

TO: Gahanna City Council
Clerk of Council

FROM: Miranda Vollmer, Sr. Director of Administrative Services
Ben Nolan, HR Manager
Mayor Laurie A. Jadwin

Cc: Priya Tamilarasan, Esq., City Attorney
Joann Bury, Director of Finance

DATE: November 25, 2024

SUBJECT: Dept. of Administrative Services - Request for Council Action (November 25, 2024, 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 2025 budget in the new year, the Department is requesting that the Ordinance be adopted with **Emergency**.

Attached is the proposed Salary Ordinance for 2025. The following adjustments have been incorporated into the proposed 2025 Ordinance:

- General text cleanup
- Modifications to Table 2 include:
 - o Addition of:
 - Analyst – Information Technology II at pay grade C17
 - Coordinator – Training at pay grade C13
 - Manager – Parks Operations at pay grade C21
 - Superintendent – Facilities at pay grade C19
 - Superintendent – Forestry at pay grade C19
 - Superintendent – Golf at pay grade C17
 - Technician – Evidence at pay grade C14
 - o Deletion of:
 - Supervisor – Forestry
 - Supervisor – Golf
 - o Change of:
 - The job title and pay grade of the Coordinator – Court Liaison/Victim Advocate C12 to Coordinator – Court/Victim & Witness Assistance C13
 - Senior- Engineer pay grade change from C20 to C22

- Modifications to Section 3 Pay Schedule include:
 - o Modifying the wage increase to 4% for those over the mid-point of the pay grade for annual wage increases.
 - o Clarifying language to be more inclusive and clearer on part-time employees pay increases.

Requested Legislation and Funding

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

Attachments

- DAS ATT 2025 Salary Ordinance RED LINED
- DAS ATT 2025 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 2025 proposed Ordinance include:

- General text and formatting cleanup
- Article 3: Increasing the annual service credit payments to better align with union employees and general cleanup.
- Article 7: Sick and Injury Leave
 - o General cleanup.
 - o Section 2 - Removing sick leave accrual tiers and replacing with a standard rate for all years of service to align with Ohio Revised Code.
 - o Section 7 – Removing “Special Major Medical Leave” and replacing with Short Term Disability Leave
- Article 8: Special Leaves
 - o Addition of Section 9: Paid Parental Leave
- Article 10: Miscellaneous Economic
 - o Section 2: Safety Equipment – updating footwear reimbursement from \$100 to \$150
 - o Addition of Section 4: Specialized Footwear – expands reimbursements for employees who need specialized footwear other than safety equipment.
- Article 12: Uniforms
 - o Added apparel allowance.
- Article 21: Miscellaneous Economic
 - o Addition of Section 2: Specialized Footwear – expands reimbursements for part-time employees who need specialized footwear other than safety equipment.

The Administration respectfully requests Council to issue legislation adopting the 2025 Benefits Ordinance as proposed, with **Emergency** to ensure alignment with the 2025 budget.

Requested Legislation and Funding

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

Attachments

- DAS ATT 2025 Benefits Ordinance RED LINED
- DAS ATT 2025 Benefits Ordinance