

PERSONNEL COMMITTEE

OCTOBER 27, 2020

The meeting was called to order at 5:29 p.m. by Chairman Cory Kuhlman. Committee members present were Cory Kuhlman and Tim McCarthy. Jim Matuszak was absent. Also present were Kate Sandretto, Law Director, Kelly Chalfant, Human Resources Manager, and Matt Choma, Deputy Director of Public Utilities.

DISCUSSION REGARDING PROPOSED CODE OF CONDUCT FOR ELECTED AND APPOINTED OFFICIALS

The Committee reviewed a first draft of the legislation establishing a code of conduct for elected and appointed officials. Mr. McCarthy and Mr. Kuhlman made several suggestions regarding the proposed legislation. Ms. Sandretto said that she will make the changes they recommended and forward the second draft to City Council for their review.

REVIEW PROPOSED CHANGES TO THE CITY ENGINEER'S JOB DESCRIPTION AND SALARY RANGE

Ms. Sandretto stated that no applicants fully fit the qualifications that the Administration is looking for to fill the City Engineer position. She stated that they would like a candidate who deals with streets and pavements. She explained that this year alone we outsourced the design and RPR of two projects – resurfacing and the multi-use path phase 3 – and if these could have been done in house, the City would have saved approximately \$300,000. However, with our current salary range for the Engineer position, \$73,805 - \$92,660, we cannot attract a candidate who has these skills. Information from Zashin & Rich, the firm doing our wage survey, and from contacting other jurisdictions, shows that the average salary for engineer is \$105,281.73. Mr. McCarthy said that the proposed salary range could put the Engineer within the range of the Administrator. Ms. Sandretto said that nothing prohibits us from having the Engineer as the highest paid position. Mr. McCarthy said that the City Engineer has not done this type of work in the past yet they still had plenty of work. Mr. Choma, who is also an engineer, said that the Engineering Division is down two employees, and the design work being discussed is a fundamental engineer function, and it could be a significant savings for the City. Mr. Kuhlman said that it puts City Council in a tough spot without seeing the results of the wage study and numbers across the board. Mr. McCarthy recommended using outside firms until the information is available for City Council to look at all salary ranges.

REVIEW PROPOSED REPEALS AND UPDATES FOR SECTION 266 OF THE ADMINISTRATIVE CODE

This item was tabled due to time constraints.

2021 BUDGET

The Committee reviewed the Human Resources budget for 2021. Ms. Chalfant addressed the line items with significant changes from this year.

There being no further business, the meeting adjourned at 6:19 p.m.

Respectfully submitted,

Cory Kuhlman, Chairman
Personnel Committee

Next regular meeting: Tuesday, November 24, 2020 at 5:00 p.m.