

CITY OF GROVEPORT  
REPORT TO MAYOR AND COUNCIL

**January 25, 2016**

**ADMINISTRATION – Marsha Hall**

***Legislation***

Amend Personnel Policy Section 3.05 (2<sup>nd</sup> Reading – Recommended by COTW)

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 (2<sup>nd</sup> 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 (2<sup>nd</sup> 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

Revision of Executive Assistant Job Description, Title and Pay Grade to Public Relations/Executive Assistant Coordinator

As previously discussed we are requesting that this legislation be adopted tonight with emergency language.

***Miscellaneous***

Executive Session

I am requesting that Council consider going into executive session at tonight’s meeting for the subject of economic development.

CITY OF GROVEPORT  
REPORT TO MAYOR AND COUNCIL

Bid Results for Hillside & Parking Lot Improvements Project at Golf Course

As I noted at the COTW meeting, the low bid for this project was \$821,214.71 by Decker Construction Company. The engineer's estimate was \$906,435.00.

Emergency Plan Updates

I am currently updating the emergency plan with revised contacts, etc. I will have Chief Portier review then provide the updated information to you.

Vacation

I have scheduled some vacation time for later this month and next because of a carryover of hours earned from 2015. I will be on vacation 01/29, 02/03PM through 02/09, and 02/19. **IF** my flight is on time 02/18 I will be at the Council meeting that night.

Meetings Attended:

01/19 – 01/21 Golf Course Concessions Interviews

01/20 Chamber mtg.

01/22 Mtg. re. GC debt