

CITY OF GROVEPORT

REPORT TO MAYOR AND COUNCIL

February 8, 2016

ADMINISTRATION – *Marsha Hall*

Legislation

Amend Personnel Policy Section 3.05 (3rd 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 (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. **OK to adopt.**

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. **Please postpone the third reading of this Ordinance 16-002 until the February 22 Council meeting.**

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 (1st 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.

2015 Annual Report

Staff is currently preparing their contributions for the 2015 Annual Report.

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Meetings Attended:

01/27 Mtg. re. website
01/28 Mtg. re. golf course concessions contract
02/01 Mtg. re. six month strategy for Public Relations Coordinator
02/03 Conf. call to finalize golf course concessions contract