

WHITEHALL CITY COUNCIL COMMITTEE MEETINGS

AGENDA

TUESDAY, APRIL 28, 2020

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**6:30 P.M. – ADMINISTRATION/COUNCIL OF THE WHOLE MATTERS:**

**THERE ARE TWO PIECES OF DRAFT LEGISLATION APPEARING IN THE APPROPRIATE COMMITTEES BELOW.**

**COMMITTEE OF THE WHOLE LEGISLATION/ISSUES:**

**DRAFT # 1**

**ORDINANCE NO. 028-2020 (*Comm. Of the Whole – 1st reading – ADOPT 05/05/2020– /* )**

**AUTHORIZING AND APPROVING AN AMENDMENT TO THE CODIFIED ORDINANCES OF THE CITY OF WHITEHALL, 161.37 TABLE OF AUTHORIZED PERSONNEL, TO GO INTO EFFECT ON MAY 9, 2020 AND DECLARING AN EMERGENCY.**

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WHEREAS, due to the financial ramifications of the covid-19 pandemic, it is necessary to restructure the following employee positions; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WHITEHALL, OHIO:

**SECTION 1:** The Council of the City of Whitehall, Ohio approves the following changes to the Table of Authorized Personnel to be effective on May 9, 2020.

**161.37 TABLE OF AUTHORIZED PERSONNEL.**

The following legends shall apply to all tables delineating authorized strength:

Column	Name	Code
1	Position title	
2	Pay grade or salary pay range	SPR
3	Classified civil service	CCS
	Unclassified civil service	USC
4	Number authorized	
5	Union bargaining unit	UBU
	Exempt from union	EFU

(a) Office of the Mayor.

1	2	3	4	5
Administrative Assistant to the Mayor ( <u>part-time</u> )	SPR	UCS	1	EFU
Clerk of Court	SPR	CCS	1	EFU

Deputy Clerk of Courts	C-19	CCS	1	UBU
Director of Information Technology	SPR	UCS	1	EFU
System Administrator	SPR	UCS	1	EFU
Full-Time Information Technology Technician	SPR	UCS	2	EFU

(b) Office of the City Attorney.

1	2	3	4	5
Legal Secretary	SPR	UCS	1	EFU
Legal Assistant (full-time)	SPR	UCS	1	EFU
Coordinator of Victim Services	SPR	UCS	1	EFU
Assistant City Attorney (part-time)	SPR	UCS	1*	EFU
and either				
Assistant City Attorney/Prosecutor	SPR	UCS	1	EFU
or				
Prosecutor (part-time)	SPR	UCS	2	EFU
Paralegal ( <del>full-time</del> part-time)	SPR	UCS	1	EFU

\* (One except during transition, then two for training purposes, not to exceed eight weeks)

(c) Office of the City Auditor and Tax Commissioner.

1	2	3	4	5
Deputy Tax Commissioner and Tax Investigator	SPR	CCS	1	EFU
Deputy Auditor	SPR	UCS	1	EFU
Administrative Assistant	SPR	UCS	1	EFU
Payroll Specialist	SPR	CCS	1	EFU
Income Tax Specialist	C21	CCS	1	UBU
Accounting and Tax Clerk	C19	CCS	1	UBU
Accounting Specialist	SPR	CCS	1	EFU
Tax Clerk (part-time)	SPR	CCS	1	EFU

(d) Service Department and Street Employees.

1	2	3	4	5
Administrative Assistant (full-time)	SPR	UCS	1*	EFU
OR				
Administrative Assistant (part-time)	SPR	UCS	1*	EFU
*If the Administrative Assistant is held as a PT position, the FT position is not authorized				
Director of Public Service	SPR	UCS	1	EFU
Fiscal and Project Manager	SPR	UCS	1	EFU
Chief Building Official	SPR	CCS	1	EFU
Assistant Building Inspector (part-time)	SPR	UCS	1	EFU

Administrative Assistant for Building Department	C19	CCS	1	UBU
Facilities Maintenance Technician	S22	CCS	1	UBU
Part-time Custodian	SPR	UCS	1	EFU
Street Superintendent Public Service	SPR	CCS	1	EFU
Crew Chiefs	S24	CCS	3	UBU
Chief Automotive Mechanic	S26	CCS	1	UBU
Mechanic	S24	CCS	1	UBU
Service Worker	S21	UCS	13	UBU
Code Enforcement Officer	SPR	UCS	1	EFU
Animal Control and Code Enforcement Officer	SPR	UCS	1	EFU
Part-time casual employees/ seasonal employees (Labor Maintenance Office Employee)	SPR	UCS	15	EFU

(e) Public Safety Department.

1	2	3	4	5
Director of Public Safety (part-time)	SPR	UCS	1	EFU
Senior Administrative Assistant	SPR	UCS	2	EFU
Crime Analyst	SPR	CCS	1	EFU
Analyst Supervisor	SPR	CCS	1	EFU

(1) Fire Division.

1	2	3	4	5
Chief	FF5	CCS	1	EFU
Assistant Fire Chief	FF4	CCS	1	EFU
Captain	FF3	CCS	4	UBU
Lieutenant	FF2	CCS	3	UBU
Firefighters	FF1	CCS	31	UBU
Administrative Assistant	C19	CCS	1	UBU

(2) Police Division.

1	2	3	4	5
Chief	PO5	CCS	1	EFU
Deputy Chiefs	PO4	CCS	2	EFU
Lieutenant*	PO3	CCS	4	EFU
Sergeant	PO2	CCS	5	UBU
Patrol	PO1	CCS	46	UBU
Communications Operator (full time)	C20	CCS	8	UBU
Communications Operator (part time)	SPR	UCS	4	UBU
Records Clerk (full-time)	C19	CCS	5	UBU

Records Clerk (part-time)	SPR	CCS	2	EFU
Property Room Clerk	SPR	UCS	1	EFU
Property Room Coordinator	SPR	UCS	1	EFU

\* The Sergeant positions (8) will remain current until the Civil Service Commission finished all testing promotions for Lieutenant. It is under the jurisdiction of the Mayor when the process of filling positions of Lieutenant begins.

(f) Parks and Recreation.

1	2	3	4	5
Parks and Recreation Director	SPR	UCS	1	EFU
Crew Chief	S22	UCS	1	UBU
Parks and Recreation Maintenance Worker (full-time)	S18	UCS	3	UBU
Parks and Recreation Skilled Technical (part-time)	SPR	UCS	2	EFU
Parks and Recreation Maintenance (part-time)	SPR	UCS	10	EFU
Parks and Recreation Administrative Assistant (full-time)	C20	UCS	1	UBU
Parks and Recreation Coordinator (part-time)	SPR	UCS	18	EFU
Parks and Recreation (seasonal)	SPR	UCS	15	EFU
Parks and Recreation Desk and Program Staff (part-time)	SPR	UCS	8	EFU
Recreation Superintendent	SPR	UCS	1	EFU
Program and Marketing Specialist	SPR	UCS	1	EFU

(g) Council.

1	2	3	4	5
Clerk of Council (FT)	SPR	UCS	1	EFU
Office Assistant (part-time)	SPR	UCS	2*	EFU
Senior Clerk of Council (PT)	SPR	UCS	1	EFU

\* If the Clerk of Council position is held as a full-time position, one Office Assistant is authorized; if the Clerk of Council position is held as a part-time position, two part-time Office Assistant positions are authorized.

(h) Civil Service Commission.

1	2	3	4	5
Civil Service Commission (part-time)	SPR	UCS	1	EFU

(i) Human Resources.

1	2	3	4	5
Human Resources Director	SPR	UCS	1	EFU
Human Resources Generalist	SPR	UCS	1	EFU
Administrative Assistant	SPR	UCS	1	EFU

(j) Department of Economic and Community Development.

1	2	3	4	5
Director of Development	SPR	UCS	1	EFU

Community Affairs Manager	SPR	UCS	1	EFU
Economic Development Manager	SPR	UCS	1	EFU

**SECTION 3:** That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, peace, safety and welfare and for the further reason revenue is down due to the effects of the covid-19 pandemic; WHEREFORE, This Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

Requested and Prepared by: Kim Maggard, Mayor  
 Approved as to form: Michael T. Bivens, City Attorney MTB 04/28/2020

**STANDING COMMITTEES**

**ADMINISTRATION AND FINANCIAL MANAGEMENT - Chairperson Bob Bailey**  
**Members: Rodriguez, Morrison & Conison**

**DRAFT # 2**

**ORDINANCE NO. 029-2020 (Admin/Fin. Mgmt. – 1st reading – ADOPT 05-05-2020–Bailey/)**

APPROVING AND MAKING AN APPROPRIATION OF TWENTY-SEVEN THOUSAND TWO HUNDRED THIRTY-SIX AND 99/100 DOLLARS (\$27,236.99) FROM PREVIOUSLY UNAPPROPRIATED MONIES IN THE WMPITIE FUND (279) TO THE AIR SOUTH URBAN RENEWAL INCENTIVE ACCOUNT (279.000.50006); MAKING A FUND TRANSFER IN THE AMOUNT OF TWENTY-SEVEN THOUSAND TWO HUNDRED THIRTY-SIX AND 99/100 DOLLARS (\$27,236.99) FROM THE AIR SOUTH URBAN RENEWAL INCENTIVE ACCOUNT (279.000.50006) TO THE ECONOMIC DEVELOPMENT INCENTIVES/PLANNING FUND (316); MAKING A SUPPLEMENTAL APPROPRIATION OF TWENTY-SEVEN THOUSAND TWO HUNDRED THIRTY-SIX AND 99/100 DOLLARS (\$27,236.99) FROM THE ECONOMIC DEVELOPMENT INCENTIVES FUND (316) TO THE ECONOMIC DEVELOPMENT INCENTIVE ACCOUNT (316.000.50000) AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 29-2019 authorized the City to create the Air South Urban Redevelopment Incentive account to repay a portion of the costs of the redevelopment of property within the City for the creation of jobs at the redeveloped property; and

WHEREAS, there is now a need to make and approve an appropriation in order to use these funds; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WHITEHALL, OHIO:

**SECTION 1:** That there be and is hereby made an appropriation in the amount of twenty-seven thousand two hundred thirty-six and 99/100 dollars (\$27,236.99) from unappropriated monies in the WMPITIE Fund (279) to the Air South Urban Renewal Incentive Account (279-000-50006).

**SECTION 2:** That the Council of the City of Whitehall approves a fund transfer of twenty-seven thousand two hundred thirty-six and 99/100 dollars (\$27,236.99) from the Air South Urban Renewal Incentive Account (279.000.50006) to the Economic Development Incentives Fund (316)

**SECTION 3:** That this Council approves a supplemental appropriation of twenty-seven thousand two hundred thirty-six and 99/100 dollars (\$27,236.99) from unappropriated monies in the Economic Development Incentives Fund (316) to the Economic Development Incentive Account (316.000.50000)

**SECTION 4:** That the City Auditor is hereby authorized to draw his warrant upon the Treasurer of the City for these funds for the purpose stated in this ordinance.

**SECTION 5:** That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, peace, safety and welfare and for further reason that the City of Whitehall is ready to move forward with this incentive; WHEREFORE, this ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

Requested and prepared by: Dan A. Miller, City Auditor  
Approved as to form: Michael T. Bivens, City Attorney MTB 04/28/2020

**COMMUNITY STANDARDS AND ENFORCEMENT – Chairperson Rodriguez**  
**Members: Kantor, Morrison & Elmore**

No drafts or pending legislation.

**COMMUNITY AND ELDER ADVOCACY – Chairperson Lori Elmore**  
**Members: Bailey, Rodriguez & Heck**

No drafts or pending legislation.

**ECONOMIC DEVELOPMENT – Chairperson Larry Morrison**  
**Members: Conison, Rodriguez & Elmore**

No drafts or pending legislation.

**INFRASTRUCTURE, MAINTENANCE AND SERVICES – Chairperson Jo Anna Heck**  
**Members: Bailey, Morrison & Kantor**

No drafts or pending legislation.

**PUBLIC SAFETY – Chairperson Karen Conison**  
**Members: Kantor, Bailey & Heck**

No drafts or pending legislation.

**PARKS AND RECREATION** – **Chairperson Wes Kantor**  
**Members: Conison, Elmore & Heck**

No drafts or pending legislation.