



**Ravenna City Council
Personnel Committee Meeting Minutes
September 14, 2026**

The public meeting was held in person in City Council Chambers.

Council present: Council President Rob Kairis, Amy Michael, Paul Moskun, Tyler Marovich, Tim Calfee, Christina West, Carmen Laudato

Also attending the meeting: Mayor Frank Seman; Police Chief; Jake Smallfield; Fire Chief, Mark Chapple; Service Director, Tim Contant; City Engineer; Bob Finney; Finance Director, Tami Lorence; Council Clerk, Chelsea Gregor; Captain Dustin Svab; Administrative Assistant, Ron Fields; Larry Silenius, Barbara Niemiller, Cynthia Miller, Larry Selinius, Rod Flauhaus, William Barber, Trisha Schum, Steven Farhat, Heidi Timmers, Cathy Klein

The Personnel Committee Meeting was called to order at 7:05 P.M. by Chairperson, Tim Calfee

The first item was for a Pay Increase & Job Title Change for a Parks & Rec Employee.

Mr. Calfee called the meeting to order and stated that the Committee would consider two personnel items related to the Parks and Recreation Department. He explained that the current Parks and Recreation organizational structure includes a Parks and Recreation Director, Program Supervisor, and Program Coordinator. The first recommendation would eliminate the Program Supervisor position and create a new Recreation Manager position. Mr. Calfee explained that the Recreation Manager would assume the existing responsibilities of the Program Supervisor while taking on additional responsibilities, including more complete day-to-day supervision of the recreation program, supervision and management of the summer camp, and oversight of seasonal staff and volunteers. The position would also be responsible for developing and managing new community initiatives and expanded programming, including additional activities and a concert series at Sunbeau Vally anticipated for 2027. Mr. Calfee stated that shifting these responsibilities to the Recreation Manager would allow the Parks and Recreation Director to focus on the overall direction of the department, including future programming, strategic planning, budgeting, and other higher-level responsibilities.

Regarding compensation, Mr. Calfee explained that a salary comparison was conducted using six surrounding communities, including Kent, Ravenna, Streetsboro, Tallmadge, Akron, and Cuyahoga Falls. The proposed salary was established approximately in the middle of the range identified through the comparison.

Ms. Laudato questioned whether the communities included in the comparison were comparable to Ravenna in terms of population, number of parks, enrollment in recreation programs, and the size of their Parks and Recreation departments. She noted that larger communities may have substantially different staffing levels and responsibilities.

Mr. Calfee stated that the Human Resource Director conducted the salary review and comparisons, and recommended the proposed compensation based on that review. He also noted

that the Mayor supported the recommendation. Mr. Calfee acknowledged that some of the communities reviewed were larger than Ravenna and that their Parks and Recreation departments may also be larger.

Ms. Laudato asked for clarification regarding the specific additional responsibilities that would distinguish the Recreation Manager from the current Program Supervisor.

Mr. Calfee explained that the Recreation Manager would have complete responsibility for the day-to-day operation of the recreation department, supervision of paid seasonal employees and volunteers, and development of additional recreation and community initiatives. He noted that some of these responsibilities are currently handled by the Parks and Recreation Director and would be transferred to the Recreation Manager.

Ms. Laudato expressed concern that the employees involved had not been with the City for a long period of time and stated that the proposed increase appeared significant. She questioned whether the additional responsibilities were substantial enough to justify the proposed compensation and requested more information regarding the scope of the increased duties, including the number of employees the Recreation Manager would supervise.

Mr. Calfee acknowledged Ms. Laudato's concerns and agreed that the proposed increase was significant for an existing employee. However, he stated that the recommendation was based primarily on the increased responsibilities of the newly created position rather than the employee's length of service. Mr. Calfee explained that, considered as a new position separate from the current employee, the Committee believed the proposed salary was appropriate for the additional work and responsibility.

Ms. Michael asked whether the position would be funded through the Park Capital Improvement Fund.

Mr. Calfee clarified that the position would be funded through the Parks Fund, Fund 229. He then asked the Committee whether it wished to move the Recreation Manager recommendation forward and recommended advancing the item.

Ms. Laudato stated that she did not support moving the recommendation forward.

Mr. Harper was absent, and Mr. Kairis was sitting in as a member of the Personnel Committee who agreed to move it forward.

The item was nevertheless advanced with the support of the remaining participating Committee members.

- The item was moved forward.

The second item was a Pay Increase for Parks & Rec Employee.

Mr. Calfee then presented the second Parks and Recreation personnel recommendation concerning the Program Coordinator position. He explained that the position would remain in place but would be moved from Step 11 to Step 12 due to increased responsibilities and salary comparisons with other communities. Mr. Calfee stated that the Program Coordinator would have an increased role in fundraising and community programming. He highlighted the employee's work in raising nearly \$6,000 in additional funding for the Marlene Watt Scholarship Fund during the previous year. He also explained that the position would be expected to assist with fundraising efforts associated with additional programming and events at Sunbeau Valley.

Ms. Laudato stated that she was more comfortable with the proposed Step 11 to Step 12 increase.

Mr. Calfee asked whether the Committee supported moving the recommendation forward, and the Committee indicated its support.

Mr. Calfee clarified that although the related legislation could be advanced and approved before the end of the year, the promotions and associated salary increases would not take effect until January. He noted that the timing of the legislation could be coordinated with the Payroll Ordinance at the end of the year.

- The item was moved forward.

Management Update

There being no further business for discussion, the meeting adjourned at 7:17 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**