

CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

January 11, 2016

ADMINISTRATION – Marsha Hall

Legislation

Amend Personnel Policy Section 3.05

This amendment will provide for five (5) additional points for military veterans and reserve officers when ranking eligibility lists for police officer candidates.

Creation of Job Positions

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

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

Collect Additional \$5.00 Motor Vehicle License Fee

Should Groveport decide not to collect this fee, Franklin County has the right to collect the fee and keep themselves. The ordinance must be passed prior to July 1st for collection as of January 1 of the following year.

Passage of Above Legislation

It is appropriate for all of the above legislation to be referred to the Committee of the Whole for recommendation.

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Miscellaneous

Medical Insurance – Cadillac Tax

We have been informed that the Cadillac Tax that was originally scheduled to begin in 2017 has been delayed until 2020. In the meantime, a review of the benchmark used to determine the value of plans to be taxed will be completed. As you recall, the value of our current plan is higher than the current benchmark, and would have required that we either change our plan significantly to require a much higher out of pocket for employees or pay a substantial tax.

New Council Member

Ruth-Anne and I have put together a list of documents and information for the new Council person. They include: Council Rules, Groveport Charter, 2016 Appropriations, information how to access codified ordinances.

Executive Session

I am requesting that Council consider going into executive session for the discussion of personnel issues and economic development.

Holiday

A reminder that the offices will be closed January 18 in observation of Martin Luther King Day.

Out of Office

I will be out of the office January 15.

Meetings Attended:

Jan. 5 Groveport Senior Village II Community Roundtable
Jan. 7 Meeting with Franklin County Engineer re. Rohr Road access
Jan. 8 Meeting re. procedures for demolition and clearing of old buildings at water plant site
Jan. 8 Meeting re. golf course concessions rating process

Upcoming Meetings

Jan. 13 Meeting re. ACA requirements for PT/Seasonal employees
Jan. 14 MORPC
Jan. 14 DFWP Training