

**ORDINANCE NO. 095-25**

Introduced by \_\_\_\_\_ Councilor

Seconded by \_\_\_\_\_ Councilor

Form Approved Afg L/B Director of Law

PUBLICATION: I hereby certify that this Ordinance was published in a summary manner according to law in the Lima News on \_\_\_\_\_

\_\_\_\_\_  
Dana Addis, Clerk**AN ORDINANCE AMENDING SECTION 246.09 OF THE CODIFIED ORDINANCES OF THE CITY OF LIMA, PUBLIC WORKS DEPARTMENT AUTHORIZED EMPLOYMENT POSITIONS.**

VOTE	1ST		2ND		3RD	
	Y	N	Y	N	Y	N
GORDON						
WILKERSON						
THOMPSON						
JORDAN						
JONES						
GLENN						
NEEPER						
DIXON						
TOTAL						

**PREAMBLE:** The purpose and authority of and for this ordinance are set forth as follows:

**WHEREAS**, the Civil Service Board has approved a reclassification of the position of the Administrative Assistant in the Public Works Department to the new position of Public Works Office Manager; has approved new classification specifications for the new position; approved the appointment of the incumbent employee, Ashley Blake, to the newly created position; and approved the pay for the incumbent employee (Ashley Blake) appointed to the new position to be set at Pay Range 17, Step E (5 years continuous service); and,

**WHEREAS**, legislation has been authorized by the Mayor to approve the changes set forth above; and,

**WHEREAS**, Council finds that passage of this ordinance is necessary because of the immediate need for the action authorized herein to meet administrative operational deadlines, and in order to preserve the public peace, property, health, safety, and welfare of the community and its citizens, and to provide for the efficient and effective operation of the municipal government, and by reason thereof, this Ordinance constitutes a matter of administrative emergency and shall take effect immediately upon its passage, as set forth in Section 33 of the City Charter; Now, Therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LIMA, OHIO, WITH AT LEAST A MAJORITY OF THE MEMBERS ELECTED THERETO CONCURRING:**

**Section 1.** Section 246.09 of the Codified Ordinances of the City of Lima, Ohio is hereby amended as follows (see Page 2 – Administrative Division):

**246.09 Public Works Department**

(A) Unclassified:

Authorized Number	Position Title/Class	Pay Range
1	Public Works Director	By Ordinance
1	Interim Director of Public Works (The position of Interim Director of Public Works is intended as a temporary transitory position and may be filled by Mayoral appointment only if there is a vacancy in the position of Public Works Director)	By Ordinance
1	Deputy Public Works Director II	By Ordinance
1	Deputy Public Works Director I	By Ordinance

(B) Classified:

(Administrative Division)

1	Public Works Office Manager	17
1	Secretary II	14
1	Account Clerk II	13
1	Clerk Typist	10

(Building Inspection Division)

1	Building & Zoning Administrator	34
1	Plans Examiner	30
1	Assistant Building Administrator	27
	- with Building Official Certification	28
	- with Building Plans Examiner Certification	29
2	Building Inspector	26
	- with Electrical Inspector Certification	27
1	Assistant Building Inspector	20
1	Electrical Inspector	27
	- with Building Inspector Certification	28
1	Assistant Electrical Inspector	20
1	Account Clerk II	13
1	Account Clerk I	11
1	Clerk Typist	10

(Engineering Division)

1	City Engineer	35
1	Assistant City Engineer	29
	-- with either PE or PS license, but not both	not to exceed 31E
	-- with PE and PS certification	35
	(plus vacation as approved by the Mayor)	
2	Civil Engineer II	25
	- with PE license	26
1	Engineering Technician IV (Survey & Records)	23
1	Engineering Technician III (Chief Engineering Inspector)	23
1	Engineering Technician II (Construction Inspection)	20
1	Engineering Technician II (Design)	19
1	Engineering Technician III (Survey)	20
1	Engineering Technician II (Survey)	17
1	Engineering Technician I (Design)	16
1	Survey/GIS Manager	27
	- with Professional Engineering (PE) License	29

(Stormwater Division)

1	Stormwater Engineer	
	- with Professional Engineer certification/licensure	29
	- without Professional Engineer certification/licensure	27
1	Civil Engineer II	25
	- with PE license	26
1	Stormwater Technician	
	- with Fundamental of Engineering certification/licensure	20
	- without Fundamental of Engineering certification/licensure	17

(Forestry-Parks Division)

1	Head Park Ranger	21
	- Including 2 weeks of vacation in the first year of employment starting on hire date and extending to their one year anniversary then continuing at 2 weeks' annual vacation until they would otherwise be entitled to 2 weeks' vacation according to the Parity Employee vacation schedule, and then thereafter vacation according to the Parity Employee vacation schedule.	

1	Forestry-Parks Supervisor	21
4	Construction & Maintenance II	16
3	Construction & Maintenance I	14
5	Park Service Ranger	15
1	Clerk Typist	10

(Street Maintenance & Repair Division)

1	Street Maintenance Supervisor	24
3	Assistant Street Maintenance Supervisor	21
1	Garage Supervisor	21
1	Traffic Signal Supervisor	20
1	Street Signs & Marking Supervisor	19
3	Garage Mechanic	18
1	Auto Parts Technician	14
15	Construction & Maintenance II	16
2	Traffic Signal Service Technician	18
1	Street Signs Technician	14
16	Construction & Maintenance I	14
1	Account Clerk I	11

(Recreation Division)

1	Recreation Supervisor	22
1	Assistant Recreation Supervisor	17
1	Recreation Leader IV	15
5	Echo Site Leader - Seasonal	not to exceed \$24.00/hr. no other employee benefits

(Building Maintenance Division)

1	Building Maintenance	14
2	Custodian	12
1	Receptionist	6

**Section 2.** Existing Section 246.09 is hereby amended as set forth above. Council specifically approves the modification to the pay for the reclassified position of Public Works Office Manager to be set at the same pay as Range 17, Step E of the AFSCME Collective Bargaining Agreement (5 years continuous service) for the present incumbent of the existing position of Administrative Assistant, who shall be retained in the position of Public Works Office Manager under the new classification approved herein. Any person (other than the present Administrative Assistant) hereafter appointed to the reclassified position of Public Works Office Manager after the effective date of this ordinance shall be paid in accordance with the application of the Parity Ordinance (C.O.L. §244.25) in effect at that time. Any previous ordinances or code sections in conflict herewith, in whole or in part as may be applicable, (specifically including, but not limited to the "Parity Ordinance," C.O.L. §244.25) are hereby superseded (but not repealed), on a one-time basis

for the circumstances present at this time associated herewith, by the provisions of this ordinance with respect to the reclassification and appointment to the position of Public Works Office Manager and the adjustment to Pay Range 17, Step E (5 years continuous service), for the present incumbent of the existing position of Administrative Assistant.

**Section 3.** Council finds and determines that the above preamble contains specific findings by Council as part of and in support of passage of this Ordinance, and that all formal actions of this Council and any of its committees 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 of its committees that resulted in those formal actions were in meetings held in compliance with the law.

**Section 4.** Council passes this Ordinance under authority of City Charter Sections 1 and 81, and Chapters 212 and 288 of the Codified Ordinances of Lima, as being a matter of local self-government and in the exercise of its constitutional Home Rule authority, and as otherwise in the best interests of the City.

**Section 5.** The Clerk of the Council is authorized and directed to cause publication of this ordinance to be made in a summary manner as provided by the City Charter.

**Section 6.** In accordance with City Charter Section 33, and for the reasons set forth in the Preamble above, this ordinance shall take effect and be in force forthwith upon passage by an affirmative vote of at least two-thirds of the members elected to council at the first reading hereof. If it does not so pass at first reading, it shall take effect and be in force forthwith upon passage by an affirmative vote of at least two-thirds of the members elected to council at the second reading hereof. If it does not so pass at second reading then it shall take effect and be in force forthwith upon passage by an affirmative vote of at least a majority of the members elected to council at the third reading hereof. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jamie L. Dixon, President

Approved: \_\_\_\_\_, 2025

\_\_\_\_\_  
Sharetta T. Smith, Mayor

ATTEST: \_\_\_\_\_  
Dana Addis, Clerk of Council