

WHITEHALL CITY COUNCIL COMMITTEE MEETINGS

AGENDA

TUESDAY, APRIL 25, 2023

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

THERE ARE **FIVE** PIECES OF DRAFT LEGISLATION ON THE AGENDA.

COMMITTEE OF THE WHOLE LEGISLATION/ISSUES:

DRAFT # 1

ORDINANCE NO. 023-2023(*Comm. Of the Whole– 1st reading-ADOPT 05/02/2023-* /)

AUTHORIZING AMENDMENTS TO 161.37(a) AND 161.37(j) OF THE CODIFIED ORDINANCES OF THE CITY OF WHITEHALL AND DECLARING AN EMERGENCY.

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HEREAS,
the Deputy Director of Public Affairs has taken on increased responsibility in the current role and these responsibilities and assignments have been expanded to support development growth and challenges as well as overseeing the construction and re-build of the police department, and

WHEREAS, these responsibilities are beyond the realm of the current position title; 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 amendment to the Table of Authorized Personnel in the year 2023.

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	SPR	UCS	1	EFU

Clerk of Court	SPR	CCS	1	EFU
Deputy Clerk of Courts	C-19	CCS	1	UBU
Social Media and Marketing Specialist	SPR	UCS	1	EFU
Director of Information Technology	SPR	UCS	1	EFU
System Administrator	SPR	UCS	1	EFU
Full time Information Technology Technician	SPR	UCS	2	EF

Seasonal Intern	SPR	USC	1	EFU
City Administrator* Position is in place of Director of Public Service and Economic Development per choice of Mayor	SPR	USC	1	EFU
<u>Assistant City Administrator</u>	<u>SPR</u>	<u>USC</u>	<u>1</u>	<u>EFU</u>

(j) Department of Economic and Community Development

1	2	3	4	5
Director of Development	SPR	UCS	1	EFU
Deputy Director of Public Affairs	SPR	UCS	1	EFU
Economic Development Manager	SPR	UCS	1	EFU

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 additional responsibilities and performance expectations are those of an executive level in municipal administration and this employee is demonstrating executive leadership and responsibilities ; WHEREFORE, This Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

DRAFT # 2

ORDINANCE NO. 024-2023 (*Comm. Of the Whole– 1st reading-ADOPT 05/02/2023-* /)

AUTHORIZING AND APPROVING AN AMENDMENT TO 161.38 SALARY SCHEDULE AND DECLARING AN EMERGENCY.

WHEREAS, an amendment is required to 161.38 of the Codified Ordinances to ensure a competitive salary to continue to keep and attract high quality personnel to the position of Assistant City Administrator; and

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

SECTION 1: The Council of the City of Whitehall, Ohio approves and makes the following amendment to 161.38 SALARY SCHEDULE of the Codified Ordinances of the City of Whitehall, Ohio:

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

Deputy Director of Public Affairs Assistant City Administrator	2023	to 42.79 <u>57.70</u>
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SECTION 2: That the Council of the City of Whitehall amends this Ordinance and it 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 it is necessary to be competitive in the region regarding regional hourly wages for the responsibilities and needed experience for this position; WHEREFORE, This Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

DRAFT # 3

ORDINANCE NO. 025-2023 *(Comm. Of the Whole– 1st reading-ADOPT 05/02/2023- /)*

AUTHORIZING AND APPROVING A SUPPLEMENTAL APPROPRIATIONS IN THE TOTAL AMOUNT OF TWENTY SEVEN THOUSAND AND TWO HUNDRED DOLLARS **(\$27,200.00)** FROM UNAPPROPRIATED MONIES IN THE GENERAL FUND 101 TO VARIOUS GENERAL FUND ACCOUNTS AND DELCARING AN EMERGENCY.

WHEREAS, two salary accounts require additional appropriations due to changes in operations to maximize customer service and to stay competitive in the municipal jobs market; NOW, THEREFORE,

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

SECTION 1: Authorizing the following supplemental appropriations in the total amount of twenty seven thousand, two hundred and no/100 dollars (\$27,200.00) from unappropriated monies in the General Fund (101) to the following expense accounts:

101.200.51700	Assistant City Administrator	\$ 14,700.00
101.600.51650	Administrative Assistant	<u>\$ 12,500.00</u>
	Total	\$ 27,200.00

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 it is the opinion of the Mayor that the salary of Assistant City Administrator is not a competitive salary in the central Ohio municipal employment market; and with the increased amount of business in the Service and Economic Development offices; and there is considerable need to fund the position of part-time Administrative Assistant for a full year instead of a partial year; 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 Bailey

Members: Conison, Heck & Smith

DRAFT # 4

ORDINANCE NO. 026-2023 (*Adm. & Fin. Mgmt. – 1st reading-ADOPT 05/02/2023-Bailey/*)

AUTHORIZING AND APPROVING AN APPROPRIATION FROM UNAPPROPRIATED MONIES IN THE GENERAL FUND (101) IN THE AMOUNT OF TEN THOUSAND AND NO/DOLLARS **(\$10,000.00)** TO THE FARMERS MARKET EXPENSE ACCOUNT 101.700.58500 AND DECLARING AN EMERGENCY.

WHEREAS, the City administers a Farmers Market at the Kelley Green seasonally and expenses will be offset directly by reimbursement from SNAP, Produce Perks, and other incentive programs, and

WHEREAS, the expense account requires initial funding from the City in order to have a sufficient bank of funds to operate the Farmers Market; NOW, THEREFORE,

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

SECTION 1: That the Council of the City of Whitehall approves an appropriation from the General Fund (101) to the Farmers Market expense account (101-700-58500) in the amount of ten thousand dollars and no/100 dollars (\$10,000.00).

SECTION 2: That the City Auditor is hereby authorized to draw his warrant upon the Treasurer of the City for these funds for the purpose stated.

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 this account requires upfront funding before the Farmers Market is open to the public for expenses necessary for a successful Farmers Market; WHEREFORE, this Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

DRAFT # 5

RESOLUTION NO. 016-2023 (*Adm. & Fin. Mgmt. – 1st reading-ADOPT 05/02/2023-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” certificates:

<u>Requisition</u>	<u>Vendor</u>	<u>Amount</u>	<u>Order Date</u>	<u>Purchase Purpose</u>
2023-IT-02348-A	Leadsonline LLC	\$3,861.00	4/7/2023	Leads online system
2023-IT-02318-A	Robert Half International	\$4,700.50	4/6/2023	IT ANALYST
2023-Service-17600-A	TRUCCO CONSTRUCTION COMPANY INC	\$411,560.80	4/7/2023	Woodcliff Realignment
2023-IT-02340-A	INTERACTION INSIGHT CORPORATION	\$3,066.00	4/7/2023	Eventide Nex Log Call
2023-IT-02320-A	Robert Half International	\$3,160.00	4/6/2023	IT ANALYST
2023-Auditor-21798-A	Treasurer. City Of Columbus	\$8,932.50	4/20/2023	MUNICIPAL COURT COST
2023-Auditor-21804-A	Julian & Grube Inc	\$10,920.00	4/20/2023	AUDIT SERVICES
2023-Auditor-21777-A	COLUMBUS-FRANKLIN CO FIN AUTH	\$61,228.60	4/20/2023	SEMIANNUAL ASSESSMNT

SECTION 2: That the City Council of the City of Whitehall, Ohio, lawfully appropriated the 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.

COMMUNITY AND ELDER ADVOCACY – Chairperson Dixon

Members: Bailey, Heck & Smith

No drafts or pending legislation.

COMMUNITY STANDARDS AND ENFORCEMENT – Chairperson Smith

Members: Kantor, Elmore & Dixon

No drafts or pending legislation.

ECONOMIC DEVELOPMENT – Chairperson Kantor

Members: Conison, Elmore & Smith

No drafts or pending legislation.

INFRASTRUCTURE, MAINTENANCE AND SERVICES – Chairperson Conison

Members: Bailey, Kantor & Dixon

No drafts or pending legislation.

PUBLIC SAFETY – Chairperson Elmore

Members: Bailey, Heck & Dixon

No drafts or pending legislation.

PARKS AND RECREATION – Chairperson Heck

Members: Kantor, Conison & Elmore

No drafts or pending legislation.