

## Personnel Committee Minutes

Honorable Council  
City of Newark, Ohio, 2018  
November 14, 2018

There was a meeting of the Personnel Committee in Council Chambers on Monday November 5, 2018 following the Capital Improvement Committee with these members in attendance:

Ryan Bubb, Chair  
Mark Labutis  
Sean Fennell  
Dee Hall  
Jonathan Lang

We wish to Report:

1. **Ordinance No. 18-35** amending the position classification, pay range and department authorization tables of the City of Newark, Division of Water and Wastewater, by creating the classifications of Project Engineer and Environmental Systems Technician within the Division and setting the compensation therefore, and establishing all other positions within the division was considered.

**Roger Loomis**- the first position that I will talk about is our **Project Engineer**, when we do projects and we have projects lined up for the next 25 years we hire a consultant to do the design and we also hire a consultant to do construction management and part of construction management is to have a resident Engineer on site. So like for the downtown project we had a person who we paid through our consultant Engineer as a resident Engineer to be here full time. We anticipate that to be part of almost all of our projects from now until the end of our long term control plan which is a 25 year project. Brian and I have had a lot of discussion about what to do in these situations and we/I have decided we need to put on a full time Project Engineer to be a resident Engineer for these projects to look at equipment submittals, to be on site and to keep track of the contractor on a day to day basis especially on these big jobs. I think that we can save money by having a city employee doing this opposed to us paying a contractor or a consultant to have somebody here. We pay a pretty good mark up for employees from a consulting firm. This will not eliminate the complete use of construction management because sometimes we do need specialized engineering services for testing or a mechanical engineer to look at some structural issues but this will be a civil engineer that would be on site and make decisions about piping and road construction as well as all the other things that go on during projects. What we have proposed here is the same as our current project manager that does a lot of other things and is not an engineer but more of a paperwork manager of a project but also does stuff at the plants. We had him on the downtown project which took him away from a

lot of the other things that we do within our department. We got by but we just can't keep doing that because there are a lot of other things that need to get done that all of us are picking up the slack on. This particular project I think ends up being a cost savings for the city. One thing that we talked about was what happens when one project is done and we have to wait a couple of months until the next project comes along? There are other minor projects that go on in the city that this person could do. They could also assist in Brian's office as well. We anticipate these projects to be on going for the next 25 years. When I started with the city we used to have this position, the engineer's office has lost a lot of employees over the years.

**Roger Loomis-** this position is funded 40% water, 40% waste water and 20% storm water. It is all out of utility funds.

**Mr. Lang-** what is the total cost?

**Roger Loomis-** with benefits I am estimating \$115,000.00 and that depends on whether the person is married or single

**Mr. Lang-** and the net savings is about \$39,000.00?

**Roger Loomis –** right

**Roger Loomis-** as you know we have a storm water system in our downtown and we have struggled over the first few years because several of us have taken over the responsibility of that work. That has expanded out now because we have a Special Improvement District. None of us knew how much work it was going to be until we got started and it has ended up being a pretty big job. We partnered originally through the soil and water district but we have had a lot of complaints this year about some of the stuff that has happened downtown with the planting and those kinds of things. It has been sporadic and irregular on how things have gone. What we are spending currently even though the soil and water district to get this done we have separate contracts; we pay someone to mow for us and we have someone who sprays fertilizer. We have added that money together to take a look at what we are spending and thought we should have one person doing the work for us. I have a lot of things to do during the day and I have been supervising the downtown special improvement district. We came up with a position called **Environmental System Technician** only because that person would be able to check the trees to make sure they are growing properly and plants are growing properly. The person would need to have some background in that and it would be a hands on job. This position would be in the Union and the Project Engineer would not be. The SID has stated they would give us \$20,000.00 to fund this position, 60% through storm water and 40% through the General Fund. I put that as a maximum number, the most we could see coming out of the General fund is about \$12,000.00. We think it is going to be about a net cost of \$65,000.00 and hopefully the saving would make up the difference, we can't guarantee it will be a net neutral situation but its' not going to be a big cost to us and it will improve the downtown.

**Motion by Mr. Lang to send to full Council, second by Mr. Labutis**

**Mr. Fraizer-** is that \$20,000.00 just the first year or is it from year to year?

**Roger Loomis-** I would have Dave talk about that.

**Director Rhodes-** the SID, Special Improvement District was put together to help keep up the downtown area so that would be a year after year commitment.

**Motion passed by a vote of 5-0.**

2. **Ordinance No. 18-36** amending the base wage and salary table of the City of Newark for the position of Street and Traffic Engineer with a strength authorization of one (1), in the Division of Engineering was considered.

**Brian Morehead-** as Roger said we have talked about these positions quite a bit over the last couple of months and I would like to try to give a little bump to the current Street/Traffic Engineer position. It would be about a \$6,500.00 annual increase from where he is right now. When the position was created back in 2011 it was set at about \$2,500.00 lower than assistant engineering because that person wasn't going to need all of the technical skills and they would be eventually taking over the Street and Traffic Departments. The higher technical skills such as designing plans and going through specifications weren't actually going to be needed. It was going to be more of a management and coordination job at the Street Department. That was under a different administration and that has not happened we have kept our current Street Superintendent. The person in our current Street/Traffic Engineer position has given us greater skill and technical value with the things that he can do. He is a designer, he does studies and he is an administrator of some of our projects. He does that high technical work and the work that he does has saved us from hiring outside consultants. One example is that Nick designed the roundabout at Sharon Valley and Evans Boulevard and the cost to design that would have been \$80,000-90,000.00. That is one of the most recent examples. This rate would be about \$2250.00 less than the senior engineer rate that we have in our office also.

**Motion by Mr. Lang to send to full Council, second by Mr. Fennell**  
**Motion passed by a vote of 5-0.**

3. **Ordinance No. 18-37** amending the position classification, pay range and department authorization tables of the City of Newark, Department of Public Safety, Division of Property Maintenance by creating the classification of Property Maintenance Code Official/Rehab Specialist Supervisor, and setting the compensation therefore was considered.

**Director Baum-** a friend of mine told me that the first thing I should tell you is that this is not going to cost you anymore money out of the general fund. This is going to allow me to loan Joe Paul to Mark Mauter and this will allow Mark Mauter to accrue some grants and qualify for some things that he doesn't currently qualify for because Joe Paul has a very extensive resume that he is going to let us borrow. In return you are going to see in Ordinance 18-38 that Mark is going to hire a Rehab Specialist/Code Enforcer to assist with Property Maintenance. I am going to loan Joe to make a little bit during the week, let's say he spends 20 hours working for Mark every week, but in return he is going to hire a full time person using grant money that is going to be able to do among other things property maintenance complaints which I think that everybody here has called me with probably in the last 30 days. It is a win/win and it allows Joe to mentor two people, expand his impressive resume and get a little bump to \$60,000.00 which is

about \$5,000.00 and then we are going to bring in a Code Enforcer/Rehab Specialist at about \$45,000.00 which is a little less than what George Carter makes who is currently employed as a Code Enforcer. A grant funded position doesn't get their AFSCME pension pick up where as George will.

**Mr. Lang-** it being 7:01 P.M. I think that we need to adjourn and reconvene after Council.

**Motion by Mr. Lang to adjourn, second by Mr. Fennell**

**Mr. Bubb-** Council President I would like to ask your opinion on this.

**President Ellington-** if you think this is going to be lengthy than I think that would be a great idea.

**Mr. Bubb-** when you say lengthy what do you mean 5-10 minutes?

**President Ellington-** 5 minutes

**Motion passed 3-2 (Hall, Bubb)**

**Motion by Mr. Lang to reconvene the Personnel Committee meeting, second by Mr. Labutis**

**Director Mauter-** this is a win/win, it allows us to cross train and really isn't a burden on the general fund we are using CDBG funds to pay for this. It gives us additional man power in Property Maintenance where it is sorely needed and my department as well. We are down a Rehab/Specialist Supervisor over the last couple of years as well as the Economic Development Coordinator those two positions have been gone for the last several years and I have picked up the slack for both of them so we certainly need the help in DOD also.

**Motion to send to full Council by Mr. Lang, second by Mr. Labutis**

**Motion passed by a vote of 5-0.**

4. **Ordinance No. 18-38** amending the pay range and department authorization tables of the Department of Economic and Community Development for the position of Code Enforcer/Rehab Specialist and setting compensation therefore was considered.

**Director Mauter-** this ordinance in addition to creating the position of Code Enforcer/Rehab Specialist is actually going to abolish two positions that I just mention a few moments ago. That is the Rehab Program Supervisor as well as the Economic Development Coordinator position. That is part two to this legislation and again part one is to bring on some additional help Property Maintenance and the Department of Development.

**Mr. Lang-** if you could walk us through the funding, you stated that there was a net zero cost that Director Baum led with.

**Director Mauter-** we put in our budget the funding for wages and benefits for this additional position and that will be divided up to Joe Paul and the Code Enforcer. The nice part about this is that with CDBG funds is that individual in that position of Code Enforcer has to stay in low to moderate portions of our city. We could not have that person go over to Country Club Drive and do work over there. By allowing that person to

float in and out of those areas just the time that they spend in the low to moderate income will have to be very carefully documented regarding the time spent. It gives us a lot of flexibility. We are going to be able to cover more ground and do more work and help out both departments.

**Ms. Hall-** will this person have a set number of hours?

**Director Mauter-** I think that we are going to flex it. It is a little bit new. What is known is that there is plenty of work out there. It will be a matter of good coordination and directing the man power where we need it the most.

**Mr. Blake-** for all of these jobs that we are creating tonight will there be job descriptions for these other than the legislation?

**Director Mauter-** I have a copy right here, they are on file with Director Buskirk for both of those.

**Motion by Mr. Labutis to send to full Council, second by Mr. Fennell**

**Motion passed by a vote of 5-0.**

Ryan Bubb, Chair