



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL

Committee Meetings Regular Council Meeting

7232 E. Main St
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

April Beggerow
614-322-6836

Monday, April 22, 2019

Council Chambers

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. CALL TO ORDER - ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

a. Finance and Administration Committee – Committee Meeting – April 8, 2019

4. NEW LEGISLATION/DISCUSSION ITEMS

a. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Sections 160.02(e) PARKS & RECREATION DEPARTMENT; 160.03 SALARY SCHEDULE; and Repealing/Replacing Section 160.08 ADMINISTRATION OF PAY PLAN OF CHAPTER 160 EMPLOYEE COMPENSATION.

b. ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A "GOVERNMENTAL AGGREGATION PROGRAM AGREEMENT" WITH VOLUNTEER ENERGY SERVICES, INC., TO PROVIDE FULL REQUIREMENTS RETAIL NATURAL GAS AND RELATED ADMINISTRATIVE SERVICES TO AN AGGREGATED GROUP AND DECLARING AN EMERGENCY.

c. ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF DECEMBER 31, 2018 IN VARIOUS SPECIAL REVENUE FUNDS; AND PROVIDING THAT REVENUES FOR SAID FUNDS RECEIVED DURING 2019 BE ACCEPTED.

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 April 8, 2019

Chairman Barth R. Cotner called the meeting to order at 7:51 PM

Call to Order - Roll Call

PRESENT: Clemens, Cotner, Luzader, Spalding

ABSENT:

Approval of Agenda

Agenda stands approved.

Approval of Minutes

a. Finance and Administration Committee – Committee Meeting – March 25, 2019

RESULT:	ACCEPTED
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LEGISLATION FOR THIRD READING

47-19

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LOGICALIS FOR THE PURCHASE OF A CISCO PHONE SYSTEM. --- Cotner. Finance and Administration Committee.

Mr. Cotner: We would just like to make sure we add emergency language on that one, so do we amend that now or... So I would like to move this forward for recommendation as emergency adoption then.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 4/8/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

Minutes Acceptance: Minutes of Apr 8, 2019 7:33 PM (Approval of Minutes)

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE:** **April 22, 2019****TO:** **Finance and Administration Committee**

RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE
CITY OF REYNOLDSBURG, OHIO: Amending Sections 160.02(e)
PARKS & RECREATION DEPARTMENT; 160.03 SALARY
SCHEDULE; and Repealing/Replacing Section 160.08
ADMINISTRATION OF PAY PLAN OF CHAPTER 160 EMPLOYEE
COMPENSATION.

Approval:

Completed Brad McCloud	Pending Jed Hood	Completed Stephen Cicak
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**REQUEST CHANGES TO CHAPTER 160.02 (e) PARKS & RECREATION; 160.2 (g) (3)
WATER/WASTEWATER; CHAPTER 160.03 SALARY SCHEDULE (a) (b) (c);
CHAPTER 160.03 (d) SEASONAL EMPLOYEES; (e) OCCASIONAL
LABOR/INDEPENDENT CONTRACTOR AND REPEAL AND REPLACE CHAPTER
160.08**

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect.141.01
Auditor	1	Unclassified	See Sect.143.01
City Attorney	1	Unclassified	See Sect.147.03
Asst. City Attorney	1	Unclassified	19
Asst. City Prosecutor	2 p/t	Unclassified	19
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	12
Criminal Justice Program Administrator	1	Unclassified	12
Mayor's Secretary*	1p/t	Unclassified	15
Clerk of Courts	1	Unclassified	16
Assistant Clerk of Courts	1	Classified	11
Data Entry Operator	1p/t	Classified	6
Data Entry Operator	1	Classified	6
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	1 p/t	Unclassified	10
Tax Administrator	1	Classified	15
Deputy Auditor	1	Unclassified	15
Auditor's Secretary	1 p/t	Unclassified	10
Finance Manager	1	Classified	21
Civil Service			
Administrative Assistant	2 p/t	Unclassified	15
Special Events/Media Coordinator	1	Unclassified	12
* Mayor's Secretary to be shared with Human Resources Department			
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEPARTMENT OF DEVELOPMENT			
Development Director	1	Unclassified	22
Development Director			
Administrative Assistant	1	Unclassified	13
Planning & Zoning Administrator	1	Classified	19
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	22
Human Resources Generalist	1	Unclassified	12

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Special Events/Media Coordinator	1	Unclassified	12

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
Senior Citizens Assistant	2 p/t	Classified	7
Senior Center Activities Instructor	1 p/t	Classified	5
Recreation Superintendent	1	Classified	16
Grounds Superintendent	1	Classified	16
Assistant Grounds Superintendent	1	Classified	12
Parks Grounds Maintenance	2	Classified	3
Parks Maintenance			
Field and Landscape Operator	2	Classified	6
Horticulturist	1	Classified	10
Recreation Coordinator	1	Classified	7

Seasonal & Occasional Variable Unclassified See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	2	Classified	22A
Sergeant	9	Classified	See Chapter 166
Police Officer	57	Classified	See Chapter 166
Dispatcher	8	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14
Public Service Records Technician	3	Classified	9
Court Specialist	1	Classified	9
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10
Accreditation Manager	1 p/t	Classified	10
Training Manager	1p/t	Classified	10
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	22
Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	16
Custodian	3	Classified	5
Maintenance Crew Leader	1	Classified	9
(2) Building Division			
Chief Building Official	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Permit Technician	1	Classified	11
Code Compliance Officer	2	Classified	6
(3) Water/Wastewater Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	6	Classified	10
Billing Supervisor	1	Classified	13 14
Account Clerk 2	4	Classified	7
(4) Street Division			
Superintendent	1	Classified	17
Asst. Superintendent	1	Classified	15
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			
Fleet Maintenance Supervisor	1	Classified	14
Fleet Maintenance Technician	1	Classified	10
(4)(a) Storm Water Utility Division			
Asst. Superintendent	1	Classified	14
Administrative Assistant	1	Classified	8
(To be shared with Street Division)			
Maintenance Spec/Equip Operator	2	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Street Division)			
(h) DEPARTMENT OF ENGINEERING			
Director of Engineering	1	Unclassified	22

160.03 SALARY SCHEDULE

BEGINNING ~~January 1, 2018~~ July 1, 2019 with the implementation of steps, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT:

(a) Full Time Employees ~~— NON SUPERVISORY PERSONNEL~~

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

~~(5% Between Grades, 30% Minimum to Maximum)~~

GRADE		MINIMUM — TO — MAXIMUM	
1	Annual	\$ 24,295	\$ 35,078
2	Annual	\$ 25,522	\$ 36,816
3	Annual	\$ 26,801	\$ 38,661
4	Annual	\$ 28,132	\$ 40,566
5	Annual	\$ 29,561	\$ 42,589
6	Annual	\$ 31,042	\$ 44,729
7	Annual	\$ 32,580	\$ 46,985
8	Annual	\$ 34,214	\$ 49,351
9	Annual	\$ 35,901	\$ 51,837
10	Annual	\$ 37,690	\$ 54,438
11	Annual	\$ 39,585	\$ 57,152
12	Annual	\$ 41,580	\$ 59,990
13	Annual	\$ 43,672	\$ 62,991
14	Annual	\$ 45,874	\$ 66,169
15	Annual	\$ 48,177	\$ 69,462
16	Annual	\$ 50,580	\$ 72,586
17	Annual	\$ 53,089	\$ 76,570
18	Annual	\$ 55,745	\$ 80,383
19	Annual	\$ 58,557	\$ 84,425
20	Annual	\$ 61,472	\$ 88,648
21	Annual	\$ 64,539	\$ 93,100
22	Annual	\$ 67,759	\$ 97,776
23	Annual	\$ 71,137	\$ 102,694
24	Annual	\$ 74,712	\$ 107,832
25	Annual	\$ 78,452	\$ 113,210

Rev. 44-16, 5/10/2016 Rev. 45-16 5/10/2016, Rev. 110-16 10/24/16, Rev. 119-16 11/14/2016; Rev 64 -17 6/27/2017; 136-17 11/30/2017:
Rev 154-17 12/18/2017

26	Annual	\$ 82,388	\$ 118,873
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*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

** Based on City of Reynoldsburg Council recommendation of 2%.

(b) Senior Police Management

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

GRADE		MINIMUM — TO — MAXIMUM	
22A	Annual	— \$ 81,491	— \$116,441
24A	Annual	— \$85,565	— \$122,263
26A	Annual	— \$ 89,756	— \$ 128,298

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3	\$ 15.15	\$ 15.91	\$ 16.70	\$ 17.54	\$ 18.41	\$ 19.34	\$ 20.30
4	\$ 15.29	\$ 16.88	\$ 18.51	\$ 20.12	\$ 21.74	\$ 23.30	\$ 24.96
5	\$ 15.67	\$ 17.30	\$ 18.97	\$ 20.62	\$ 22.29	\$ 23.89	\$ 25.58
6	\$ 15.98	\$ 17.65	\$ 19.35	\$ 21.02	\$ 22.73	\$ 24.36	\$ 26.09
7	\$ 16.56	\$ 18.00	\$ 19.74	\$ 21.44	\$ 23.18	\$ 24.85	\$ 26.61
8	\$ 17.48	\$ 19.13	\$ 20.78	\$ 22.45	\$ 24.08	\$ 25.75	\$ 27.41
9	\$ 18.32	\$ 20.05	\$ 21.78	\$ 23.53	\$ 25.24	\$ 26.99	\$ 28.73
10	\$ 18.78	\$ 20.55	\$ 22.53	\$ 24.12	\$ 25.87	\$ 27.67	\$ 29.45
11	\$ 19.15	\$ 20.96	\$ 22.77	\$ 24.60	\$ 26.38	\$ 28.22	\$ 30.04
12	\$ 19.53	\$ 21.38	\$ 23.23	\$ 25.09	\$ 26.91	\$ 28.78	\$ 30.64
13	\$ 19.92	\$ 21.81	\$ 23.69	\$ 25.59	\$ 27.45	\$ 29.36	\$ 31.25
14	\$ 20.32	\$ 22.24	\$ 24.16	\$ 26.11	\$ 27.99	\$ 29.95	\$ 31.88
15	\$ 20.65	\$ 22.69	\$ 24.65	\$ 26.63	\$ 28.55	\$ 30.55	\$ 32.52

(b) SUPERVISORY PAY RANGE

Pay Grade	Minimum	Maximum
14	\$ 24.50	\$ 34.00
15	\$ 25.50	\$ 36.00
16	\$ 26.00	\$ 38.00
17	\$ 27.00	\$ 41.00
18	\$ 28.00	\$ 43.00
19	\$ 29.00	\$ 45.00

Rev. 44-16, 5/10/2016 Rev. 45-16 5/10/2016, Rev. 110-16 10/24/16, Rev. 119-16 11/14/2016; Rev 64 -17 6/27/2017; 136-17 11/30/2017;
Rev 154-17 12/18/2017

<u>20</u>	<u>\$ 31.00</u>	<u>\$ 47.00</u>
<u>21</u>	<u>\$ 33.00</u>	<u>\$ 49.00</u>
<u>22</u>	<u>\$ 35.00</u>	<u>\$ 51.00</u>

(c) Senior Police Management

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>
<u>24A</u>	<u>\$ 45.00</u>	<u>\$ 60.00</u>
<u>26A</u>	<u>\$ 50.00</u>	<u>\$ 65.00</u>

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

(c) Part Time Employee

Part time employees' rate of pay shall begin at the minimum hourly rate for the pay grade assigned.

(d) Seasonal Employee

1) Parks and Recreation Department:

Seasonal Recreation Employee	\$8.00 - \$30.00
Seasonal Maintenance Employee	\$8.50 - \$14.00 <u>\$16.00</u>
Bus/Van Driver	\$9.50 per hour-\$16.00

2) Service Department

Water/Wastewater Laborer	\$9.00 <u>\$10.00</u> - \$10.50 <u>\$12.00</u> per hour
Service Seasonal Laborer	\$9.00 <u>\$10.00</u> - \$10.50 <u>\$12.00</u> per hour

3) Street Department

Street Seasonal Laborer	\$9.00 <u>\$10.00</u> - \$10.50 <u>\$12.00</u> per hour
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(e) Occasional Labor/Independent Contract

Unless otherwise indicated, occasional shall be paid at the rate mandated as the minimum wage by the Fair Labor Standards Act. Exceptions to this area are as follows:

(1) Parks and Recreation Department:

Umpire/Referee-	\$7.00 to \$ \$60.00 per game
Program Assistant	\$7.80 - \$20.00 per game/hour

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 - \$16.00 per hour

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

(a) Any employee in the Water Department or Waste Water Department who receives a Class I, Class II, or Class III license from the Ohio EPA shall receive an additional amount per month for the highest held as follows:

Class I	\$ 75.00
Class II	\$100.00
Class III	\$150.00

(b) An employee may be compensated for the highest license regardless of the Department.

2) All Second Shift Chapter 160 Eligible Employees Shift Differential

A shift differential of seventy-five cents (\$.75) per hour worked shall be paid to any Chapter 160 eligible employees when the majority of their regularly scheduled shift is after 1:00 p.m. and before 6:00 a.m.

- 3) Employees who work less than 20 hours per week on a regular basis will receive no benefits.
- 4) An employee who is temporarily assigned to a classification with a lower rate of pay will not be reduced in pay. An employee temporarily assigned to perform the duties of a higher classification with additional responsibilities should be granted a minimum of (five percent (5%)), but no more than ten percent (10%) temporary increase, as determined by the Appointing Authority.

160.05 OVERTIME ELIGIBILITY

A. POLICY

1. Exempt (Salary): Administrative, executive, professional, and certain other employees paid on a salary basis may be exempted or may fall into one of the specific categories of "non-covered" employees under the FLSA. The following positions are exempt from overtime compensation:

Safety Director	Service Director
Development Director	Deputy Chief of Police
Parks & Recreation Director	Computer Systems Director
Human Resources Director	Superintendent of Streets
Chief Building Official	Clerk of Courts
Superintendent of Water/Wastewater	Chief of Police
Tax Administrator	Finance Manager

Assistant City Prosecutors
Planning & Zoning Administrator

Clerk of Council
Assistant City Attorney

Such employees shall not receive a reduction in pay for absences of less than an entire work period (normally five [5] days). Absences will first be deducted from the employee's accumulated sick leave, vacation, or other paid leave time, as appropriate. Sick leave, vacation leave, and holiday pay are based upon a 40 hour week for exempt employees.

2. Nonexempt (Hourly): Employees that fall into the non-exempt status, either by ordinance or the federal Fair Labor Standards Act (FLSA), are paid a set wage on an hourly basis.
3. Part-time employees are expected to work their normally prescribed amount of work hours as determined by the City.

160.06 OVERTIME PAY

(a) Overtime will be authorized by the Appointing Authority or designee when it is necessary to prevent loss of life, damage to property, or to continue essential City services. Only full-time non-exempt employees are eligible for overtime pay.

(b) Full-time employees required to work, in excess of the established regular work week, holidays and/or any paid leave during the scheduled work week, shall be compensated for the excess hours at the rate of one and one-half (1½) times their current rate of pay. Employees must submit a time sheet by noon on Monday in order to be paid for overtime in the prior two (2) weeks. If not, overtime will be paid in the following pay period. Part-time employees must work more than forty (40) hours per week in order to qualify for overtime pay.

(c) The work period for calculating overtime shall be 12:00 a.m. Saturday through 11:59 p.m. Friday, unless the City has established an alternative work period for certain classes of employees. The City's right to use dual calculations to compute overtime owed to employees covered by collective bargaining agreements remains intact.

(d) In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.

160.07 LONGEVITY

Full-time employee of the City shall be eligible for longevity compensation at the conclusion of six (6) years of continuous service. Employees who are eligible for longevity

prior to November 1, 2014 will have an adjusted longevity payment date of November 1. Longevity will be paid on the pay period that includes November 1 annually.

Full-time employees who become eligible for longevity as of November 1, 2014 will be paid longevity their actual anniversary dated with the city. The new rate effective January 1, 2019 is:

<u>From</u> (Conclusion of):	<u>To</u> (Conclusion of):	
6 th year	9 th year	\$550.00 annually
10 th year	14 th year	\$ 600.00 annually
15 th year	19 th year	\$ 650.00 annually
20 th year	----	\$ 700.00 annually

Employee must be employed by the City of Reynoldsburg on their longevity payment date to receive longevity pay. Longevity pay will not be prorated.

160.08 ADMINISTRATION OF PAY PLAN

~~Effective July 1, 2019 the City will implement a step program for non-bargaining unit employees in pay grades 1 through 14 in non-supervisory roles as reflected in 160.03 (a) below. There are two methods by which employees shall receive pay increase; anniversary date of hire and the annual increases in the pay table, which go in effective January 1 of each year as approved by City Council. All employees move to the rate in effect for their step on January 1.~~

~~All new employees will be assigned to Step 1 at the time of hire, unless there is qualifications that the Appointing Authority approves a start of a higher step.~~

~~In order to move to the next step an employee's performance must meet or exceed expectations. Any employee not meeting performance standards will be notified of a delay of the step increase by six months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date.~~

~~During the implementation of steps, each employee will move to the next step from their current pay as of July 1, 2019 on their anniversary date. For example, an employee's current rate of pay is between Step 3 and Step 4, they will move to Step 4 on their anniversary date.~~

~~The denial of an increase is not a disciplinary action nor a reduction in pay, the employee has simply not earned an increase~~

~~TABLE FOR STEPS FOR PAY GRADE 1-14 NON-SUPERVISORY
WILL BE INSERTED HERE FOR APPROVAL BY COUNCIL NO LATER
THAN APRIL 1, 2019 FOR JULY 1, 2019 IMPLEMENTATION.~~

~~TABLE FOR PAY GRADE 13—26A SUPERVISORY POSITIONS
WILL BE INSERTED HERE FOR APPROVAL BY COUNCIL NO LATER
THAN APRIL 1, 2019 FOR JULY 1, 2019 IMPLEMENTATION.~~

~~Each year, City Council will review the minimum and maximum rates set forth in Reynoldsburg Chapter 160.03 and determine whether and to what extent the City should adjust the overall Salary Schedule in order to allow the City of Reynoldsburg to remain competitive in the labor market and to help its employees' wages maintain pace with inflation. In doing so, the Council will review the City's available resources, any updated survey information, and any annualized changes in the Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers—U.S. City Average published by the United States Department of Labor Bureau of Labor Statistics. Any percentage adjustment agreed upon by Council will be applied to all Pay Grades, so as to maintain the same differential between them. The adjustment will normally be effective as of January 1 of each year.~~

~~The CPI data and any survey data of comparable jurisdictions will only be used as guidelines to help the Council assess the City's options year to year. Although the City might only resurvey every three (3) years, rather than annually, the Salary Schedule will nevertheless be reviewed annually for possible adjustment.~~

~~2. Initial Pay Grade Assignments:~~

~~3. Promotions~~

~~Upon promotion, the employee's rate of pay shall be the rate within the higher appropriate Pay Grade that affords the employee an increase of not less than 5% over the employee's rate for the position prior to promotion.~~

~~4. Transfers and Certain Other Appointments~~

~~Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay level is to remain at the same Pay Grade and rate. If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments are to be in accordance with Reynoldsburg Chapter 160.08. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.~~

~~(b) INDIVIDUAL INCREASES FOR PAY GRADES SUPERVISORY STAFF 13—26A~~

~~Employees in pay grades 13 and above that serve in a supervisory role will receive increases based upon an annual evaluation completed by their direct supervisor each spring. The amount of the increase will be within the salary range for the pay grade determined by the Appointing Authority.~~

~~5. Probationary Employees and New Employees~~

~~The appointing authority shall have the option of withholding a January 1 increase for a probationary employee or for a non-classified employee whose employment with the City is less than six months.~~

(a) SALARY SCHEDULE AND PAY GRADES

- 1) Effective July 1, 2019 the City will implement a step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). There are two methods by which employees shall receive pay increase based upon steps 1) on their anniversary date of hire and 2) if Council approves an increases in the step table, employees would be given that adjustment effective January 1 .
- 2) During the implementation of steps, on an employee's anniversary date they will move to the next step based upon the assigned step as of July 1, 2019. For example, an employee with an August 15 anniversary date and a current rate of pay that is between Step 3 and Step 4 would be assigned a step 3 and they will move to Step 4 on their anniversary date.
- 3) All new employees will be assigned to Step 1 at the time of hire, unless they meet qualifications that the Appointing Authority approves a start of a higher step.
- 4) In order to move to the next step an employee's performance must meet or exceed expectations. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay, the employee has simply not earned an increase
- 5) For supervisory staff in pay grades 14 -26A will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges.
- 6) The Human Resources Director with the approval of the Mayor will present to City Council from time to time a recommendation based upon a review of the minimum and maximum rates set forth in Reynoldsburg Chapter 160.03 and determine whether

and to what extent the City should adjust the overall Salary Schedule in order to allow the City of Reynoldsburg to remain competitive in the labor market and to help its employees' wages maintain pace with inflation

- 7) Cost of living adjustment will be determined by Council and would be effective January 1. The CPI data and any survey data of comparable jurisdictions will only be used as guidelines to help the Council assess the City's options year to year. Although the City might only resurvey every three (3) years, rather than annually, the Salary Schedule will nevertheless be reviewed annually for possible adjustment.

(b) Promotions

Upon promotion, the employee's rate of pay shall be the rate within the higher appropriate Pay Grade that affords the employee an increase of not less than 5% over the employee's rate for the position prior to promotion.

(c) Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay level is to remain at the same Pay Grade and rate. If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments will be approved by the Appointing Authority. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

160.09 GROUP INSURANCE

(a) Each employee eligible for medical insurance under the Affordable Health Care Act is entitled to such benefits provided by a group insurance contract, the premiums of which, including premiums for dependent coverage, if appropriate, shall be paid by the City less an employee/newly elected or appointed official premium contribution of twelve percent (12%) of the total monthly premium for health, and seven percent (7%) for dental and vision insurance unless otherwise specified. Premium contributions shall be paid by payroll deduction. Coverage's and exclusions are as follows:

1. Effective January 1, 2014, eligible employees and each newly elected official who choose to utilize the City's medical insurance will pay twelve (12%) of the monthly premium contribution.
2. Effective January 1, 2008 for eligible employees and place into the H.S.A. amounts for single and family coverage as determined annually by City

Council. Contributions for elected officials shall be equal to the contribution for full-time employees. Said amounts will be placed into the individual H.S.A. by the Auditor not later than January 15th of each year or as determined by the appropriate Labor Agreement.

A. The following shall apply for each full-time employee and is eligible for Medicare coverage:

The City will reimburse said full-time employee or elected official for qualified medical expenses and prescriptions that meet the insurance plan deductible coverage up to the same contribution level of those not eligible for Medicare coverage.

3. Full-time employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.
4. Full-time employees may “opt out” of City provided health insurance provided they supply a certificate of coverage from another provider. Employees who “opt out” of employee only coverage will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. Employees who “opt out” of family coverage will be paid Two Thousand Five Hundred Dollars (\$2,500.00) annually and any employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. All dates of payments made under this “opt out” provision will be determined by the Auditor.
5. Each permanent three-quarter (30 hour) or more employee shall receive a minimum of Fifty Thousand Dollars (\$50,000.00) or one times annual salary Life insurance rounded off to the next higher One Thousand Dollars (\$1,000.00), plus an equal amount of Accidental Death Insurance. Part-time elected officials do not receive Life Insurance benefits. Premiums shall be fully paid by the City. The city shall provide police liability insurance for all police officers.

Effective January 1, 2001 each full-time, non-bargaining unit employee is entitled to disability benefits provided by an insurance carrier, the premium of which is paid by the City of Reynoldsburg.

160.10 EDUCATIONAL ASSISTANCE

1. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who

elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

2. The allowances for assistance are as follows:

A. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

B. The allowances for assistance are as follows:

1. The annual allowance for college credit coursework education assistance (per employee) is \$3,000.00 per academic year.
 2. The annual allowance for non-college credited coursework education assistance (per employee) is \$1,000.00 per academic year.
 3. Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and \$250.00 for non-college credit coursework during the academic year.
 4. All coursework must be preapproved before commencement of the course
3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.
 4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City of Reynoldsburg within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

160.11 CITY CLOTHING PROVIDED

1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.
2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image,

CITY OF REYNOLDSBURG

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 4

DEPT./OFFICE: PARKS & RECREATION
CLASS TITLE: RECREATION
COORDINATOR

WORKING TITLE: RECREATION
COORDINATOR
EMPLOYEE NUMBER:

Status: Classified ☒ Unclassified ☐

Citation Code: 160.02

Full-Time ☒ **Part-Time** ☐ **Other** ☐

Reports To: Recreation Superintendent

OT Status Per Ord.: Non-exempt

Normal Working Hours: Variable

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- 60% (1) Plans, organizes, directs, and supervises various recreation and athletic programs, activities and facilities. Maintains control of supplies, records, and prepares reports and budget needs for successful operation of assigned area. Works directly with public and outside agencies, public schools, in establishing and implementing special events. Assist with supervision of volunteers, officials, scorekeepers, coaches, players and public attendance and performs other related duties as required. Under general supervision, assist in the planning, promotion, development, coordination and supervision of youth and adult programs including recreational classes, leagues, special events, and sports camps throughout the city. Weather is sometimes a hazard.
- 25% (2) Supervises and coordinates work of assigned personnel (e.g., assigns/evaluates work activities of paid and volunteer staff); trains, instructs volunteers, instructors, coaches, officials; conducts training programs on safety practices/procedures; keeps the Recreation Superintendent informed so that there are no surprises.
- 15% (3) Publicizes programs/activities available to the general public (e.g., writes articles for general release,); answers questions and attempts to resolve complaints from the general public.
- (4) Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences.
- (5) Maintains required licenses and/or certificates.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

Attachment: Recreation Coordinator (Chapter 160 Changes)

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 4

Working Title: Recreation Coordinator

Employee Number:

OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Knowledge of recreation philosophy, planning and administration.

Skill in: word processing; use of modern office equipment; motor vehicle operation; use or operation of sports and recreation equipment.

Ability to: Ability to communicate both orally and written; ability to work directly with the public; ability to plan and organize sports activity data and keep accurate records; ability to develop, coordinate and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with City employees and general public deal with problems involving several variables within familiar context; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare routine correspondence; compile and prepare reports; write and/or edit documents for publication; write instructions and specifications; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; lift sports and recreational equipment; travel to and gain access to work site; operate sports and recreation equipment.

Attachment: Recreation Coordinator (Chapter 160 Changes)

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 4

Working Title: Recreation Coordinator

Employee Number:

QUALIFICATIONS: (An example of acceptable qualifications)

High School education or G.E.D; Associates degree in Recreation or Sports Management preferred; two (2) years' experience in parks and recreation; or equivalent combination of training or experience; Certified Parks and Recreation Professional preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain valid Ohio driver's license; must become certified by the National Youth Sports Coaches Association to be trainer of youth sports league coaches within six (6) months of employment; Certified Parks and Recreation Professional preferred.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
(FOR PURPOSES OF O.R.C. 4167)

1. Works in or around crowds.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to potentially vicious animals.
4. Has exposure to hot, cold, wet, humid, or windy weather conditions.

PHYSICAL DEMANDS:

Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Attachment: Recreation Coordinator (Chapter 160 Changes)

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 4 of 4

Working Title: Recreation Coordinator**Employee Number:**

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date

Appointing Authority

Date

Human Resources Director

Date

Effective Date: 04/12/2019
Date Revised:

052802jrCO

City Council**Barth Cotner****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST****DATE:** **April 22, 2019****TO:** **Finance and Administration Committee**

RE: ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A
 "GOVERNMENTAL AGGREGATION PROGRAM AGREEMENT"
 WITH VOLUNTEER ENERGY SERVICES, INC., TO PROVIDE FULL
 REQUIREMENTS RETAIL NATURAL GAS AND RELATED
 ADMINISTRATIVE SERVICES TO AN AGGREGATED GROUP AND
 DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Pending Jed Hood	Pending Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Previous contract is expiring.

See contract materials attached. Per ORC 4929.27 this is required to have 2 readings. Will request adoption as an emergency at second reading to allow for notice publication for the following 2 readings.



Hello Reynoldsburg City Council Members,

My name is Larry Taylor. I work for Volunteer Energy, a Pickerington based Natural Gas and Electric Supplier, as an Energy Specialist. I administer the City of Reynoldsburg Gas Aggregation Program. I've recently met with Mayor McCloud and Bill Sampson to discuss the renewal of the city's gas aggregation program. They have asked me to attend the April 22nd city council meeting to answer questions and to formally request renewal. Mayor McCloud has also asked me to provide the council with information pertaining to the gas aggregation program so you may make an informed decision.

On November 6th, 2001, the residents voted to allow the city of Reynoldsburg to become a gas aggregator. Aggregation is the process in which gas is sold to consumers who have joined together as a buying group. The city then went through a competitive bid process and Volunteer Energy was chosen as the city's natural gas supplier. Through the city's gas aggregation program Volunteer Energy supplies natural gas to all residential and small business accounts that were currently in the Columbia Gas (SCO) Standard Choice Offer Program. Upon renewal, the city will continue to offer an 8% discount off the SCO program. If the commodity price were to drop dramatically, we still guarantee savings of no less than \$0.03 off the SCO rate. All participants in the City of Reynoldsburg Gas Aggregation Program are guaranteed to pay less for gas supply! Columbia Gas remains as the utility company and still provides the gas bill. Nothing else changes, residents just pay less. If a resident chooses not to participate in the program, they simply Opt-Out. No fee's, no obligation.

Rick Curnutte, owner of Volunteer Energy, understands the great demands on city officials and is happy to continue the Civic Grant Program we currently have in place. Rick does not provide a civic grant for every aggregation program, but we are neighboring communities and he is happy to give back. For every Mcf of gas used through the City of Reynoldsburg Gas Aggregation Program, Volunteer Energy will donate \$0.05 back to the city. Last June, I had the pleasure of presenting the city with a Civic Grant in the amount of \$23,456.76.

The city officials have created a Win-Win! All SCO residents in the gas agg program are guaranteed to save money on their gas bill and the city gets to enjoy an annual civic grant. On April 22nd I will discuss the gas aggregation program and talk about how it benefits both the residents and the city. I will then give you an opportunity to ask questions. Upon completion of my brief presentation, I will ask the council to renew the gas aggregation agreement we currently have in place.

If you have any questions, please don't hesitate to contact me, I'm here to help.

Thank you,

Larry Taylor

Energy Specialist
Volunteer Energy Services, Inc.
790 Windmill Drive
Pickerington, Ohio 43147
Mobile: (614) 572-5152
Email: ltaylor@volunteerenergy.com

790 Windmill Drive 🍷 Pickerington, Ohio 43147 🍷 (800)-977-8374 🍷 volunteerenergy.com

City Auditor's Office

Stephen Cicak

7232 E. Main Street

Reynoldsburg OHIO 43068

614/322-6858 Phone

ORDINANCE REQUEST

DATE: **April 22, 2019**

TO: **Finance and Administration Committee**

RE: **Ordinance Appropriating Unencumbered Balances as of December 31, 2018 in Various Police Special Revenue Funds; and Providing that Revenues for Said Funds Received During 2019 be Accepted**

Approval:

Completed Brad McCloud	Pending Jed Hood	Completed Stephen Cicak
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Ordinance Appropriating Unencumbered Balances as of December 31, 2018, in Various Police Special Revenue Funds; and Providing that Revenues for Said Funds Received During 2019 be Accepted

Section 1: That the unencumbered balances as of December 31, 2018, in various Police Special Revenue Funds be appropriated to the proper associated accounts in the following manner:

\$87,475.97 from the unappropriated Law Enforcement Fund (290) be appropriated to account **290.111.5529 Miscellaneous Distributions Law Enforcement Fund.**

\$15,686.54 from the unappropriated Law Enforcement Fund (290) be appropriated to account **290.111.5921 Immobilization Expenses Law Enforcement Fund.**

\$47,494.74 from the unappropriated Drug Enforcement Fund (291) be appropriated to **291.111.5529 Miscellaneous Distributions Drug Enforcement Fund.**

City Auditor's Office

Stephen Cicak

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\$4,376.00 from the unappropriated Safety Belt Program Fund (292) be appropriated to **292.111.5529 Miscellaneous Distributions Safety Belt Program Fund.**

\$15,372.94 from the unappropriated DUI/ Education/ Enforcement Fund (293) be appropriated to **293.111.5529 Miscellaneous Distributions DUI/Education/Enforcement Fund.**

\$85,705.41 from the unappropriated Federal Forfeiture Fund (294) be appropriated to **294.111.5529 Miscellaneous Distributions Federal Forfeiture Fund.**

\$57,121.76 from the unappropriated Law Enforcement Asst. Fund (295) be appropriated to **295.111.5529 Miscellaneous Distributions Law Enforcement Asst. Fund.**

Section 2. That any revenues received by the City for the various funds referred to in Section 1, during the year 2019, shall be credited to the proper funds, to appropriate when requested by the Administration and approved by City Council