



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

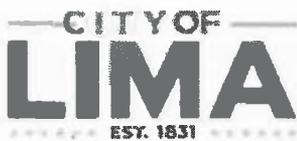
## Jackie R Owens

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**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](mailto:sharetta.smith@cityhall.lima.oh.us)*  
*[www.limaohio.gov](http://www.limaohio.gov)*

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**From:** Jackie R Owens  
**Sent:** Tuesday, January 21, 2025 2:38 PM  
**To:** Mayor - Sharetta T. Smith <[sharetta.smith@cityhall.lima.oh.us](mailto:sharetta.smith@cityhall.lima.oh.us)>  
**Cc:** Della M Bradford <[della.bradford@cityhall.lima.oh.us](mailto: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, 3<sup>rd</sup> Floor  
Lima, OH 45801  
[Jacalyn.owens@cityhall.lima.oh.us](mailto:Jacalyn.owens@cityhall.lima.oh.us)  
P: 419-221-5222  
F: 419-998-5519

## Jackie R Owens

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**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

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**From:** Brett M Roehm  
**Sent:** Wednesday, January 15, 2025 3:14 PM  
**To:** Jackie R Owens  
**Subject:** Seasonal payfor2025  
**Attachments:** Seasonal PayChanges.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**

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**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 16<sup>th</sup> 2025**. This item needs to be submitted to the Law Director by Friday, January 17<sup>th</sup> for the January 27<sup>th</sup> Council meeting.

Thank you!

*Jacalyn R. Owens*

HR Administrator  
Department of Human Resources  
City of Lima, OH  
50 Town Square, 3<sup>rd</sup> Floor  
Lima, OH 45801  
[Jacalyn.owens@cityhall.lima.oh.us](mailto:Jacalyn.owens@cityhall.lima.oh.us)  
P: 419-221-5222  
F: 419-998-5519



## Jackie R Owens

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**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

Carmillia Zion  
Director of  
Housing & Neighborhoods  
50 Town Square  
Lima, OH 45801  
419-221-5246  
[carmillia.zion@cityhall.lima.oh.us](mailto:carmillia.zion@cityhall.lima.oh.us)



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

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Engineering Intern

15.00

15.50

16.00

Ian Kohli, P.E., P.S.  
City Engineer  
City of Lima, Ohio  
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**To:** Mayors Staff <[adm@cityhall.lima.oh.us](mailto:adm@cityhall.lima.oh.us)>; Ian M. Kohli <[ian.kohli@cityhall.lima.oh.us](mailto:ian.kohli@cityhall.lima.oh.us)>  
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Thank you!

*Jacalyn R. Owens*  
HR Administrator  
Department of Human Resources  
City of Lima, OH  
50 Town Square, 3<sup>rd</sup> Floor  
Lima, OH 45801  
[Jacalyn.owens@cityhall.lima.oh.us](mailto:Jacalyn.owens@cityhall.lima.oh.us)  
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