

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio, 2017
October 10, 2017

There was a meeting of the Personnel Committee in Council Chambers on Monday, October 9, 2017 following the Finance Committee with these members in attendance:

Ryan Bubb, Chair
Mike Mangus
Doug Marmie
Dee Hall
Jonathan Lang

We wish to Report:

1. **Ordinance No. 17-44** setting compensation and stating policy with respect to certain Appointed Positions of the City of Newark, Ohio repealing all ordinances and resolutions in conflict herewith and declaring an emergency was considered.

Law Director Sassen- this is a piece of legislation which addresses the remaining 6 employees of the City of Newark who are yet to have their compensation addressed. We have been through all the collective bargaining agreements and we have been through debate of all statements of policy. The 6 employees on this piece of legislation do not fall under any of those categories. We are asking that Council consider this legislation so that those employees will be treated essentially the same as all the others. This group of employees got no raise in 2017 or 2014 so this is designed to rectify that and have them essentially treated the same as all other employees subject to a statement of policy or a collective bargaining agreement.

Mr. Mangus- I firmly believe that these employees deserve a pay raise but I am a little bit concerned that in the collective bargaining process for all the other unions it was a 1.75, 1.75, 1.5 increase over the next three years and this is a 2% increase across the board each year.

Law Director- that was done because these employees did not receive the same compensation increases as the other employees in 2014, there was no increase at all and there was no increase at all in 2017 so this amount was put in there at 2% which is an additional .75% over the course of three years to accommodate for the 2 years at zero.

Mr. Marmie- I would like to see budgetary type numbers and we are getting some additional requests now that we have seen some different things happening so I think that we need to look at this holistically. My intention on this is not to dismiss but to bring it to the table and table it pending some additional information that we can get. I

don't want him or anybody else who is involved in this to think that we aren't willing to discuss it but I really think that we need some more concrete information and we need to see what other entities are trying to determine what to bring other people up to where they should be or any other possible raises that need to be considered.

Motion by Mr. Marmie to bring this to a table, second by Mr. Lang

Motion to table passes by a vote of 3 (Marmie, Bubb, Lang) -2 (Mangus, Hall).

2. **Ordinance No. 17-45** setting compensation and stating policy with respect to Management and Supervisory personnel of the City of Newark, Ohio; repealing all ordinances and resolutions in conflict with this ordinance was considered .

Utility Superintendent Roger Loomis- this is a proposal to do two things really. First of all there have been some changes to Article 18 to remove it entirely. Article 3 Section 5 delete the last section, the Law Director said it was unconstitutional. This is a proposal to provide some incentive pay and also to provide a way to hire people at a little lower pay range for managers. It gives the Service Director authority to hire somebody at 10% below the base wage listed in the Management contract and it gives the Service Director the authority to increase someone's' pay up to 2% per year up to a total of 10% over their employment. It is basically incentive pay to some of the managers and also a way to hire someone who doesn't maybe have all of the qualifications to hire them at a little lower rate. This gives us a pay range to put people in similar to most other employees. Right now when you are hired at a manager you are hired at one pay. An employee hired off of the street gets paid the same as a long term employee; we are trying to put in a pay range.

Motion by Mr. Marmie to send to full Council, second by Mr. Lang

Motion to amend to remove Article 18 and remove the last sentence of Section 5, second by Mr. Lang

Motion to amend Ordinance No. 17-45 passed by a vote of 5-0.

Motion to adopt Ordinance No. 17-45 as amended passed by a vote of 5-0.

3. **Ordinance No. 17-46** amending the position classification, pay range and department authorization tables of the City of Newark, Division of Water and Wastewater, by creating the classification of Systems Analyst within the Division and setting the compensation therefore, and establishing all other positions within the Division.

Roger Loomis- this is an ordinance to create a position called Systems Analyst. This is a position we are proposing to deal with updating our database within the Division of Water and Wastewater. We have a real need for that, we have a number of databases that we have to use. We have some contracts for the software providers to provide some of this work for us which we pay for. We are proposing to have somebody in house that can do things like dealing with the database system for our paying system, dealing with our systems at the Plant, our asset management databases; these are all oracle databases that we have to deal with. Our managers are doing that work now that is fairly good at this but they are not Systems Analyst who deals with this all the time

and we feel there is a need for us to have a position like that so they can be familiar with our specific software. They will do the reporting for us and data analytics for us because a lot of times we are trying to find data like how many people are using x amount of water or how much is being used in a particular part of town and we can't get that data out of there unless we are hiring someone to come in and do that data for us. That is what this position is for. We are also proposing to eliminate an Account Clerk position that we are not going to rehire. Also as a part of this we are changing one position from Customer Service Representative to a Customer Account Representative. It will be same pay range; all of the other people in the Water Office are Customer Account Representatives except one so we are going to make them all the same pay grade. That has been our proposal for a number of years as people left and we have gotten to the point that we have one person left that we need to change over to that and go from there. This will be a union position.

Mr. Lang- what is the net impact on your budget?

Roger Loomis- the information that I disseminated out was showing a cost of about \$15,000.00 but I personally think that it will be less than that because we are going to be able to get rid of some contracts but I don't really want to say that because we don't know who we are going to get and how we are going to do it. I think in the end, am hoping in the end it is going to be a net wash or maybe even a savings for us plus the extra data that we are going to get. A maximum cost of \$15,000.00 but hopefully a savings to us.

Motion by Mr. Lang to send to full Council, second by Mr. Marmie

Mr. Mangus- Mr. Loomis just so I am clear we are eliminating one union position and then we are taking another union position and basically renaming it but keeping it as a union position?

Roger Loomis- correct.

Mr. Fraizer- when you say contracts you mean IT contracts?

Roger Loomis- yes, for instance with our billing software we have a database contract, a service contract. Eden software that is part of Tyler's Technologies does our billing system and we pay them \$7-8,000.00 a year for them to have time to look at our databases. For instance, we needed to create some temporary databases to test some stuff. They called us and told us to create some temporary databases and our people really don't know how to do that and then we reminded them we have a contract with them to do that so then they did. That would be a case where they would do those for us. It is the same thing with our Asset Management System we have reporting that we want to get out of it and integrate with our GIS System.

Motion passed by a vote of 5-0.

4. **Ordinance No. 14-47** amending the position classification, pay range of the Auditor's Office, by abolishing 2 Account Clerk 2 positions and 1 Payroll Clerk position and creating one (1) Auditor's Clerk and one (1) Payroll Specialist positions and setting compensation therefore was consider.

City Auditor Stephen Johnson- I have two AFSCME employees that I would like to address tonight. One is an Account Clerk II and the other is the Payroll Clerk. I would like

them to appear on the books as an Auditor's Clerk and Payroll Specialist and I would like increase the compensation from pay range 31 to pay range 35 which works out to about \$1.18 an hour. I have discussed this with AFSCME officials on two occasions and this will need to go before their membership for a vote but we had a very good discussion and I am hopeful that this will not only meet with this committees approval but also with the union's approval. I have attempted as an appointed authority to negotiate this during the last two negotiation sessions and I was never permitted to do that. I think that it needs to be addressed now. These jobs have changed drastically over the years. When they were classified as pay range 31 it was basically a clerical type of position and it has moved on from there to a basic bookkeeping position and where it is now is basically an accounting format with duties that are outlined and described by Government Account Standards Board and Generally Accepted Accounting Principles. This is more of an accounting position in nature and I think that they should be compensated as such. Both positions will require cross training. I have such a small office that the Payroll Specialist will also have to do accounts payable work and vice versa because I only have 5 people in the office and only two are bargaining unit members and this is bargaining unit work. I can provide information to you on how the jobs have changed on a detailed basis if you would like but I am asking you for your approval for this pay increase and position name change.

Mr. Lang- what is the net impact on your budget with these changes?

Stephen Johnson- it would increase it by about \$5,000.00 but we think that we can absorb that into our budget.

Motion by Mr. Lang to send to full Council, second by Mr. Marmie

Motion passed by a vote of 5-0.

5. **Ordinance No. 17-48** amending the pay range for Department of Custodial, by adjusting the rate of Building Maintenance Crew Leader and Custodial Worker positions and setting compensation therefore was considered .

Service Director Rhodes- we are going to address two positions within the Department of Custodial. The first one of Building Maintenance Crew Leader in his job description we are going to be adding project manager. The project manager would help manage projects within the city that falls under the custodial scope; projects like when we reopen the Hollander pool, new water lines in City Hall, like when we relit the Police Department with new balusters, there is a significant savings by that position overseeing projects rather than hiring contractors. I believe that we can do that in house. The second position is we have a custodial worker who woefully under paid in the City of Newark. We only have one 13 pay range in the city on the books; we are proposing to move this to a pay range 20. That would still be a very low paying position within the city the next group up from there would be a 25 but we felt that was a fair movement.

Mr. Lang- how does this impact your budget?

Director Rhodes- about \$4,000.00 but one project can easily make that up. I will give you an example, the gate that was ordered by the Judges below the garage we oversaw

that project and didn't hire a contractor we got the electric running and probably saved that in that project alone.

Mr. Bubb- I would agree that is quite a bit of savings that occurs throughout the time with what that position has done with the Hollander pool and the balusters not hiring outside work. I think there will still be quite a bit of saving coming up with that.

Mr. Mangus- I don't know if you can actually answer this question for me this evening or not but a lot of these ordinances that have come forward tonight are trying to rectify pay issues that have existed for quite a bit of time do you have any idea whether we have any other issues like this?

Director Rhodes- we have identified other issues and the one thing that we all agree with long with the union is that we are going to meet once a year about June and talk about positions within the city. Positions that are needed, positions that are not needed, positions whose job descriptions might be 20 years old and we need to update those job descriptions.

Mr. Mangus- this is an ongoing problem that we will be working on?

Director Rhodes- this is an ongoing problem that we are going to need to work on, yes.

Motion by Mr. Marmie to send to full Council, second by Mr. Lang

Motion passed by a vote of 5-0.

6. **Ordinance No. 17-49** amending the position classification, pay range, and position authorization tables of the City of Newark by creating the position of Assistant Director of Human Resources within the Division of Human Resources with a strength of one (1) was considered.

Human Resource Director Buskirk- there is two of us in my office; my current assistant has a master's in human resources and she is getting her professional HR certification and it is amazing the work she can do. I would like to pay here for the work she has been doing and additional work that she will be doing if we can get this through. I will eventually have her doing arbitrations and grievances too. I'm not going to be here forever so I would like to help her get in line for that position if you will. As far as budget goes we would not have an overtime budget since no one in the department would be available for overtime and with additional duties I would have her do we should reduce our professional services budget to more than pay for this. We aren't talking about doing this until the first of the year we have to wait for the new budget which is one of the reasons we are bringing it up tonight.

There was no motion therefore ordinance died for lack of action by the committee.

7. **Ordinance No. 17-50** amending the position classification, pay range of the Police Dept- Non Uniform by creating one (1) Impound Clerk position and (1) Information System Coordinator position and setting compensation therefore was considered.

Safety Director Baum- I will speak to the Impound Clerk first, this is handled by an employee that works part time at the Street Department and part time at the Police Department. As Director Rhodes pointed out some job descriptions are old and haven't

been changed. This employee's position at the Street Department has pretty much faded away to nothing. What we are proposing is to simply move that employee to the Police Department and instead of four people doing this job and it will cut down on communication issues and if someone is on vacation all the wheels stop until all those people can get together and talk. We won't fill the Street Department position, the pay is the same, and it is essentially a wash. The employee will move to the Police Department full time. We have discussed it with the employee they are fine with it. It's simply combining duties to one person and it just makes sense for us. The second position is an information Systems Coordinator, during these discussions I spoke to Union Officials three different times and this is a position that the Union leadership pointed out to me that there is an inequity and they felt pretty strongly about it. The Police Department went to a single records management system that is the same as Granville PD and the same as the Sheriff's office. I anticipate that most if not all of the Police agencies in Licking County will be using this records management system. With any system everything has to be reconciled in that system that is one of the duties that this person performs along with several other things. Without diving way down into the job description that employees counter point at the County makes \$4,000.00 more than she does we are looking at roughly \$1800.00 or .85 cents an hour. It is something they pointed out that I frankly agree with and I am going to bring that to you for consideration.

Mr. Mangus- my understanding is Systems Coordinator will help with safety issues for Police Officers as well as citizens if a name is entered by the County of a suspect in one format and we enter it in a different way such as we go first name last name and they go last name comma first name that we won't be able to access that information as quickly and easily and get the information to our officers.

Director Baum- correct everything has to be the same. They not only work with that but they work with the Ohio Law Enforcement Gateway System and the Law Enforcement Data System. They are the tack officer which is accountable for running both of those systems correctly. There are five employees within the Record Bureau of the Police Department, they are all titled the same, they are all paid the same but her job is not the same as the other jobs and probably shouldn't be compensated the same as the other jobs.

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

8. **Ordinance No. 17-51** amending the position classification and position authorization tables of the City of Newark by creating the position of Financial Analyst for Department of Public Service and setting compensation therefore was considered.

Service Director Rhodes- we are proposing that this position will be created, we are not asking that this position be funded. We hope to point out in the 2018 budget how we will fund this. Over a period of the past couple of years through conversations with Brian Morehead, Roger Loomis and myself we feel the city could be well served by a Financial

Analyst. Someone who tracks projects, puts projects into packages, uses the contract management software that is within New World that we have.

City Engineer Brian Morehead- the majority of this work has been occurring with the Secretary II position within Dave's office and that has been going on about the last 7 years. Previously the accounting for all those individual departments was done by those individual departments so everything has been brought together in one location at this point. The new duties that we would propose to add to that would be the accounting and reporting on all of the Engineering projects especially our ODOT projects. We have additional reporting duties that are needed on our ODOT projects. Right now I am trying to avoid hiring someone on the outside to help do that when we can do it internally. All of our construction projects would be maintained on our New World system which I personally don't have the time to do that at this point. The project budgeting and funding projections for all of the upcoming projects would be included in that. All the projects that we have proposed for ODOT, federal funding and grants would be included in that package. Basically if you came to me and asked how those projects are going to be funded in the coming years I have a white binder that is kind of my brain and notebook and we all think there should be something more formal than that to keep track of these things. If any of you Councilmembers wanted to see how we are going to fund Cherry Valley Road Bridge in the upcoming years you should see where those funds are and what the short fall is. We are trying to formalize this position and when I look around at other communities I am on a group of Central Ohio Engineers and I ask around how they maintain their project accounting this is how they do it with a position like this that maintains those specifically the projects as they go along. So we hope you will see the value in that as move into the future.

Mr. Lang- what is the net impact of the budget on this?

Director Rhodes- when we get to the budget which will be next part of the cost of this job will be paid for through the Water Department which is not General Fund because those services would be done for the Water Department, part of it would be paid for out of Street and Traffic which is also non General Fund so the impact to it a wash but almost a wash depending on some other positions and things that might go on. The budget process has somewhat started. I emailed Doug part of my budget to go over some of the increases and decreases so that project is in motion.

Mr. Fraizer- when it comes to getting this operational and everything input which I understand the module is ready in the New World System and it is a matter of inputting everything do you estimate three or four months to get the invoices in and then we are up and running?

Brian Morehead- I haven't put a time frame on it but I would say over the course of the next year we would have it fully implemented. I would say the winter going into the spring would be the training time trying to put in some of the existing information and then going forward next year I think we would be fully implemented.

Motion by Mr. Lang to send to full Council, second by Mr. Marmie

Motion passed by a vote of 5-0.

Ryan Bubb, Chair