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City Council

Legislative Bulletin

An Official Publication of the Hilliard City Council

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Published under the authority of the City of Hilliard Charter and direction of the Clerk of Council. The City of Hilliard Legislative Bulletin contains ordinances and resolutions acted upon by Council. If noted within ordinance text, supplemental and supporting documents, such as exhibits, are available upon request to the Clerk of Council's office, 3800 Municipal Way, Hilliard, Ohio 43026, at 614.876.7361, Ext. 789. Past issues are available by logging onto hilliardohio.gov

ORDINANCES

The following Ordinances were passed by Hilliard City Council on November 23, 2015.

15-49 AUTHORIZING THE CITY'S DIRECTOR OF LANDS AND BUILDINGS TO ENTER INTO A LONG-TERM LEASE WITH THE BOARD OF TRUSTEES OF THE COLUMBUS METROPOLITAN LIBRARY FOR USE OF REAL PROPERTY AND IMPROVEMENTS LOCATED ON 6.8 ±ACRES OF LAND IN THE ANSMIL PLANNED UNIT DEVELOPMENT.

WHEREAS, the City of Hilliard, Ohio has signed an agreement to purchase approximately 6.8 acres of land and improvements thereon (the "Property") from Greenwich Investors Hickory Chase LLC ("GIHC"), identified as being part of parcel number 050-010749-00 in the Ansmil Planned Unit Development ("Ansmil PUD"); and

WHEREAS, the building located on the Property was originally constructed as a Community Building (the "Building") for the Erickson Retirement Communities Continuing Care Retirement Community, which project has since been abandoned; and

WHEREAS, the City and the Board of Trustees of the Columbus Metropolitan Library ("CML") executed a Memorandum of Understanding on May 29, 2015, outlining the preliminary terms of a long-term lease for CML to benefit from the use of a larger building for its growing library operations; and

WHEREAS, pursuant to the MOU, the City agreed to lease the Building to CML for \$1.00 per year, on a triple-net lease basis, for an initial term of ninety-nine (99) years, by which CML would be responsible for the on-going maintenance, and operations cost of the Building during the term of the lease; and

WHEREAS, the parties have agreed on the terms of the lease ("Lease"), attached hereto as Exhibit "A" and incorporated herein, for which the City seeks authority from Council to execute; and

WHEREAS, execution of the Lease is a condition of Real Estate Purchase and Sale Agreement entered into by the City and GIHC on October 6, 2015.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hilliard, Ohio, that:

SECTION 1. The City's Director of Lands and Buildings, by and on behalf of the City, is authorized to sign and enter into Lease Agreement with the Board of Trustees of the Columbus Metropolitan Library, substantially similar to the one **attached** hereto as **Exhibit "A"** and incorporated herein, with such changes that are not inconsistent with this Ordinance and not adverse or detrimental to the City whose signature thereon shall be conclusive evidence that such changes are approved by Council.

SECTION 2. The City's Director of Lands and Buildings, Law Director and Finance Director are authorized to sign and execute any and all documents, instruments and agreements that may be necessary to effectuate implementation of the Lease Agreement.

SECTION 3. This Ordinance is effective from and after the earliest time provided for by law.

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ORDINANCES

15-51 AUTHORIZING THE DIRECTOR OF FINANCE TO ENTER INTO A CONTRACT FOR PROFESSIONAL INFORMATION TECHNOLOGY SERVICES.

WHEREAS, the City of Hilliard desires to continue to maintain, evaluate and manage the City of Hilliard Information Technology needs in the most responsible and cost effective manner possible; and

WHEREAS, the City has determined that the use of outside vendors is the most cost effective way to provide needed expertise to deal with the various IT issues confronting the City; and

WHEREAS, the City desires to enter into a contract with Angie Szymankiewicz to provide IT services; and

WHEREAS, funds are included in the 2016 General Fund budget and the 2016 Capital Budget for IT operations and capital expenditures, subject to the approval by City Council.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hilliard, Ohio that:

SECTION 1. The Director of Finance is authorized to enter into a professional agreement with Angie Szymankiewicz for computer/IT management and support, in an amount not to exceed \$120,000 subject to appropriation of the City's 2016 Operating Budget by Hilliard City Council.

SECTION 2. The City is authorized to expend funds from Fund 101, Department 711, Object 53 and Fund 304, Department 711, Object 53.

SECTION 3. The Finance Director is authorized to make any accounting changes to revise the funding source for any contract or contract modification associated with expenditure of the funds.

SECTION 4. This Ordinance shall be in effect from and after the earliest time provided for by law.

15-52 AUTHORIZING THE CITY'S FINANCE DIRECTOR TO ENTER INTO AN AGREEMENT FOR THE CITY'S PURCHASE OF STOP LOSS INSURANCE.

WHEREAS, the City of Hilliard is self-funded for purposes of providing employee health insurance benefits; and

WHEREAS, the City annually purchases a stop-loss insurance policy which provides for payment of health insurance claims over \$75,000 per person covered; and

WHEREAS, the City, through its consultant, received renewal quotes for stop loss insurance policy; and

WHEREAS, the stop loss policy previously in effect expires at midnight on December 31, 2015 and the City has until January 1, 2016 to approve the contract for 2016.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hilliard, Ohio, that:

SECTION 1. The Director of Finance is hereby authorized and directed to enter into a contract with HCC Life Insurance Company to provide insurance coverage described above at an annual premium cost not to exceed \$188,996 for the period from January 1, 2016 to December 31, 2016, on such terms and conditions consistent with the recommendations provided by the City's consultant.

SECTION 2. All monies paid under this contract will be allocated to the various personnel appropriations (Object 51) in the City's 2016 Operating Budget as approved by City Council.

SECTION 3. This Ordinance shall be in effect from and after the earliest time provided for by law.

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15-54 AMENDING THE AUTHORIZED STRENGTH PROVISIONS OF SECTION 127.04 OF THE CODIFIED ORDINANCES OF THE CITY OF HILLIARD, OHIO.

WHEREAS, Chapter 127 of the Codified Ordinances of the City of Hilliard provides for the establishment of full-time, part-time and seasonal positions within the City along with the pay grades for those positions; and

WHEREAS, it is to the interest and benefit to the City of Hilliard and the public at large that the authorized strength changes be approved so that the provisions will be in effect on January 1, 2016.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hilliard, Ohio, that:

SECTION 1. The following subsections of Section 127.04 of the Codified Ordinances of the City of Hilliard, Ohio, as amended shall read as follows:

(c) The following **full-time** personnel are authorized for each office/department:

Department of Safety

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Safety	1	4
Police Chief	1	*
Deputy Police Chief	1	*
Police Officers, including Lieutenants, sergeants, and patrolmen as determined by the Safety Director, but in no event more than 3 lieutenants and no more than 7 sergeants	55	per contract
Police Support Service Clerk	6	per contract
Police Support Service Supervisor	1	6
Property and Evidence Custodian	1	4
Office Manager	1	5
Public Relations Specialist	1	4

* The pay ranges for the positions of Deputy Chief and Chief shall be set in accordance with the base wages paid to a "Step 2" Lieutenant in any given year, and shall be established at a minimum of 3% higher than the base wages of a "Step 2" Lieutenant; provided, that the Chief shall be paid at a higher rate than the Deputy Chief.

Department of Recreation and Parks

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Recreation and Parks	1	10
Deputy Director of Recreation and Parks	1	8
Recreation Program Manager	3	6
Recreation Supervisor	6	5
Receptionist	1	2
Recreation Aide	1	2
Maintenance Technician	3	per contract

Department of Public Service

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Public Service	1	10
Office Manager	1	5
Administrative Assistant	1	2
City Planner	1	7
Assistant City Planner	1	6
Deputy City Engineer	1	8
Engineer	2	7
Engineer Technician	4	3

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ORDINANCES

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Chief Building Official	1	6
Deputy Chief Building Official	1	6
Zoning Enforcement Officer	1	5
Maintenance Crew Leader	4	5
Right of Way Service Manager	1	6
Mechanic	3	per contract
City Inspector	3	4 thru 6
Maintenance Technician	19	per contract

Mayor

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Executive Assistant	1	5

City Council

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Clerk of Council	1	7

Department of Law

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Law/Safety	1	10
Assistant Director of Law	1	8
Staff Attorney	1	7
Paralegal	1	5
Clerk of Court	1	6
Deputy Clerk of Court	1 2	4

Department of Law-Office of the City Clerk

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
City Clerk	1	5

Department of Finance

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Finance	1	10
Deputy Finance Director	1	8
Fiscal Officer	1	6
Finance Assistant	3	4

Dept. of Communications/Information Technology Authorized Number Grade

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Communications	1	10
Computer Systems Specialist	1	6
Computer Systems Analyst	1	7

Department of Economic Development

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Economic Development	1	10

Department of Human Resources

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Human Resources	1	10
Human Resources Specialist	1	4
Payroll Specialist	1	4

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15-54 (continued)

Department of Public Lands and Buildings

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Director of Public Lands and Buildings	1	7
Custodian	4	per contract

(d) The following part-time personnel are authorized for each office/department:

<u>Department of Public Service</u>	<u>Authorized Number</u>	<u>Grade</u>
Administrative Assistant	1	P4

Department of Safety

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Police Support Service Clerk	3	P4
Court Liaison	1	P4

Department of Law--Office of the Clerk of Courts

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Magistrate	1	per contract
Deputy Clerk of Courts	1	P4

<u>Department of Finance</u>	<u>Authorized Number</u>	<u>Grade</u>
Administrative Assistant	1	P4

(e) The following **seasonal** personnel are authorized for each office/department:

Department of Recreation and Parks

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Recreation Aides	24 26	P2 or P3
Seasonal Lifeguard/Seasonal Worker	145 155 full-time equivalent S1 positions	

Department of Public Service--Streets

<u>Title</u>	<u>Authorized Number</u>	<u>Grade</u>
Seasonal Worker	10	S1

The Recreation and Parks Director shall determine the specific rate of pay for seasonal employees based on the individual's experience, qualifications and the department's needs.

(f) The following annual pay grades are authorized for full time City employees:

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	20,000	39,944 41,139
2	23,000	47,265 48,683
3	28,000	57,250 58,968
4	32,000	62,574 64,451
5	35,000	69,897 71,994
6	40,000	79,883 82,279
7	42,500	86,540 89,136
8	60,000	106,509 109,704
9	65,000	113,166 116,561
10	67,000	122,487 126,162

~~The Director of Law/Safety is a hybrid position encompassing Law and Safety Services, the maximum salary of this position can exceed the maximum of Pay Range 10 by an additional thirty and one-half percent (30.5%), so long as the position continues to encompass Law and Safety Services.~~

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15-54 (continued)

(g) The following hourly rates of pay are authorized for part-time City employees:

<u>Grade</u>	<u>Minimum</u> *	<u>Maximum</u>
P1	\$ 8.10	\$ 40.65 10.97
P2	\$ 8.10	\$ 42.65 13.03
P3	\$10.50	\$ 46.66 17.16
P4	\$15.00	\$ 24.65 25.39
S1	\$ 8.10	\$ 17.29 17.81

*The federal FLSA laws (29 CFR parts 510-794) specifically state that local governments are covered by the federal minimum wage, and if the local government is in a state that also has a state minimum wage law, the higher of the two applies. Ohio has a minimum wage law and Ohio's minimum wage (\$8.10 in ~~2016~~2015) is higher than the federal minimum wage and will apply.

The Mayor as appointing authority may designate any authorized positions listed in Section 127.04(c) as part time. Any position so designated will be paid an hourly rate within the listed pay grade as determined by the Mayor and will not count against the number of full time positions.

SECTION 2. All remaining subsections of Section 127.04 not expressly amended herein shall remain unchanged and in full force and effect.

SECTION 3. This Ordinance shall be in effect from and after the earliest time provided by law.

RESOLUTIONS

None

Remaining 2015 Meeting Dates of Hilliard City Council

All meetings begin at 7:00 p.m., unless otherwise noted.

December 7 *Special Meeting*

December 14

(December 28 meeting moved to December 7)

Hilliard City Council Committees

Hilliard City Council Committees meet on an as needed basis, meeting times vary. Please refer to the Hilliard City Council homepage for more information at www.hilliardohio.gov

The **City Planning, Projects & Services Committee** and the **Public Safety & Legal Affairs Committee** meet on the *second Monday of each month, as needed, prior to the 7pm City Council meeting.*

The **Economic & Entrepreneurial Development Committee** and the **Finance & Administration Committee** meet on the *fourth Monday of each month, as needed, prior to the 7pm City Council meeting.*

All City Council meetings are held at the Municipal Building, 3800 Municipal Way, unless otherwise noted. To confirm meeting dates and times please check the calendar on the City's website or call the Clerk of Council at 614.876.7361, Ext. 789.

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