



GROVE CITY, OHIO - CITY COUNCIL Agenda

February 3, 2025

7:00 PM

Regular Meeting

Call to Order

Roll Call

Approval of Minutes

Welcome & Reading of Agenda

Presentation: Bicycle Friendly America

ADMIN: Mr. Holt

Ordinance C-03-25

Amend Section 161.10 of the Codified Ordinances titled Employee Status, Number of Employees per Department, Pay Grades. First Reading.

Resolution CR-05-24

Amend Part of Appendix A of the Rules of Council.

Call for New Business

Call for Dept. Reports & Closing Comments

Adjourn

ON FILE

Minutes of: 01/21 Council

Date: 01-27-25
Introduced By: Mr. Holt
Committee: Finance
Originated By: Mr. Boso
Approved: Mr. Boso
Emergency: 30 Days: X
Current Expense: _____

No.: C-03-25
1st Reading: 02/03/25
Public Notice: 02/04/25
2nd Reading: 02/18/25
Passed: _____ Rejected: _____
Codified: _____ Code No: _____
Passage Publication: _____

ORDINANCE C-03-25

AN ORDINANCE TO AMEND CHAPTER 161.10 OF THE CODIFIED ORDINANCES TITLED EMPLOYEE STATUS, NUMBER OF EMPLOYEES PER DEPARTMENT, PAY GRADES

WHEREAS, a review of Chapter 161 of the Codified Ordinances has been conducted by the City Administrator; and

WHEREAS, due to staffing and position changes, it is necessary to adjust the number of employees and job titles.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

SECTION 1. Section 161.10 is hereby amended, in part, as shown in Exhibit "A", attached hereto and made a part hereof.

SECTION 2. This Ordinance shall take effect at the earliest date permitted by law.

Christine Houk, President of Council

Passed:

Richard L. Stage, Mayor

Effective:

Attest:

Tami K. Kelly, MMC, Clerk of Council

I certify that this
ordinance is correct as to form.

Stephen J. Smith, Director of Law

C-03-25

EXHIBIT "A"

161.10 EMPLOYEE STATUS, NUMBER OF EMPLOYEES PER DEPARTMENT, PAY GRADES.

Job#	Organization Identification	Job Title	FLSA Exemption	Classification Plan	FTE Max. Number	Pay Grade	Minimum/Maximum
<u>0511</u>	City Council	Clerk of Council	E	U	1	Set by Ordinance	
<u>0512</u>	City Council	Deputy Clerk of Council	<u>E</u>	U	1	5	\$23.76 - 41.45
1111	Administration	Administrative Assistant/City Administrator	E	U	1		<u>\$155,000-215,000</u>
1112	Administration	Deputy City Administrator	E	U	2		\$141,000 - 201,000
1211	Administration	Community Relations Division Chief	E	C	1	11	\$48.00 - 77.00
1311	Administration	Community Relations Division Specialist	N	C	3	6	\$26.13 - 45.59
1312	Administration	Court Account Specialist	N	C	1	CBA	
1313	Administration	Human Resource Coordinator	E	C	2	7	\$28.75 - 50.15
1512	Administration	Executive and Commissions Assistant	N	C	1	7	\$28.75 - 50.15
1513	Administration	Court Account Clerk	N	C	2	CBA	
<u>1514</u>	<u>Administration</u>	<u>Administrative Secretary 1</u>	<u>N</u>	<u>C</u>	<u>2</u>	<u>4</u>	<u>\$21.60 - 37.68</u>
1551	All	Part Time	N	U	N/A	<u>1-2-3</u>	<u>\$15.00 – 48.00</u>
1611	Administration	Human Resource Division Chief	E	C	1	11	\$48.00 - 77.00
2111	Finance	Finance Director	E	U	1	12	\$51.00 - 80.00
2211	Finance	Finance Deputy Director	N	C	1	9	\$34.78 - 60.68
2512	Finance	Payroll Specialist	N	C	1	7	\$28.75 - 50.15
2513	Finance	Accounting Assistant and Tax Administrator	N	C	1	7	\$28.75 - 50.15

2514	Finance	Finance Budget and Accounts Payable	N	C	1	7	\$28.75 - 50.15
3111	Information Systems	Information Systems Director	E	U	1	12	\$51.00 - 80.00
3211	Information Systems	Information Systems Deputy Director	E	C	2	9	\$34.78 - 60.68
<u>3212</u>	<u>Information Systems</u>	<u>Security and Infrastructure Administrator</u>	<u>E</u>	<u>C</u>	<u>1</u>	<u>9</u>	<u>\$34.78-60.68</u>
3311	Information Systems	Information Systems Coordinator	N	C	4	8	\$31.62 - 55.16
3452	Information Systems	Data Administrator	N	C	1	8	\$31.62 - 55.16
3453	Information Systems	Data Analyst	N	C	1	7	\$28.75 - 50.15
4111	Law	Law Director	E	U	1	Set by Ordinance	
5111	Parks and Recreation	Parks and Recreation Director	E	U	1	12	\$51.00 - 80.00
5211	Parks and Recreation	Parks and Recreation Deputy Director	E	C	1	9	\$34.78 - 60.68
5311	Parks and Recreation	Parks and Recreation Supervisor	N	C	8	6	\$26.13 - 45.59
5312	Parks and Recreation	Parks and Recreation Coordinator	N	C	6	5	\$23.76 - 41.45
<u>5313</u>	<u>Parks and Recreation</u>	<u>Parks and Recreation Specialist</u>	<u>N</u>	<u>C</u>	<u>4</u>	<u>4</u>	<u>\$21.60-37.86</u>
5511	Parks and Recreation	Administrative Secretary I	N	C	3	4	\$21.60 - 37.68
6111	Service	Public Service Director	E	U	1	12	\$51.00 - 80.00
6211	Service	Public Service Deputy Director	E	C	1	9	\$34.78 - 60.68
6212	Service	Public Service Superintendent	E	C	1	8	\$31.62 - 55.16
6411	Service	Urban Forestry Supervisor	N	C	1	7	\$28.75 - 50.15
6412	Service	Urban Forestry Arborist	N	C	1	6	\$26.13 - 45.59
6511	Service	Service Executive Assistant	N	C	1	6	\$26.13 - 45.59

6512	Service	Administrative Secretary I	N	C	1	4	\$21.60 - 37.68
6611	Service	Service Manager	N	C	1	8	\$31.62 - 55.16
6612	Service	Park Maintenance Supervisor	N	C	1	7	\$28.75 - 50.15
<u>6613</u>	<u>Service</u>	<u>Fleet Maintenance Supervisor</u>	<u>N</u>	<u>C</u>	<u>1</u>	<u>7</u>	<u>\$28.75 - 50.15</u>
6614	Service	Facility Maintenance Supervisor	N	C	1	7	\$28.75 - 50.15
6615	Service	Service Technician	N	C	<u>25</u>	CBA	
6616	Service	Crew Leader	N	C	<u>5</u>	6	\$26.13 - 45.59
6617	Service	Facility Maintenance Technician	N	C	3	5	\$23.76 - 41.45
6618	Service	Facility Services Housekeeping Coordinator	N	C	1	6	\$26.13 - 45.59
6619	Service	Facility Housekeeping Technician	N	C	<u>3</u>	5	\$23.76 - 41.45
7111	Development	Development Director	E	U	1	12	\$51.00 - 80.00
7312	Development	Community Development Manager	N	C	1	8	\$31.62 - 55.16
7313	Development	Planner	N	C	2	6	\$26.13 - 45.59
7314	Development	Economic Development Specialist	N	C	1	5	\$23.76 - 41.45
7315	Development	Economic Development Manager	N	C	1	8	\$31.62 - 55.16
7355	Development	Senior Planner	N	C	1	7	\$28.75 - 50.15
<u>7512</u>	<u>Development</u>	<u>Administrative Secretary I</u>	<u>N</u>	<u>C</u>	<u>2</u>	<u>4</u>	<u>\$21.60 - 37.68</u>
8111	Safety	Safety Director	E	U	1	12	\$51.00 - 80.00
8112	Safety - Buildings	Building Chief Official	E	C	1	11	\$48.00 - 77.00
8211	Safety - Buildings	Planning and Zoning Manager	N	C	1	6	\$26.13 - 45.59
8213	Safety - Buildings	Inspection Manager	N	C	1	7	\$28.75 - 50.15
8311	Safety- Buildings	Building Plans Examiner	N	C	1	8	\$31.62 - 55.16

8351	Safety – Buildings	Building Master Plans Examiner	N	C	1	8	\$31.62 – 55.16
8411	Safety - Buildings	Inspector	N	C	5	6	\$26.13 - 45.59
8511	Safety – Buildings	Building Account Clerk	N	C	1	CBA	\$17.46 – 29.96 (thru 4/24/24)
8512	Safety - Buildings	Accounts and Systems Coordinator	N	C	1	4	\$21.60 - 37.68
8513	Safety - Buildings	Building Permit Coordinator	N	C	1	4	\$21.60 - 37.68
8514	Safety - Buildings	Property Maintenance Inspector	N	C	3	6	\$26.13 - 45.59
9111	Safety - Police	Police Chief	E	C	1		\$74.00 – 82.50
9212	Safety - Police	Police Lieutenant	N	C	3	CBA	
9411	Safety - Police	9-1-1 Public Safety Communications Manager	E	C	1	7	\$28.75 - 50.15
9412	Safety - Police	9-1-1 Public Safety Communications Supervisor	N	C	3	CBA	
9413	Safety - Police	9-1-1 Public Safety Communications Dispatcher	N	C	14	CBA	
9511	Safety - Police	Police Executive Assistant	N	C	1	6	\$26.13 - 45.59
9512	Safety - Police	Police Account Clerk	N	C	2	CBA	
9514	Safety - Police	Records Specialist	N	C	1	5	\$23.76 - 41.45
9515	Safety - Police	Professional Standards Support	N	C	1	5	\$23.76 - 41.45
9516	Safety - Police	Community Relations Supervisor	N	C	1	6	\$26.13 - 45.59
9517	Safety - Police	Division Analyst	N	C	3	5	\$23.76 - 41.45
9911	Safety - Police	Police Sergeant	N	C	8	CBA	
9912	Safety - Police	Police Officer	N	C	59	CBA	

Date: 01/28/25
Introduced By: Mr. Holt
Committee: Admin.
Originated By: Mr. Holt
Approved:
Emergency: 30 Days:
Current Expense:

No.: CR-05-25
1st Reading:
Public Notice:
2nd Reading:
Passed: Rejected:
Codified: Code No:
Passage Publication:

RESOLUTION NO. CR-05-25

A RESOLUTION TO AMEND A PART OF “APPENDIX A” OF THE RULES OF COUNCIL

WHEREAS, the Rules of Council were adopted by Resolution CR-44-63 and were amended by Resolutions CR-11-76, CR-28-87, CR-64-91, CR-44-16, CR-23-18, CR-23-20 and CR-42-24; and were adopted in subsequent years; and

WHEREAS, the Administrative and Rules Committee have reviewed and updated the job description for the Deputy Clerk of Council; and

WHEREAS, Appendix A of the Rules of Council need updated to reflect this new job description.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

SECTION 1. The job description for the Deputy Clerk of Council, found in Appendix A of the Rules of Council, is hereby adopted and replaced as shown in Exhibit A, attached hereto and made a part hereof.

SECTION 2. This resolution shall take effect at the earliest opportunity allowed by law.

Christine A. Houk, President of Council

Richard L. Stage, Mayor

Passed:
Effective:

Attest:

Tami K. Kelly, MMC, Clerk of Council

I Certify that this resolution is correct as to form

Stephen J. Smith, Director of Law



City of Grove City

Deputy Clerk of Council - 0512 - 5

SALARY	\$23.76 - \$41.45 Hourly \$1,900.80 - \$3,316.00 Biweekly \$4,118.40 - \$7,184.67 Monthly \$49,420.80 - \$86,216.00 Annually	LOCATION	Grove City, OH
JOB TYPE	Full-time	JOB NUMBER	25-0512-1
DEPARTMENT	Clerk of Council	OPENING DATE	01/22/2025

General Description and Qualifications

Two (2) members of the City Council Administrative Rules Committee shall assist with interviews, and the Clerk of Council shall select a Deputy Clerk of Council who shall under the supervision and direction of the Clerk of Council, serve as the full-time assistant to the legislative head of the City Council operations.

The Deputy Clerk of Council shall have no fixed term of office but shall serve at the pleasure of the Clerk of Council.

The Deputy Clerk of Council shall be chosen solely on the basis of the candidate's administrative qualifications in the profession of Clerk of Council; public relations, as shown by the adequacy of the candidate's technical training and successful experience in local legislative affairs, or related field.

- Has proven ability in oral and written communications.
- Has the ability to establish and maintain effective working relationships with public officials and the public in general. • Has general office administrative experience and public contact work. Preference for candidates with prior work in a Clerk of Council office, communications or public relations experience which enables the incumbent to understand complex public policy and service delivery issues.
- Has an associate or bachelor's degree, or related certification, with at least 1 year of working experience in an applicable field OR has a high school diploma with at least 2 years of working experience in an applicable field.
- Sufficient knowledge of the professional field to carry out a full range of varied responsibilities and discharge the accountability required of the Deputy Clerk of Council.

Essential Functions of the Position

The Deputy Clerk of Council shall assist in the coordination of, in conformity with the Grove City Charter, the ordinances of the City and State laws, all the legislative activities of the City except those expressly assigned to other agencies by the Charter. Among other duties the Deputy shall:

- Attend regular evening and special meetings of the Council and Committees, when needed. Assist in processing: all meetings, public hearings, filings, and other related details on legislation, sidewalk assessments, zoning changes, budgets before Council, etc.
- May attend Planning Commission meetings in order to properly forward legislation to Council, if needed.

- Writes letters and reports; maintains various activity records and actions taken.
- Assists with the preparation of the agenda for all Council and other meetings and its distribution
- Assist with updates to the Codified Ordinances of the City of Grove City, Ohio of all holders of Code Books and organize replacement pages for all Code holders.
- Assist in maintaining the safekeeping of all permanent records of the Council Office and the Records Retention Schedule to all other public records of the office.
- Serve as Parliamentarian, as needed.
- Performs other related duties as assigned.

Working Conditions and Equipment Operated

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be required to lift, carry, push or pull 20 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Motor vehicle, mobile phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

Minimum Acceptable Characteristics, Licensure and/or Certification

Begin, within the first three years of employment and complete within the first six years, the process of obtaining a CMC (Certified Municipal Clerk) credential from the International Institute of Municipal Clerks and continue with IIMC to receive MMC (Master Municipal Clerk) certification.

Knowledge of City/department policies and procedures; government structure and process; public relations; office practices and procedures; English, grammar and spelling; records management; human relations; employee training and development; local geographical area; Mature, responsible individual.

Skill in word processing; computer operation; use of modern office equipment; motor vehicle operation.

Ability to interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; exercise good judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile legislative agendas; respond to routine Inquiries from public and/or officials; communicate effectively; understand a variety of information; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; operate office equipment.

A valid Ohio driver's license and maintain to insurability under the City's vehicle insurance policy is preferred.

The City of Grove City is an Equal Opportunity Employer

Agency

City of Grove City

Address

4035 Broadway, Grove City, Ohio, 43123