

RESOLUTION NO. 5148

RELATIVE TO THE ADOPTION OF THE 2011 BUDGET AND APPROPRIATION OF FUNDS FOR 2011

WHEREAS, The Board of Park Commissioners of the Columbus and Franklin County Metropolitan Park District has reviewed the estimated receipts and projected expenditures of the Park District for the period January 1, 2011 through December 31, 2011; and

WHEREAS, It is necessary that this Park Board adopt a budget and appropriate funds before funds can be disbursed in 2011; Now, Therefore,

BE IT RESOLVED, That this Board hereby adopts the following budget for 2011 for Funds 27, 29, and 30 and appropriates the amounts listed below to the various funds; and determines that the amounts shown are the maximum allowable expenditures during 2011 and may be expended only as cash receipts are available;

Personnel	\$11,800,000
Non-Personnel	\$5,079,000
Inter Fund Transfer to Fund 29	\$13,000,000
FUND 270000 Appropriation	\$29,879,000
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FUND 290000 Appropriation	\$21,750,000
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Personnel	\$848,000
Non-Personnel	\$394,000
FUND 300000 Appropriation	\$1,242,000
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Now, Therefore,

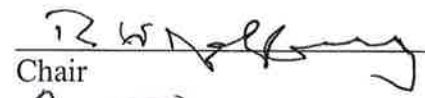
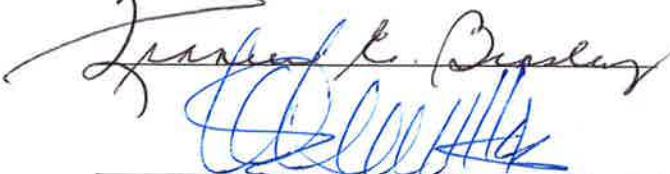

BE IT FURTHER RESOLVED, That this Board acknowledges that the Metro Parks staff will determine the amount of 2010 encumbrances to be carried forward as of December 31, 2010, and that the appropriation for these will be established automatically by law, thus are not included in this resolution.

Adopted this 1st day of December 2010.

BOARD OF PARK COMMISSIONERS
Columbus and Franklin County
Metropolitan Park District

Attest:


Executive Director


Chair



RESOLUTION NO. 5149

ESTABLISHING JOB CLASSIFICATIONS, THE GENERAL PAY PLAN AND BENEFITS

WHEREAS, It is the intent of the Board of Park Commissioners of the Columbus and Franklin County Metropolitan Park District to establish wages and benefits for its employees consistent with the services required, and comparable to those paid in other public agencies, private industry, and professions where similar ability and knowledge are demanded; and it is believed that a position classification plan, general pay plan and competitive benefits can best accomplish the desired result; Now, Therefore,

BE IT RESOLVED, That Metro Parks Job Classifications, General Pay Plan and Benefits are updated as follows:

SECTION I. POSITION TITLES: The following position titles are hereby established and defined by specifications, copies of which shall be part of the position classification plan:

Range Hourly Positions

- 1 Part-time Golf Course Maintenance Laborer, Part-time Starter
- 2 Part-time Nature Center Attendant, Part-time Pro Shop Assistant
- 3 Accounting Clerk, Customer Service Representative, Part-time Education Counselor, Park Technician 1, Part-time Gardener, Part-Time Park Technician, Part-time Ranger, Part-time Secretary, Part-time Youth Camp Counselor, Part-Time Youth Camp Head Counselor, Planning Assistant, Printer, Receptionist
- 4 Accounting Specialist, Interpretive Aide, Park Ranger, Park Technician 2, Part-time Land Management Coordinator, Pro Shop Coordinator/PGA Apprentice, Trade Technician, Volunteer Coordinator
- 5 Desktop Publishing Specialist, Information Systems Technician, Part-Time Environmental Educator, Part-Time Naturalist

Range Salaried Positions

- 5 Aquatic Ecologist, Arborist, Assistant Golf Course Superintendent, Education Administrator, Environmental Educator, Historical Farmer, Horticulturist, Hub Naturalist, Naturalist, Ranger/Operations Specialist, Safety, Environmental and Operational Specialist
- 6 Camp and Community Events Coordinator, Historical Farm Program Manager, Park Planner, Senior Naturalist, Senior Environmental Educator
- 7 Assistant Park Manager, Assistant Resource Manager, Golf Course Superintendent, Human Resources Coordinator, Landscape Architect, Manager - Education and Outreach Programs, Project Manager – Policy & Partnership Development
- 8 Accounting Manager, Chief Landscape Architect; Golf Course Manager/Professional, Information Systems Manager, Park Manager, Public Gardens Manager, Public Information Manager, Resource Manager, Roving Crew Supervisor
- 9 Manager Park Operations, Manager Strategic Planning & Land Acquisition

SECTION II. PAY RANGES: The following pay ranges are hereby established as the "General Pay Plan" and are to be applied to the several classes of positions. The Executive Director, the Deputy Director, the Finance Director and the Human Resources Director serve at the discretion of the Board. The hourly rate for Urban Conservation High School Interns is \$8.50 and the hourly rate for Camp, Design & Visitor Services, Interpretive, Landscape Architect, Maintenance, Resource Management and Urban Conservation Coordinating Interns is \$10.00.

HOURLY POSITIONS

RANGE	PERIOD	MINIMUM	MIDPOINT	MAXIMUM
1	HOURLY	\$8.39	\$10.50	\$12.61
2	HOURLY	\$10.47	\$13.08	\$15.70
3	HOURLY	\$12.73	\$15.92	\$19.11
4	HOURLY	\$16.18	\$20.23	\$24.30
5	HOURLY	\$16.83	\$21.03	\$25.25

SALARIED POSITIONS

RANGE	PERIOD	MINIMUM	MIDPOINT	MAXIMUM
5	ANNUALIZED	\$35,006	\$43,742	\$52,520
6	ANNUALIZED	\$38,210	\$47,778	\$57,325
7	ANNUALIZED	\$43,659	\$54,579	\$65,541
8	ANNUALIZED	\$49,088	\$61,422	\$73,694
9	ANNUALIZED	\$57,450	\$71,822	\$86,174

SECTION III. COMPENSATION SCHEDULE FOR THE YEAR 2010

The estimated average pay increase for current employees is 2.4%. Merit increases, ranging from 0% - 3% are approved for eligible full-time employees based on performance up to the maximum rates established for their range. Eligible full-time employees who receive an outstanding appraisal evaluation will receive a \$1000 bonus.

Full-time employees will receive any merit increases they may be eligible for up to the maximum rate established for their position in the first full pay period of March 2011. Merit increases for full-time employees hired after March 1, 2010 will be pro-rated. A one-time lump sum of \$500 for an achieves expectations rating and \$1,000 for an outstanding rating on performance evaluations is approved for a limited number of full-time

employees who are at the top of their range. This lump sum is approved to recognize performance of these individuals and to offset reductions in their take home pay level, in light of the increase in employee health care contributions.

A 2% general increase is approved for eligible part-time employees. Eligible part-time employees will receive any increases in the first full pay period of March 2011 in accordance with the following schedule until the maximum rate established for the position is reached:

- Part-time employees who started prior to September 1, 2010 will receive their increase in the first full pay period of March 2011.
- Part-time employees who started after August 31, 2010 will not receive a general increase in 2011.

SECTION IV. ADMINISTRATION OF OVERTIME AND COMPENSATORY TIME

At times non-exempt (hourly) employees may be required to work overtime, which is more than 40 hours worked in a work week. Full-time non-exempt employees will have the option to select overtime pay or compensatory time at a rate of one and one half hours for each hour of overtime worked. Part-time non-exempt, seasonal, and internship employees will be paid overtime at a rate of one and one half hours for each hour of overtime worked.

In the event a full-time non-exempt employee chooses compensatory time, the employee may accrue up to a maximum of 240 hours in his/her compensatory time bank. In the event an employee has reach the maximum of 240 hours in his/her compensatory time bank, he/she will be paid at the overtime rate of one and one half hours for each hour of overtime worked.

Use of accumulated leave time (vacation, sick, personal, compensatory, or banked holidays) will be not be counted as time worked and will not be used to accumulate in excess of 40 hours in a work week.

SECTION V. TUITION REIMBURSEMENT

The tuition reimbursement program will be offered to full-time and part-time employees who have completed six or more months of continuous service with Metro Parks at the time the application to participate is submitted.

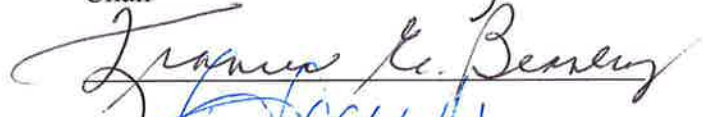

The employee will receive reimbursement of 100% of tuition and laboratory fees for courses taken, up to a maximum of \$2,000 per calendar year. The eligibility for reimbursement will be in accordance with Metro Parks policy.

In the event an employee separates his/her service with Metro Parks within one year of receiving reimbursement, the employee must pay back 50% of the reimbursement received in that one-year period. This pay back must be satisfied within six (6) months of the employee's separation, unless other arrangements are agreed upon by both parties. At the time separation of employment occurs, pay back options will be discussed with the employee.

The updated position classification plan, general pay plan and benefits are hereby adopted this 1st day of December 2010, effective the first full pay period in March 2011.

BOARD OF PARK COMMISSIONERS
Columbus and Franklin County
Metropolitan Park District


Chair

Attest:


Executive Director

RESOLUTION NO. 5150

ESTABLISHING SALARIES OF DIRECTORS

WHEREAS, It is the policy of the Board of Park Commissioners to compensate its employees at wage scales comparable to those paid for similar service by other governmental agencies; Now, Therefore

BE IT RESOLVED, That this Board of Park Commissioners herewith sets the annualized salaries for the Directors, effective the first full pay period of March 2011, as follows:

Deputy Director	\$ <u>111,200</u>
Finance Director	\$ <u>87,000</u>
Human Resources Director	\$ <u>83,400</u>

Adopted this 1st day of December 2010.

BOARD OF PARK COMMISSIONERS
Columbus and Franklin County
Metropolitan Park District


Chair




Attest:


Executive Director

RESOLUTION NO. 5151

ESTABLISHING SALARY OF EXECUTIVE DIRECTOR

WHEREAS, It is the policy of the Board of Park Commissioners to compensate its employees at wage scales comparable to those paid for similar service by other governmental agencies; And

WHEREAS, The Executive Director serves as Secretary to the Board of Park Commissioners; Now, Therefore,

BE IT RESOLVED, That this Board of Park Commissioners herewith sets the annualized salary effective the first full pay period of March 2011 for the Executive Director at \$ 155,000.

Approved this 1st day of December 2010.

BOARD OF PARK COMMISSIONERS
Columbus and Franklin County
Metropolitan Park District

Attest:


Chris Franzmann, Esq.


Chair