



TO: Members of Council  
FROM: Tom Kneeland, Mayor  
RE: Request for Supplemental Appropriations  
DATE: May 13, 2019

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Please accept this memo as the Administration's request for transfer appropriation as detailed below.

Now that Issue 12 has passed, the Administration needs time to prepare a proposed supplemental appropriation based on anticipated revenue that will be generated by Issue 12 for 2019. There are only two committee meetings before June 1, 2019 and we believe more time is needed to prepare the revenue estimate and associated request for a supplemental appropriation.

As a result, we are respectfully requesting an extension of the June 1<sup>st</sup> defunding to July 1, 2019. There are a number of employees that have separated from the City already this year resulting in salary savings that can cover the 1 month extension. We are further requesting a motion resolution to allow the Finance Director to transfer appropriations, if needed, to fund the positions to July 1<sup>st</sup>. After the revenue estimates are complete, I will submit a supplemental appropriation request including funding for the positions listed below for the remainder of 2019 and positions that were defunded completely (Police Lieutenant and Police Data Analyst). The positions below are subject to a June 1, 2019 layoff.

**Director of Parks and Recreation** (Department of Parks and Recreation).

The Director of Parks and Recreation is a vital member of the leadership team. The responsibility of the director is to provide leadership, administrative, financial, communications, construction management, and strategic planning services to department employees so they can achieve their operational customer results and contribute to the achievement of the goals of the Department of Parks & Recreation. The director oversees 14 full time, ~45 part-time, and ~135 seasonal employees. In addition, the director oversees approximately \$4.5 million in operations and \$1.4 million in revenue. The director carries out the duties and responsibilities provided in Chapter 151 of the Code and Charter Section 5.06.

**Forestry Foreman** (Department of Parks and Recreation).

The Forestry Foreman is responsible for planning, coordinating, assigning and inspecting the work of the arbor crew. In addition, the foreman inspects all public trees and plans for the installation and removal of trees. The Forestry Foreman uses technical skills and knowledge to give advice to internal and external customers. The City has only one (1) certified forester. This position is vital to the maintenance of City parks and trees. This position is a member of the United Steelworkers Collective Bargaining Agreement and requires specific certifications/licensures in order to complete job tasks. Without this position, the City will spend additional dollars subcontracting out the work. In addition, the subcontracting of USW job tasks requires compliance with Article 28 of the collective bargaining agreement.

**Economic Development Manager (Department of Development).**

The Economic Development Manager is responsible for providing business development and incentive management services to attract investment and job creation opportunities in the City of Gahanna. The manager coordinates the business visitation program and assists with project consultations, negotiating financial incentives, economic development and technology strategic planning and sales. In addition, this position supports the incentive management services of the City by assisting with the annual incentive compliance reports, and administration of CRAHC/CURC/TIRC, business CRM and real estate database.

In addition to the funding request above, I will also be requesting the wage freeze for the unclassified team be reconsidered. As you are aware, twenty-two (22) talented members of the Gahanna Team have left their positions for reasons including resignation, retirement and lay off. These positions include:

- Officer of the Mayor:
  - City Administrator, Communications/Public Information Manager and Marketing Manager
- Department of Public Service & Engineering:
  - Director, Senior Engineer, and Part-time Code Enforcement Officer
- Department of Parks & Recreation:
  - Senior Center Supervisor, PT Office Support Worker I (front desk), Parks Service Coordination (2- PT), Parks Skilled Technician (2- PT), Parks Team Member (3-PT), Recreation Coordinator (1- PT Aquatics, 2- PT transfer to CVB, and 1- PT Herb Center)
- Department of Public Safety, Division of Police:
  - Police Lieutenant (retirement) and Police Dispatcher (2)

The Administration is working to back-fill the vacancies that are essential to City operations. Due to the number of vacancies, it is anticipated many of these vacancies will continue through the summer. A wage increase in 2019 for the employees in the unclassified service is vital to retain current talented employees and attract new talent. I deem it prudent and necessary to restore the three (3) positions subject to a layoff and reconsider the unclassified wage freeze, for the health, safety and welfare of the community.