



TO: Gahanna City Council
Clerk of Council

FROM: Miranda Vollmer, Senior Director of Administrative Services
Mayor Laurie A. Jadwin

Cc: Raymond J. Mularski, City Attorney
Joann Bury, Director of Finance

DATE: December 6, 2023

SUBJECT: Request for Council Action (December 11, 2023 COTW Meeting)

ACTION ITEMS

ACTION ITEM # 1: SALARY ORDINANCE FOR THE PERSONNEL OF THE CITY OF GAHANNA

Each year, prior to the adoption of the following year's budget, the Department of Administrative Services presents a proposed Salary Ordinance to Council for adoption. This ordinance sets forth the salaries for the non-union personnel of the City of Gahanna. For the salary adjustments to align with the 2024 budget in the new year, the Department is requesting that the Ordinance be adopted with **Emergency and Waiver**.

Attached is the proposed Salary Ordinance for 2024. The following adjustments have been incorporated into the proposed 2024 Ordinance:

- General text cleanup
- Modifications to Table 2 include:
 - o Addition of:
 - Analyst – Criminal Intelligence at pay grade C16
 - HR Representative at pay grade C13
 - IT Support Specialist II at pay grade C13
 - Marketing and Communications Specialist II at pay grade C16
 - Planner II at pay grade C17
 - Residential Plans Examiner at pay grade 16
 - o Deletion of:
 - Administrator– Code Enforcement
 - Analyst – Crime
 - Analyst – Technical Services
 - HR Assistant

- Recreation Team Member
- Recreation Team Member II
- Separation of Superintendent – Streets & Utilities at pay grade C19
- Title change:
 - Mental Health Liaison
 - Police Communications Technician

In addition, the following edits were made:

- Section 3, pay schedule. 3.25% increase for employees outside of step program to occur in the first full pay period after anniversary date.

As a result of the 2023 compensation review conducted by the City's consultant, Clemans Nelson (CNA), the following updates are recommended:

- Increase maximum of pay grades by 5% to be competitive with market data
 - Update mid-point of pay grades to coincide with 5% increase in maximum
- Addition of pay grade C27
- Senior Director to pay grade to C27
- Director (Development, Engineering, Finance, HR, IT, P&R, Planning, Public Service) to pay grade to C25
- Recreation Coordinator I to pay grade C12
- Recreation Coordinator II to pay grade C13
- Engineer to pay grade C17
- Manager – Human Resources to pay grade C21
- Chief of Police to pay grade 27
- Deputy Chief of Police to pay grade 26

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Emergency and Waiver**
- Supplemental/Transfer: N/A

Attachments

- DAS ATT 2024 Salary Ordinance RED LINED
- DAS ATT 2024 Salary Ordinance

ACTION ITEM #2: BENEFITS ORDINANCE FOR THE PERSONNEL OF THE CITY OF GAHANNA

Each year, prior to the adoption of the following year's budget, the Department of Administrative Services presents a proposed Benefits Ordinance to Council for adoption. This ordinance includes the fringe benefits for the non-union personnel of the City of Gahanna.

Modifications to the 2024 proposed Ordinance include:

- General text cleanup

- Article 7: Sick and Injury Leave, Section 5
 - o Addition of sick leave conversion to cash payment or personal leave at half.
- Article 10: Miscellaneous Economic
 - o Addition of Section 3, Incentive Payment to recruit and retain talent.
- Article 12: Uniforms, minor modification

The Administration respectfully requests Council to issue legislation adopting the 2024 Benefits Ordinance as proposed, with **Emergency/Waiver** to ensure alignment with the 2024 budget.

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Emergency and Waiver**
- Supplemental/Transfer: N/A

Attachments

- DAS ATT 2024 Benefits Ordinance RED LINED
- DAS ATT 2024 Benefits Ordinance

ACTION ITEM #3: PAY ADMINISTRATION PLAN

As part of the compensation study performed by CNA, the Pay Administration Policy was reviewed and edited. The Pay Administration Policy is the formal system for classifying positions and compensating non-union employees in the City. Section 4(B)(4) was removed because of the recommendation to move the Chief of Police and Deputy Chief of Police onto the Salary Ordinance.

The Administration respectfully requests Council to issue legislation to adopt the revised policy with an effective date of January 1, 2024. For the updated policy to align with the new year, the Administration is respectfully requesting that the legislation be passed with **Emergency and Waiver**.

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Emergency and Waiver**
- Supplemental/Transfer: N/A

Attachments

- DAS ATT City of Gahanna, Pay Administration Policy 1.1.2024 RED LINE
- DAS ATT City of Gahanna, Pay Administration Policy 1.1.2024