

WHITEHALL CITY COUNCIL COMMITTEE MEETINGS

AGENDA

TUESDAY, AUGUST 24, 2021

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

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

COMMITTEE OF THE WHOLE LEGISLATION/ISSUES:

DRAFT # 1

ORDINANCE NO. 076-2021 (*Comm. Of the Whole – 2nd reading – ADOPT 09/21/2021– /*)

AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE PUBLIC ENTITIES POOL OF OHIO (PEP) AND DECLARING AN EMERGENCY.

WHEREAS, the City of Whitehall wishes to enter into a contract with the Public Entities Pool of Ohio (PEP) for annual liability coverage; NOW, THEREFORE,

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

SECTION 1: The Council of the City of Whitehall, Ohio, hereby determines it to be necessary to enter into a contract with Public Entities Pool of Ohio (PEP) for the vehicles, property, general and public official liability and law enforcement coverage for the City of Whitehall, Ohio.

SECTION 2: The Mayor of the City of Whitehall is hereby authorized to enter into a contract with Public Entities Pool of Ohio (PEP) for vehicle, property, general and public official liability and law enforcement coverage for the City of Whitehall, Ohio. The insurance premium for October 3, 2021 to October 2, 2022 term coverage for the City of Whitehall not to exceed one hundred and seventy-five thousand dollars (\$175,000.00).

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 the term of the city's current vehicle, property, general and public official liability and law enforcement coverage for the City of Whitehall end on October 2, 2021; 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 8/24/2021

DRAFT # 2**ORDINANCE NO. 077-2021** (Comm. Of the Whole – 1st reading – ADOPT 09/07/2021– /)

AUTHORIZING AND APPROVING THE FOLLOWING AMENDMENT TO THE SALARY OF THE OF THE ECONOMIC DEVELOPMENT MANAGER, EFFECTIVE SEPTEMBER 1, 2021 AND DECLARING AN EMERGENCY.

WHEREAS, providing comparable compensation to attract employees with experience and knowledge in their career fields, it is required by the City of Whitehall to amend the salary ordinance; NOW, THEREFORE,

161.38 SALARY SCHEDULE.

(a) The following salary ranges are hereby set, with pay to be determined by the respective appointing authority.

Clerk of Council (hourly)	2020	25.00 to 35.39
Office Assistant Part-time (hourly)	2020	11.00 to 22.57
Deputy Auditor (hourly)	2020	30.10 to 37.41
Deputy Tax Commissioner (hourly)	2020	28.65 to 41.69
Tax Clerk (part-time)	2020	11.00 to 19.00
Payroll Specialist (hourly)	2020	20.28 to 33.28
Accounting Specialist (hourly)	2020	19.78 to 24.59
Director of Public Service (hourly)	2020	38.53 to 49.09
Administrative Assistant (hourly)	2020	19.30 to 25.99
Code Enforcement Officer (hourly)	2020	22.00 to 32.75
Chief Building Official (hourly)	2020	32.69 to 50.48
Assistant Building Inspector Part-time (hourly)	2020	to 30.00
Director for Public Safety (salary)	2020	to 30,000.00
Assistant City Attorney/Prosecutor (salary)	2020	to 82,000.00
Assistant City Attorney, Part-time (salary)	2021	to 43,075.00
Prosecutor (Part-Time)* (salary)	2021	to 90,700.00

* (The salaries of the two part-time prosecutors shall not, in the aggregate, exceed the maximum of the salary range for this position).

Legal Assistant (hourly)	2020	21.63 to 34.62
Parks and Recreation Director (hourly)	2021	32.41 to 45.96
Police Deputy Chiefs (hourly)	2021	to 65.76
Police Lieutenant	2020	56.95 to 59.04
Assistant Fire Chief (hourly)	2021	to 65.76
Chief of Police (hourly)	2021	to 68.00
Chief of Fire (hourly)	2021	to 68.00
Analyst Supervisor	2021	25.50 to 38.00

Coordinator of Victim Services (hourly)	2020	21.00 to 33.89
Property Room Coordinator (hourly)	2020	20.00 to 23.97
Property Room Clerk (hourly)	2021	19.00 to 23.97
Crime Analyst (hourly)	2020	23.04 to 33.03
Human Resources Director (hourly)	2020	38.53 to 47.88
HR Generalist (hourly)	2020	24.70 to 31.47
Director of Development (hourly)	2020	36.00 to 49.27
Deputy Director of Public Affairs (hourly)	2021	25.32 to 41.82
Director of Information Technology (hourly)	2020	38.53 to 48.08
Systems Administrator (hourly)	2021	28.85 to 35.81

Senior Administrative Assistant (hourly)	2020	20.78 to 31.00
Administrative Assistant to the Mayor (hourly)	2021	22.94 to 33.34
Clerk of Courts (hourly)	2020	27.95 to 34.73
Paralegal (hourly)	2020	20.00 to 25.00
Fiscal and Project Manager (hourly)	2020	28.00 to 34.61
Recreation Superintendent (hourly)	2021	26.00 to 33.79
Code Enforcement/Animal Control Officer (hourly)	2020	20.78 to 26.50
Full-Time IT Technician (hourly)	2020	22.84 to 31.00
Grants Administrator (hourly)	2020	28.85 to 37.02
Records Clerk Part-time (hourly)	2021	19.50 to 25.00
Economic Development Manager (hourly)	2021	23.08 to 32.25 <u>33.66</u>
Street Superintendent (hourly)	2021	32.22 to 42.08
P&R Program and Marketing Specialist (hourly)	2020	20.67 to 25.25

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

SECTION 1: That the Council of the City of Whitehall, Ohio approves the amendment to the salary schedule specifically related to the position of Economic Development Manager; and

SECTION 2: 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 the position of Economic Development Manager will be vacant soon and the City of Whitehall has interviewed a candidate with the knowledge, capabilities and education this position requires and is able to begin employment at the beginning of September 2021; 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 8/24/2021

DRAFT # 3

ORDINANCE NO. 078-2021 (*Comm. Of the Whole – 2nd reading – ADOPT 09/21/2021– /)*

AUTHORIZING AND APPROVING THE AMENDMENT OF 161.13 SPECIAL LEAVE WITH PAY AND APPROVING SECTION 161.13(d) “PAID PARENTAL LEAVE” AND DECLARING AN EMERGENCY.

WHEREAS, the City of Whitehall strives to recruit and retain quality management and support management employees and we strive to offer paid leave options and benefits to make the City of Whitehall a preferred employer, and

WHEREAS, the Council of the City of Whitehall recognizes the importance of supporting employees as they balance career and family requirements, and

WHEREAS, Paid Parental Leave allows an employee time to provide parental care immediately following the birth of a child or adoption of a minor child and; NOW, THEREFORE,

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

SECTION 1: The Council of the City of Whitehall approves the amendment to 161.13(d) Special Leave with Pay by approving the addition of 161.13(d) “Paid Parental Leave”.

161.13 Special Leave With Pay

161.13(d) Paid Parental Leave

(1) Eligibility: Full-time non-union employee who has completed at least one year of employment with the City of Whitehall. The employee must have an active FMLA on file for the qualifying event.

(2) Qualifying Events are: (a) Birth of a Child – employee must be the birth mother or someone legally responsible for child-rearing. Includes biological parent, spouse, adoptive parent, domestic partner (domestic partner is another adult with whom an employee is in a sole relationship, shares a residence, and shares responsibility for each other’s common welfare; (b) Adoption – Permanent placement of an adoptive child. Employee must be the adoptive parent who, via a legal process, has taken a child into the household.

(3) Benefit: Six weeks (240 hours per year) paid at 100% for birth mother, biological parent, spouse, adoptive parent, domestic partner or legal guardian of the child for the birth or adoption of a child.

(4) Parental Leave begins on the date of the birth or the date medically determined unable to work. For adoption, leave begins the day custody is taken.

(5) Paid Parental Leave may be used in cases of stillbirth. Stillbirth is the loss of a fetus during or following the 20th week of pregnancy.

(6) Paid Parental Leave may be used in one continuous block of time or other scheduled intervals, or unscheduled intervals as indicated on the FMLA designation.

(7) Vacation accrues as normal.

(8) A paid holiday does not count as a Paid Family Leave day. A paid holiday is counted as a paid holiday.

(9) Paid Family Leave will run concurrently with FMLA.

(10) Application must be made directly to Human Resources prior to the leave when possible but not later than thirty (30) days from the start of the event.

(11) Paid Family Leave hours are not eligible for cash payout, do not carry over from year to year, and, hours are not available for leave donation.

(12) Paid Family Leave may be used over multiple timeframes and for multiple qualifying events in a calendar year.

(13) Paid Family Leave can be used for no more than six weeks per event. For example, the birth or adoption of a child that arrives in December is eligible for six weeks leave, even though it may span across two calendar years.

SECTION 2: 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 the City desires to provide quality benefits and remain competitive in the market; WHEREFORE, This Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

STANDING COMMITTEES

ADMINISTRATION AND FINANCIAL MANAGEMENT - Chairperson Bob Bailey

Members: Rodriguez, Morrison & Conison

DRAFT # 4

RESOLUTION NO. 020-2021 (*Admin/Fin. Mgmt. – 1st reading – ADOPT 09/07/2021–Bailey/*)

RESOLVING TO APPROVE “THEN AND NOW” CERTIFICATES AND DECLARING AN EMERGENCY.

WHEREAS, O.R.C. 5705.41(D)(1) states that “then and now” certificates of three thousand dollars and no/100 (\$3,000.00) and more must be approved by resolution or ordinance within thirty days of receipt of the “then and now” certificate, and

WHEREAS, the City has processed the following “then and now” certificate over the sum of three thousand dollars and now this certificate requires approval by City Council; and

WHEREAS, the Auditor of the City of Whitehall, Ohio has determined that, at the time of the making and execution of the certificate, a sufficient sum was appropriated by Council for the purpose of the requisition, and is currently deposited in the treasury and allocated to the appropriate account and free from any previous encumbrances; NOW, THEREFORE,

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

SECTION 1: That the City Council does hereby approve the following “then and now” certificate:

<u>Requisition</u>	<u>Vendor</u>	<u>Amount</u>	<u>Order Date</u>	<u>Purchase Purpose</u>
#2021-Auditor-00225-A	Insource Solutions	\$5,000.00	8/1/2021	Jefferson Township JEDD Tax Set-up
#2021-HR-00024-A	National Testing Network	\$3,100.00	7/30/2021	Drug Screens, Psych exams
#2021-Auditor-00223-A	Ohio Dept. of Taxation	\$483,492.01	8/12/2021	Refund

SECTION 2: That the City Council of the City of Whitehall, Ohio, lawfully appropriated this expenditure which the expense originated.

SECTION 3: That this Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, safety and welfare; and for the further reason that O.R.C. 5705.41(D)(1) requires that “then and now” certificates of three thousand dollars and more be approved by the legislative body by resolution or ordinance within thirty days of receipt of the “then and now” certificate; WHEREFORE, this Resolution shall go into full force and effect immediately upon its passage by the Council of the City of Whitehall and approval by the Mayor.

Requested and Prepared by: Dan Miller, City Auditor
 Approved as to form: Michael T. Bivens, City Attorney MTB 8/23/2021

THIRD READING:

ORDINANCE NO. 070-2021 (*Admin/Fin. Mgmt. – 3rd reading – ADOPT 09/07/2021–Bailey/Conison*)

MAKING A FUND TRANSFER IN THE AMOUNT OF THIRTY-THREE THOUSAND EIGHTY-TWO AND 06/100 DOLLARS (\$33,082.06) FROM THE BOND RETIREMENT ACCOUNT (101-950-57500) TO THE DEBT SERVICE FUND (401) AND DECLARING AN EMERGENCY.

ORDINANCE NO. 071-2021 (*Admin/Fin. Mgmt. – 3rd reading – ADOPT 09/07/2021–Bailey/Morrison*)

MAKING A FUND TRANSFER IN THE AMOUNT OF SIXTY-FIVE THOUSAND TWO HUNDRED FORTY-SEVEN AND 96/100 DOLLARS (\$65,247.96) FROM THE BOND RETIREMENT ACCOUNT (101-950-57500) TO THE DEBT SERVICE FUND (401) AND DECLARING AN EMERGENCY.

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

DRAFT # 5

RESOLUTION NO. 021-2021 (*Economic. Dev. – 3rd reading – ADOPT 10/05/2021–Morrison/)*

APPROVING THE RECOMMENDATIONS OF THE CITY OF WHITEHALL TAX INCENTIVE REVIEW COUNCIL FOR TAX YEAR 2020.

WHEREAS, the City of Whitehall Tax Incentive Review Council (TIRC) reviewed projects for compliance per the Ohio Revised Code section 5709.85(C) on Monday, August 16, 2021, and

WHEREAS, the TIRC found the Whitehall Assisted Living LLC CRA exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Heartland Bank CRA exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Airport South 2 CRA exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Hamilton/Broad TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Main/Yearling TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Main/Hamilton TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Poth Road TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Town and Country TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Airport South 1 TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Creative Palette TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, the TIRC found the Etna Road TIF exemption was in compliance with all requirements and recommends continuing the agreement, and

WHEREAS, Whitehall City Council is required by the Ohio Revised Code to submit an annual report on the status of each agreement and the recommendations of the TIRC to the Franklin County Auditor and to the Director of the Ohio Development Services Agency; NOW, THEREFORE,

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

SECTION 1: The City Council hereby accepts the TIRCs' recommendations as stated herein.

SECTION 2: The Economic Development Manager is hereby directed to file all information required by the State of Ohio with the Director of the Ohio Development Services Agency and Franklin County Auditor.

**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.