

CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

February 22, 2016

ADMINISTRATION – Marsha Hall

Legislation

Creation of Job Positions (3rd Reading – Recommended by COTW)

As previously discussed and included in the 2016 Appropriations, adding two (2) full-time front desk staff and reducing the number of part-time staff will assist in providing better customer service at the recreation center. The position title is Recreation Center Clerk, and will have the same pay grade of 5 as the other Clerk positions in the City.

The current Operations Manager position title is being changed to Customer Service Coordinator. Several prior responsibilities were removed from the OM position when facilities staff took over much of the facility maintenance at the rec center. Current duties put more of an emphasis on the front desk and customer service. The prior pay grade reflected duties similar to other “Manager” positions at the rec center. The qualifications and licensure/certification requirements have been reduced. The Sports & Fitness Manager and Aquatics Manager positions encompass a much wider range of responsibilities, and the proposed job description more compare to the “Coordinator” positions. For those reasons the pay grade would be changed from Grade 12 to Grade 10.

Add, Change and/or Delete Certain Positions and Departments (3rd Reading – Recommended by COTW)

Considering the above changes and the personnel-related items in the adopted 2016 Appropriations, the below changes are proposed for the Organization Chart:

- Change “Parks and Recreation” to “Recreation” due to Park Maintenance being under Facilities
- Add two (2) Police Officers to Police Department
- Add one (1) Administrative Assistant to Engineering (the actual job description and pay grade has not yet been finalized)
- Delete Operations Manager position in Recreation Department
- Add Customer service Coordinator position in Recreation Department
- Add two (2) full-time Clerk positions in Recreation Department

Purchase through a Lease Agreement of a 2016 Versalift/Ford Chassis Bucket Truck (2nd Reading)

This was discussed by Mr. Cleary during the Appropriations. The current bucket truck was determined after several years of service to be unsafe for continued use. The cost of the truck is \$121,825.00. The cost to rent a bucket truck for use is \$1900 per month, which would basically pay for the annual cost to lease.

Donation of Brick to Groveport Heritage and Preservation Society

It was mentioned during our last Preservation Committee meeting that the heritage society ran short of bricks in their relocation of the Sharps Landing building. We have a large stockpile of bricks at the water treatment site, as well as bricks of the old water treatment plant, that are not of use to us. When Dennis Moore had obtained bricks through ODOT from the state prison for the Blacklick & Front Streets intersection, he had to take all that they had. Per our policy of disposing of un-needed equipment, I am asking Council to agree to this donation. You can do this by motion.

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Cost of Living Adjustment

Our *Compensation Plan* includes a section dealing with Cost of Living Adjustments. The plan calls for a us to determine whether there is a need for a cost of living adjustment every two years. Our last COLA was approved by Council in April, 2014. While there was a slight increase in COLA for 2015, the CPI measures actually decreased in 2015. Therefore, there will not be a COLA increase requested for 2016.

Our Compensation Plan calls for a wage survey of positions for comparable jurisdictions every five years. This will take place in 2017.

Meetings Attended:

02/18 OML board meeting
02/23 CIC meeting
02/23 Mtg. re GAP

Upcoming Meetings:

03/10 MORPC mtg.