

CITY OF REYNOLDSBURG

City Council
Monday April 4, 2016

Ad Hoc Committee Meeting: Immediately Following Committee Meetings

Place: Council Chambers
7232 E. Main St, Reynoldburg, OH 43068

President: DOUG JOSEPH

Ward Members: Ward I – Stephen M. Cicak
Ward II – Brett Luzader
Ward III – Marshall Spalding
Ward IV - Mel Clemens

At Large Members: Barth R. Cotner
Chris Long
Dan Skinner, Esq.

COMMITTEES:

Community Development: Chmn Skinner, Spalding, Cicak, Luzader
Safety: Chmn Long, Cicak, Luzader, Spalding
Service: Chmn Clemens, Luzader, Spalding, Cicak
Finance: Chmn Cotner, Long, Clemens, Skinner

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Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a “Speaker Form” and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

April Beggerow
Clerk of Council

REYNOLDSBURG City Council
Ad Hoc Committee Meeting
Council Chambers, 7323 East Main Street
*April 4, 2016 *** Immediately Following Committee Meetings*

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. City Council – Ad Hoc Committee Meeting – March 21, 2016
4. Approval of Agenda
5. Ad Hoc Committee to Review Chapter 160 & Council Rules
 - a. Changes in the Chapter 160.03 Salary Schedule.
 - b. Council Rules

ADJOURNMENT

MINUTES AD HOC COMMITTEE MEETING
 REYNOLDSBURG CITY COUNCIL
 March 21, 2016

President Doug Joseph called the meeting to order at 8:06 PM

PRESENT: Joseph, Cotner, Long, Skinner, Cicak, Luzader, Spalding

ABSENT: Clemens

Approval of Agenda

Agenda stands approved.

Ad Hoc Committee to Review Chapter 160 & Council Rules

CHANGES IN THE CHAPTER 160.03 SALARY SCHEDULE.

Mr. Joseph: We did receive a document from the Mayor's office listing some salary schedule changes, Mayor would you like to talk about this?

Mayor McCloud: Thank you President Joseph, members of Council. This is, what you have in front of you is an adjustment of 7% across the board for all the pay ranges which is what the administration is proposing for your consideration.

Mr. Joseph: 7%? And how did 7% come to be the number that you wanted?

Mayor McCloud: Yes, we took into account a handful of things, primarily driven by the need to and goal of getting the City of Reynoldsburg employees salaries commiserate with other municipalities and we realized that a pay adjustment in the neighborhood of 3% would simply be prolonging the problem in as much as every other municipality is awarding pay raises of approximately 3%. This seemed to be a rational and prudent adjustment and a step towards arriving at what is an equitable pay scheme.

Mr. Joseph: When is the last time we made this kind of adjustment?

Mayor McCloud: it was 2 years ago and I think prior to that it might have been close to 10.

Mr. Joseph: Do you remember what the percentage of increase adjustments?

Mayor McCloud: I will get those Mr. Joseph, I will get you all of that information.

Mr. Joseph: Any questions?

Mr. Luzader: Just a couple of little points. Whenever we talk about adjusting salaries and all for basically the 160 employees, you say we try to keep in mind what we give the police department, clerks and dispatchers and stuff, is there a specific reason that these employees don't have a step plan like the dispatchers and police officers do and would you be open to maybe reestablishing a step plan?

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Mayor McCloud: Yes. Let me answer your second question first, Yes. Unequivocally. What happened several years ago there was, our employees were getting 6-7% raises each year, you were around, and for whatever reason, once the automatic raises were dispensed with, the companion piece of that was supposed to be raises based upon merit. For whatever reason, that never happened, so our employees went from 6-7% a year to often 0. We are in the process of trying to implement some new evaluation standards that will reflect appropriately work/salary qualifications for everyone across the board. But yes.

Mr. Luzader: Then the other question, I noticed that the dispatchers and the officers, their longevity schedules are different. Is there any thought to adjusting that?

Mayor McCloud: As you know they're subject to a collective bargaining agreement and that's just what has been arrived at after several years and rounds of negotiations, I don't know that there is anything really magical to it. Other than that.

Mr. Luzader: I know it's not a lot, but sometimes, 25-50 bucks makes a difference.

Mayor McCloud: It does, absolutely it does. I agree.

Mr. Joseph: The other question I had, if Council adopts this or something similar adjustment, is it your intent to have that retroactive the first of the year or from this point on?

Mayor McCloud: Let me follow up with you on that. The 7% is contained within the budget that we made but I will make clear to you my intent and follow up with you on that.

Mr. Spalding: I have not so much a question, but a comment. I think that the work that you did in arriving at this was very good. 7% makes sense. You supplied us with documentation of almost every city around here and our employees are about 20% lower than anyone else. Obviously we would be out of budget if we tried to give everybody a 20% raise, but the fact of the matter is, over the last 2 or 3 years, or even longer, we have a turnover of about 25% of our employees. Now, if you choose to be a successful business, that is an unacceptable rate. We can't be losing our people to other cities with similar jobs at 25-25% more money. That's just not going to be good. If we want to attract and keep good employees, we're going to have to do something like this and I am thrilled that the city is stepping up to do something correct with our employees and I appreciate it man.

Mayor McCloud: Thank you.

Mr. Joseph: Any other questions or comments on this item tonight? Ok. Anyone from the public want to comment on this item this evening? We will have additional meetings on this in the next 5 weeks if anyone would like to review the numbers and weigh in their use you're welcome.

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RESULT: **REFERRED TO COMMITTEE** **Next: 3/28/2016 7:45 PM**

COUNCIL RULES

Mr. Joseph: Next is Council Rules and I believe everybody has a copy of the document that our Clerk has been working on. April, was your plan to talk about this or anyone that weighed in on this with you as far as the changes? Do you want to talk a little bit about why these changes are being suggested?

Mrs. Beggerow: I can tell you what I did...

Mr. Joseph: Lets go through each one individually and explain what the change is and why and open it up for questions. Page by page. I believe the first one is on page 2.

Mrs. Beggerow: Page 2. Strike "Form 2849" -form is not used for Special notices. Page 3 and Page 5, strike "telegraph".

Mr. Joseph: Any thought into substituting for technology we're using today that perhaps was not common place when these were last adjusted? Are there any technologies that you utilize?

Mr. Beggerow: I can certainly insert email.

Mr. Joseph: Ok, because that would probably make it a little more clear. So why don't you make a note to make that change on a future document that we can review next week.

Mr. Long: April, I would suggest mail or delivered in any other acceptable means. Coming up with a catch-all.

Mr. Joseph: Question for the City Attorney on that, by just striking that and saying or delivered, would that accomplish that by any means...

Mr. Hood: I haven't seen the document, I'm glad to look at it tomorrow.

Mr. Long: We all just got it tonight.

Mr. Hood: Happy to look at it and dig into it, April and I have had preliminary discussions, I'm not sure, I'm not privy to what she wrote up yet. But happy to get into it tomorrow and have something prepared next time you meet.

Mr. Joseph: Ok, if you could review it and look at it we can look at it next week. Thank you very much. Moving on...

Mrs. Beggerow: Page 6, anything pertaining to "tape recorded" strike "tape" because we don't tape any longer, it's usually digital. Page 7, we used to refer to our yellow sheets as the

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Legislative Request, and now in electronic land, they are referred to a Legislative File so I replaced request with file.

Mr. Joseph: Wasn't there a place where we actually designated that it had to be yellow?

Mrs. Beggerow: Not that I have seen.

Mr. Joseph: Now in the past, the old yellow sheets also included areas for the City Auditor and City Attorney to sign off on.

Mrs. Beggerow: It still occurs, it just occurs behind the scenes. So when a department generates a Legislative file, it goes through a workflow, so before I can put it on the agenda, it goes through the workflow and is approved by those who are required to sign off.

Mr. Hood: Rest assured, they are approved by my office and the Auditor's office before being disseminated to City Council even though it doesn't reflect it in the packet you receive. Every ordinance.

Mr. Long: Jed, I have a quick question. Are you certifying that Legislative Request as being true to form and I'm assuming the Auditor is Certifying that funds are available for the expenditures?

Mr. Hood: In the technical speaking, Yes. I approve it as to form and the Auditor approves the expenditures, but in practical speaking, we work with the administration to make sure it is in the best possible final version prior to you seeing it.

Mr. Harris: As part of mine, I will also make sure that they do have the proper account number for it to be charged to.

Mr. Joseph: Any questions as to page 7? Ok.

Mrs. Beggerow: Page 8, you probably don't see anything but I have this in lighter font, because I feel this needs amended, but I don't want to just go through and make changes, so if you want to weigh in on that, it would be great. Page 9. is the biggest change I did and this is to change from the paper version to the electronic version and to change the deadlines. Currently the deadline is the Wednesday before -10 days and it just isn't feasible, there are too many things that come up last minute. So my suggestion is to have items in my office by Monday, so that I can work on the agenda by Tuesday and have it submitted for approval by Wednesday. I think that should work well.

Mr. Joseph: Comments on those changes? You're just finding that would work better on your end?

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Mrs. Beggerow: I wanted to do it later in the week, like until Wednesday, but a few weeks ago that if there is a situation where I'm not going to be in the office for an emergency situation, I really need to have a little more time than 2 days.

Mr. Snowden: President Joseph and other members of Council just to follow with Mrs. Beggerow has told you. I have discussed this with her internally numerous times and I can tell you that from the standpoint of planning and zoning, I would support any reduction to whatever is practical to her in the lead time, the deadline. The reason is because where planning and zoning processes dove tail with City Council, we just experienced that tonight with our Special Exceptions, there are calendars that can cause the deadline for the legislation for the first committee meeting of a given month under the current system to actually fall before the BZBA meeting of the previous month. If you go to the system that Mrs. Beggerow just proposed, that would basically never happen so there would be time for the applicant to have a special exception approved at a BZBA meeting and have Council review it at the first committee meeting on the following month. BZBA meetings are on the 3rd Thursday of a given month, so you gotta think you're taking off approximately 30 days at that point. If you skip that first meeting, have to go to the second committee meeting in a given month so I just wanted to go on record saying I support the direction she's discussing.

Mrs. Beggerow: More comments on this Section 5, obviously these are just ideas, if you have better ways to word this, I'm game to hear it.

Mr. Joseph: Did you create this verbage yourself?

Mrs. Beggerow: Yes. And all it is are sections A and B that are stricken as Mr. Long had asked about the certification by the City Attorney and Auditor, this was for the paper version, it all happens now electronically.

Mr. Long: It's still a certification.

Mrs. Beggerow: Right.

Mr. Hood: Technically, I approve Legislation as to its form. That's how it's always been presented, that's how it was on the Yellow sheet, if you want to call it a certification, I'm happy to indulge, but that's my job to make sure it's in the proper form going to the proper Committee all those kinds of things prior to it being submitted to you. Ok?

Mrs. Beggerow: Page 10 and this has just happened in the last week or so, under section 7 Mandatory referral, there is a section in there "Ordinances accepting Deeds of Easement and Right-of-Way are excepted" from mandatory referral. And there is no reason to except those. When I looked at how Nancy did them they still went the normal channels. Jed and I had a conversation about them and there is no reason for them to be there.

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Mr. Hood: We did talk about this specifically, I cannot and I have not come across a time that I've been here where this is a time sensitive must move ahead for first reading and pass as an emergency type item. We're not real sure why it was in there because we didn't really follow that rule. The nice thing about your Council rules is because you create them, you can kind of divert from them as long as enough of you agree. It is not a practice that I would encourage you do to often but it is something that we can if necessary if we have enough support to circumvent certain rules. As April and I discussed, this matter specifically, we couldn't come up a scenario where something like this would be so time sensitive that it couldn't go the ordinary route through the readings as called for in the charter.

Mrs. Beggerow: The only other thing I did in there is where it came to awarding the contracts, I added the charter section that refers to. When I first started here that was a confusing point and we need a place where it points to where it is in the charter in the Council Rules. Last thing, I'm working on a section pertaining to Annexations, the 100% owner, Expedited Type II Annexations are very time sensitive, so I wanted to have something in here to exempt that from mandatory referral, however I haven't come up with the language on that, but that's the idea.

Mr. Joseph: you have one more, section 3.

Mrs. Beggerow: Delivery: At the usual place of residence, well, if it's electronic, it doesn't necessarily arrive at your residence by courier. I wanted to strike that because not everybody gets them to their door.

Mr. Joseph: Right, that seems like a common sense change. And those are the changes you have so far?

Mrs. Beggerow: Yes.

Mr. Joseph: One last change that had been suggested was the idea of Council going to a total of 2 meeting nights a month and that was something suggested by the mayor and just give some thoughts to that and we're doing some research on what other communities are doing as far as how often they're meeting and that information for future meetings. Any other questions? Anyone in the audience want to comment on the proposed changes?

Mr. Luzader: Didn't the Mayor also have a suggestion or a question about legislation being assigned to a specific person on a committee?

Mr. Joseph: That is already in the Rules, basically its at the discretion of the Chair, unless, basically when the Administration sends legislation down, it goes to the designated Committee and the Chairman is in charge of legislation unless he designates it to another member of the Committee. The only time we deviate from that is if, lets say Councilman Skinner wants to offer a piece of Legislation. It's his, it originates from him, he works with the City attorney, the clerk, then it's typically been that person's legislation. I know I've done that before, and other members

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of council have done that in the past and it's pretty much self explanatory. If we wanted to tighten that up a little bit more, obviously we can do that.

Mr. Luzader: That's find, I just wanted a little more clarification.

Mr. Joseph: Yes, that's been the prerogative of the chair of each committee to direct each piece of legislation that does come directly from the administration or one of the other departments.

Mr. Skinner: Procedurally, it might be nice to put in parenthesis by the legislation, even if it is the chairman's name, I know that it often does show that by the time it gets to Council, but it might be nice to keep that going forward.

Mr. Joseph: We'll make a note to make some verbiage for that next time we meet. Any questions? We will continue the discussion next week.

Adjournment

Doug Joseph, President of Council

April L. Beggerow, Clerk of Council

Minutes Acceptance: Minutes of Mar 21, 2016 8:15 PM (Approval of Minutes)

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **April 4, 2016**

TO: **City Council**

RE: **Changes in the Chapter 160.03 salary schedule.**

A proposed salary schedule for Chapter 160.03. This reflects a 7% increase in the table.

160.03 SALARY SCHEDULE

BEGINNING ~~June 10, 2013~~ January 1, 2016, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT:

(a) Full Time Employees

CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE
(5% Between Grades, 30% Minimum to Maximum)

GRADE		MINIMUM	TO	MAXIMUM
1	Annual	\$ 21,221 <u>22,706</u>		\$ 30,638 <u>32,783</u>
2	Annual	\$ 22,292 <u>23,852</u>		\$ 32,157 <u>34,408</u>
3	Annual	\$ 23,409 <u>25,048</u>		\$ 33,768 <u>36,132</u>
4	Annual	\$ 24,572 <u>26,292</u>		\$ 35,432 <u>37,912</u>
5	Annual	\$ 25,820 <u>27,627</u>		\$ 37,199 <u>39,803</u>
6	Annual	\$ 27,113 <u>29,011</u>		\$ 39,068 <u>41,803</u>
7	Annual	\$ 28,457 <u>30,449</u>		\$ 41,038 <u>43,911</u>
8	Annual	\$ 29,884 <u>31,976</u>		\$ 43,105 <u>46,122</u>
9	Annual	\$ 31,357 <u>33,552</u>		\$ 45,277 <u>47,446</u>
10	Annual	\$ 32,920 <u>35,224</u>		\$ 47,549 <u>50,877</u>
11	Annual	\$ 34,575 <u>36,995</u>		\$ 49,919 <u>53,413</u>
12	Annual	\$ 36,318 <u>38,860</u>		\$ 52,397 <u>56,065</u>
13	Annual	\$ 38,145 <u>40,815</u>		\$ 55,019 <u>58,870</u>
14	Annual	\$ 40,068 <u>42,873</u>		\$ 57,794 <u>61,840</u>
15	Annual	\$ 42,079 <u>45,025</u>		\$ 60,671 <u>64,918</u>
16	Annual	\$ 44,178 <u>47,271</u>		\$ 63,399 <u>67,837</u>
17	Annual	\$ 46,370 <u>49,616</u>		\$ 66,879 <u>71,561</u>
18	Annual	\$ 48,690 <u>52,098</u>		\$ 70,209 <u>75,124</u>
19	Annual	\$ 51,146 <u>54,726</u>		\$ 73,740 <u>78,902</u>
20	Annual	\$ 53,692 <u>57,450</u>		\$ 77,429 <u>82,849</u>
21	Annual	\$ 56,371 <u>60,317</u>		\$ 81,317 <u>87,009</u>
22	Annual	\$ 59,183 <u>63,326</u>		\$ 85,402 <u>91,380</u>
23	Annual	\$ 62,134 <u>66,483</u>		\$ 89,697 <u>95,976</u>
24	Annual	\$ 65,256 <u>69,824</u>		\$ 94,185 <u>100,778</u>
25	Annual	\$ 68,523 <u>73,320</u>		\$ 98,882 <u>105,804</u>
26	Annual	\$ 71,961 <u>76,998</u>		\$ 103,828 <u>111,096</u>

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

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

121302cjrCO wrey2002

Attachment: 160 salary schedule 7% (1352 : Chapter 160 Salary Schedules)

(b) Senior Police Management

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

GRADE		MINIMUM	TO	MAXIMUM
22A	Annual	\$71,178 <u>76,160</u>		\$101,704 <u>108,823</u>
26A	Annual	\$74,660 <u>79,886</u>		\$106,724 <u>114,195</u>

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

Attachment: 160 salary schedule 7% (1352 : Chapter 160 Salary Schedules)