

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio, 2018
December 3, 2019

There was a meeting of the Personnel Committee in Council Chambers on Monday December 2, 2019 following the Service Committee with these members in attendance:

Mark Labutis, Vice Chair
Sean Fennell
Dee Hall
Jonathan Lang
Doug Marmie, for Ryan Bubb

We wish to Report:

1. **Ordinance No. 19-42** an ordinance amending the position classification, pay and position authorization tables of the City of Newark by creating the position of Administrative Assistant within the Department of Mayor was considered.

Director Rhodes- at a first glance it would look like we are creating a new position and that we are going to raise the cost of doing business within the City of Newark. What we did was when I was appointed Service Director the first day that I walked in we had two full time employees and a temporary person there. We looked at the job responsibilities of the two full time employees and we looked at the responsibilities of the temporary service person and we thought how can we have some gains in this area? The first thing working with Mike Buskirk we did we eliminated the temporary help person and then through attrition we had another member of our staff leave and go work somewhere else so at that point I reached out to Doug Marmie and the Mayor and said I think that we can do things a little different here and there might be an opportunity to save a little money, so what we did was take the Planning Commission responsibilities that was on that position and I worked with the Council President Mr. Ellington and we had the Council Clerk take those responsibilities and she has done it and she has done a very good job. We got with the Auditor's Office and we asked them to take some of the responsibilities like the gas, electric bills and things of that nature that Tina Scott was paying and the Auditor's Office and they agreed to take those in and pay them. Then we took the towing bills and we talked to Steve Baum and those responsibilities went upstairs to his secretary. Now I have the mammoth service department budget and it is a sizable budget with a lot of parts and pieces to it but we felt that we had someone on staff that could do these jobs and do them very well. I for one as the Service Director and a citizen of Newark I like more people being involved with budgets so what we did over a year ago we move the service department budgets and I worked with the

Mayor's secretary. This way there is another set of eyes on the particular budget. We could just stand here and enhance the Mayor's secretary position but in the future the new Mayor might not want to operate that way. So what we are asking you to do tonight is to create a new position, once it is voted on we will promote within and we will end up leaving the other position vacant and obviously I won't be filling the position that left my office. The additional cost is about \$7,000.00 and there is a saving of around \$65,000.00 when you put the two together.

Mr. Marmie- are we going to vacate the other position?

Director Rhodes- we can Doug, the one in my office. We could eliminate that position and I could be here in two weeks to do that.

Mr. Marmie- that would be great.

Ms. Hall- that eliminates Sherry Elkins old position?

Director Rhodes- that's correct

Ms. Hall- that doesn't change Jennifer?

Director Rhodes- **currently she would be the** Mayor's secretary that is correct until which time we would move her into that new position.

Ms. Hall- it is just a split of responsibilities?

Director Rhodes- yes and frankly it puts another set of eyes on the service departments' budget which I think everybody would want. I think that it is a good checks and balance.

Motion by Mr. Lang to send to full Council, second by Ms. Hall

Motion passed by a vote of 5-0.

Director Rhodes- I have one other thing that I didn't mention, the Council President Ellington will be coming up to change the Council Clerk's job description also. I was going to mention that but the part that I did mention was that how she took on additional responsibilities.

Mark Labutis, Vice Chair