

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
August 13, 2013

Personnel Committee met in Council Chambers on August 12, 2013 following the Service Committee with these members in attendance:

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| Ryan Bubb | |
| Doug Marmie | Rhonda Loomis |
| Carol Floyd | Shirley Stare |

We wish to report:

1. **Ordinance No. 13-14** amending the position classification and position authorization tables of the City of Newark by creating the position of GIS Coordinator within the Division of Engineering and Data Technician within the Division of Water and Wastewater each with a strength authorization of one (1) each and eliminating the position of GIS Technician in the Division of Engineering and Clerk-Typist/Dispatcher in the Division of Water and Wastewater was considered.

Roger Loomis- this request involves two positions, we are requesting that one position be elevated from a GIS Technician to a GIS Coordinator and the other position be elevated from a Dispatcher Clerk-Typist to a Data Technician which is someone who will enter GIS data into our GIS system. Just a little history we started all this work back in 1998-1999 where we started collecting data for our maintenance management systems, putting maps together trying to attach them to what we have. Back in 2008 we created the position of GIS Technician; our thought was that we would start at the lower end but now we have gotten to a point in our GIS development that we really need someone managing this system because it has gotten so big and there are so many of us using the system it is time to elevate that position to one that can manage our GIS system, manage the data, enter the data on a day to day basis. The other position is in the Waste Water Treatment Plant, we have a great need to have someone enter the data into the system and have someone who is in charge of entering that data into the system. One position affects Engineering, one position affects us, really they affect both of us. One problem Brian and I have in our day to day work is trying to finish up projects and getting data entered into the system so down the road we can evaluate these things. The Data Technician is someone who is in charge of entering that data and has some skills in GIS a basic knowledge of GIS. GIS Coordinator is going to be the one developing the different applications that we have. Just in case you don't know some of the things that we are doing in GIS that we didn't do 4 or 5 years ago, we have several external GIS websites. We have our CSO data on an external website, you can go to our city website and look at the CSO data which we update every month and it is required by my EPA that we have that type of system and that is done by a mapping system. We

have GEO Asset which is the program that was developed by a consultant of ours and now maintained by us that connects our GIS which is the mapping to our asset management program so I can take a look at all of our piping from my desk if someone calls. As part of that too we have a complaint tracking systems that we have developed for water quality issues.

We have an I Pad app. We have these applications that we are developing to use in the field to get data quicker kind of stuff. As these things grow and get bigger and bigger we have to decide whether we are going to use a consultant or our personnel to develop these things and we have gotten to a point where we need our personnel more involved in the maintenance and development of these programs. Like the I Pad application we have it developed but we haven't started using it yet. Our meter people will be able to go out and complete work orders in the field and select what is happening out in the field.

We are upgrading these positions; it's really just a reallocation of our current resources, trying to put people in positions where they can do this type of work. In my opinion this is mission critical, not only for Water, Waste Water and Engineering but the rest of the city. We see a lot of other cities who have a larger GIS Department than we do and almost every department in the city is using it. Police and Fire, we can coordinate things with the LVR system where all of the addressing systems in the city and county are now standardized. If someone calls 911 but doesn't know the address they can take a map like that and be routed with those systems, that is eventually what is going to happen. We can do things with our system with the routing software that we have and the enterprise licensing we have. We can route snowplows, we can route all of our work orders out of our meter shop, instead of spending 10 minutes figuring out which route to go with all the addresses we can do it on line now, it is a lot quicker and more effective. The applications get more and more complicated and we feel like we need to have these positions internal to keep up with this information, it is not going to eliminate the use of consultants hopefully we will do less and less of that.

On the management side of this once the data is entered and input correctly it is going to allow us to have a more sophisticated analysis of this data.

What we are asking is to upgrade these positions so we can continue this project, I call it a project, and it has been an ongoing project for a lot of years. The bottom line what is this going to cost. The cost to the General Fund is going to be about \$400.00. Water, Waste Water, Storm Water and Engineering share the GIS Coordinator position, we are proposing that the Engineering Department pays 30% of that cost, Water and Waste Water and Storm Water pay 35%. The total cost ends up being about \$5,500.00 for the GIS Coordinator position and about \$3,000.00 for the Data Technician position. 90% of that money is coming out of Water and Waste Water, just a little bit out of the General Fund out of the Engineering Department.

Motion by Mr. Marmie to send to full Council, second by Mrs. Loomis

Motion passed by a vote of 5-0.

Ryan Bubb, Chair