Sub Total 1400 Public	141,700.00		
1600 General City Administration			
Other	128,000.00		\$ 128,000.00
Sub Total 1600	128,000.00		
Sub Total 400 General	1,042,460.00		
401 Sewer & Water Capital Improvements Fund			
1440 Sewer and Water Maintenance			
Other	91,635.00		\$ 91,635.00
Sub Total 1440 Sewer	91,635.00		
Sub Total 401 Sewer &	91,635.00		
800 University Heights City Beautiful Corporation			
2200 Community Improvement Corporation			
Other	7,425.00		\$ 7,425.00
Sub Total 2200	7,425.00		
Sub Total 800 University	7,425.00		
Report Total :	23,117,787.50	\$ 1,303,207.00	\$ 24,420,994.50
		\$ 559,572.00	Other Funds
		\$ 743,635.00	General Fund
		\$ 1,303,207.00	Total Increase

ORDINANCE 2023-69

INTRODUCED BY: Vice Mayor Michele Weiss

AN ORDINANCE ENACTING CODIFIED ORDINANCE CHAPTER 1286 ENTITLED “ELECTRIC VEHICLE SUPPLY EQUIPMENT,” AND DECLARING AN EMERGENCY

WHEREAS, electric vehicles are fuel efficient and have become common among motorists; and

WHEREAS, as electric vehicle proliferate, there will be a greater need among motorists to utilize electric vehicle supply equipment for charging stations to re-charge the battery providing power as a fuel source for electric vehicles; and

WHEREAS, as the demand for electric vehicles and electric vehicle supply equipment grows, the desire to develop property in a manner that will accommodate such equipment and technology will follow;

WHEREAS, the City wishes to adopt regulations to permit the accessory use and promote the orderly and safe construction and development of electric vehicle supply equipment and spaces;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of University Heights, County of Cuyahoga, and State of Ohio, that:

Section 1. City Council hereby enacts Codified Ordinance Chapter 1168 entitled “Electric Vehicle Supply Equipment” as set forth in Exhibit A hereto, which is incorporated herein by reference as if fully re-written.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including the requirements of Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance is declared to be an emergency measure necessary for the preservation of the public peace, safety, health and welfare of the citizens of the City of University Heights, by immediately enacting these regulations so that any future development is subject to these regulations. It shall therefore become effective upon its passage by the affirmative vote of not less than five (5) members of Council and approval of the Mayor; otherwise it shall become effective at the earliest time allowed by law.

PASSED this ____ day of _____, 2023.

City of University Heights, Ohio

Michael Dylan Brennan, Mayor

First Reading: _____

Passed: _____

Attest: _____
Kelly M. Thomas, Clerk of Council

Approved
as to form: _____
Luke F. McConville, Law Director

EXHIBIT A

**CHAPTER 1286
ELECTRIC VEHICLE SUPPLY EQUIPMENT**

1286.01 Definitions
1286.02 Electric Vehicle Supply Equipment and EVSE Spaces
1286.03 Permitted Accessory Use
1286.04 Permitting

1286.01 DEFINITIONS.

For purposes of this Chapter 1286, the terms set forth herein shall be defined as follows.

(a) “Electric Vehicle” shall mean any vehicle that operates either partially or wholly on electrical energy from an off-board source that is stored on-board for motive purposes.

(b) “Electrical Vehicle Supply Equipment” (“EVSE”) shall mean a fueling device or unit that supplies electric energy for charging an electric vehicle. Such equipment is classified according to output voltage and the rate at which it can charge a battery as established by the Society of Automotive Engineers (“SAE”).

(c) “Electric Vehicle Supply Equipment Space” or “EVSE Space” shall mean off-street parking spaces, parking garages, or designated charging area with electric vehicle supply equipment (“EVSE”).

1286.02 ELECTRIC VEHICLE SUPPLY EQUIPMENT AND EVSE SPACES

(a) The minimum size of an EVSE space shall be ten (10) feet in width and twenty (20) feet in length.

(b) The EVSE space shall count towards determining the minimum number of off-street parking spaces required by this zoning code for the affected zoning district in accordance with Chapter 1272 of the Codified Ordinances.

(c) The maximum number of EVSE spaces on a lot shall be two (2) or five percent (5%) of the total off-street parking spaces for the affected use or zoning district as required in Chapter 1272 of the Codified Ordinances.

(d) The EVSE space shall be designated by pavement identification markings and a permanent sign immediately adjacent thereto with a maximum face size of four (4) square feet.

(e) EVSE shall be protected by permanent concrete filled bollards a minimum of three (3) feet in height or by full depth concrete curbing a minimum of twelve (12) inches in height.

(f) EVSE and any related above-ground infrastructure shall be located a minimum of ten (10) feet from any fire access lane, fire hydrants, or any other fire protection equipment.

(g) A fire department emergency power disconnect shall be provided and located within fifty (50) feet of the EVSE and supporting electrical equipment, but no closer than ten (10) feet to any EVSE or cabinet, and shall conform with the following additional requirements:

- (1) The disconnect shall be mounted at a height of sixty inches above the finished grade level.
- (2) A sign with a minimum face size of four (4) square feet with a red background and two (2) inch white lettering stating “FD Emergency Shutoff – Electric Vehicle Charging Station” shall be installed at each disconnect.

1286.03 PERMITTED ACCESSORY USE.

An Electric Vehicle Supply Equipment space may be installed as a permitted accessory use to a permitted principle or conditional use in the U-3 Automobile Parking District, U-5 University College District, U-6 Office Building District, U07 Local Retail District, U-8 Shopping Center District and U-9 Cedar Center/Mixed Use District.

1286.04 PERMITTING

Prior to issuance of a permit for construction of any EVSE or EVSE space, the Fire Department shall conduct an inspection of plans and certify to the Village’s Building Commissioner that (a) the proposed EVSE and/or EVSE space comply with the applicable provisions of the Ohio Fire Code, as adopted in Codified Ordinance Chapter 1610, and (b) the proposed EVSE and/or EVSE space comply with the provisions set forth in Codified Ordinance Section 1286.02(f) and (g) herein.



GPD GROUP
Glus, Pyle, Schomer, Burns & DeHaven, Inc.

Cleveland Office

5595 Transportation Blvd
Suite 100
Cleveland, OH 44125

tel 216.518.5544
fax 216.518.5545
www.gpdgroup.com

Honorable Michael D. Brennan, Mayor
City of University Heights
2300 Warrensville Center Road
University Heights, Ohio 44118

November 08, 2023
2022003.03

RE: 2023 Road Program – Change Order #3

Dear Mayor Brennan:

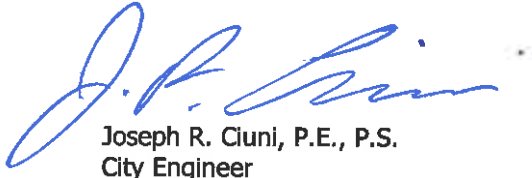
City Council requested we install a sidewalk on Glendon Road where the CH/UH Mobile unit was removed. We met with the contractor and measured 255 feet of sidewalk is missing on the east side of Glendon (not just the 130 feet where the mobile unit was). The work also requires the removal of 3 trees.

The Contractor has submitted a quote for \$16,968.75 (attached).

We have reviewed the quote and believe it is reasonable and fair.

The Contractor would like to begin this work tomorrow (November 9, 2023). Is it possible to poll City Council and get confirmation the quote will be approved? This way we can begin the work and complete it in good weather. If we have to wait until after the next City Council Meeting, the work will not begin until after Thanksgiving and the weather could become an issue.

Very Truly Yours,



Joseph R. Ciuni, P.E., P.S.
City Engineer

Cc: Allen Pennington, Service Director
File 2022003.08

THE C. A. AGRESTA CONSTRUCTION CO.

EXCAVATING AND PAVING CONTRACTORS

4186 GREENVALE ROAD
SOUTH EUCLID, OHIO 44121

November 7, 2023

GPD Group
Attn: Joseph R. Ciuni, PE PS
5595 Transportation Blvd. Suite 100
Cleveland, OH 44125

RE: Glendon Road Additional Repairs - City of University Heights

Dear Mr. Ciuni,

We are pleased to quote the following for Glendon Road Repairs in University Heights:

<u>Quote</u>		
3 Each – Tree removed and disposed of	@ \$250.00 ea.	\$750.00
1275 SF – 4” Sidewalk with 2” subbase	@ \$12.25 per sf	\$15,618.75
2 Each - ADA Ramp	@ \$300.00 ea.	<u>\$600.00</u>
Total Price Quote		\$16,968.75

Very truly yours,

C. A. Agresta Construction Company



John Agresta
President



UNIVERSITY HEIGHTS

Date: November 16, 2023

To: Mayor Michael Dylan Brennan
City Council

From: Allen E. Pennington, P.E., Service Director

RE: Authorization to bid the 2023-24 Tree Pruning and Removal Contract

As part of the City of University Heights annual tree maintenance on public property, I am requesting authorization to advertise and bid the 2023-24 Tree Pruning and Removal Contract. This year's program addresses tree pruning in the southwest quadrant of the City where the summer storm most greatly impacted the tree canopy.

Attached please find a list of intended locations for pruning and removal.

The estimated cost to remove approximately 66 trees and prune designated trees is \$160,000 and should be completed by April 2024.

A portion of the funds for this project are available in the Shade Tree Maintenance Fund 202-1450-54420 and 202-1450-55340.

Should you have any questions or require additional information please contact this office.

Cc: Dennis Kennedy, Finance Director

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
1	2308	Allison Rd	Allison Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
2	2508	Ashurst Rd	Ashurst Rd	1	Red Maple	12		x						street light clearance	
3	2515	Ashurst Rd	Ashurst Rd	1	Freeman Maple	13		x	x						
4	2515	Ashurst Rd	Ashurst Rd	2	Littleleaf Linden	7		x							
5	2515	Ashurst Rd	Ashurst Rd	3	Silver Maple	27						x	x		
6	2516	Ashurst Rd	Ashurst Rd	1	Freeman Maple	20		x	x						
7	2520	Ashurst Rd	Ashurst Rd	2	Red Maple	7		x	x						
8	2526	Ashurst Rd	Ashurst Rd	1	Red Maple	7		x	x						
9	2528	Ashurst Rd	Ashurst Rd	1	Sawtooth Oak	7		x	x						
10	2531	Ashurst Rd	Ashurst Rd	1	Honeylocust	11		x	x						
11	2532	Ashurst Rd	Ashurst Rd	1	Red Maple	23				x					
12	2532	Ashurst Rd	Ashurst Rd	2	Red Maple	32				x					
13	2551	Ashurst Rd	Ashurst Rd	1	Silver Maple	20						x	x		
14	2555	Ashurst Rd	Ashurst Rd	1	Pin Oak	35		x	x						
15	2568	Ashurst Rd	Ashurst Rd	1	Pin Oak	33						x	x		
16	2568	Ashurst Rd	Ashurst Rd	2	Pin Oak	36				x					
17	2572	Ashurst Rd	Ashurst Rd	1	Pin Oak	24				x					
18	2576	Ashurst Rd	Ashurst Rd	1	Tulip Poplar	15		x	x						
19	2591	Ashurst Rd	Ashurst Rd	1	Silver Maple	28		x	x					reduce smaller lead	
20	2591	Ashurst Rd	Ashurst Rd	2	Silver Maple	26		x	x					reduce smaller lead	
21	2592	Ashurst Rd	Ashurst Rd	1	Callery pear	11		x	x						
22	2592	Ashurst Rd	Ashurst Rd	2	Red Maple	9		x	x						
23	2595	Ashurst Rd	Ashurst Rd	1	Bur Oak	7	x	x							
24	2652	Ashurst Rd	Ashurst Rd	1	Honeylocust	14		x	x					street light clearance	
25	2655	Ashurst Rd	Ashurst Rd	1	Silver Maple	16						x	x		
26	2656	Ashurst Rd	Ashurst Rd	1	Red Maple	9		x	x						
27	4355	Baintree Rd	Baintree Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
28	4358	Baintree Rd	Baintree Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
29	4406	Baintree Rd	Baintree Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
30	4422	Baintree Rd	Baintree Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
31	4458	Baintree Rd	Baintree Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
32	2199	Barrington Rd	Barrington Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
33	2247	Brockway Rd	Brockway Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
34	3949	Bushnell Rd	Bushnell Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
35	4057	Bushnell Rd	Bushnell Rd	1	Norway Maple	23						x	x		
36	4084	Bushnell Rd	Bushnell Rd	1	Callery pear	19						x	x		
37	4141	Bushnell Rd	Bushnell Rd	1	Red Maple	12						x	x		
38	4150	Bushnell Rd	Bushnell Rd	1	Norway Maple	7						x	x		
39	2323	Canterbury Rd	Canterbury Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
40	2324	Canterbury Rd	Canterbury Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
41	4158	Carroll Blvd	Carroll Blvd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
42	4158	Carroll Blvd	Carroll Blvd	2	Northern Red Oak	3	x	x						Fall 2020 Planting	
43	4210	Carroll Blvd	S Belvoir Blvd	2	Sugar Maple	3	x	x						Fall 2020 Planting	
44	13866	Cedar Rd	Fenwick Rd	1	Norway Maple	15						x	x		
45	13866	Cedar Rd	Fenwick Rd	3	Norway Maple	9						x	x		
46	13866	Cedar Rd	Fenwick Rd	7	Littleleaf Linden	13						x	x		
47	14462	Cedar Rd	Cedar Rd	1	Streetkeeper Honey Locust	3	x	x						Fall 2020 Planting	
48	14462	Cedar Rd	Cedar Rd	2	Streetkeeper Honey Locust	3	x	x						Fall 2020 Planting	
49	14462	Cedar Rd	Cedar Rd	3	Streetkeeper Honey Locust	3	x	x						Fall 2020 Planting	
50	2424	Channing Rd	Hillbrook Rd	1	Honeylocust	14		x		x					
51	2448	Channing Rd	Channing Rd	1	Honeylocust	17		x		x					
52	2453	Channing Rd	Channing Rd	1	Honeylocust	12		x		x					
53	2472	Channing Rd	Channing Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
54	2479	Channing Rd	Channing Rd	1	Honeylocust	14		x		x					

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
55	2492	Channing Rd	Channing Rd	1	Littleleaf Linden	13		x		x					
56	2459	Charney Rd	Charney Rd	1	Honeylocust	9		x		x					
57	2459	Charney Rd	Charney Rd	2	Honeylocust	7		x		x					
58	2463	Charney Rd	Charney Rd	1	Littleleaf Linden	14		x							
59	2463	Charney Rd	Charney Rd	2	Honeylocust	11		x							
60	2580	Charney Rd	Charney Rd	1	Norway Maple	11		x							
61	2614	Charney Rd	Charney Rd	1	Honeylocust	15		x		x					
62	4310	Churchill Blvd	Churchill Blvd	3	Pin Oak	3	x	x						Fall 2020 Planting	
63	4352	Churchill Blvd	Churchill Blvd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
64	4364	Churchill Blvd	Churchill Blvd	2	Princeton American Elm	3	x	x						Fall 2020 Planting	
65	4512	Churchill Blvd	S. Green	5	Northern Red Oak	3	x	x						Fall 2020 Planting	
66	3709	Claridge Oval	Claridge oval	1	Yellowwood	10	x	x							
67	3709	Claridge Oval	Claridge oval	2	Yellowwood	6	x	x							
68	3765	Claridge Oval	Edgerton Rd	1	Silver Maple	39		x		x					
69	3765	Claridge Oval	Claridge oval	1	Red Maple	7	x	x							
70	3765	Claridge Oval	Edgerton Rd	2	Silver Maple	37				x					
71	3765	Claridge Oval	Claridge oval	2	London Planetree	9	x	x							
72	3786	Claridge Oval	Claridge oval	1	Elm	24		x		x					
73	3786	Claridge Oval	Claridge oval	2	Honeylocust	25		x		x					
74	3798	Claridge Oval	Claridge oval	1	Pin Oak	32				x					
75	3809	Claridge Oval	Claridge oval	1	Honeylocust	17		x		x					
76	3809	Claridge Oval	Claridge oval	2	Silver Maple	22						x	x		
77	3813	Claridge Oval	Claridge oval	1	Elm	7		x		x					
78	3813	Claridge Oval	Claridge oval	2	Honeylocust	12		x		x					
79	3813	Claridge Oval	Claridge oval	3	Elm	5		x		x					
80	3822	Claridge Oval	Claridge oval	1	Elm	9		x		x				street light clearance	
81	3822	Claridge Oval	Claridge oval	2	Elm	11		x		x					

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
82	3838	Claridge Oval	Claridge oval	1	Norway Maple	20						X	X		
83	3839	Claridge Oval	Claridge oval	1	Littleleaf Linden	14		X		X					
84	3839	Claridge Oval	Claridge oval	2	Littleleaf Linden	14		X		X					
85	3843	Claridge Oval	Claridge oval	1	Oak	18		X		X					
86	4062	Conover Rd	Conover Rd	1	Crabapple	6						X	X		
87	2388	Dysart Rd	Dysart Rd	1	Red Sunset Maple	3	X	X						Fall 2020 Planting	
88	2460	Dysart Rd	Dysart Rd	1	Littleleaf Linden	15		X		X					
89	2467	Dysart Rd	Dysart Rd	1	Norway Maple	13						X	X		
90	2604	Dysart Rd	Dysart Rd	1	Elm	14		X		X					
91	2607	Dysart Rd	Dysart Rd	1	Pin Oak	22		X		X					
92	3629	E Scarborough	E Scarborough	1	STUMP	38							X		
93	14389	E. Carroll Blvd	E. Carroll Blvd	1	Purple Prince Crabapple	3	X	X						Fall 2020 Planting	
94	14393	E. Carroll Blvd	White Rd	3	Red Sunset Maple	3	X	X						Fall 2020 Planting	
95	14393	E. Carroll Blvd	White Rd	4	Red Sunset Maple	3	X	X						Fall 2020 Planting	
96	14401	E. Carroll Blvd	White Rd	2	Autumn Blaze Maple	3	X	X						Fall 2020 Planting	
97	14401	E. Carroll Blvd	White Rd	3	Autumn Blaze Maple	3	X	X						Fall 2020 Planting	
98	14409	E. Carroll Blvd	E. Carroll Blvd	1	Purple Prince Crabapple	3	X	X						Fall 2020 Planting	
99	14411	E. Carroll Blvd	E. Carroll Blvd	1	Purple Prince Crabapple	3	X	X						Fall 2020 Planting	
100	14423	E. Carroll Blvd	Laurelhurst Rd	1	State Street Maple	3	X	X						Fall 2020 Planting	
101	14455	E. Carroll Blvd	E. Carroll Blvd	1	Northern Red Oak	3	X	X						Fall 2020 Planting	
102	14469	E. Carroll Blvd	E. Carroll Blvd	1	Northern Red Oak	3	X	X						Fall 2020 Planting	
103	14476	E. Carroll Blvd	E. Carroll Blvd	1	Northern Red Oak	3	X	X						Fall 2020 Planting	
104	14482	E. Carroll Blvd	Lafayette Dr	3	Northern Red Oak	3	X	X						Fall 2020 Planting	
105	14497	E. Carroll Blvd	E. Carroll Blvd	1	Northern Red Oak	3	X	X						Fall 2020 Planting	
106	14500	E. Carroll Blvd	E. Carroll Blvd	1	Northern Red Oak	3	X	X						Fall 2020 Planting	
107	2427	Eaton Rd	Eaton Rd	1	Silver Maple	23						X	X		
108	2427	Eaton Rd	Eaton Rd	1	Silver Maple	29						X	X		

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
109	2435	Eaton Rd	Eaton Rd	1	White Oak	15		x	x						
110	2436	Eaton Rd	Eaton Rd	1	Shingle Oak	13		x	x						
111	2437	Eaton Rd	Eaton Rd	1	STUMP	19							x		
112	2440	Eaton Rd	Eaton Rd	1	London Planetree	9		x	x						
113	2440	Eaton Rd	Eaton Rd	2	London Planetree	7		x	x						
114	2463	Eaton Rd	Eaton Rd	1	Honeylocust	11		x	x						
115	2464	Eaton Rd	Eaton Rd	1	Silver Linden	20		x	x						
116	2475	Eaton Rd	Eaton Rd	1	Littleleaf Linden	14		x	x						
117	2480	Eaton Rd	Eaton Rd	1	Silver Maple	32						x	x		
118	2488	Eaton Rd	Eaton Rd	1	Crabapple	10						x	x	assigned address	
119	2495	Eaton Rd	Eaton Rd	1	Honeylocust	9		x	x						
120	2496	Eaton Rd	Eaton Rd	1	Honeylocust	10		x	x						
121	2500	Eaton Rd	Eaton Rd	1	Freeman Maple	9		x	x						
122	2500	Eaton Rd	Eaton Rd	1	Freeman Maple	8		x	x						
123	2507	Eaton Rd	Eaton Rd	1	fram	19		x	x						
124	2508	Eaton Rd	Eaton Rd	1	Freeman Maple	16		x	x						
125	2511	Eaton Rd	Eaton Rd	1	Honeylocust	12		x	x						
126	2512	Eaton Rd	Eaton Rd	1	Red Maple	10		x	x						
127	2512	Eaton Rd	Eaton Rd	2	Red Maple	13		x	x						
128	2515	Eaton Rd	Eaton Rd	1	Elm	12		x	x						
129	2515	Eaton Rd	Eaton Rd	2	Elm	10		x	x						
130	2516	Eaton Rd	Eaton Rd	1	Pin Oak	16		x	x						
131	2516	Eaton Rd	Eaton Rd	2	Silver Maple	27						x	x		
132	2527	Eaton Rd	Eaton Rd	1	Sugar Maple	7	x	x							
133	2528	Eaton Rd	Eaton Rd	1	Elm	12		x	x					assigned address	
134	2528	Eaton Rd	Eaton Rd	2	Elm	12		x	x					assigned address	
135	2531	Eaton Rd	Eaton Rd	1	Littleleaf Linden	9		x	x						

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
136	2535	Eaton Rd	Eaton Rd	1	Honeylocust	26		x		x					
137	2536	Eaton Rd	Eaton Rd	2	Norway Maple	11		x						sign clearance	
138	2547	Eaton Rd	Eaton Rd	1	Silver Maple	15						x	x		
139	2547	Eaton Rd	Bradford Rd	1	London Planetree	7		x		x					
140	2547	Eaton Rd	Eaton Rd	2	Silver Maple	24						x	x		
141	2547	Eaton Rd	Bradford Rd	2	Kentucky Coffeetree	7		x		x					
142	2547	Eaton Rd	Bradford Rd	3	London Planetree	7		x		x					
143	2547	Eaton Rd	Bradford Rd	4	Red Maple	7		x		x					
144	2548	Eaton Rd	Eaton Rd	1	Pin Oak	38				x					
145	2554	Eaton Rd	Eaton Rd	1	Silver Maple	1						x	x		
146	2556	Eaton Rd	Eaton Rd	1	Freeman Maple	18		x		x					
147	2556	Eaton Rd	Eaton Rd	1	Silver Maple	26						x	x	root rot	
148	2567	Eaton Rd	Eaton Rd	2	Callery pear	17						x	x		
149	2572	Eaton Rd	Eaton Rd	1	Freeman Maple	17		x		x					
150	2572	Eaton Rd	Eaton Rd	2	Freeman Maple	17		x		x					
151	2575	Eaton Rd	Eaton Rd	1	Freeman Maple	7		x	x						
152	2575	Eaton Rd	Eaton Rd	2	Freeman Maple	7		x	x						
153	2576	Eaton Rd	Eaton Rd	1	Silver Linden	15		x		x					
154	2576	Eaton Rd	Eaton Rd	1	TBD	3		x	x					Fall 2020 Planting	
155	2576	Eaton Rd	Eaton Rd	2	TBD	3		x	x					Fall 2020 Planting	
156	2584	Eaton Rd	Eaton Rd	1	Honeylocust	17		x		x					
157	2607	Eaton Rd	Eaton Rd	1	Freeman Maple	14		x		x					
158	2608	Eaton Rd	Eaton Rd	1	Pin Oak	23		x		x					
159	2612	Eaton Rd	Eaton Rd	1	Crabapple	8						x	x		
160	2620	Eaton Rd	Eaton Rd	1	Littleleaf Linden	18						x	x		
161	2620	Eaton Rd	Eaton Rd	2	Norway Maple	12		x							
162	2623	Eaton Rd	Eaton Rd	1	Silver Maple	29						x	x	root rot	

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
163	2624	Eaton Rd	Eaton Rd	2	Norway Maple	24						X	X		
164	2631	Eaton Rd	Eaton Rd	1	Elm	14		X		X					
165	2635	Eaton Rd	Eaton Rd	1	Elm	10		X		X					
166	2640	Eaton Rd	Eaton Rd	1	Elm	10		X		X					
167	2644	Eaton Rd	Eaton Rd	1	Red Oak	8		X		X					
168	2660	Eaton Rd	Eaton Rd	1	Silver Maple	28						X	X		
169	2552	Edgerton Rd	Edgerton Rd	2	Norway Maple	15						X	X		
170	2573	Edgerton Rd	Edgerton Rd	1	Pin Oak	43		X		X					
171	2576	Edgerton Rd	Edgerton Rd	2	Norway Maple	19		X		X					
172	2582	Edgerton Rd	Edgerton Rd	1	Honeylocust	12		X		X					
173	2582	Edgerton Rd	Edgerton Rd	2	Honeylocust	15		X		X					
174	2589	Edgerton Rd	Edgerton Rd	1	Silver Maple	27		X		X					
175	2599	Edgerton Rd	Edgerton Rd	1	Honeylocust	15		X		X					
176	2602	Edgerton Rd	Edgerton Rd	1	Littleleaf Linden	15		X		X					
177	2602	Edgerton Rd	Edgerton Rd	2	Littleleaf Linden	15		X		X					
178	2606	Edgerton Rd	Edgerton Rd	1	Honeylocust	15		X		X					
179	2606	Edgerton Rd	Edgerton Rd	2	Honeylocust	13		X		X					
180	2612	Edgerton Rd	Edgerton Rd	1	Tulip Poplar	25		X		X					
181	2616	Edgerton Rd	Edgerton Rd	1	Red Maple	8		X		X					
182	2619	Edgerton Rd	Edgerton Rd	1	Norway Maple	14						X	X		
183	2619	Edgerton Rd	Edgerton Rd	2	Ash	15		X		X					
184	2622	Edgerton Rd	Edgerton Rd	2	Silver Maple	23						X	X		
185	2623	Edgerton Rd	Edgerton Rd	1	Norway Maple	20						X	X		
186	2631	Edgerton Rd	Edgerton Rd	1	Honeylocust	17		X		X					
187	2631	Edgerton Rd	Edgerton Rd	2	Honeylocust	17				X					
188	2631	Edgerton Rd	Edgerton Rd	3	Silver Maple	25						X	X		
189	2658	Edgerton Rd	Edgerton Rd	1	Pin Oak	41				X					

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
190	3626	Farland Rd	Farland Rd	1	STUMP	18							X		
191	2146	Fenwick Rd	Fenwick Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
192	2236	Fenwick Rd	Fenwick Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
193	2236	Fenwick Rd	Fenwick Rd	2	Red Sunset Maple	3	x	x						Fall 2020 Planting	
194	2412	Fenwick Rd	Fenwick Rd	1	Streetkeeper Honey Locust	3	x	x						Fall 2020 Planting	
195	2412	Fenwick Rd	Fenwick Rd	1	TBD	3	x	x						Fall 2020 Planting	
196	2423	Fenwick Rd	Hillbrook Rd	1	Red Maple	12		x	x						
197	2423	Fenwick Rd	Hillbrook Rd	2	Red Maple	14		x	x						
198	2424	Fenwick Rd	Hillbrook Rd	1	Littleleaf Linden	16						x	x		
199	2440	Fenwick Rd	Fenwick Rd	1	Honeylocust	21		x	x						
200	2444	Fenwick Rd	Fenwick Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
201	2487	Fenwick Rd	Fenwick Rd	1	Littleleaf Linden	14		x	x						
202	2488	Fenwick Rd	Fenwick Rd	1	Crabapple	8		x	x						
203	2489	Fenwick Rd	Fenwick Rd	1	Pin Oak	12		x	x						
204	2495	Fenwick Rd	Fenwick Rd	1	Honeylocust	10		x	x						
205	2539	Fenwick Rd	Fenwick Rd	1	Pin Oak	22		x	x						
206	2560	Fenwick Rd	Fenwick Rd	1	Honeylocust	21		x	x						
207	2583	Fenwick Rd	Fenwick Rd	1	Norway Maple	21						x	x		
208	2591	Fenwick Rd	Fenwick Rd	1	Norway Maple	13		x	x						
209	2591	Fenwick Rd	Fenwick Rd	2	Sugar Maple	32			x						
210	2600	Fenwick Rd	Fenwick Rd	1	Norway Maple	22						x	x		
211	2611	Fenwick Rd	Fenwick Rd	1	Honeylocust	16		x	x						
212	2616	Fenwick Rd	Fenwick Rd	1	Silver Maple	18		x	x						
213	2623	Fenwick Rd	Fenwick Rd	1	Norway Maple	17						x	x		
214	2627	Fenwick Rd	Fenwick Rd	1	Oak	15		x	x						
215	2627	Fenwick Rd	Fenwick Rd	2	Oak	16		x	x						
216	2431	Fenwood Rd	Fenwood Rd	2	Red Oak	17						x	x		

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
217	4294	Groveland Rd	Groveland Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
218	4314	Groveland Rd	Groveland Rd	1	Princeton American Elm	3	x	x						Fall 2020 Planting	
219	4321	Groveland Rd	Groveland Rd	1	Princeton American Elm	3	x	x						Fall 2020 Planting	
220	4325	Groveland Rd	Groveland Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
221	4333	Groveland Rd	Groveland Rd	1	Pin Oak	3	x	x						Fall 2020 Planting	
222	4349	Groveland Rd	Groveland Rd	1	Princeton American Elm	3	x	x						Fall 2020 Planting	
223	4366	Groveland Rd	Groveland Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
224	4390	Groveland Rd	Groveland Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
225	4429	Groveland Rd	Groveland Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
226	4430	Groveland Rd	Groveland Rd	1	Princeton American Elm	3	x	x						Fall 2020 Planting	
227	4433	Groveland Rd	Groveland Rd	1	Princeton American Elm	3	x	x						Fall 2020 Planting	
228	4445	Groveland Rd	Groveland Rd	1	Pin Oak	3	x	x						Fall 2020 Planting	
229	4446	Groveland Rd	Groveland Rd	1	Pin Oak	3	x	x						Fall 2020 Planting	
230	4450	Groveland Rd	Groveland Rd	1	Princeton American Elm	3	x	x						Fall 2020 Planting	
231	4474	Groveland Rd	Groveland Rd	1	Pin Oak	3	x	x						Fall 2020 Planting	
232	4507	Groveland Rd	S. Green	2	Northern Red Oak	3	x	x						Fall 2020 Planting	
233	4110	Hadleigh Rd	Hadleigh Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
234	4136	Hadleigh Rd	Hadleigh Rd	2	Northern Red Oak	3	x	x						Fall 2020 Planting	
235	3709	Hillbrook Rd	Hillbrook Rd	2	Crabapple	8						x	x		
236	3730	Hillbrook Rd	Hillbrook Rd	1	Red Maple	4						x	x		
237	3770	Hillbrook Rd	Hillbrook Rd	1	Norway Maple	7						x	x		
238	3781	Hillbrook Rd	Hillbrook Rd	2	Elm	9						x	x		
239	3797	Hillbrook Rd	Hillbrook Rd	1	Silver Maple	26						x	x		
240	3798	Hillbrook Rd	Dysart Rd	1	Littleleaf Linden	15						x	x		
241	3798	Hillbrook Rd	Dysart Rd	2	Littleleaf Linden	15		x		x					
242	3846	Hillbrook Rd	Hillbrook Rd	1	Littleleaf Linden	14						x	x		
243	3846	Hillbrook Rd	Hillbrook Rd	2	Honeylocust	12						x	x		

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
244	2604	Kerwick Rd	Kerwick Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
245	2644	Kerwick Rd	Hadleigh Rd	4	Northern Red Oak	3	x	x						Fall 2020 Planting	
246	2304	Lalemont Rd	Lalemont Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
247	2429	Laurelhurst Rd	Summerfield Rd	1	STUMP	9							x		
248	2438	Laurelhurst Rd	Laurelhurst Rd	1	Littleleaf Linden	22						x	x		
249	2371	Loyola Rd	Loyola Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
250	2391	Loyola Rd	Loyola Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
251	3641	Meadowbrook Blvd	Meadowbrook Blvd	1	Red Maple	18		x						sign clearance	
252	3725	Meadowbrook Blvd	Meadowbrook Blvd	1	Callery pear	9		x	x						
253	3725	Meadowbrook Blvd	Meadowbrook Blvd	2	Callery pear	9		x	x						
254	3725	Meadowbrook Blvd	Meadowbrook Blvd	3	Callery pear	9		x	x						
255	3726	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	14		x	x						
256	3730	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	16		x	x						
257	3734	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	13		x	x						
258	3752	Meadowbrook Blvd	Edgerton Rd	2	Honeylocust	26		x	x						
259	3766	Meadowbrook Blvd	Edgerton Rd	1	Honeylocust	23		x	x						
260	3793	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	13						x	x		
261	3793	Meadowbrook Blvd	Dysart Rd	3	Elm	25		x	x						
262	3805	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	13		x	x						
263	3850	Meadowbrook Blvd	Meadowbrook Blvd	1	Red Maple	22		x	x						
264	3852	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	21		x	x						
265	3870	Meadowbrook Blvd	Fenwick Rd	2	Honeylocust	15		x	x						
266	3905	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	16		x	x						
267	3909	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	16		x	x						
268	3913	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	13						x	x		
269	3914	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	17		x	x						
270	3966	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	15			x						

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
271	3978	Meadowbrook Blvd	Meadowbrook Blvd	1	Silver Maple	32				X					
272	3982	Meadowbrook Blvd	Meadowbrook Blvd	1	Norway Maple	19		X		X					
273	2536	Milford Rd	Milford Rd	1	Red Sunset Maple	3	X	X						Fall 2020 Planting	
274	2325	Milton Rd	Milton Rd	1	Crabapple	10						X	X		
275	2420	Milton Rd	Milton Rd	1	Littleleaf Linden	14						X	X		
276	2427	Milton Rd	Milton Rd	1	Crabapple	10						X	X		
277	2303	Miramar Blvd	Miramar Blvd	1	Sugar Maple	3	X	X						Fall 2020 Planting	
278	2323	Miramar Blvd	Miramar Blvd	1	Sugar Maple	3	X	X						Fall 2020 Planting	
279	2323	Miramar Blvd	Miramar Blvd	2	Sugar Maple	3	X	X						Fall 2020 Planting	
280	3746	Northwood Rd	Northwood Rd	1	Callery pear	25						X	X		
281	3577	Raymont Blvd	Thayne Rd	2	Elm	23						X	X		
282	3597	Raymont Blvd	Raymont Blvd	1	Ivory Silk Lilac	3	X	X						Fall 2020 Planting	
283	2511	Rubyvale Dr	Rubyvale Dr	1	Ginkgo	3	X	X						Fall 2020 Planting	
284	2209	S. Green	S. Green	1	Pin Oak	3	X	X						Fall 2020 Planting	
285	2228	S. Green	Silsby	1	Northern Red Oak	3	X	X						Fall 2020 Planting	
286	2228	S. Green	Silsby	2	Northern Red Oak	3	X	X						Fall 2020 Planting	
287	2245	S. Green	Campus	1	Pin Oak	3	X	X						Fall 2020 Planting	
288	2245	S. Green	Campus	3	Pin Oak	3	X	X						Fall 2020 Planting	
289	2440	S. Green	S. Green	1	Streetkeeper Honey Locust	3	X	X						Fall 2020 Planting	
290	2423	Saybrook Rd	Hillbrook Rd	2	Honeylocust	7						X	X		
291	2452	Saybrook Rd	Saybrook Rd	1	Red Maple	10		X		X					
292	2456	Saybrook Rd	Saybrook Rd	1	Honeylocust	13		X		X					
293	2476	Saybrook Rd	Saybrook Rd	1	Littleleaf Linden	10		X		X					
294	2505	Saybrook Rd	Saybrook Rd	3	Callery pear	21						X	X		
295	2510	Saybrook Rd	Saybrook Rd	1	Norway Maple	15		X		X					
296	2510	Saybrook Rd	Saybrook Rd	2	Norway Maple	11		X		X					
297	2559	Saybrook Rd	Saybrook Rd	1	Red Maple	17		X		X					

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
298	2568	Saybrook Rd	Saybrook Rd	1	Pin Oak	27		x		x					
299	2572	Saybrook Rd	Saybrook Rd	1	Sugar Maple	6	x	x							
300	2588	Saybrook Rd	Saybrook Rd	1	Hackberry	8		x		x					
301	2612	Saybrook Rd	Saybrook Rd	1	Norway Maple	15						x	x		
302	2308	Scholl Rd	Scholl Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
303	2332	Scholl Rd	Scholl Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
304	3706	Silsby Rd	Silsby Rd	1	Maple	2						x	x		
305	3721	Silsby Rd	Silsby Rd	3	State Street Maple	3	x	x						Fall 2020 Planting	
306	3818	Silsby Rd	Silsby Rd	1	State Street Maple	3	x	x						Fall 2020 Planting	
307	4290	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
308	4308	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
309	4314	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
310	4327	Silsby Rd	Baintree Rd	2	Northern Red Oak	3	x	x						Fall 2020 Planting	
311	4327	Silsby Rd	Baintree Rd	3	Red Sunset Maple	3	x	x						Fall 2020 Planting	
312	4327	Silsby Rd	Baintree Rd	4	Northern Red Oak	3	x	x						Fall 2020 Planting	
313	4327	Silsby Rd	Baintree Rd	5	Red Sunset Maple	3	x	x						Fall 2020 Planting	
314	4330	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
315	4362	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
316	4410	Silsby Rd	Silsby Rd	1	Norway Maple	13						x	x		
317	4469	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
318	4470	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
319	4473	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
320	4493	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
321	4494	Silsby Rd	Silsby Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
322	14443	Summerfield Rd	Summerfield Rd	1	Pin Oak	3	x	x						Fall 2020 Planting	
323	14465	Summerfield Rd	Summerfield Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
324	14469	Summerfield Rd	Summerfield Rd	1	Pin Oak	3	x	x						Fall 2020 Planting	

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
325	14474	Summerfield Rd	Summerfield Rd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
326	2444	Traymore Rd	Traymore Rd	1	Littleleaf Linden	18		x	x						
327	2450	Traymore Rd	Traymore Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
328	2464	Traymore Rd	Traymore Rd	1	Oak	13		x	x						
329	2465	Traymore Rd	Traymore Rd	1	Red Sunset Maple	3	x	x						Fall 2020 Planting	
330	2471	Traymore Rd	Traymore Rd	1	Red Maple	17		x	x						
331	2540	Traymore Rd	Traymore Rd	1	Hedge Maple	3	x	x						Fall 2020 Planting	
332	2647	Traymore Rd	Traymore Rd	1	Freeman Maple	12		x	x						
333	2647	Traymore Rd	Traymore Rd	2	Freeman Maple	14		x	x						
334	2653	Traymore Rd	Traymore Rd	1	Norway Maple	19		x	x						
335	3869	Tyndall Rd	Tyndall Rd	2	Littleleaf Linden	11		x						sign clearance	
336	3882	Tyndall Rd	Tyndall Rd	1	Pin Oak	37		x	x						
337	3897	Tyndall Rd	Tyndall Rd	1	Pin Oak	26		x	x						
338	3902	Tyndall Rd	Tyndall Rd	1	Honeylocust	15		x	x						
339	3902	Tyndall Rd	Tyndall Rd	2	Red Maple	15		x	x						
340	3918	Tyndall Rd	Tyndall Rd	1	Honeylocust	24		x	x						
341	3953	Tyndall Rd	Tyndall Rd	1	Pin Oak	25		x	x						
342	2568	University Blvd	University Blvd	1	Littleleaf Linden	25		x	x						
343	2568	University Blvd	University Blvd	1	Littleleaf Linden	28						x	x		
344	2575	University Blvd	University Blvd	1	Pin Oak	40		x	x						
345	2580	University Blvd	University Blvd	1	Norway Maple	20		x	x					sign clearance	
346	2587	University Blvd	University Blvd	1	Pin Oak	42		x	x						
347	2591	University Blvd	University Blvd	1	Honeylocust	23		x	x					street light clearance	
348	2592	University Blvd	University Blvd	1	Pin Oak	38		x	x						
349	2611	University Blvd	University Blvd	1	Littleleaf Linden	23		x	x						
350	2626	University Blvd	University Blvd	1	Pin Oak	32		x	x						
351	2626	University Blvd	University Blvd	2	Pin Oak	35		x	x						

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
352	2626	University Blvd	University Blvd	3	Pin Oak	25		x	x						
353	2626	University Blvd	University Blvd	4	Pin Oak	25		x	x						
354	2640	University Blvd	University Blvd	1	Norway Maple	18		x	x						
355	2640	University Blvd	University Blvd	2	Honeylocust	11		x	x						
356	2640	University Blvd	University Blvd	3	Honeylocust	14		x	x						
357	2645	University Blvd	University Blvd	1	Pin Oak	38		x	x						
358	2645	University Blvd	University Blvd	M	Norway Maple	17		x	x					median tree	
359	2645	University Blvd	University Blvd	M	Norway Maple	12		x	x					median tree	
360	2645	University Blvd	University Blvd	M	Norway Maple	13						x	x	median tree	
361	2645	University Blvd	University Blvd	M	Norway Maple	13		x	x					median tree	
362	2645	University Blvd	University Blvd	M	Littleleaf Linden	16		x	x					median tree	
363	2645	University Blvd	University Blvd	M	Red Maple	13		x	x					median tree	
364	4450	University Pkwy	University Pkwy	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
365	4481	University Pkwy	University Pkwy	2	Northern Red Oak	3	x	x						Fall 2020 Planting	
366	4521	University Pkwy	S. Green	4	Northern Red Oak	3	x	x						Fall 2020 Planting	
367	2332	Warrensville Center Rd	Warrensville Center Rd	1	Streetkeeper Honey Locust	3	x	x						Fall 2020 Planting	
368	2539	Warrensville Center Rd	Warrensville Center Rd	1	Streetkeeper Honey Locust	3	x	x						Fall 2020 Planting	
369	2583	Warrensville Center Rd	Warrensville Center Rd	1	Streetkeeper Honey Locust	3	x	x						Fall 2020 Planting	
370	3714	Washington Blvd	Washington Blvd	1	State Street Maple	3	x	x						Fall 2020 Planting	
371	4044	Washington Blvd	Washington Blvd	1	Elm	23						x	x		
372	4073	Washington Blvd	Washington Blvd	1	Purple Prince Crabapple	3	x	x						Fall 2020 Planting	
373	4073	Washington Blvd	Washington Blvd	2	Purple Prince Crabapple	3	x	x						Fall 2020 Planting	
374	4093	Washington Blvd	Washington Blvd	1	Norway Maple	12						x	x		
375	4097	Washington Blvd	Washington Blvd	1	Norway Maple	18						x	x		
376	14149	Washington Blvd	Lalemant	4	State Street Maple	3	x	x						Fall 2020 Planting	
377	14285	Washington Blvd	Bromley	3	Autumn Blaze Maple	3	x	x						Fall 2020 Planting	
378	14301	Washington Blvd	Washington Blvd	1	Purple Prince Crabapple	3	x	x						Fall 2020 Planting	

Item No.	ADDRESS	STREET	ON STREET	SITE	SPECIES	DBH	Train	Raise	Reduce	Clean	Inspect	Remove	Stump	DETAILS & NOTES	BID \$/ UNIT
379	14330	Washington Blvd	Washington Blvd	1	Northern Red Oak	3	x	x						Fall 2020 Planting	
380	14341	Washington Blvd	Claver	1	Crimson King Maple	3	x	x						Fall 2020 Planting	
381	14270x	Washington Blvd	Washington Blvd	6	Northern Red Oak	3	x	x						Fall 2020 Planting	
														CONTRACT TOTAL BID AMOUNT:	0.00