REGULAR CAUCUS MEETING OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO TO BE HELD ON TUESDAY, SEPTEMBER 10, 2024 7:00 P.M.

- I. ROLL CALL OF MEMBERS:
- II. PLEDGE OF ALLEGIANCE:
- III. APPROVAL OF MINUTES OF PRECEDING MEETINGS

 1. REGULAR CAUCUS MEETING MINUTES HELD ON JUNE 11, 2024.
- IV. DISCUSSION:
- V. FINANCE COMMITTEE- COUNCILMAN SCOTT
 - 1. AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE ADMINISTRATIVE CODE TO PROVIDE ADJUSTMENTS IN COMPENSATION FOR EMPLOYEES OF THE CITY, OTHER THAN ELECTED OFFICIALS OR THOSE COVERED UNDER NEGOTIATED LABOR CONTRACTS, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

VI. SAFETY COMMITTEE- COUNCILMAN TROYER

1. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SIGNAL SERVICE COMPANY WITHOUT PUBLIC BIDDING, TO PROVIDE FOR THE MAINTENANCE OF TRAFFIC CONTROL DEVICES, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

VII. ADJOURNMENT

CITY OF BROOK PARK, OHIO

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ORDINANCE NO:

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE

AMENDING CERTAIN SECTIONS OF THE ADMINISTRATIVE
CODE TO PROVIDE ADJUSTMENTS IN COMPENSATION FOR
EMPLOYEES OF THE CITY, OTHER THAN ELECTED OFFICIALS OR
THOSE COVERED UNDER NEGOTIATED LABOR CONTRACTS
AND DECLARING AN EMERGENCY

WHEREAS, it is the desire of the Council of the City of Brook Park to provide adjustment in compensation for employees of the City, other than elected officials, who are not specifically covered in negotiated labor contracts, and also to provide adjustment in rates covering employees; and

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

- **SECTION** 1: The "Salary Schedule" for the year 2024 is attached hereto and marked Exhibit "A," and made a part hereof as if fully rewritten herein and are hereby adopted. Those said Sections of the Codified Ordinances specifically enumerated in the attached "Salary Schedule" are hereby amended accordingly.
- **SECTION** 2: The compensation provided in the "Salary Schedule" for the year 2024 shall remain in effect until duly changed.
- **SECTION 3:** The "Salary Schedule 2023" as enacted by Ordinance 11325-2023, passed April 18, 2023 is hereby specifically repealed.
- **SECTION 4:** The money needed for the aforesaid transaction shall be paid from funds 100,210,264, and 255 for said purposes.
- SECTION 5: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and 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 Section 121.22 of the Ohio Revised Code.

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SECTION 6: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason to provide adjustments in compensation without undue delay; provided this ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED:		PRI	ESIDENT OF COUNCIL
ATTEST:_	Clerk of Council	APPROVED:	MAYOR
			рате

HEREBY APPROVE THE WITHIN INSTRUMENT ASTO LEGAL FORM AND CORRECTNESS.

DIRECTOR OF LAW

AMENDED TO READ 2024

SALARY SCHEDULE	CHEDULE			
Ordinance	Title	2023 Minimum 2023 Maximum	2023 Maximum	2024 Mi
121.02 (b)	Clerk Of Council	\$57,258.01	\$68,108.87	\$5.
121.03 (b)	Assistant Clerk Of Council	\$43,170.50	\$54,021.36	\$4.
121.08 (b)	Part Time Assistant Clerk of Council	\$10.85	\$17.97	
131.03 (b)	Executive Assistant to the Mayor	\$63,912.69	\$80,000.00	\$6
131.06 (b)	Temporary Clerical	\$10.85	\$17.97	
131.07 (a)	Assistant Office Clerk	\$10.43	\$24.91	
131.08 (c)	Commissioner of Admin. Services (H.R.)	\$72,563.27	\$83,200.00	\$7:
131.09 (c)	Clerk of Mayor's Court	\$52,000.00	\$70,000.00	\$5
131.11 (d)	Commissioner of Purchasing	\$0.00	\$0.00	
131.13 ©	Commissioner of Economic Development	\$70,000.00	\$95,000.00	\$7
133.02 ◎	Assistant Law Director	\$41,646.80	\$52,497.65	€9
133.03 ◎	Administrative Assistant to the Law Director	\$56,283.82	\$67,405.94	\$6
133.061 ©	Part Time Assistant Law Director-Class #2	\$13,021.02	\$33,073.66	\$1:
133.07 (b)	Law Department Clerk	\$10.85	\$17.97	
133.062	Assistant Law Director- Class #3	\$63,533.98	\$74,656.11	\$7
137.02 (b)	Assistant Finance Director	\$81,819.90	\$97,162.87	\$8
139.01 (b)	Director of Public Safety	\$77,000.00	\$92,000.00	\$7
139.07 ◎	School Crossing Guards	\$8,165.01	\$10,206.79	\$
139.11	Safety Forces High Risk Board	\$0.00	\$0.00	
140.03 (b)	Electrical Inspector	\$21,261.10	\$21,261.10	\$2
140.04 (b)	Plumbing Inspector	\$21,261.10	\$21,261.10	€\$
141.03 (a)	Police Chief	\$97,297.15	\$114,891.37	\$9
141.03 (a)	Police Captain	\$90,221.69	\$107,444.71	\$9
142.07 ◎	Auxiliary Police	\$13.56	\$20.36	
143.03 (a)	Fire Chief	\$97,297.15	\$114,891.37	\$9.
143.03 (a)	Assistant Fire Chief	\$90,221.69	\$107,444.71	\$9
145.01	Director of Public Service	\$83,000.00	\$99,500.00	\$8.
145.15 (b)	Summer Grass Cutters	\$10.43	\$13.17	

\$17.00	\$10.45		7
\$105,000.00	\$83,000.00		ō
\$109,500.00	\$90,221.69		\vdash
\$120,000.00	\$97,297.15		1
\$20.36	\$13.56		0
\$109,500.00	\$90,221.69		-
\$120,000.00	\$97,297.15		7
\$21,261.10	\$21,261.10		0
\$21,261.10	\$21,261.10		0
\$0.00	\$0.00		0
\$10,206.79	\$8,165.01		9
\$96,000.00	\$77,000.00		0
\$97,162.87	\$81,819.90		7
\$88,479.66	\$74,656.11		-
\$17.97	\$10.85		1
\$33,073.66	\$13,021.02		0
\$72,660.07	\$67,405.94		4
\$56,497.65	\$41,646.80	13.5	U
\$95,000.00	\$70,000.00		0
\$0.00	\$0.00		0
\$70,000.00	\$52,000.00		0
\$87,500.00	\$72,563.27		0
\$25.00	\$10.45		1
\$20.00	\$10.85		7
\$82,500.00	\$63,912.69		0
\$17.97	\$10.85		7
\$54,021.36	\$43,170.50		9
\$68,108.87	\$57,258.01		7
2024 Maximum	2024 Minimum		
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		Vear - 12/20/2022	*Boards & Commissions effective date of annual \$1 800 00 per year - 12/20/2022	*Boards & C
	\$22.06	18.26	Part Time Clerks Safety Department	139.093
\$5	\$110,000.00	\$50,000.00	Building Commissioner	140.02
	\$25.50	\$15.00	Part Time Jailer	141.16
\$ 3	\$45,156.90	\$34,306.05	Full Time Jailer	141.15
\$1	\$15,191.19	\$10,850.85	Mediator	171.04
\$1	\$15,191.19	\$10,850.85	Magistrate Class II	171.035
\$2	\$29,606.50	\$29,606.50	Magistrate Class I	171.03
	\$17.97	\$10.00	Permanent Part-time Tax Clerk	1929.05 (d)
	\$17.97	\$10.00	Assistant Part-time Tax Clerk	1729.06 (b)
\$\$	\$91,427.48	\$80,997.98	Income Tax Administrator	1729.02 (b)
64	\$1,800.00	\$1,200.00	Tax Review Board Member *	1725.01 (a)
۲۵	\$1,800.00	\$1,200.00	Board of Zoning Appeals *	1105.02
60	\$1,800.00	\$1,200.00	Planning Commission *	1101.06
40	\$1,800.00	\$1,200.00	Technology and Innovation Committee	163.04©
\$ 1	\$18,408.34	\$18,408.34	Civil Service Legal Advisor	149.06 (b)
	\$22.58	\$16.28	Permanent Part-time Civil Service Secretary	149.04 (c)
	\$1,800.00	\$1,200.00	Civil Service Commission *	149.03
	\$0.00	\$0.00	Commissioner of Leisure Time Activities	147.33(d))
	\$15.96	\$10.00	Recreation Cleaning	147.28 ©
	\$15.96	\$10.00	Recreation Cleaning Supervisor	147.28 ◎
	\$15.96	\$10.00	Recreation Building Attendant	147.23 ◎
	\$15.96	\$10.00	Asst. Part-time Concession Stand Manager	147.21 ◎
	\$15.96	\$10.00	Part Time Concession Stand Supervisor	147.20 ©
	\$15.96	\$10.00	Part Time Parks and Playground Instructor	147.18 (b)
	\$15.96	\$10.00	Athletic Program Instructor	147.17 (b)
	\$15.96	\$10.00	Asst. Arts and Crafts Instructor	147.16 (b)
	\$15.96	\$10.00	Arts and Crafts Instructor	147.15 (b)
	\$15.96	\$10.00	Roving Supervisor	147.14 (b)
	\$16.75	\$10.00	Front Counter Attendant	147.13 (b)
	\$15.96	\$10.00	Lifeguard w/ Safety Instructor Card W.S.I.	147.12 (b)
	\$15.96	\$10.00	Pool Lifeguard	147.12 (b)
	\$15.96	\$10.23	Playground Supervisor	147.08 (b)
c	\$89,500.00	\$75,500.00	Director of Recreation	147.02 ◎
	\$1,800.00	\$1,200.00	Commissioners of Parks and Playgrounds *	147.01 (g)

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1 1	\$50,000.00
\$25.	\$15.00
\$45,156.9	\$34,306.05
\$15,191.1	\$10,850.85
\$15,191.1	\$10,850.85
\$29,606.5	\$29,606.50
\$17.9	\$10.45
\$17.9	\$10.45
\$94,398.8	\$80,997.98
\$1,800.00	\$1,200.00
\$1,800.00	\$1,200.00
\$1,800.00	\$1,200.00
\$1,800.00	\$1,200.00
\$18,408.34	\$18,408.34
* \$22.5	\$16.28
\$1,800.00	\$1,200.00
\$0.00	\$0.00
\$15.96	\$10.45
\$15.96	\$10.45
\$15.9	\$10.45
\$15.9	\$10.45
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\$15.9	\$10.45
\$15.9	\$10.45
\$15.96	\$10.45
\$15.9	\$10.45
\$16.7	\$10.45
\$15.9	\$10.45
\$15.9	\$10.45
\$15.96	\$10.45
0	\$75,500.00
\$1,800.00	\$1,200.00

*Boards & Commissions effective date of annual \$1,800.00 per year - 12/20/2022

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CITY OF BROOK PARK, OHIO

ORDINANCE NO:

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE

AUTHORIZING THE MAYOR TO ENTER INTO A
CONTRACT WITH SIGNAL SERVICE COMPANY
WITHOUT PUBLIC BIDDING, TO PROVIDE FOR THE
MAINTENANCE OF TRAFFIC CONTROL DEVICES,
AND DECLARING AN EMERGENCY

WHEREAS, Council deems it necessary for the City to enter into a contract with a specialist in order to provide for the maintenance, modernization, and replacement of all electrical traffic signals over which the City has jurisdiction; and

WHEREAS, said services are of such a highly specialized nature, requiring the exercise of peculiar skill and aptitude, that said contract is properly deemed excepted from the bidding requirements ordinarily associated with the letting of public contracts.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: That the Mayor is hereby authorized and directed to enter into a contract with Signal Service Company, for the maintenance, modernization, and/or replacement of all electrical traffic signals.

SECTION 2: The money needed for the aforesaid transaction shall be paid from the general fund 100; provided that, in no event shall the total amount to be paid under said contract exceed \$120,000.00.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees

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that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason that Council deems it necessary for the Mayor to enter into said contract with undue delay; therefore provided this ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED:			
		PRESIDENT OF (COUNCIL
ATTEST:		APPROVED:	
	Clerk of Council	P	MAYOR
			DATE

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS.

DIRECTOR OF LAW