AGENDA

Agenda, Bay Village City Council                                  Date: December 4, 2017
Committee Meeting                                              Time: 7:30 p.m.
Conference Room
Dwight A. Clark, President of Council, Presiding

ANNOUNCEMENTS

COMMITTEE OF THE WHOLE

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent

FINANCE & CLAIMS COMMITTEE-Clark

Administrative Compensation Ordinance

Director of Law and Prosecutor Compensation Ordinance

Refuse Collection Fee for 2018

Jefferson Group – Renewal of Contract

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE- Henderson

RECREATION & PARKS IMPROVEMENT COMMITTEE- Mace

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych

AUDIENCE

MISCELLANEOUS

CAHOON MEMORIAL PARK TRUSTEES
City of Bay Village

Council Minutes, Committee Session
Dwight A. Clark, President of Council, presiding

November 27, 2017
Council Chambers 7:48 p.m.

Present: Clark, Henderson, Lieske, Mace, Stainbrook, Tadych, Vincent, Mayor Koomar

Also Present: Law Director Ebert, Finance Director Mahoney, Interim Director of Public Service and Properties Liskovec, Recreation Director Enovitch, Police Chief Spaetzel, Fire Chief Lyons, Director of Community Services Selig.

AUDIENCE

The following members of the audience signed in this evening: Lydia DeGeorge, Sam Gmetro, Claire Banasiak, Sara Byrnes Maier, Jeff Gallatin, Denny and Tara Wendell, Mary Krauss, Joe Krall.

Cuyahoga County Supplemental Development Grant to upgrade Police Department Technology Room

Mr. Vincent will introduce a motion this evening to proceed with an application for a Cuyahoga County Supplemental Development Grant to upgrade the Police Department Technology Room. This was discussed at the Committee Meeting of Council held November 6, 2017.

Deer Management Program proposed ordinances as follows:
Amendment to C.O. 505.06 regarding Poisoning Animals
Amendment to C.O. 505.33 regarding Feeding of Deer
Amendment to C.O. 505.99 regarding Penalty
Amendment to C.O. 539.03 regarding Park Property
Amendment to C.O. 549.08 regarding Discharging of Firearms
Amendment to C.O. 549.09 regarding Throwing or Shooting Missiles
Ordinance allowing the City to Manage the White-Tailed Deer Population and Amending Section 505.16 “Hunting Prohibited”

Mr. Vincent will introduce the first draft of legislation regarding deer this evening. He expressed appreciation to Police Chief Spaetzel and Law Director Ebert for their work in preparing the documents. Mr. Vincent also complimented Mr. Goeff Westerfield of the Ohio Department of Natural Resources, Wildlife Division, for his assistance and noted what an outstanding resource Mr. Westerfield has been in working through the deer management issues.

Mr. Vincent summarized the revisions by advising that the Chief of Police will consider and approve whether or not hunting on private property is a possible situation in each individual circumstance. An important piece of that decision is that the minimum requirement is two acres of property, including neighboring property and park property, if it is adjacent to the property in question. Bow hunting, fire arm hunting and feeding of deer is also addressed in the legislation.
Mr. Henderson thanked Mr. Vincent for working on this project. Council passed a Resolution during the prior administration declaring its support for the administration to begin this process. Mr. Henderson is very pleased that the administration is now acting upon that decision. Mr. Henderson stated that this legislation is in front of City Council for consideration now, but the deer population management plan which would eventually be approved by the Ohio Department of Natural Resources (ODNR) is not yet in front of City Council for consideration at the same time. Mr. Henderson asked how the timing of the legislation relative to the timing of the development of the plan fits together.

Police Chief Spaetzel said that once the ordinances are finalized they will drive the deer management plan. The plan itself requires that the City stipulate exactly the plan that will occur, whether it be culling, private property bow hunting, deer damage control, prevention, and education. All of those pieces have to be determined by Council. Once it is determined, that information will be incorporated into a deer management plan which has already been started to be put together by Chief Spaetzel.

Mr. Henderson asked Chief Spaetzel when he would expect to share his plan with the Council. Chief Spaetzel stated that he would have it completed by January of 2018, but can share a draft immediately.

Mr. Henderson noted that he is familiar with the plans of surrounding communities, e.g., Avon Lake and Solon, and asked if there are any material differences. For example, will Bay Village still plan on culling similar to the way that Avon Lake is culling with the United States Department of Agriculture (USDA) sharpshooters. Mayor Koomar stated that measures will be driven by the ODNR and looking at what other cities are doing. The recommendations of Geoff Westerfield of the ODNR will be followed for the process and timing.

Mr. Vincent noted that a plan will be based on Bay Village neighborhoods and the region of Avon Lake, North Olmsted, and Westlake working in tandem. Mr. Henderson stated that he is very supportive of the legislation and the plan and is pleased that the actions are being taken. Mr. Henderson expressed appreciation to Mr. Vincent and the administration for the work that has been done.

Mr. Mace stated that without the advantage of Chief Spaetzel’s memorandum earlier this evening, he would like to add to his list of rewrites is that Section 505.33 was added to the penalty in Section 505.99 penalties section, specifically bolded in provision (a). The actual ordinance for Section 505.33, Subsection (e) has a penalty section within the ordinance that contradicts. The ordinance will be amended by reading.

Mr. Henderson stated that he has seen the word “hunting” used in many of these documents. He has also seen the word “culling” in a few places. Mr. Henderson asked if there is any legal distinction between these two terms. Mr. Vincent stated that he would think that culling is a more coordinated effort by the City rather than a private effort. Mr. Ebert stated that culling is a procedure that is done by a city in a major area, or more of a universal area that can be controlled. Chief Spaetzel stated that it is an organized, lethal option. The end result is the
same. Culling is generally referred to as a municipality setting up a program and baiting. Mr. Henderson noted that this is where the deer management is pointed, not people walking around with guns hunting through Bay Village. Chief Spaetzl stated that the ordinances include a bow hunting option on private property that can be taken advantage of by private citizens. The City must establish the procedures allowing that to happen. Safety is the number one priority. If there is any reason that option is deemed unsafe, it will not be utilized. The Chief noted that the ordinances have been drafted to provide as many options as possible. The biggest regret of other municipalities surveyed was that they narrowed their options and had to go back and revisit the issue. The ordinances before Council provide three options for consideration. It doesn’t mean any of them will happen, it just means that the options are there with the procedure to be set for those to go forward.

Mr. Henderson stated that the one thing he would like to see in a deer management plan is a monitoring mechanism. When City Council passed the resolution several concerns were identified: motor vehicle accidents, damage to private property and things of that nature. Monitoring those going forward to test the effectiveness of the program is key. Mr. Tadych noted that responsibility is a major point as to what happens. The amount of acreage and the type of properties are an important thing to review.

Mrs. Lieske asked Mayor Koomar if he would elaborate about the relationship with the Metroparks with what is being proposed. Mayor Koomar stated that he had a brief conversation this spring with the Metroparks and the City’s concerns over deer causing damage and accidents, etc., and indicated that the City was heading down this direction. If the ordinances are passed the City will be open for further discussion with the Metroparks relative to Huntington Reservation. As the Police Chief mentioned, the number one concern is always safety. The Mayor noted that when the legislation is passed he would express a desire to work proactively with them as is done with Avon Lake.

Chief Spaetzl stated that a culling operation was performed by the City of Avon Lake in Walker Road Park on Thursday, November 16, taking seven deer. They will re-evaluate to see if additional measures need to be taken this year. Chief Spaetzl will keep Council posted.

Mr. Henderson asked Chief Spaetzl to circulate a draft of the City of Bay Village Deer Management Plan.

Mr. Clark stated that the deer legislation will be read for first reading this evening, noting Mr. Mace’s reference to an amendment by reading.

Mr. Henderson asked Mr. Vincent if it is his intent to bring forward dog legislation during 2017. Mr. Vincent stated that it is his intention to bring forward amendments to the Animal Control legislation in reference to dogs prior to the end of his term.

**FINANCE & CLAIMS COMMITTEE-Clark**

**Administrative Compensation Ordinance**
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Mr. Clark stated that the Administrative Compensation Ordinance was placed on first reading on November 13, 2017 and will be moved to second reading this evening. The ordinance provides the position of Building Director and there is a desire by the administration to see if Council would be willing to adopt this ordinance this evening in order to start the hiring process.

Mayor Koomar stated that there will be an update in the Executive Session this evening on the overall salary and job description for the position of Building Director. This is a position for which Council wanted flexibility for the administration. The administration will be meeting with SAFEbuilt, Inc. later this week and it is the desire to leave all options open moving forward. This ordinance would give the administration the option of posting a job description and talking with applicants who may be interested in filling the job.

Mr. Vincent asked the relationship with SAFEbuilt, Inc. regarding this position. Mayor Koomar stated that they are looking at all options. SAFEbuilt would like to talk to the City about refining their role and while he is happy to listen, he also thinks that consideration of a Chief Building Official who is a full time employee of the City and whose only interest is Bay Village is something that should be strongly considered.

Mr. Clark stated that one of the challenges the City has had with the current setup are elements that would have been filled by SAFEbuilt or an internal building official. Having that flexibility for the administration is important.

Mayor Koomar noted that the SAFEbuilt, Inc. contract expires April 28, 2018. An extra month in the process will give the City a better understanding of the market and what options might be available. At some point, negotiations will start with SAFEbuilt, and passage of this legislation will allow the month of December for review.

Mr. Mace stated he has expressed an interest in hiring a person to oversee the Building Department for the City in the future, but he has a problem with the salary range that is in the document without a job description to accompany. We do not know how it will tie into the SAFEbuilt, Inc. contract, or recouping some of the revenue from SAFEbuilt to counteract any cost to the City, such as fees for inspections.

Mayor Koomar stated that the job description and salary range will fit in nicely. This will give us an opportunity to move forward quickly, given that time will be lost through the holidays.

Human Resource Manager Demaline will provide a job description to City Council. Mr. Clark stated that it is the will of the Council to have that job description he is fine with placing the ordinance on second reading this evening.

Mr. Vincent stated that he will look forward to further information after the Mayor's meeting with SAFEbuilt, Inc.

Mr. Tadych stated that the question is the high end of the salary range is significantly higher than any other employee of the City. Mid-point is fine, but the high end is higher than any other employee.
Mr. Henderson asked if any of this cost is included in the 2018 Budget that Council has in their possession. Mrs. Mahoney stated that it is included at 75% for a hiring in March. The budget also includes two clerks for the Building Department in the 2018 Budget as well as a best guess adjustment of the SAFEbuilt, Inc. revenue.

Mr. Henderson stated that it will be good for Council to all have the same information before moving forward on a change. He is generally supportive of the plan.

2018 Budget

Mr. Clark stated that Mrs. Mahoney has done a very nice job of articulating an overview of the summary of the rationale for the 2018 Budget from an operating standpoint during recent Finance Committee meetings. Mr. Clark called upon Mrs. Mahoney for her comments.

Mrs. Mahoney stated that the Finance Committee talked in general about all the departments and the 2018 Budget is showing General Fund expenditures exceeding revenues by $110,000. Adjustment was made mainly by the funding of the Hospitalization Fund. There were nice resources in the Insurance Fund to help balance the General Fund. Adjustments for SAFEbuilt, Inc. could change the process and balance the budget. Mrs. Mahoney has provided two new budget pages, one for the Bond Principal and Interest, and one for General Government Expenditures – Other Funds. Council is not being asked to approve the estimated borrowing of $1,395,400 in the 2018 budget. Any debt approval in the 2018 Budget is any debt of 2017 and prior to pay the debt service in 2018. Whatever is being decided to take out in debt for the 2018 projects will be reflected in the 2019 Budget. Mrs. Mahoney noted that in reviewing she did notice that she had incorrectly netted the interest cost for the 2018 Budget. When debt was sold in 2017 it was sold at a premium, but the total interest costs will have to be paid. Mr. Clark stated that the interest rate on the borrowing is higher than the market rates. For the purchaser to do so they paid the City a premium which was put in the Bond Retirement Fund and it is necessary to properly account for that premium.

Mr. Tadych asked the amount of the premium. Mrs. Mahoney stated it is $36,000. The net interest is about 1.39% of the debt. Mrs. Mahoney will ask that the ordinance be amended by reading the amount for Fund 340 from what is showing on the appropriation ordinance of $5,221,336 to the corrected amount of $5,264,941.

Mr. Henderson asked Mrs. Mahoney to comment on the level of comfort with the current relationship between projected revenues and appropriated expenses. Mrs. Mahoney stated that for 2018 she has been conservative in estimating a one percent increase in Municipal Income Tax. Hopefully there will be a higher accumulation in 2018. In 2017, currently, we are just about even with 2016. Also in 2018 it will be the six year update for property taxes and Mrs. Mahoney is confident that property values will go up, meaning an increase in property tax revenue during 2019. Mrs. Mahoney has included a conservative one percent increase in property tax collections from 2018.
Mr. Clark noted that the 2018 Budget also incorporates a 2.25% increase in wages for the third and final year of the bargaining units’ contracts.

Mr. Henderson stated that in regard to 2017 projected year end, there will be excess this year for potential transfer into the Reserve Fund. Mrs. Mahoney stated she is hoping for an excess of $750,000 and instead of transferring it into the Reserve Fund she would ask Council to consider to transfer the money to Equipment Replacement for Capital expenditures. Mayor Koomar added that looking at infrastructure improvements that balance would be used to help pay for the projects that have been undertaken such as Porter Creek Stabilization and Osborn Sewer Replacement, and looking forward to the Sunset Project and the Bruce, Russell Douglas Project. Mr. Tadych noted that the $750,000 would help in the City not having to bond out for these improvements.

Mrs. Mahoney stated it would be her goal in the future to use excess funds to fund the Capital Improvement Fund. The Reserve Fund will be maintained as 60-days cash reserve. Mayor Koomar commented on the Service Department replacement cycle of five-ton vehicles, noting that when the large expense occurred for the sewer truck, the replacement cycle for the other trucks was disturbed. To catch up in 2018, if approved by Council, they are recommending the purchase of two of the five-ton vehicles to get back on schedule.

Mr. Clark stated that the Annual Appropriation Ordinance will be placed on first reading this evening. The second reading will be December 4, and the third reading in December as well.

Mr. Tadych asked if there is a freeze on the valuation of the property once the motion is approved to go forward with the Public Improvements Project for the Sunset area, noting that property tax evaluations are forthcoming next year, or could there be an increase in the money they would be paying. Mr. Ebert responded affirmatively. Mr. Tadych noted that with the property tax increase coming from the county the monics could change. He noted that this was not brought up at the Public Improvements Committee meeting this evening.

**PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske**

Extension of 60 days for Planning Commission to act on the application of Liberty Development for the development of town houses at the former Shell Station Property on Wolf Road.

Mrs. Lieske will request an extension of 60 days for the Planning Commission to act on the application of Liberty Development for the development of town houses at the former Shell Station property on Wolf Road. The extension will expire February 12, 2018 from the current expiration date of December 14, 2017. At the last Planning Commission it was reported that there had not been any recent communication with Liberty Development, the commission felt it prudent when considering all the work that had been done so far, to grant this extension to allow the time frame for proper review and consideration. Liberty Development will appear before the Planning Commission on December 20, 2017.
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Mayor Koomar noted that Liberty Development wanted additional time to make sure their plans were in accordance with riparian setbacks. Also, interested potential purchasers had expressed the desire for modifications on both the town houses and the residences along Wolf Road.

Amendments to Codified Ordinance 1141.01 Accessory Structure

Mrs. Lieske stated that a discussion was held with Law Director Ebert regarding the ordinance for accessory structures that has been on two readings. An effort will be made to finalize the amendments to the section to bring the ordinance back before Council before the expiration of the moratorium at the end of 2017.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE- Henderson

Mr. Henderson reported that a very productive Public Improvements Committee meeting was held this evening. He thanked the Council and audience for allowing the meeting to overflow into the scheduled time of the Committee of the Whole meeting. The outcome of tonight’s Public Improvements Committee meeting is that the committee recommended that the Council as a Whole consider a motion authorizing the administration to proceed with the process of working with the residents of Sunset to take the necessary rights-of-way and to work on getting grants, most likely in 2018, and then report back to the Public Improvements Committee once that process is complete. Once that process is complete and the grant dollars are known, the conversation can be continued. A motion will be placed on the next Council meeting agenda authorizing the above-stated action.

Mayor Koomar stated that the work to achieve the rights-of-way would be done before seeking the grants to increase the probability of obtaining those grants. Mr. Henderson agreed, stating that we should not move forward in applying for grants when we know there is a weakness in the application that could be rectified. Mr. Vincent asked if the motion will state that we will move for grant applications contingent upon the granting of rights-of-way. Mr. Henderson stated that he would expect that wording so that everyone understands the intent. The intent is to get the rights-of-way so that the grant applications have the best possibility of receiving funding. Mr. Vincent asked if the homeowners will grant the rights-of-way. Mayor Koomar stated that he will meet with Mr. Foster and Mr. Vickers to find a way to work through this. They are looking to know what the assessment number is, but we are never going to get our best shot at funding if they hold back.

Mr. Henderson stated that when the new Public Improvements Committee meets in the future, if the rights-of-way cannot be obtained, the administration will consider asking the Public Improvements Committee to authorize a motion that doesn’t require the rights-of-way, however, it would be less likely that grants would be obtained.

Mr. Vincent asked if the project can even be done without the right-of-way. Mayor Koomar stated that the project cannot be done without the right-of-way. The funds could not be bonded out, and for a variety of purposes it would be problematic. Mr. Tadych stated that the right-of-
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Way has been requested for many months and we have gotten nowhere. He would really like to see us push hard and get the right-of-way.

Mayor Koomar stated that we have gone through the project design and gone through the Ohio Revised Code methodology. He would think the residents would be supportive of the effort.

RECREATION & PARKS IMPROVEMENT COMMITTEE- Mace

Mr. Mace had no report this evening.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych

Mr. Tadych had no report this evening.

AUDIENCE

Anne Marie Cronin, Kenilworth Road, stated that she is concerned about the deer, noting that she read that there are other ways to cull herds and one of them is birth control. There are certain salt licks that can be put out. Mrs. Cronin stated that she is also concerned that in her neighborhood there has already been two incidents with handguns. She is concerned about all of the guns that are around, and a lot of cowboys out there. Certainly there are other ways to prevent the breeding.

Mayor Koomar stated that an incident of guns being discharged would be matter for the police. Culling would be done in a safe environment, e.g., Walker Road Park, or potentially collaborating with other entities as discussed earlier. He noted that he cannot imagine that hunting would be permitted at any place on Kenilworth.

Chief Spaetzel stated that there is nothing in the ordinance that allows any private homeowner to use any gun in hunting deer at all. Anything that they would do would not be sanctioned by the Police Department and they would be subject to arrest.

Mrs. Cronin asked if the deer meat goes to the food bank. Mayor Koomar stated that it does currently with the efforts with Avon Lake. Birth control is not allowed by the ODNR in the event that the substance could get into the food stream.

Mr. Henderson stated that there have been conversations with the officials in Avon Lake, and at one point the City of Avon Lake did experiment with Tufts University to try to control the deer population using birth control. However, the State of Ohio denied that request, because the State of Ohio position is that it is a non-effective method of deer population management in an environment where the deer have roaming probabilities. There have been some instances where deer on small islands population has been controlled by birth control mechanisms, but none have been successful where deer can roam like they can in this area. There is a concern that if the chemical got into the human food chain those would be detrimental to the health of humans. A lot of these issues have been explored by numerous cities in our area and this seems to be the most common methodology that the cities have employed.
Mr. Tadych stated that there is a secondary problem with the salt lick. If there are kids out there they may want to try to lick the salt. With the chemical in there to sterilize the deer, it could cause problems. As silly as that sounds, it is a typical things for kids to try and lick a salt lick.

Mrs. Cronin stated that she heard they could also use darts. Mr. Henderson stated that he would hope that as the population is controlled, the effects of the population on the human population diminish, fewer people will be interested in walking around with guns and shooting deer. Hopefully as the rate of incidents decline, the desire will diminish as well.

**MISCELLANEOUS**

**Mrs. Lieske** asked the status of the elevator at City Hall which is not operable at this time. Can anything be done to expedite the repair? Mr. Ebert stated that there is a part on order.

Mr. Tadych reported that the clock in the City Hall clock tower is not working.

Mr. Clark advised that the last yard waste pick up for the season will be Tuesday, December 5, 2017.

There being no further discussion, the meeting adjourned at 8:37 p.m.

Dwight A. Clark, President of Council

Joan Kemper, Clerk of Council
City of Bay Village

Minutes of Public Hearing
City Council Chambers

Supplemental Development Grant for Upgrading the Technology Room at the Bay Village Police Department

Present: Interim Director of Public Service and Properties Jon Liskovec

Also Present: Mayor Koomar, Law Director Ebert, Police Chief Spaetzel, Councilman Tom Henderson, Councilwoman Karen Lieske, Councilman Dave Tadych.

AUDIENCE

The following signed in this evening: Clare Banasiak

Law Director Gary Ebert opened the public hearing at 6:00 p.m., advising that this is a meeting to provide the public with information concerning a grant application for upgrading the technology room at the Bay Village Police Station, and what the grant, if successful, would bring to the City of Bay Village.

Mr. Ebert introduced Interim Director of Public Service and Properties Jon Liskovec, who advised that he and Police Chief Spaetzel will seek the grant to correct problems with the Technology Room at the Bay Village Police Department. There is a need to control the temperatures in the room, and to replace the liquid based fire suppression system. If the liquid based fire suppression system should discharge it would cause substantial damage to all of the equipment in the room. The funding would provide the ability to convert the room to a clean agent fire suppression system that operates without liquid and eliminates all oxygen from the space. In the process of doing this, it would be necessary to provide independent heating and cooling for the space. The room needs to be sealed tightly for the chemical agent to work properly. Electrical circuit upgrades will also need to be done to insure the proper electrical outlets, allowing room for growth.

Police Chief Spaetzel commented that the existing Uninterrupted Power Supply (UPS) systems have failed and need replacement. Power failures have occurred in the room and the circuitry is inadequate.

Councilman Tadych asked how high the temperature is reaching in the room. Chief Spaetzel stated that it has reached over 80 degrees Fahrenheit. The acceptable temperature is much below 80 degrees Fahrenheit.

Mr. Tadych asked if the oxygen is to be removed in the room by the suppression system, will that include an automatic lock to the door to prevent entry during the crisis. Chief Spaetzel stated that the door will normally be locked.
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The amount of the grant being sought is $50,000.

The public hearing adjourned at 6:12 p.m.

Respectfully submitted,

[Signature]
Joan T. Kemper, Clerk of Council
CITY OF BAY VILLAGE JOB DESCRIPTION

JOB TITLE: Building Director
SUPERVISOR: Mayor
FLSA STATUS: Exempt
SCHEDULE: Normal Hours (M-F)
DATE: December 1, 2017

JOB SUMMARY: Reporting to the Mayor this position is responsible for planning, directing and supervising the activities, operations and personnel of the Building Department to ensure the safety and/or health of citizens, building/structures and property through the interpretation, application and enforcement of applicable local, state and federal laws, building codes, Ordinances, regulations, orders, etc. related to residential and commercial construction and maintenance in the City of Bay Village.

ESSENTIAL JOB FUNCTIONS:

Enforces federal, state and municipal building codes, housing codes, zoning ordinances and related laws, codes, ordinances and regulations related to construction, zoning, occupancy and land use in the City of Bay Village. Issues correction notices and citations.

Advises and assists contractors, residents, architects and the public regarding the requirements of proposed projects and permits.

Reviews permit applications and other applications submitted to various Boards and Commissions (Planning, Zoning Appeals, Architectural Review, etc.) and/or issues permits or grants approvals as warranted.

Administers the permitting function including application, fee assessment and collection, permit issuance inspection and certificate of occupancy.
Prepares and provides various documents, information, agendas, correspondence and counsel to City's Boards and Commissions. Attends meetings as necessary to provide input and recommendations regarding building and zoning issues.

Secures contract services of professional and certified building/construction inspectors, architects, land surveyors and other professional contractors to ensure department functions are satisfied, coordinates their assignments, oversees their performance, reviews/validates their findings, recommendations, conclusions and implements them as deemed appropriate. Performs building and construction inspections as required.

Receives and responds to inquiries and complaints from residents, attorneys, City Officials, and others regarding zoning ordinances, housing codes, land use and other matters involving the Department and conducts on-site inspections to ensure compliance. Attempts to clarify/resolve issues as expeditiously as possible.

Prepares department budget, purchase orders and payroll; monitors expenditures and coordinates collection/deposits of fees, fines and other monies with the Finance Department. Process refunds when necessary.

Prepares, maintains and distributes records, reports and other documents as needed and/or required.

Oversees and supervises personnel involved in the operations of the department including the hiring, training, assigning, evaluating performance, coaching/counseling and disciplining employees.

Develops, documents and implements/communicates departmental rules, regulations, policies procedures and practices applicable to both employees and outside contractors. Monitors and enforces compliance.

Coordinates strategic direction of the Department with the Mayor, establishes goals and objectives, implements and oversees action plans.

Attends various seminars, conferences, work-shops, classes, etc. as needed to enhance and/or maintain job knowledge, skills and certifications.

Attends and/or conducts meetings, training sessions, hearings, etc. as needed and/or required.

Performs other duties as may be assigned and/or required.
REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE AND ABILITIES

BS in Civil Engineering or related field; Certified by the State of Ohio as a Class I Building Official and as a Class III Building Inspector and 3-5 years of work experience in residential and commercial construction OR an equivalent combination of education and experience which provides the knowledge and skills to perform the essential functions of the job.

Required Knowledge, Skills and Abilities:

Local, state and federal building, construction, zoning and related laws, ordinances, regulations and procedures including modern practices, principles and materials used in residential and commercial design and construction.

Supervisory, safety, inspection, environmental protection, documentation, etc. principles, practices and techniques.

City policies, procedures, regulations, operations and organizational structure.

City geography, streets, neighborhoods/subdivisions, business locations, buildings, greenspace, wetlands, etc.

Computer software including Microsoft Office (Word, Excel, Outlook, Power Point) specialized department software etc. and ability to operate same including modern standard office equipment (phones, fax, copy machine, scan, etc.) and inspection equipment.

Ability to establish and maintain effective working relationships and credibility with subordinates, other City personnel, Boards, Commissions and Officials, residents, outside contractors/consultants, government agencies, the public and the media.

Ability to communicate effectively in written and verbal forms, effectively respond to internal and/or external inquiries/complaints and make effective public presentations.

Ability to tolerate and navigate various working and weather conditions (ie. heights, fluctuating temperatures, narrow, open, congested, dirty, poorly ventilated areas, etc).

Ability to understand and follow verbal and written instructions and directives.

Ability to maintain confidentiality and handle issues with discretion and sound judgment.

Performs other duties as may be assigned and/or required.
PHYSICAL REQUIREMENTS OF THE JOB:

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The employee who performs this job needs to possess the following:

(Place an X before each applicable category)

X Normal hearing with or without corrections.
X Normal vision with or without corrections.
X The ability to drive or operate a vehicle with or without corrections.
X The ability to wear protective equipment including various safety equipment and clothing.

Employee’s Signature                  Date                  Supervisor’s Signature                  Date