

PERSONNEL COMMITTEE

MARCH 25, 2014

The meeting was called to order by Chairman Barry VanHoozen at 5:02 p.m. Committee members present were Todd Grayson, Tim McCarthy and Barry VanHoozen. Also present was City Administrator Bridgette Kabat. Human Resources Manager Kelly Chalfant arrived at 5:12 p.m.

REVIEW OF SALARY RANGES FOR SENIOR STAFF

Ms. Kabat stated that the Administration is starting the process to review the pay ranges for Senior Staff positions. The pay ranges were adopted four or five years ago and have remained unchanged. Only one application was received from a qualified applicant for the position of Public Utilities Director, which may be an indicator that the ranges are not competitive and we want to ensure that our ranges are appropriate. Ms. Kabat said that they will look at both the private and public sector for comparables and bring back any recommendations they may have to the Committee. There was discussion regarding the appropriate time to review salary ranges for positions that are not vacant. There was also discussion regarding how the current pay ranges were calculated. Ms. Kabat said that they are based on the point factoring criteria as a percentage of the City Administrator's salary. She stated that we may need to look at some type of rider for positions that require certain licenses.

Ms. Kabat requested an Executive Session to discuss the potential hiring of a candidate for the position of Director of Public Utilities and to give an update on collective bargaining with the AFSCME unit. Mr. VanHoozen moved to go into Executive Session at 5:17 p.m. Seconded by Mr. Grayson. The Committee returned from Executive Session at 5:34 p.m. and there being no further business, the meeting adjourned.

Respectfully submitted,

Barry VanHoozen, Chairman
Personnel Committee

Next meeting: Tuesday, April 22, 2014 at 5:00 p.m.