

NOTICE OF ADOPTION

I, Teri Davis, do hereby certify:

1. That I am the Clerk of Council of the Council of the City of Centerville, Ohio;
and
2. That on the 15th day of April, 2024,
Ordinance No. 10-24 was adopted by the Centerville City Council; and
3. That a certified copy of Ordinance No. 10-24 was published in the
posting locations prescribed by the City of Centerville Council.



Clerk of Council

ORDINANCE NO. 10-24
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Belinda Kenley ON THE 15th DAY
OF April, 2024.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 19-23
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 19-23 adopted by the City on December 4, 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 19-23 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 Ordinance 19-23 is hereby repealed in its entirety and replaced as follows.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 2024 applied retroactively
to January 1, 2024 shall be 3.5% ("General Wage Adjustment") as set forth in Attachments A
and B, unless otherwise stated. City Council has determined that the General Wage Adjustment
for 2025 beginning the first pay date following January 1, 2025 shall be 3.5% ("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 and applied retroactively to January 1, 2024, 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 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. Correction of 2023 Classification. The Part-Time Yankee Trace Employees Class IV Dishwasher position for the 2023 Pay Range was a maximum pay wage of \$15.00 per hour.

Section 8. This Ordinance is hereby declared to be an emergency measure and shall become effective April 15, 2024. An emergency affecting the public welfare is declared to exist by virtue of the immediate need to reorganize the personnel of the City.

PASSED this 15th day of April, 2024.



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 10-24 passed by the Council of the City of Centerville, Ohio, on the 15th day of April, 2024.



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	\$81,123	\$105,460	\$83,962	\$109,151
Assistant to the Clerk of Council	\$26.91	\$34.99	\$27.85	\$36.21

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	\$122,814	\$159,658	\$127,112	\$165,246
Chief of Police	\$119,331	\$155,130	\$123,508	\$160,560
Finance Director (Director of Finance)	\$119,331	\$155,130	\$123,508	\$160,560
Public Works Director (Director of Service)	\$119,331	\$155,130	\$123,508	\$160,560
Captain	\$106,977	\$139,070	\$110,721	\$143,937
Development Director (Director of Development)	\$106,977	\$139,070	\$110,721	\$143,937
City Engineer	\$104,297	\$135,586	\$107,948	\$140,332
Communications Director	\$104,297	\$135,586	\$107,948	\$140,332
Human Resources Director (Personnel Officer)	\$104,297	\$135,586	\$107,948	\$140,332
Information Technology Director	\$104,297	\$135,586	\$107,948	\$140,332
Police Lieutenant	\$104,297	\$135,586	\$107,948	\$140,332
City Planner	\$96,045	\$124,858	\$99,406	\$129,228
Economic Development Administrator	\$96,045	\$124,858	\$99,406	\$129,228
Public Works Operations Manager	\$96,045	\$124,858	\$99,406	\$129,228
Assistant City Engineer	\$84,161	\$109,408	\$87,105	\$113,237
Assistant Finance Director (Assistant Director of Finance)	\$84,161	\$109,408	\$87,105	\$113,237
Chief Building Official	\$84,161	\$109,408	\$87,105	\$113,237

Income Tax Administrator	\$84,161	\$109,408	\$87,105	\$113,237
Public Works Supervisor	\$78,764	\$102,392	\$81,520	\$105,976
Assistant City Planner	\$69,896	\$90,865	\$72,342	\$94,045
GIS Administrator	\$69,896	\$90,865	\$72,342	\$94,045
Systems Administrator	\$69,896	\$90,865	\$72,342	\$94,045
Staff Engineer	\$66,446	\$86,380	\$68,772	\$89,403
Benham's Grove Administrator	\$65,712	\$85,425	\$68,012	\$88,415
Business Operations Coordinator	\$62,879	\$81,743	\$65,080	\$84,604

Police 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. Payment shall be on an annual basis in December of each year.

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	\$36.25	\$47.12	\$37.52	\$48.77
Zoning/Code Enforcement Inspector/ Code Official	\$35.36	\$45.97	\$36.60	\$47.58
Engineering Aide/Public Works Inspector	\$32.82	\$42.67	\$33.97	\$44.16
Public Works Service Leader	\$31.94	\$41.53	\$33.06	\$42.98
Mechanic	\$30.50	\$39.65	\$31.57	\$41.04
Executive Assistant (Secretary to the Manager)	\$29.43	\$38.25	\$30.46	\$39.59
Human Resources Generalist	\$28.29	\$36.77	\$29.28	\$38.06
Assistant Income Tax Administrator	\$27.60	\$35.88	\$28.57	\$37.14
Equipment Operator	\$26.91	\$34.98	\$27.85	\$36.20
Administrative Assistant (Secretary)	\$26.91	\$34.98	\$27.85	\$36.20
Help Desk Specialist	\$25.86	\$33.62	\$26.77	\$34.80
Finance Clerk	\$25.85	\$33.60	\$26.75	\$34.78
Community Resources Coordinator	\$27.36	\$35.56	\$28.32	\$36.80
Business Operations Assistant	\$24.99	\$32.49	\$25.86	\$33.63
Equipment Operator (Entry)	\$24.99	\$32.49	\$25.86	\$33.63
Police Records Specialist	\$24.40	\$31.73	\$25.25	\$32.84
Facility Attendant	\$18.57	\$24.15	\$19.22	\$25.00
Laborer	\$18.57	\$24.15	\$19.22	\$25.00

D. Specialty Pay

1. Public Works Equipment Operators, Mechanics, or Service 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 Equipment Operators, or Service 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
Records/Communications Supervisor	\$31.38	\$40.78	\$32.48	\$42.21
Support Services Coordinator	\$30.23	\$39.30	\$31.29	\$40.68
Records/Communications Specialist	\$27.29	\$35.47	\$28.25	\$36.71

1. Police officers and records/communications employees listed above who work second or third shift shall be paid a shift differential of \$.90 per hour for those hours actually worked.
2. Records/communications employees hired prior to January 1, 2005 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. 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	\$19.10	\$24.82	\$19.77	\$25.69
Event Coordinator	\$15.82	\$20.56	\$16.37	\$21.28
Event Set-up	\$15.00	\$19.51	\$15.53	\$20.19
Police Cadet	\$14.16	\$18.41	\$14.66	\$19.05
Events Host	\$13.83	\$17.98	\$14.31	\$18.61
Office Clerk/Receptionist	\$13.83	\$17.98	\$14.31	\$18.61

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	\$17.52	\$22.77	\$18.13	\$23.57
Event Set-up	\$15.00	\$19.51	\$15.53	\$20.19
Intern	\$14.00	\$18.00	\$14.00	\$18.00
Events Host	\$13.83	\$17.98	\$14.31	\$18.61
Office Clerk/Receptionist	\$13.83	\$17.98	\$14.31	\$18.61
Stage Manager	\$12.74	\$16.56	\$13.19	\$17.14

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. Employees in Class I shall be eligible for regular city benefits outlined in the City of Centerville Personnel Manual.

Title	2024 Pay Range		2025 Pay Range	
	Minimum	Maximum	Minimum	Maximum
Head Golf Professional (A1)	\$74,011	\$96,215	\$76,601	\$99,583
Golf Maintenance Superintendent	\$74,011	\$96,215	\$76,601	\$99,583
Director of Food Service/Executive Chef	\$69,060	\$89,778	\$71,477	\$92,920
Yankee Trace Administrator	\$14,520	\$18,876	\$15,028	\$19,537

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. Employees in Class III shall be eligible to participate in the sick leave conversion policy as outlined in the personnel manual.

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	\$58,258	\$75,736	\$60,297	\$78,387

Assistant Golf Maintenance Superintendent	\$55,000	\$71,500		\$56,925	\$74,003
Assistant Director of Food Service	\$50,149	\$65,200		\$51,904	\$67,482
Sales and Event Manager	\$50,149	\$65,200		\$51,904	\$67,482
Golf Professional, First Assistant (A8)	\$50,068	\$65,065		\$51,820	\$67,342
Assistant Yankee Trace Administrator	\$7,523	\$9,780		\$7,786	\$10,123
Yankee Trace Mechanic	\$21.04	\$27.36		\$21.78	\$28.32
Business Manager	\$26.91	\$34.98		\$27.85	\$36.20
Sous Chef	\$17.80	\$23.14		\$18.42	\$23.94
Golf Professional, Second Assistant (B8)	\$16.40	\$21.32		\$16.97	\$22.06
Golf Course Technician	\$16.23	\$21.11		\$16.80	\$21.84
Line Cook	\$16.23	\$21.11		\$16.80	\$21.84
Dining Room/Banquet Supervisor	\$15.79	\$20.52		\$16.34	\$21.24
Assistant Golf Professional	\$14.12	\$18.35		\$14.61	\$18.99

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	\$18.58	\$24.15		\$19.23	\$25.00
Event Captain	\$15.43	\$20.06		\$15.97	\$20.76
Line Cook	\$15.43	\$20.06		\$15.97	\$20.76
Groundskeeper	\$13.71	\$17.83		\$14.19	\$18.45
Assistant Golf Professional	\$12.68	\$16.49		\$13.12	\$17.07
Outside Services Supervisor	\$12.61	\$16.39		\$13.05	\$16.96
Golf Shop Attendant	\$12.61	\$16.39		\$13.05	\$16.96
Restaurant Captain	\$12.52	\$16.27		\$12.96	\$16.84
Outside Services	\$12.00	\$15.60		\$12.42	\$16.15
Busser	\$11.77	\$15.30		\$12.18	\$15.84
Bartender	\$11.77	\$15.30		\$12.18	\$15.84
Dishwasher	\$11.77	\$15.30		\$12.18	\$15.84
Event Server	\$11.77	\$15.30		\$12.18	\$15.84
Food Service Utility	\$10.93	\$14.21		\$11.31	\$14.71
Host	\$10.93	\$14.21		\$11.31	\$14.71
Beverage Cart Attendant	\$8.54	\$12.02		\$9.00	\$12.44
Restaurant Server	\$8.54	\$12.02		\$9.00	\$12.44

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	\$15.43	\$20.06	\$15.97	\$20.76
Intern	\$14.00	\$18.00	\$14.00	\$18.00
Groundskeeper	\$13.71	\$17.83	\$14.19	\$18.45
Assistant Golf Professional	\$12.68	\$16.49	\$13.12	\$17.06
Outside Services Supervisor	\$12.61	\$16.39	\$13.05	\$16.97
Golf Shop Attendant	\$12.61	\$16.39	\$13.05	\$16.97
Outside Services	\$12.00	\$15.60	\$12.42	\$16.14
Busser	\$11.77	\$15.30	\$12.18	\$15.84
Bartender	\$11.77	\$15.30	\$12.18	\$15.84
Dishwasher	\$11.77	\$15.30	\$12.18	\$15.84
Event Server	\$11.77	\$15.30	\$12.18	\$15.84
Host	\$10.93	\$14.21	\$11.31	\$14.70
Food Service Utility	\$10.93	\$14.21	\$11.31	\$14.70
Beverage Cart Attendant	\$8.54	\$12.02	\$9.00	\$12.44
Restaurant Server	\$8.54	\$12.02	\$9.00	\$12.44

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.