



LEGISLATIVE COVER MEMO

Introduction: December 16, 2024

Agenda Item: **Resolution 2024-77**

ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN OFFICIALS AND EMPLOYEES FOR THE YEAR 2025

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: This annual resolution authorizes the hourly or salary pay rates for all city staff for 2025. Collective bargaining staff received increases based on current contracts. Non-union staff have received a 3% increase.

The Court Administrator salary was increased as requested by Judge Ruppert. The Court has agreed to pay for the increase from their special projects fund in accordance with 1901.26 of the revised code.

Budget Impact: Increase in various payroll funds as reflected in budget for 2025.

Exhibits: Exhibit A: 2025 Payroll Rates

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2024-77

ESTABLISHING THE ORGANIZATIONAL LISTINGS AND PAY RATES FOR CITY OF FRANKLIN OFFICIALS AND EMPLOYEES FOR THE YEAR 2025

WHEREAS, section 3.03 of the City of Franklin Charter grants this Council the power to fix the number of employees in the various offices, departments, divisions, bureaus, boards and commissions of the City and to fix the rate of their compensation;

WHEREAS, this Council, by Resolution 2024-74, passed on December 16, 2024, has established a list of position titles and the number of authorized positions to be filled under each title for the year 2025; and

WHEREAS, this Council finds it necessary to establish the salaries and pay rates for said positions,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The compensation hereafter provided in Exhibit A shall apply to the listed positions for and during the year 2025.

Section 2. Effective with the first pay period of 2025, each non-union employee shall pay fifteen percent (15%) of the premium for health and dental insurance. Life insurance in an amount equal to one-year's base salary and double indemnity for accidental death will also be provided to each employee at the City's sole expense.

Section 3. The City Manager is authorized to issue regulations for the administration of the organizational listings and pay rates set forth in this Resolution.

Section 4. The salary or hourly wage of each employee shall be reviewed annually by his or her department head for the purpose of determining whether the employee is entitled to a step increase. All of the employee's personnel records, performance and length of service shall be considered in making recommendations, with major emphasis placed on the evaluation of services rendered. On the recommendation of the department head, the City Manager may advance an employee at the time of such review until the maximum step has been reached.

Section 5. The City Manager may hire a new employee at an advanced step in the event such new employee has a considerable amount of experience, training and/or education and the City would be best served by authorizing such an advanced step.

Section 6. The City will pay to the employee pension fund all full-time employees' pension costs, in accordance with and in the amounts set forth in Section 143.14 of the Codified Ordinances of the City of Franklin or as set forth in the collective bargaining agreement applicable to the employee.

Section 7. The full-time, non-union employees of the Fire & EMS Division shall receive a uniform allowance of \$400 per year. This amount will be paid on or before the 10th day of February and will be issued by separate check.

Section 8. The full-time, non-union employees of the Public Works Department shall receive annual incentive bonuses as follows:

Initial Certificate Acquisition:

EPA Lab Certification	\$800.00
Water & Sewer Distribution License	\$800.00
Water I Certificate	\$1,200.00
Water II Certificate	\$1,700.00

Water III Certificate	\$2,200.00
Spray License	\$600.00
<u>Annually After Years of Acquisition:</u>	
EPA Lab Certification	\$1,000.00
Water & Sewer Distribution License	\$400.00
Water I Certificate	\$600.00
Water II Certificate	\$800.00
Water III Certificate	\$1,000.00
Spray License	\$600.00

Section 10. The following monthly car allowances will be paid to the listed employees who drive their private vehicles on City-related business:

City Manager	(provided with City vehicle)
Assistant City Manager	(provided with City vehicle)
Fire & EMS Chief	(provided with City vehicle)
Police Chief	(provided with City vehicle)
City Engineer	\$200

Section 11. The City Manager is hereby authorized to issue, by Administrative Directive, a Smart Phone Policy, establishing regulations and eligibility for a monthly cell phone allowance to employees, not to exceed thirty-five dollars (\$35.00) per month, and a monthly data plan allowance to employees, not to exceed twenty-five dollars (\$25.00) per month.

Section 12. An employee who serves in the position of "Acting Director" of one of the City's four Departments (Finance, Law, Safety or Public Works) for a period of thirty (30) days or more shall be paid at Step 1 of the Director's then current salary for the time period in which the employee serves as the Acting Director of the Department.

Section 13. Volunteer Firefighter-Standby personnel working a scheduled shift as determined by the Fire Chief, shall receive double time payment for actual hours worked at a minimum, for the following holidays: Independence Day; Thanksgiving Day; Christmas Eve; Christmas Day and a 24 hour period beginning on New Year's Eve at 6 p.m. and ending on New Year's Day at 6 p.m.

Section 14. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 15. This Resolution shall be effective December 29, 2024.

ADOPTED: December 16, 2024

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on December 16, 2024.

Khristi Dunn, Clerk of Council

**Resolution 2024-77
Exhibit A**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Council									
Mayor	\$8,500								
Council Member	\$8,000								
Clerk of Council	\$74,511	\$76,747	\$79,050	\$81,421	\$83,863	\$86,379	\$90,965	\$91,639	
Acting Clerk	\$100 (per meeting)								
Administration									
City Manager	\$146,003								
Assistant City Manager	\$98,703	\$101,664	\$104,714	\$107,855	\$111,090	\$114,423	\$117,856	\$121,393	
Admin. Asst. to City Manager	\$67,958	\$69,317	\$70,704	\$72,118	\$73,560	\$75,031	\$76,532	\$78,063	
Secretary to City Manager	\$41,233	\$42,058	\$42,899	\$43,757	\$44,632	\$45,524	\$46,436	\$47,364	
Secretary to City Manager, P/T (per hour)	\$19.50	\$20.54	\$21.59	\$23.84	\$24.57				
Human Resources Specialist	\$58,668	\$60,370	\$62,123	\$63,928	\$65,787	\$67,703	\$69,675	\$71,707	
Seasonal Intern (per hour)	Education Credit	\$12.98	\$14.06	\$15.14	\$16.22				
Finance Department									
Finance Director	\$99,768	\$102,761	\$105,844	\$109,020	\$112,290	\$115,659	\$119,129	\$122,703	
Finance Clerk P/T (per hour)	\$18.02	\$18.98	\$19.95	\$20.55					
Finance Division									
Payroll Clerk*† (per hour)		\$24.24	\$25.66	\$26.99					
Accounts Payable Clerk*† (per hour)		\$23.15	\$24.58	\$25.91					
Income Tax Division									
Income Tax Administrator	\$60,706	\$62,526	\$63,837	\$65,148	\$66,458	\$67,900	\$69,341	\$70,782	\$72,189
Income Tax Clerk*† (per hour)		\$23.15	\$24.58	\$25.91					
Income Tax Clerk, part-time (per hour)	\$19.51	\$20.54	\$21.59	\$23.84					
Income Tax Clerk, seasonal (per hour)	\$18.02	\$18.57	\$19.12	\$19.70					
Utility Billing Division									
Utility Billing Administrator	\$60,706	\$62,526	\$63,837	\$65,148	\$66,458	\$67,900	\$69,341	\$70,782	\$72,189
Utility Clerk*† (per hour)		\$23.15	\$24.58	\$25.91					
Utility Clerk, part-time (per hour)	\$19.51	\$20.54	\$21.59	\$23.84					
Law Department									
Law Director									(per employment contract)
Prosecutor, part-time	\$77,500								(per employment contract)

**Resolution 2024-77
Exhibit A**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Public Works Department									
Public Works Director	\$108,150	\$111,395	\$114,736	\$118,178	\$121,724	\$124,767	\$127,886		
Assistant Public Works Director	\$102,743	\$105,825	\$109,000	\$112,270	\$115,638	\$118,529	\$121,492		
Administrative Assistant to Public Works	\$48,410	\$49,862	\$51,358	\$52,899	\$54,486				
Custodian*† (per hour)		\$18.94	\$20.05	\$21.20					
Seasonal Labor (per hour)	\$16.63								
Parks Division									
Parks Superintendent	(filled by Public Works Director)								
Lead Park Worker*† (per hour)		\$36.73							
Utility Person I*† (per hour)		\$27.43	\$29.12	\$30.64					
Utility Person II*† (per hour)		\$30.95	\$31.79	\$32.37					
Utility Person III*† (per hour)		\$32.52	\$33.41	\$34.02					
Recreation & Events Coordinator (per hour)	\$19.95	\$20.51	\$21.06						
Recreation & Event Team Member(per hour)	\$10.92	\$11.09	\$11.64	\$12.19					
(additional hourly rate for opening/closing)	+\$0.57								
Stormwater Division									
Stormwater Superintendent	(filled by Public Works Director)								
Utility Person I*† (per hour)		\$27.43	\$29.12	\$30.64					
Utility Person II*† (per hour)		\$30.95	\$31.79	\$32.37					
Utility Person III*† (per hour)		\$32.52	\$33.41	\$34.02					
Street Division									
Street Superintendent		\$77,677	\$81,761	\$86,047					
Utility Person I*† (per hour)		\$27.43	\$29.12	\$30.64					
Utility Person II*† (per hour)		\$30.95	\$31.79	\$32.37					
Utility Person III*† (per hour)		\$32.52	\$33.41	\$34.02					
Water Division & Sewer Division									
Water & Sewer Lead*† (per hour)		\$36.73							
Utility Person I*† (per hour)		\$27.43	\$29.12	\$30.64					
Utility Person II*† (per hour)		\$30.95	\$31.79	\$32.37					
Utility Person III*† (per hour)		\$32.52	\$33.41	\$34.02					

**Resolution 2024-77
Exhibit A**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Water Treatment Division									
Water Treatment Superintendent		\$77,677	\$81,761	\$86,047					
Water Operator (per hour)	\$28.72	\$29.60	\$30.69	\$31.68	\$32.93	\$34.66			
Landscape Beautification Division									
Landscape Beautification Division Head	\$59,987	\$62,772	\$69,355	\$68,235					
Seasonal Laborer (per hour)	\$16.63								
Safety Department									
Safety Director	(filled by City Manager)								
Admin Assistant to Safety Dept. PT (per hour)	\$19.50	\$20.54	\$21.59	\$23.84	\$24.57	\$25.30	\$26.06		
Building & Zoning Division									
Senior City Engineer	\$100,860	\$103,885	\$107,002	\$110,212	\$113,518	\$116,924	\$120,432	\$124,045	
Senior City Engineer, P/T (per hour)	\$40.17	\$41.38	\$42.62	\$43.89	\$45.21	\$46.57	\$47.97	\$49.40	
City Engineer	\$96,057	\$98,939	\$101,907	\$1,049,634	\$108,113	\$111,357	\$114,697	\$118,138	
Assistant City Engineer	\$81,281	\$83,719	\$86,232	\$88,859	\$91,483	\$94,227	\$97,054	\$99,966	
Zoning Official* (per hour)	(filled by City Engineer, City Manager, Assistant City Manager, & Property Maintenance Inspector)								
Zoning Official, P/T (per hour)	\$23.15	\$24.58	\$25.91						
Code Official**† (per hour)	\$30.45	32.35	33.89						
Property Maintenance	(per employment contract)								
Property Maintenance, P/T (per hour)	\$23.15	\$24.58	\$25.91						
Fire & EMS Division									
Chief	\$104,273	\$107,402	\$109,907	\$112,312	\$115,637	\$118,963	\$122,288		
Administrative Assistant (per hour)	\$23.28	\$23.55	\$23.81	\$24.08	\$24.39	\$24.65	\$24.92	\$25.19	\$25.46
Captain**† (per hour)	\$32.15	\$33.11	\$34.18						
Lieutenant**† (per hour)	\$28.56	\$29.42	\$30.57	\$31.49					
Firefighter-Paramedic**† (per hour)	\$25.38	\$26.40	\$27.46	\$28.56					
Firefighter-EMT**† (per hour)	\$20.85	\$21.48	\$22.11	\$22.78	\$23.47	\$24.18			
Volunteers: (per hour)									
Firefighter	\$15.52	\$15.79	\$16.04	\$16.32	\$16.58	\$16.87	\$17.15	\$17.44	\$17.74
EMT	\$15.91	\$16.18	\$16.44	\$16.73	\$17.00	\$17.29	\$17.58	\$17.87	\$18.18
Paramedic	\$16.63	\$16.89	\$17.16	\$17.43	\$17.70	\$17.98	\$18.26	\$18.55	\$18.85
Firefighter/Paramedic	\$20.51	\$20.98	\$21.46	\$21.96	\$22.47	\$22.99	\$23.52	\$24.08	\$24.63

**Resolution 2024-77
Exhibit A**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Fire & EMS Division contd									
Firefighter/EMT	\$17.74	\$18.00	\$18.27	\$18.53	\$18.81	\$19.09	\$19.37	\$19.65	\$19.95
Second Lieutenant	(additional stipend per hour)			\$0.57	\$0.82	\$1.08	\$1.34	\$1.60	\$1.85
Fire Inspector (per hour)	\$15.89	\$16.36	\$16.84	\$17.35	\$17.88	\$18.40	\$18.97	\$19.52	\$20.11
Police Division									
Chief	\$106,147	\$109,432	\$112,815	\$116,241	\$119,567	\$122,893	\$126,218		
Captain	\$100,740	\$103,761	\$106,874	\$110,081	\$113,383	\$116,785	\$120,289		
Lieutenant**† ^(e) (per hour)	\$45.03	\$46.34	\$49.40						
Sergeant**† ^(e) (per hour)	\$39.85	\$41.01	\$43.72						
Patrol Officer**† ^(b) (per hour) PROBATION	\$26.96								
Patrol Officer**† ^(b) (per hour)	\$28.56	\$30.27	\$32.02	\$33.69	\$38.69				
Patrol Officer**† ^(c) (per hour) PROBATION	\$28.45								
Patrol Officer**† ^(c) (per hour)	\$29.89	\$31.38	\$32.94	\$34.59	\$36.32	\$38.69			
Cadet (per hour)	\$22.00								
School Resource Officer (per hour)	\$25.16	\$26.42	\$27.74	\$29.13	\$30.59	\$32.12			
Lead Dispatcher (per hour)	\$34.61								
Dispatcher**† ^(b) (per hour) PROBATION	\$24.64								
Dispatcher**† ^(b) (per hour)	\$25.88	\$27.19	\$31.18						
Dispatcher**† ^(c) (per hour) PROBATION	\$26.48								
Dispatcher**† ^(c) (per hour)	\$27.53	\$28.63	\$29.79	\$31.18					
Reserve Officer (per hour)	\$14.24	\$14.67	\$15.11						
Reserve Dispatcher (per hour)	\$14.24								
Property Room & Evidence Manager (per hour)	\$22.17	\$22.73							
Municipal Court									
Judge ^(a)	\$22,200.00								
Magistrate	\$101,966.00	\$105,025.00	\$108,176.00	\$111,421.32	\$114,764.00				
Chief Bailiff ^(a)				\$32,405.00					
Deputy Bailiff (filled by Probation Officer)									
Clerk of Courts ^(a)	\$40,612	\$41,424	\$42,252	\$43,097	\$43,959	\$44,838	\$44,619		
Court Administrator	\$72,000	\$73,800	\$75,645	\$77,536	\$79,475				
Deputy Clerk (per hour)	\$21.65	\$22.79	\$24.00	\$25.75	\$26.52				
Deputy Clerk P/T (per hour)	\$16.63								
Chief Probation Officer	\$67,688	\$69,043	\$70,424	\$71,833	\$73,269	\$74,735	\$76,230		
Probation Officer (per hour)	\$27.52	\$28.07	\$28.63	\$29.21	\$29.80	\$30.40	\$30.99		

Resolution 2024-77
Exhibit A

Boards & Commissions

Civil Service Secretary \$128.75 (per month; max. \$1545 per yr) \$65.00 (per test, per 15 applicants) \$5.00 (per addtl applicant)

All wages are shown as annual salaries, unless otherwise noted.

*Indicates Union Position

†Indicates Civil Service Position

^(a) Figure represents 3/5ths of total comp.; remaining portion paid directly to employee by Warren County Auditor's Office, as required by the ORC.

^(b) Hired on or before January 1, 2018

^(c) Hired after January 1, 2018

^(d) Promoted on or before January 1, 2018

^(e) Promoted after January 1, 2018