

**CITY OF KIRTLAND**

**ORDINANCE NUMBER 25-O-89**

**AN ORDINANCE AMENDING SECTION 238.03 OF THE CODIFIED ORDINANCES OF THE CITY OF KIRTLAND REGARDING PAYMENTS TO SERVICE DEPARTMENT WORKERS FOR POSSESSING SPECIFIC LICENSES AND CERTIFICATIONS, AND DECLARING AN EMERGENCY.**

**WHEREAS**, this Council has previously passed 21-O-59 on November 3, 2021 to create Kirtland Codified Ordinance Section 238.01, captioned Commercial Driver Licenses for Service Department Employees; and

**WHEREAS**, the City of Kirtland desires to hire and retain the most qualified and best candidates available for its Service Department; and

**WHEREAS**, Service Department employees are often asked to perform specialized tasks including driving vehicles on behalf of the City that require a commercial driver license, perform services at the City's wastewater treatment plants (WWTP), and mechanic licenses.

**WHEREAS**, possessing these specialized licenses and certifications are a benefit for the City of Kirtland; and

**WHEREAS**, the City of Kirtland desires to reward those employees within the Service Department who currently possess specialized licenses/certificates for its continued benefit; and

**WHEREAS**, in order to appropriately compensate its employees, it has been determined that Kirtland Codified Ordinance 238.01 must be amended accordingly.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Kirtland, County of Lake, State of Ohio, that:

**SECTION I:** Codified Ordinance Section 238.03 is hereby amended to read as follows:

**§ 238.03 LICENSES, CERTIFICATES, AND SPECIALIZED DUTIES FOR SERVICE DEPARTMENT EMPLOYEES**

(a) All Service Department employees within the Division of Public Works who have a valid and unencumbered commercial driver license (CDL) are entitled to receive an annual payment upon the submission of appropriate proof to the Director of Public Service within the last two weeks of

November each year. All eligible employees with a Class A CDL shall be entitled to an annual payment of up to \$1,000.00 and those with a Class B CDL shall be entitled to an annual payment of up to \$500.00. If an employee has both a Class A and Class B CDL, he/she shall only be entitled to the payment of up to \$1,000.00. Said payments shall be made to all eligible employees in the last pay period of each year.

In order to be eligible for said payment, the employee must demonstrate that said CDL is (1) valid and (2) has had no blocks, suspensions, revocations, or any other similar encumbrance on said license within that 12-month period. It is the employee's affirmative duty to disclose any such encumbrance on his/her license to the Director of Public Service within 72 hours of learning of such an action.

(b) At the discretion of the Public Works Director, employees within the Division of Public Works who perform WWTP duties working under a licensed EPA operator shall be entitled to an annual payment of up to \$500.00. Said payments shall be made to all eligible employees in the last pay period of each year.

(c) At the discretion of the Public Works Director, the mechanic within the Division of Public Works shall be entitled an annual payment of up to \$1,000.00. Said payment shall be made to all eligible employees in the last pay period of each year.

**SECTION II:**

(a) It is 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 Section 121.22 of the Ohio Revised Code.

(b) This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the City, and for the further reason to appropriately compensate and retain its workforce; wherefore, this Ordinance shall be in full force and effect immediately upon its passage by the affirmative vote of five members of Council and approval by the Mayor, otherwise this Ordinance shall be in effect from and after its adoption at the earliest period allowed by law.

First Reading: The readings  
Second Reading: were waived  
Third Reading: \_\_\_\_\_

DATE PASSED: December 15, 2025

  
\_\_\_\_\_  
President of Council

Submitted to the Mayor for his  
Approval on this 15<sup>th</sup> day of  
December, 2025.

ATTEST:

Approved by the Mayor this 15<sup>th</sup> day  
of December, 2025.

  
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Clerk of Council  
Amend 238.03 Service Dept. Payments

  
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Mayor Kevin F. Potter