



**TO:** Mayor Thomas R. Kneeland  
Dottie Franey, City Administrator  
Joann Bury, Director of Finance  
Members of City Council  
Shane Ewald, City Attorney

**FROM:** Abby Cochran, Director of Human Resources

**DATE:** May 25, 2018

**SUBJECT:** Report to Council, May 29, 2018

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### **ACTION ITEMS FROM THE DIRECTOR OF HUMAN RESOURCES**

#### **ACTION ITEM # 1 – Ordinance – Salary Ordinance for the Personnel of the City of Gahanna:**

We respectfully request the passage of the ordinance related to compensation for employees not covered under a bargaining unit agreement due to the following requested changes:

- Removal of the Part-Time Director of Marketing (paygrade C22)
- Addition of a Part-Time Plus (+) Marketing Manager (paygrade C19)
- Updating Paralegal from Part-Time to Full-Time
- Wage Scale Table updated to correct rounding error in the annualized rates;
- Added language regarding timeclock rounding
- Adding Engineering to the Director and Deputy Director of Public Service

With the approval of these changes, the City would move the current Recreation Coordinator - Marketing Coordinator to the newly created Marketing Manager position. The part-time Recreation Coordinator - Marketing Coordinator position would not be back-filled. Under the new structure, the Public Information Manager and Marketing Manager would report directly to the Mayor. The changes within this department's structure would result in a cost reduction in salary, benefits and taxes of approximately \$19,163.92 annually.

The Paralegal position in the City Attorney's office has recently become vacant and the City Attorney requests that the position be approved as Full-Time to allow the office to provide timely, cost-effective legal services.

#### Requested Legislation and Funding

- Legislation Needed: Ordinance (to authorize ordinance changes)  
Emergency/Waiver: None
- Already Appropriated (Amounts & Accounts): None
- Supplemental/Transfer (Amounts & Accounts): Will be requested upon passage of legislation

#### Attachments

- Cost of New Structure of Marketing and Communication Department
- Salary Ordinance for the Personnel of the City of Gahanna

#### **ACTION ITEM # 2 – Ordinance - Supplemental Request**

We are respectfully requesting a supplemental appropriation to 101.125.5133.001 (USW Rx Reimbursement) in the amount of \$9,000 from the unappropriated unencumbered balance of the General Fund.

The United Steelworkers joined the City's health plan effective January 1, 2018, which activated a clause in their contract allowing for a reimbursement of certain prescription expenses. The cost will exceed the \$3,000 the City budgeted for 2018.

#### Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: None
- Already Appropriated (Amounts & Accounts): None
- Supplemental/Transfer (Amounts & Accounts): \$9,000 to 101.125.5133.001 from unappropriated unencumbered balance of the General Fund.