

April 29, 2016

Memorandum

To: Ken Suer, Chairman
Financial Planning Committee of City Council

From: Wayne S. Davis, City Manager *WSI*

Subject: Financial Planning Committee Meeting May 2, 2016

As a reminder, the Financial Planning Committee is scheduled to meet on Monday, May 2, 2016 at 4:30 p.m. in City Hall. The agenda for this meeting is as follows:

1. April 2016 Income Tax Report– The April Income Tax Report will be presented at the meeting for the Committee's review and discussion. A copy of the report will be provided at the meeting and staff will be prepared to answer any questions on this report.
2. Update on 2015 Financial Audit– Staff will be prepared to provide an update on the financial audit of the City and the Community Improvement Corporation which is being conducted by the State Auditor's Office.
3. Municipal Compensation Ordinance – Please find attached revisions to the Municipal Compensation Ordinance. The recommended revisions provide for the position classification of assistant to the city manager (full-time or part-time) and provide for additional adjustments to a few salary ranges.
4. Other Business–The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also attached are the minutes from the April 4, 2016 meeting of the Financial Planning Committee for review and consideration of approval at Monday's meeting.

Should you have questions or concerns regarding the above agenda item, or have additional items to be discussed at the meeting, please do not hesitate to contact me.

c: Financial Planning Committee Members (2)
Mayor and City Council Members (3)
Katie Smiddy, Finance Director
Connie Gaylor, Administrative Coordinator
File



AGENDA

**May 2, 2016
Montgomery City Hall
10101 Montgomery Road**

4:30 P.M.

- 1. Call To Order**
- 2. Guests and Residents**
- 3. Communications**
- 4. New Business**
 - a. 2016 April Income Tax Report
 - b. Update on 2015 Financial Audit
 - c. Municipal Compensation Ordinance
- 5. Approval of Minutes: April 4, 2016**
- 6. Other Business**
- 7. Adjournment**

Part Time Schedule

Range	Position	Effective first day of first full pay period in July 2016		Effective first day of first full pay period in July 2017	
		Minimum	Maximum	Minimum	Maximum
1A 1B 1C	Special Projects Coordinator Assistant to the City Manager Finance Specialist	\$43.01	\$53.33	\$44.08	\$54.66
		\$25.25	\$31.56	\$25.88	\$32.35
		\$21.31	\$26.64	\$21.84	\$27.31
1D	Customer Service Representative Volunteer Coordinator	\$20.88	\$26.01	\$21.40	\$26.66
2	Firefighter/Paramedic	\$16.26	\$20.71	\$16.66	\$21.22
3	Custodian Firefighter/EMT	\$14.50	\$18.50	\$14.87	\$18.96
4	Intern Seasonal Service Worker	\$12.63	\$16.06	\$12.94	\$16.46
6	Auxiliary Police Officer	\$ 10.00	\$ 25.00	\$ 10.00	\$ 25.00

Range	Position	Effective first day of first full pay period in July 2016		Effective first day of first full pay period in July 2017		
		Minimum	Maximum	Minimum	Maximum	
1A	Assistant City Manager Fire Chief Police Chief Public Works Director	Annual	\$92,476.80	\$122,990.40	\$94,785.60	\$126,068.80
1B	Director of Finance Community Development Director	Annual	\$88,129.60	\$117,478.40	\$90,334.40	\$120,411.20
2	Assistant Fire Chief Assistant Police Chief Assistant Public Works Director	Annual	\$84,676.80	\$104,998.40	\$86,798.40	\$107,619.20
3A	Assistant Director of Finance/Tax Commissioner Human Resources Manager	Annual	\$65,644.80	\$86,008.00	\$67,288.00	\$88,150.40
3B	Communications and Engagement Coordinator Recreation Coordinator	Annual	\$64,604.80	\$84,572.80	\$66,227.20	\$86,694.40
4	Zoning and Code Compliance Officer Public Works Department Supervisor	Annual	\$57,803.20	\$73,923.20	\$59,238.40	\$75,774.40
5	Construction and Compliance Inspector	Hourly	\$26.76	\$33.71	\$27.43	\$34.55
6	Administrative Coordinator Assistant to the City Manager Building and Development Office Manager	Hourly	\$25.25	\$31.56	\$25.88	\$32.35
7	Recreation Specialist	Hourly	\$23.59	\$29.73	\$24.18	\$30.47
8	Clerk of Court	Hourly	\$21.62	\$28.13	\$22.16	\$28.83
9	Finance Specialist Customer Service Representative	Hourly	\$21.31	\$26.64	\$21.84	\$27.31

All annual, salaried positions in Ranges 1 through 4 are calculated assuming a 26 pay period annual pay schedule, which is the normal annual pay schedule for the City. In the event that the City experiences a year which has 27 bi-weekly pay periods, the City's wage scale will reflect an increase of an additional 1/26th of the maximum salary for the purpose of meeting payroll for the 27th pay period. For all other years, the minimum and maximum salaries are as published on the pay schedule above.

These minutes are a draft of the proposed minutes from the Financial Planning Committee of the City Council meeting. They do not represent the official record of proceedings until formally adopted by the Financial Planning Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Financial Planning Committee Meeting
April 4, 2016

Present

Wayne Davis, City Manager
Connie Gaylor, Clerk of Council

Council Committee Members Present

Ken Suer, Chair
Ann Combs
Mike Cappel

The Financial Planning Committee of Council meeting was called to order at 4:30 p.m. by Chairman Suer.

Interviews for Board of Tax Review Alternate Members

The Committee and Mr. Davis interviewed JoAnne Allen and Shari Kolnicki for consideration of the open alternate positions for the Board of Tax Review.

Discussion of Board of Tax Review Members

The Committee discussed the changes of the appointment process for the Board of Tax review now amended per Ordinance No. 3 2016, recently approved at the March 2, 2016 City Council Business Session. The amended Section 44.13 of the Code of Ordinances, Board of Review, will reconcile the appointment process with a new Code mandated by the State of Ohio. The Committee discussed the appointments of both Ms. Allen and Ms. Kolnicki as Council and City Manager appointee's.

Mr. Cappel moved to appoint Shari Kolnicki as City Council's Alternate to the Board of Tax Appeals. Mrs. Combs seconded. The Committee unanimously agreed.

Mr. Davis stated that since his appointee did not require a motion he would contact JoAnne Allen and appoint her by letter.

2016 March Income Tax Report

Mr. Davis explained that for the month of March 2016, the City's total income tax receipts were \$855,421, which is an increase of \$171,042 or 24.9% compared to the actual amount collected in March 2015 of \$684,379. Mr. Davis further explained that a portion of the increase was due to an increase in residential tax filings experiences in the month of March as well as higher than average withholding filing from one of the City's larger employers. For the month of March, year-to-date revenues were higher than estimated revenues by \$187,749.

Municipal Compensation Ordinance

Mr. Davis explained that traditionally the City's Schedule of Municipal Compensation for non-collective bargaining and exempt employees is adjusted annually in July to be consistent with collective bargaining employee wage rate adjustments. The current Schedule of Municipal Compensation does not specify any wage rate adjustments for July 2016 or July 2017; therefore a new compensation schedule needs to be established. In addition, the new Schedule of Municipal Compensation also reflects adjustments to several position pay ranges in order to ensure that the City's pay practices remain relatively competitive when compared to similar neighboring jurisdictions. He also stated that there would be a change in the position of police lieutenant to an assistant chief of police to more accurately portray how this position currently functions as well as to create more consistency between the police and fire departments command structure.

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Financial Planning Committee Minutes

April 4, 2016

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Ms. Combs asked if we would be eliminating the Lieutenant's position. Mr. Davis stated that we would.

Annual Tax Increment Financing (TIF) Report

Mr. Davis updated the Committee on the annual Tax Increment Financing Report (TIF) for the fiscal year ending 2015. He stated that the annual report was submitted electronically to the Ohio Department of Development. He explained that the total combined TIF value is \$92,454,646. He stated that there were four current TIF districts, which are:

- Vintage Club
- Montgomery Commons
- Triangle/Gateway
- Village Corner

Mr. Davis explained that annually the TIF Council, which consists of: Sycamore Schools, Great Oaks Vocational Schools, the Hamilton County Auditor, the City's finance director, Chair of the Financial Planning Committee and himself, meets in July to review the status of all TIF's within the City.

MINUTES

Mrs. Combs moved to adopt the minutes of the March 7, 2016 meeting of the Financial Planning Committee. Mr. Cappel seconded. The Committee unanimously agreed.

Adjournment

Mr. Cappel moved for adjournment. Mrs. Combs seconded. The Committee unanimously agreed.

The Financial Planning Committee of Council was adjourned at 5:40 p.m.

Chair