



Memorandum

To: Village Council

From: Nathan E. Cahall, Village Administrator

Re: Resolution Ratifying Acting Position Bonus Payments and Temporarily Adjusting The Pay Range for the Position of Police Chief

SUMMARY

During the vacancy of the previous police chief, Chief Reed served in an acting capacity as the Village's police chief. Like with the fiscal officer previously serving as acting village administrator last year, there was discussion by Council to afford chief Reed with acting bonus compensation. Those discussions were with a council committee. There was an administrative misunderstanding that the approval of the acting pay bonus proposal was fully authorized and on quarterly payment was previously made. That approval was, however, not perfected by approval by the full council. A second quarterly payment was postponed upon discovery of the lack of full council approval for the second quarter of this year. This legislation would fully authorize the payments in compliance with village ordinances and state law requirements. The quarterly bonus payment amount previously paid and one now pending are each \$2,250.00. This is the same bonus amount paid to the fiscal officer last year for duties performed in an acting, promotional position.

The second component of the legislation before Council is a temporary adjustment to the pay range for the position of police chief in light of chief Reed's recent appointment to the position. The current police chief pay range goes up to \$100,000 and chief Reed's current rate of pay is only slightly below this amount at present, and within the current range for the position. The position of police chief was not included in the recent adjustment to pay ranges for sworn officers approved earlier this year by Council. At time of appointment, the starting rate of pay for Chief Reed was not addressed. It should be noted that the advertisement for the police chief position had a pay range of \$105,000 to \$120,000. Pending before Council is another piece of legislation adjusting the wage schedule and adjusting other related pay-related protocols for all village employees. The new scale includes a pay range of \$90,000 to \$118,512.81 for the position of police chief. The proposed wage ordinance update includes a provision that employees receiving a promotion migrate to the first step of the new promotional position or placement into the step within that new job classification range that afford at least a 5% increase in pay. Coupled with the Village's advertised pay range during the recruitment process, the resolution would temporarily place Chief Reed's rate of pay to



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equivalent of Step F on the new scale retroactive to the date of his appointment. (\$106,891.77) As provided for in the proposal, employees, after placement in the new wage schedule, would then be eligible for a step increase annually going forward. The resolution authorizes this temporary pay adjustment during the pendency of Council's hopeful approval of the new wage scale legislation.

FISCAL ANALYSIS

The proposal's increase in 2026 personnel costs still falls within the Village's budgeted parameters for police personnel costs and does not necessitate a supplemental appropriation by Council.

RECOMMENDATION

Staff recommends approval by Village Council of the resolution in recognition of chief Reed's recent promotion whereby he is permanently taking on a larger leadership role for the Village, the pending legislation modifying the Village's wage structure for all employees which includes guidance on pay adjustments related to promotions, and the previously advertised pay range for the police chief position.

