



*City of  
Centerville*

Brooks A. Compton, Mayor | Wayne S. Davis, City Manager

**NOTICE OF PUBLIC HEARING  
Centerville City Council**

Notice is hereby given that a Public Hearing shall be conducted during the Centerville City Council meeting scheduled for **Monday, December 4, 2023, at 7:30 p.m.** in the Council Chambers of the Centerville Municipal Building, 100 West Spring Valley Pike, Centerville, Ohio, Concerning Ordinance 19-23, An Ordinance To Repeal Ordinance Number 05-23 In Its Entirety And To Establish Class Titles, Pay Ranges, Grades, Rates Of Pay, And Regulations For Employees Of The City Of Centerville, Ohio.

The Ordinance is attached in full to this notice.

By order of the City of Centerville, Ohio.

Teri Davis  
Clerk of Council

ORDINANCE NO.19-23  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER \_\_\_\_\_ ON THE \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 2023.

AN ORDINANCE TO REPEAL ORDINANCE NUMBER 05-23 IN ITS  
ENTIRETY AND TO ESTABLISH CLASS TITLES, PAY RANGES,  
GRADES, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF  
THE CITY OF CENTERVILLE, OHIO.

WHEREAS, the City of Centerville employs and retains people qualified to provide  
necessary governmental services for its citizens; and

WHEREAS, all relationships with employees shall be based on the principles of fairness,  
impartiality, honesty and respect among all persons; and

WHEREAS, Ordinance 05-23 adopted by the City on April 3, 2023, established class titles, pay  
ranges, grades, rates of pay, and regulations for the employees of the City of Centerville; and

WHEREAS, it is intended to repeal Ordinance 05-23 in its entirety and to replace the same with the  
updated class titles, pay ranges, rates of pay, and regulations for the employees of the City of  
Centerville, which is in the best interests of the City.

Now therefore, the Municipality of Centerville hereby ordains,

Section 1. Ordinance 05-23 is hereby repealed in its entirety and replaced as follows.

Section 2. Class Titles, Job Titles, Pay Ranges and Grades

The listings on Attachments A and B of employee class titles and pay grade designations are hereby  
authorized and established.

Section 3. General Wage Adjustment, Compensation Plan

- A. City Council has determined that the General Wage Adjustment for 2023 shall be 3% (“General  
Wage Adjustment”) as set forth in Attachments A and B, unless otherwise stated.
- B. The City’s compensation plan for the positions covered in the ordinance as set forth in  
Attachments A and B, is as follows, unless otherwise stated:
  - 1) Merit increase upon successful evaluation resulting in successful completion of probationary  
period;
  - 2) Merit increase upon successful evaluation and employee is not at the top of the pay range;
  - 3) Full and part-time non-bargaining employees may be eligible for a performance bonus upon  
successful evaluation when within 3% of the top of the pay range. Any combination of merit  
increase and performance bonus is not to exceed 3% of annualized salary;

Section 4. Health Insurance Rebate

Qualifying full-time employees electing not to participate in the City’s health insurance plan shall be  
paid an annual amount of 15% of the total family health insurance premium.

Section 5. Supplemental Retirement Plan

City Council hereby establishes a supplemental retirement plan as follows:

Upon retirement (including disability retirement) qualifying employees shall be permitted to cash in the accrued but unused sick leave for a cash payment in the amount of \$470 for each year of service, or a portion of this amount rounded up to the nearest quarter of a year.

Section 6. Cell Phone Stipend

In order to compensate eligible employees for business-related costs incurred when using their individually-owned cell phones the following stipend amounts are set: Eligible full-time employees will be compensated \$45.00 per month and eligible part-time employees will be compensated \$20.00 per month. Eligibility will be determined by the Department Head, the City Manager or City Council (in the case of Council Appointed Class 1 employees) based on substantial non-compensatory business reasons, such as the need to be able to contact the employee at all times for work-related emergencies and the need to contact the employee outside of the employee's normal work schedule.

Section 7. This Ordinance shall take effect at the earliest date allowed by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor - City of Centerville, Ohio

ATTEST:

\_\_\_\_\_  
Clerk of Council of the City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Ordinance Number \_\_\_\_\_ passed by the Council of the City of Centerville, Ohio, on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Clerk of Council

Approved as to legal form and consistency  
with existing ordinances, the Charter and  
constitutional provisions.

Department of Law  
Scott Liberman  
Municipal Attorney

Attachment A

A. Council Appointed Class I

Each employee listed in Class I shall be paid the salary specified below. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall be evaluated annually and will be eligible to receive a merit payment based upon performance.

| Title                             | 2024 Pay Range |           | 2025 Pay Range |           |
|-----------------------------------|----------------|-----------|----------------|-----------|
|                                   | Minimum        | Maximum   | Minimum        | Maximum   |
| City Manager                      | See Contract   |           | See Contract   |           |
| Clerk of Council                  | \$80,719       | \$104,935 | \$83,141       | \$108,083 |
| Assistant to the Clerk of Council | \$26.78        | \$34.82   | \$27.58        | \$35.86   |

B. Manager Appointed Class II

All employees in Class II shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment.

| Title   | 2024 Pay Range |           | 2025 Pay Range |           |
|---|----------------|-----------|----------------|-----------|
|   | Minimum        | Maximum   | Minimum        | Maximum   |
| Assistant City Manager  | \$122,203      | \$158,864 | \$125,869      | \$163,630 |
| Chief of Police   | \$118,737      | \$154,358 | \$122,299      | \$158,989 |
| Finance Director<br>(Director of Finance)                     | \$118,737      | \$154,358 | \$122,299      | \$158,989 |
| Public Works Director<br>(Director of Service)                | \$118,737      | \$154,358 | \$122,299      | \$158,989 |
| Captain   | \$106,445      | \$138,378 | \$109,638      | \$142,529 |
| Development Director<br>(Director of Development)             | \$106,445      | \$138,378 | \$109,638      | \$142,529 |
| City Engineer   | \$103,778      | \$134,911 | \$106,891      | \$138,958 |
| Communications Director                                       | \$103,778      | \$134,911 | \$106,891      | \$138,958 |
| Human Resources Director<br>(Personnel Officer)               | \$103,778      | \$134,911 | \$106,891      | \$138,958 |
| Information Technology Director                               | \$103,778      | \$134,911 | \$106,891      | \$138,958 |
| Police Lieutenant   | \$103,778      | \$134,911 | \$106,891      | \$138,958 |
| City Planner  | \$95,567       | \$124,237 | \$98,434       | \$127,964 |
| Economic Development<br>Administrator                         | \$95,567       | \$124,237 | \$98,434       | \$127,964 |
| Public Works Operations Manager                               | \$95,567       | \$124,237 | \$98,434       | \$127,964 |
| Assistant City Engineer                                       | \$83,742       | \$108,864 | \$86,254       | \$112,130 |
| Assistant Finance Director<br>(Assistant Director of Finance) | \$83,742       | \$108,864 | \$86,254       | \$112,130 |
| Chief Building Official                                       | \$83,742       | \$108,864 | \$86,254       | \$112,130 |
| Income Tax Administrator                                      | \$83,742       | \$108,864 | \$86,254       | \$112,130 |
| Public Works Supervisor                                       | \$78,372       | \$101,883 | \$80,722       | \$104,939 |

|                                 |          |          |          |          |
|---------------------------------|----------|----------|----------|----------|
| Assistant City Planner          | \$69,548 | \$90,413 | \$71,635 | \$93,125 |
| GIS Administrator               | \$69,548 | \$90,413 | \$71,635 | \$93,125 |
| Systems Administrator           | \$69,548 | \$90,413 | \$71,635 | \$93,125 |
| Staff Engineer                  | \$66,115 | \$85,950 | \$68,099 | \$88,529 |
| Benham's Grove Administrator    | \$65,385 | \$85,000 | \$67,346 | \$87,550 |
| Business Operations Coordinator | \$62,566 | \$81,336 | \$64,443 | \$83,776 |

C. Year-Round Employees Class III

All employees in Class III shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall receive an annual evaluation and will be eligible for a merit increase once per year, based upon the attached pay range.

| Title   | 2024 Pay Range |         | 2025 Pay Range |         |
|---|----------------|---------|----------------|---------|
|   | Minimum        | Maximum | Minimum        | Maximum |
| Certified Inspector                                 | \$36.07        | \$46.89 | \$37.15        | \$48.30 |
| Zoning/Code Enforcement Inspector/<br>Code Official | \$35.18        | \$45.74 | \$36.24        | \$47.11 |
| Engineering Aide/Public Works Inspector             | \$32.66        | \$42.46 | \$33.64        | \$43.73 |
| Public Works Service Leader                         | \$31.78        | \$41.32 | \$32.74        | \$42.56 |
| Mechanic  | \$30.35        | \$39.45 | \$31.25        | \$40.63 |
| Executive Assistant (Secretary to the Manager)      | \$29.28        | \$38.06 | \$30.15        | \$39.20 |
| Human Resources Generalist                          | \$28.15        | \$36.59 | \$28.99        | \$37.69 |
| Assistant Income Tax Administrator                  | \$27.46        | \$35.70 | \$28.28        | \$36.77 |
| Equipment Operator                                  | \$26.78        | \$34.81 | \$27.58        | \$35.85 |
| Administrative Assistant (Secretary)                | \$26.78        | \$34.81 | \$27.58        | \$35.85 |
| Help Desk Specialist                                | \$25.73        | \$33.45 | \$26.50        | \$34.45 |
| Finance Clerk                                       | \$25.72        | \$33.43 | \$26.48        | \$34.43 |
| Community Resources Coordinator                     | \$27.22        | \$35.38 | \$28.03        | \$36.44 |
| Business Operations Assistant                       | \$24.87        | \$32.33 | \$25.62        | \$33.30 |
| Equipment Operator (Entry)                          | \$24.87        | \$32.33 | \$25.62        | \$33.30 |
| Police Records Specialist                           | \$24.28        | \$31.57 | \$25.02        | \$32.52 |
| Facility Attendant                                  | \$18.48        | \$24.03 | \$19.04        | \$24.75 |
| Laborer   | \$18.48        | \$24.03 | \$19.04        | \$24.75 |

D. Specialty Pay

1. Public Works Maintenance Workers, Equipment Operators, Service Leaders or Group Leaders that have an arborist or other certification deemed necessary by the Public Works Director will be paid a lump sum of \$500. Payment shall be on an annual basis in December of each year.
2. Public Works Maintenance Workers, Equipment Operators, Service Leaders or Group Leaders may be assigned to another job class or position on a temporary basis as directed by the Public Works Director or designee (“Temporary Assignment”). While performing duties in this temporary assignment employees will receive either a 5% pay increase or be moved to the bottom of the pay class or position to which they are temporarily assigned, whichever is higher.
3. Certified Inspectors within the Building Inspection Department who hold one certification will be paid according to the pay range identified in Attachment A Section C. For each additional certification, the employee will be paid an additional \$.50 per hour not to exceed an additional \$1.50 per hour.

E. Police Employees Class IV

All employees in Class IV shall be paid within the designated pay range below. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall receive, at a minimum, an annual evaluation and will be eligible for a merit increase once per year, based upon the range below.

| Title                             | 2024 Pay Range |         | 2025 Pay Range |         |
|-----------------------------------|----------------|---------|----------------|---------|
|                                   | Minimum        | Maximum | Minimum        | Maximum |
| Support Services Coordinator      | \$30.08        | \$39.10 | \$30.98        | \$40.27 |
| Records/Communications Supervisor | \$31.22        | \$40.58 | \$32.15        | \$41.80 |
| Records/Communications Specialist | \$27.15        | \$35.29 | \$27.96        | \$36.35 |

1. Police officers and communications employees listed above who work second or third shift shall be paid a shift differential of \$.85 per hour for those hours actually worked.
2. Lieutenants shall receive an educational incentive in the amount of \$200 for an Associate’s degree, \$400 for a Bachelor’s degree, and \$500 for a Master’s degree. This educational incentive will also be paid to records/communications personnel hired prior to January 1, 2005. Payment shall be on an annual basis in December of each year.

F. Class V\*

\*There is no Class V.

G. Part-time Employees Class VI

All employees in Class VI will be paid within the designated range. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall receive, at a minimum, an annual evaluation and will be eligible for a merit increase once per year, based upon the scale below.

| Title                                  | 2024 Pay Range |         | 2025 Pay Range |         |
|--|----------------|---------|----------------|---------|
|  | Minimum        | Maximum | Minimum        | Maximum |
| Code Enforcement Officer/Code Official | \$19.00        | \$24.70 | \$19.57        | \$25.44 |
| Event Coordinator                      | \$15.74        | \$20.46 | \$16.21        | \$21.07 |
| Event Set-up                           | \$14.93        | \$19.41 | \$15.38        | \$19.99 |
| Police Cadet                           | \$14.09        | \$18.32 | \$14.52        | \$18.87 |
| Events Host                            | \$13.76        | \$17.89 | \$14.18        | \$18.43 |
| Office Clerk/Receptionist              | \$13.76        | \$17.89 | \$14.18        | \$18.43 |

H. Intermittent, Seasonal or Temporary Employees Class VII

All employees in Class VII will be paid within the designated range. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall be evaluated as appropriate and may receive a merit increase as appropriate. Employees in Class VII shall not be eligible for benefits.

| Title                                     | 2024 Pay Range |         | 2025 Pay Range |         |
|---|----------------|---------|----------------|---------|
|   | Minimum        | Maximum | Minimum        | Maximum |
| Public Works Auxiliary Maintenance Worker | \$17.43        | \$22.66 | \$17.95        | \$23.34 |
| Event Set-up                              | \$14.93        | \$19.41 | \$15.38        | \$19.99 |
| Intern                                    | \$14.00        | \$18.00 | \$14.26        | \$18.54 |
| Events Host                               | \$13.76        | \$17.89 | \$14.18        | \$18.43 |
| Office Clerk/Receptionist                 | \$13.76        | \$17.89 | \$14.18        | \$18.43 |
| Stage Manager                             | \$12.68        | \$16.48 | \$13.05        | \$16.97 |

Attachment B

A. Manager Appointed Class I

All employees in Class I shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

| Title                                   | 2024 Pay Range |          | 2025 Pay Range |          |
|---|----------------|----------|----------------|----------|
|   | Minimum        | Maximum  | Minimum        | Maximum  |
| Head Golf Professional (A1)             | \$73,643       | \$95,736 | \$75,852       | \$98,608 |
| Golf Maintenance Superintendent         | \$73,643       | \$95,736 | \$75,852       | \$98,608 |
| Director of Food service/Executive Chef | \$68,716       | \$89,331 | \$70,778       | \$92,011 |
| Yankee Trace Administrator              | \$14,448       | \$18,782 | \$14,881       | \$19,345 |

Yankee Trace Administrator shall be an additional Title that may be designated only to the Head Golf Professional, Director of Food Service/Executive Chef, or Golf Maintenance Superintendent. Such individual to whom the Title of Yankee Trace Administrator is designated shall be eligible to receive compensation within the range designated above for Yankee Trace Administrator, not to exceed twenty (20) percent of the individual's current salary.

B. Regular Full-time Employees Class II\*

\*There are currently no Class II titles.

All employees in Class II shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager. Employees in Class II are subject to benefits agreed upon by the City Manager. These benefits will be no less than the benefits offered to Class III employees.

C. Year-Round Yankee Trace Employees Class III

All employees in Class III shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment. Employees in Class III are subject to benefits agreed upon by the City Manager. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

Assistant Yankee Trace Administrator shall be an additional Title that may be designated to any Class III employee. Such individual to whom the Title of Assistant Yankee Trace Administrator is designated shall be eligible to receive compensation within the range designated above for Assistant Yankee Trace Administrator, not to exceed twenty (20) percent of the individual's current salary.



| Title                                     | 2024 Pay Range |          | 2025 Pay Range |          |
|---|----------------|----------|----------------|----------|
|   | Minimum        | Maximum  | Minimum        | Maximum  |
| Executive Chef                            | \$57,968       | \$75,359 | \$59,708       | \$77,620 |
| Assistant Golf Maintenance Superintendent | \$49,959       | \$64,947 | \$51,458       | \$66,895 |
| Golf Professional, First Assistant (A8)   | \$37,706       | \$49,018 | \$38,837       | \$50,488 |
| Assistant Yankee Trace Administrator      | \$7,486        | \$9,732  | \$7,711        | \$10,024 |
| Assistant Director of Food Service        | \$23.99        | \$31.19  | \$24.72        | \$32.13  |
| Sales and Event Manager                   | \$23.99        | \$31.19  | \$24.72        | \$32.13  |
| Yankee Trace Mechanic                     | \$20.94        | \$27.23  | \$21.58        | \$28.05  |
| Business Manager                          | \$20.75        | \$26.98  | \$21.38        | \$27.79  |
| Sous Chef                                 | \$17.71        | \$23.02  | \$18.24        | \$23.71  |
| Golf Professional, Second Assistant (B8)  | \$16.32        | \$21.21  | \$16.81        | \$21.85  |
| Golf Course Technician                    | \$16.15        | \$21.00  | \$16.64        | \$21.63  |
| Line Cook                                 | \$16.15        | \$21.00  | \$16.64        | \$21.63  |
| Dining Room/Banquet Supervisor            | \$15.71        | \$20.42  | \$16.18        | \$21.03  |
| Assistant Golf Professional               | \$14.05        | \$18.26  | \$14.47        | \$18.81  |

D. Part-Time Yankee Trace Employees Class IV

All employees in Class IV shall be paid within the designated pay range. Ranges and individual wages reflect the general wage adjustment. Employees in Class IV are subject to benefits agreed upon by the City Manager. The pay of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

| Title                       | 2024 Pay Range |         | 2025 Pay Range |         |
|-----------------------------|----------------|---------|----------------|---------|
|                             | Minimum        | Maximum | Minimum        | Maximum |
| Facility Attendant          | \$18.49        | \$24.03 | \$19.04        | \$24.75 |
| Banquet Captain             | \$15.35        | \$19.96 | \$15.82        | \$20.56 |
| Line Cook                   | \$15.35        | \$19.96 | \$15.82        | \$20.56 |
| Groundskeeper               | \$13.65        | \$17.74 | \$14.05        | \$18.27 |
| Assistant Golf Professional | \$12.62        | \$16.40 | \$13.00        | \$16.90 |
| Outside Services Supervisor | \$12.55        | \$16.31 | \$12.92        | \$16.80 |
| Golf Shop Attendant         | \$12.55        | \$16.31 | \$12.92        | \$16.80 |
| Restaurant Captain          | \$12.45        | \$16.19 | \$12.83        | \$16.68 |
| Outside Services            | \$11.94        | \$15.52 | \$12.30        | \$15.99 |
| Busser                      | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Bartender                   | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Dishwasher                  | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Event Server                | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Host                        | \$10.87        | \$14.14 | \$11.20        | \$14.56 |
| Beverage Cart Attendant     | \$8.50         | \$11.96 | \$9.00         | \$12.32 |
| Restaurant Server           | \$8.50         | \$11.96 | \$9.00         | \$12.32 |

The above listed employees may also be eligible to receive a portion of tips and gratuities collected in accordance with guidelines developed and administered by the Director of Food Service, Head Golf Professional, or Yankee Trace Administrator, and approved by the Finance Director.

E. Seasonal Yankee Trace Employees Class V

All employees in Class V will be paid within the designated pay range. Ranges and individual wages reflect the general wage adjustment. Employees in Class V shall not be eligible for any benefits. The pay of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

| Title                       | 2024 Pay Range |         | 2025 Pay Range |         |
|-----------------------------|----------------|---------|----------------|---------|
|                             | Minimum        | Maximum | Minimum        | Maximum |
| Line Cook                   | \$15.35        | \$19.96 | \$15.82        | \$20.56 |
| Intern                      | \$14.00        | \$18.00 | \$14.26        | \$18.54 |
| Groundskeeper               | \$13.65        | \$17.74 | \$14.05        | \$18.27 |
| Assistant Golf Professional | \$12.62        | \$16.40 | \$13.00        | \$16.90 |
| Outside Services Supervisor | \$12.55        | \$16.31 | \$12.92        | \$16.80 |
| Golf Shop Attendant         | \$12.55        | \$16.31 | \$12.92        | \$16.80 |
| Outside Services            | \$11.94        | \$15.52 | \$12.30        | \$15.99 |
| Busser                      | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Bartender                   | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Dishwasher                  | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Event Server                | \$11.71        | \$15.22 | \$12.06        | \$15.68 |
| Host                        | \$10.87        | \$14.14 | \$11.20        | \$14.56 |
| Beverage Cart Attendant     | \$8.50         | \$11.96 | \$9.00         | \$12.32 |
| Restaurant Server           | \$8.50         | \$11.96 | \$9.00         | \$12.32 |

The above-listed employees may also be eligible to receive a portion of tips and gratuities collected in accordance with guidelines developed and administered by the Director of Food Service, Head Golf Professional, or Yankee Trace Administrator, and approved by the Finance Director.