

TO: Council
Mayor Kneeland

FROM: Abby Cochran
Human Resources Director

DATE: March 25, 2016

SUBJECT: Human Resources Council Report for March 28, 2016

Action Item #1 – Ordinance – Request to Pay Above Market

We are respectfully requesting authorization from Council to offer a candidate for the position of GIS Administrator a rate of pay above the Midpoint/Market of their range. As per Article VII, section 2 of the Salary Ordinance for Unclassified Personnel: "Any salary or hourly rate paid to a new hire above the Midpoint/Market of their range must be approved by Council."

The City has been actively recruiting for the GIS Administrator position since it became vacant in January 2015. This position is important to City operations specifically in the areas of Public Safety, Development, Public Service, and Parks & Recreation. We also provide GIS hosting services for a neighboring municipality which brings \$18,000 of revenue annually. Some of the duties have been completed through internal resources and contracted services over the past year; however, we cannot realistically continue to operate in this way.

We do have a well-qualified GIS professional candidate with over 20 years of related experience who is interested in the position; however, the candidate has asked for a salary above the midpoint/market. Therefore, we are asking you to approve the offer above midpoint/market.

Due to the length of time that this position has been vacant and the urgency that is presented with us finding a candidate we do not want to lose, I am requesting a waiver and an emergency for this action item.

Action Item #2 – Ordinance – Medical Examination Services Agreement with ExpressMed

We are respectfully requesting legislation to authorize the Mayor to sign a Medical Services Agreement with ExpressMed. ExpressMed is an urgent care facility located on Rocky Fork Boulevard right across from City Hall.

We would like to be able to utilize their services as a back-up to our current provider of drug and alcohol screenings. When an employee needs to be sent for drug and alcohol screening after regular hours with our current provider, we utilize an on-call service which is an additional expense. With ExpressMed's evening and weekend hours, we will be able to decrease the need to utilize the on-call service and will cause less of an administrative

burden on our staff as well.

Update – Safe Driving Initiative

A winner has been selected in our decal contest to promote Safe Driving within our community (see below)! This decal will be placed on the City's fleet of service vehicles to promote safe driving. With many of our employees working on or near the streets every day, it important for our employee safety that drivers throughout Gahanna are paying attention to their driving.

Stay tuned as we prepare for more activities during the month of April which is National Distracted Driving Awareness Month.

