



TO: Gahanna City Council
Clerk of Council

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

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

DATE: December 8, 2022

SUBJECT: Request for Council Action (December 12, 2022 Committee of the Whole Meeting)

ACTION ITEMS

ACTION ITEM # 1: ORDINANCE: 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.

Attached is the proposed Salary Ordinance for 2023. The following adjustments have been incorporated into the proposed 2023 Ordinance:

- Additions to Section 1, table 2
 - o Senior Director of Operations at C26
 - o Senior Deputy Director at C25
 - o Risk Management & Safety Administrator at C17
 - o Asset Administrator at C16
 - o CAD Administrator at C16
 - o Mental Health Clinician at C16
 - o Supervisor- Forestry at C17
 - o Management Analyst II at C16
 - o Planner at C13

- Modification to table 2 in pay grades or titles:
 - o Director of Administrative Services at C24 to Senior Director of Administrative Services at C26
 - o Engineer – Projects at C15 to Engineer at C16

- Project Inspector title change to Engineering Technician

In addition, the following edits were made:

- Updated pay rates in Table 1: Seasonal, Variable Hour, and Temporary non-exempt classifications to align with increases pay ranges
- Reorganization of Table 2
- Section 3, pay schedule. Updated language to follow the Pay Administration Plan and provide a 3.25% increase for employees outside of step program.

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Emergency/Waiver**

Attachments

- DAS ATT 2023 Salary Ordinance RED LINE
- DAS ATT 2023 Salary Ordinance

ACTION ITEM #2: 2022 BENEFITS ORDINANCE

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 2023 proposed Ordinance include:

- General text cleanup
- Article 1: Definitions updates
 - Probationary period to one (1) year for new hires and six (6) months for promotion or transfer
 - Clarification definitions for full time and part time employment
 - Addition of service credit definition
- Article 3: Service Credit
 - Increase of \$50 per service credit category
 - Payment of annual service credit to employee's HSA
- Article 4: Vacation Leave, Personal Leave & Compensatory Time
 - Clarification language on vacation accrual and uses
 - Cash payout of vacation leave up to 40 hours
- Article 6: Insurance
 - Removal of Section 6, cash payment for waiving insurance
- Article 7: Sick and Injury Leave
 - Payout of sick leave up to 1200 hours at 50% (reduction from 60%)
 - Removal of payment upon resignation
- Article 16: PTO and Holidays
 - Section 3. Holiday Schedule
 - Addition of holidays for part-time employees

The Administration respectfully requests Council to issue legislation, adopting the 2023 Benefits Ordinance as proposed. For the salary adjustments to align with the 2023 budget in the new year, the Department is requesting that the Ordinance be adopted with **Emergency and Waiver**.

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Emergency/Waiver**

Attachments

- DAS ATT 2023 Benefits Ordinance RED LINE
- DAS ATT 2023 Benefits Ordinance