



CITY OF LIMA
Sharetta Smith, Mayor

50 Town Square
Lima, Ohio 45801-4900
Phone: 419-228-5462
Fax: 419-221-5199
www.cityhall.lima.oh.us

February 12, 2025

Civil Service Board
c/o Deb Vobbe, Secretary
202 E. High Street, 2nd Floor
Lima, OH 45801

Subject: Approval of the 2025 Proposed Seasonal Pay Scale

Dear Board Members:

I am writing for the Board's approval of the attached 2025 Proposed Seasonal Pay Scale. Changes were submitted to Human Resources by department heads, due to the increase in minimum wage effective January 2025, as well as, the difficulty we have endured to effectively recruit seasonal employment candidates.

Please feel free to contact the Human Resources Department with any questions.

Sincerely,

Della Bradford, Director
Human Resources Dept.

Attachment

cc: PW Director
Utilities Director
City Engineer
HR

Proposed Seasonal Employee Pay Scale for 2025

Years:	1 st	2 nd *	3 rd *
Recreation Leader I	12.00 13.50	12.50 14.00	13.00 14.50
Recreation Leader II	12.50 14.00	13.00 14.50	13.50 15.00
Summer Event Coordinator	13.75 15.00	14.25 15.50	14.75 16.00
Playground Coordinator	13.75 15.00	14.25 15.50	14.75 16.00
Ball Diamond Maintenance Supervisor	13.75 15.00	14.25 15.50	14.75 16.00
Environmental Specialist	12.00 14.00	12.50 14.50	13.00 15.00
Maintenance:	12.00 13.50	12.50 14.00	13.00 14.50
Parks & Rec, Streets			
Ball Diamond Crew, Utilities			
Maintenance with CDL (PW)	12.75 14.25	13.25 14.75	13.75 15.25
**Utilities Mowing & Maintenance	13.50	14.00	14.50
Code Enforcement Officer	10.50 14.50	10.50 15.00	10.50 15.50
GenNext Youth Site Leader	14.00	14.00	14.00
Maintenance Supervisor	13.75 15.00	14.25 15.50	14.75 16.00
General Intern Position	14.00	14.50	15.00
Engineering Intern	14.00 15.00	14.50 15.50	15.00 16.00
Clerical Staff	13.75	14.25	14.75

Overtime:

Overtime after 40 hours per week or 8 hours per day for all seasonal positions is straight time pay

*All 2nd & 3rd year pay increases are at the discretion of the Department Head – excludes GenNext Youth Site Leader position

Revised January 2025

State of Ohio Minimum Wage \$10.70/Hr.

*Denotes proposed changes

** Added entry– Utilities Department

Jackie R Owens

From: Mayor - Sharetta T. Smith
Sent: Thursday, February 13, 2025 11:03 AM
To: Jackie R Owens
Cc: Della M Bradford
Subject: RE: 2025 Proposed Seasonal Pay Scale

Approved.
Thank you all.

Sharetta Smith, JD/ MBA
Mayor



50 Town Square, Lima, OH 45801
419-998-5596
sharetta.smith@cityhall.lima.oh.us
www.limaohio.gov

From: Jackie R Owens
Sent: Tuesday, January 21, 2025 2:38 PM
To: Mayor - Sharetta T. Smith <sharetta.smith@cityhall.lima.oh.us>
Cc: Della M Bradford <della.bradford@cityhall.lima.oh.us>
Subject: 2025 Proposed Seasonal Pay Scale

With the increase in minimum wage as well as the struggle to recruit and retain seasonal employment in past years, please find the proposed changes to the *2025 Seasonal Pay Scale* for your approval.

Thank you.

Jacalyn R. Owens
HR Administrator
Department of Human Resources
City of Lima, OH
50 Town Square, 3rd Floor
Lima, OH 45801
Jacalyn.owens@cityhall.lima.oh.us
P: 419-221-5222
F: 419-998-5519

Jackie R Owens

From: Michael H. Caprella
Sent: Thursday, January 16, 2025 3:47 PM
To: Jackie R Owens
Cc: Sara J. Weekley
Subject: FW: 2025 Seasonal Pay Scale Proposed.docx
Attachments: 2025 Seasonal Pay Scale Proposed.docx

Please consider the attached. It is imperative that we get summer help and we have really struggled for the last 2 years in getting seasonal help.

Subject: 2025 Seasonal Pay Scale Proposed.docx

Jackie,

We would like to add a Utilities Mowing and Maintenance position. Last year we didn't get anyone and we really need to try and attract some people to help with the mowing and maintenance of the reservoirs.

Thank you,
Mike

Jackie R Owens

From: Brett M Roehm
Sent: Wednesday, January 15, 2025 3:14 PM
To: Jackie R Owens
Subject: Seasonal payfor2025
Attachments: Seasonal Pay Changes.docx; 2025 Seasonal Pay Scale Proposed.docx

Jackie,

After having a discussion with Ric, we are proposing an increase to the employees that we hire for 2025. I have attached an explanation of what we would like to see and why and also a copy of our proposed seasonal wages for 2025.

If you have any questions feel free to let us know.

Thanks,

Brett M. Roehm
Recreation Supervisor
Lima Parks & Recreation Dept.
900 S. Collett St.
Lima, OH 45804
(419) 221-5195

Proposed 2025 Seasonal Pay Scale

The Parks and Recreation Dept. are proposing the following changes to the seasonal pay scale for 2025. See attached document for increases.

We are proposing that we increase these hourly wages to the amount listed in black (\$.50 across the board). As we discussed in early 2024, changes would not occur unless minimum wage increased. While minimum wage increased \$.25 for 2025 we found that our 2024 wage was still not competitive enough to secure employees for all of our needed positions.

We realized the real results when our Playground Program wasn't fully staffed and we were only able to open one site for the 2024 season instead of the normal 3 sites. Our hope is that by increasing all of the positions indicated on the attached document, we can fill all of our needed positions for the upcoming 2025 season.

Please Note we only indicated the increase of positions that we actually employ, we didn't feel it would be correct for us to request an increase of seasonal employee wages from other departments.

Jackie R Owens

From: Della M Bradford
Sent: Thursday, January 16, 2025 1:20 PM
To: Jackie R Owens
Subject: RE: 2025 Proposed Seasonal Pay Scale

Thank you, I'm good with that.

From: Jackie R Owens
Sent: Thursday, January 16, 2025 12:07 PM
To: Della M Bradford <della.bradford@cityhall.lima.oh.us>
Subject: FW: 2025 Proposed Seasonal Pay Scale

FYI— See proposed change from Ian Kohli

From: Ian M. Kohli
Sent: Thursday, January 16, 2025 12:03 PM
To: Jackie R Owens <jacalyn.owens@cityhall.lima.oh.us>; Mayors Staff <admn@cityhall.lima.oh.us>
Cc: Amy L Harpster <amy.harpster@cityhall.lima.oh.us>
Subject: RE: 2025 Proposed Seasonal Pay Scale

Jackie,

I am requesting the following pay scale for Engineering Intern position.

Engineering Intern	15.00	15.50	16.00
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Ian Kohli, P.E., P.S.
City Engineer
City of Lima, Ohio
419-998-5512

From: Jackie R Owens
Sent: Wednesday, January 15, 2025 3:47 PM
To: Mayors Staff <admn@cityhall.lima.oh.us>; Ian M. Kohli <ian.kohli@cityhall.lima.oh.us>
Subject: RE: 2025 Proposed Seasonal Pay Scale

Just a reminder — I need any proposed changes by tomorrow at 4:00 p.m. Thanks!

From: Jackie R Owens
Sent: Monday, January 13, 2025 11:00 AM
To: Mayors Staff <admn@cityhall.lima.oh.us>; Ian M. Kohli <ian.kohli@cityhall.lima.oh.us>
Subject: 2025 Proposed Seasonal Pay Scale

Please find attached the 2025 Proposed Seasonal Pay Scale for Council's approval. Please make any appropriate changes and return to my attention **no later than January 16th 2025**. This item needs to be submitted to the Law Director by Friday, January 17th for the January 27th Council meeting.

Thank you!

Jacalyn R. Owens

HR Administrator
Department of Human Resources
City of Lima, OH
50 Town Square, 3rd Floor
Lima, OH 45801
Jacalyn.owens@cityhall.lima.oh.us
P: 419-221-5222
F: 419-998-5519



Jackie R Owens

From: Carmillia E. Zion
Sent: Tuesday, January 21, 2025 1:41 PM
To: Jackie R Owens
Subject: RE: 2025 Proposed Seasonal Pay Scale

Hi Jackie,

Code Enforcement/Neighborhood & Housing	14.50	15.00	15.50
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Carmillia Zion
Director of
Housing & Neighborhoods
50 Town Square
Lima, OH 45801
419-221-5246
carmillia.zion@cityhall.lima.oh.us



From: Jackie R Owens <jacalyn.owens@cityhall.lima.oh.us>
Sent: Thursday, January 16, 2025 12:06 PM
To: Ian M. Kohli <ian.kohli@cityhall.lima.oh.us>; Mayors Staff <adm@cityhall.lima.oh.us>
Cc: Amy L Harpster <amy.harpster@cityhall.lima.oh.us>
Subject: RE: 2025 Proposed Seasonal Pay Scale

Thank you Ian!

From: Ian M. Kohli
Sent: Thursday, January 16, 2025 12:03 PM
To: Jackie R Owens <jacalyn.owens@cityhall.lima.oh.us>; Mayors Staff <adm@cityhall.lima.oh.us>
Cc: Amy L Harpster <amy.harpster@cityhall.lima.oh.us>
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