

ORDINANCE NO. 2024-92

INTRODUCED BY COUNCIL AS A WHOLE

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF AN EMPLOYEE AND
SETTING FORTH THE DUTIES AND COMPENSATION FOR THEIR POSITION AND
DECLARING AN EMERGENCY**

WHEREAS, Michael Davies presently holds the title of Custodian for the Village of Oakwood; and,

WHEREAS, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

WHEREAS, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. Council hereby authorizes the employment of Michael Davies as Custodian.

SECTION 2. Michael Davies shall be responsible for the duties set forth in the job description attached as exhibit A.

SECTION 3. Michael Davies, Custodian, shall be compensated at a rate of sixteen dollars and 81/100 (\$16.81) per hour.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the Village, the reason for the emergency being the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village, therefore, provided it receives the two-thirds vote of all members of Council elected thereto. Said ordinance shall be in full force and effect immediately upon its adoption by this council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 9.21.24

Tanya Joseph
Tanya Joseph, Clerk of Council

Erica Nikolic, President of Council

Presented to the Mayor: 9.27.24

Approved: 9.27.24

Gary v. Gottschalk
Gary v. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024-92 was duly and regularly passed by this Council at the meeting held on 21st day of Sept., 2024.

Tanya Joseph
Tanya Joseph, Clerk of Council

POSTING CERTIFICATE

Carol Jackson

I, ~~Tanya Joseph~~, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024-92 was duly posted on the 29th day of July, ~~2024~~, and will remain posted in accordance with the Oakwood Village Charter.
2026

Carol Jackson
Tanya Joseph, Clerk of Council

CAROL JACKSON

DATED: July 29, 2026

**JANITORIAL SERVICES SCHEDULE FOR COMMUNITY CENTER & BUILDING DEPT.
23035 BROADWAY AVENUE, OAKWOOD VILLAGE OHIO**

TASK	DAILY	WEEKLY	MONTHLY	AS REQUESTED
Vacuum and spot clean main area carpet and doormats	X			
Disinfect phones				X
Empty all wastebaskets, reline soiled with new trash bags, and place all trash in outside trash dumpster	X			
Clean all water fountains with disinfectant	X			
All restrooms will be cleaned with disinfectant. All sinks and commodes and urinals shall be cleaned inside and out. Wet mop all floor surfaces. All counters and partitions will be wiped down. Mirrors will be cleaned with glass cleaners. Replenish all paper towels, toilet paper, and soap dispensers.	X			
Clean entrance glass windows on both sides with glass cleaner	X			
Clean wall of mirrors in small room as needed			X	
Clean building windows inside and outside with glass cleaner			X	
Dust mop all hard floor surfaces. Mop entryways. Damp mop hallway. Remove all scuff marks.	X			
Spot mop dining area with " Once and Done "	X			
Mop entire dining area with " Once and Done "		X		
Mop Building Department W/ "Pine Sol" spot mop daily as needed.		X		
Wipe down and dust furniture in entrance areas		X		
Dust all horizontal surfaces, windowsills, and desk sides and tops		X		

JANITORIAL SERVICES FREQUENCY SCHEDULE FOR VILLAGE HALL
24800 BROADWAY AVENUE, OAKWOOD VILLAGE OHIO

TASK	DAILY	WEEKLY	MONTHLY	AS REQUESTED
Vacuum and spot clean main area carpet and doormats	X			
Disinfect phones				X
Empty all wastebaskets, reline soiled bag with new trash bags, and place all trash in outside trash dumpster	X			
Clean all water fountains with disinfectant	X			
Three restrooms will be cleaned with disinfectant. All sinks and commodes shall be cleaned inside and out. Wet mop all floor surfaces. All counters and partitions will be wiped down. Mirrors will be cleaned with glass cleaners. Replenish all paper towels, toilet paper, and soap dispensers.	X			
Clean entrance glass windows on both sides with glass cleaner	X			
Clean interior glass doors and reception windows with glass cleaner	X			
Wet mop all hard floor surfaces in entryway, corridors, and office areas. Remove all scuff marks.	X			
Wipe down and dust furniture in entrance areas		X		
Dust all horizontal surfaces, windowsills, and desk sides and tops (only if cleared off)		X		
Dust all vents including ceiling vents and mini blinds			X	
Clean upholstered chairs in office, council chambers, and other areas (separate bid)				X
Stream clean carpeted areas (separate bid)				X