

PERSONNEL COMMITTEE

MARCH 3, 2022

The meeting was called to order at 4:06 p.m. by Chairperson Cory Kuhlman. Committee members present were Cory Kuhlman, Kevin Fuller, and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Kate Sandretto, Law Director, Amber Rathburn, Finance Director, and Thomas Gillen, Legal Intern.

CITIZEN'S CONCERNS

None.

APPROVAL OF PRIOR MONTH'S MINUTES

There being no objections, the minutes of the January 25, 2022 meeting were approved 3-0.

REVIEW PROPOSED UPDATES TO SECTION 266 OF THE CODE

Ms. Kabat stated that they are not looking for consideration or a recommendation today. They want to give an overview of what has been accomplished with these last few Ordinances. Ms. Kabat stated they have been trying to accommodate how to give benefits to employees based on the Pay Band structure. Ms. Kabat added that they are looking to eliminate almost all designations of Executive Staff, Senior Administrative Staff, Administrative Staff, and Special Support Staff. This will be eliminated and replaced with the Pay Band language, so that it is consistent with what the pay scale now looks like.

Ms. Kabat stated that when the City is posting for a job opening, they want to be sure they have a flexible pay scale and benefits commiserate from a governmental or quasigovernmental agency. Mr. Kuhlman was curious if for Ordinance 266.09-1 (C), if there was a way to make number four, relating to Pay Band E, a scale or percentage, rather than a flat amount. Ms. Rathburn will look into this matter and if there is some sort of index to tie it to. The Committee members asked Administration if they could work on the wording of 266.09-2 (B) with Ms. Chalfant. Ms. Kabat and the Committee members had some discussion regarding Organization Charts and the City taking a look at redoing ours.

REVIEW STATUS OF THE DEPUTY CITY ADMINISTRATOR'S POSITION

Ms. Kabat would like to look at the Organization Charts and see what opportunities there are for this new position to really be doing. Mr. Kuhlman would like this left on the agenda forthcoming, so that the Committee can receive updates. Mr. Kuhlman believes the City is too reliant on Ms. Kabat and that she needs someone to assist her, which is also good for succession planning.

REVIEW THE CHARTER REVIEW PROCESS

Ms. Sandretto stated that Charter Review happens every ten years for the City and that we had one in 2018. City Council has the ability to amend the Charter. Ms. Sandretto stated that we should embrace the Charter and change as little as possible, and the Ordinances are where we

should make changes. She asks that if they choose to amend the Charter that it be for a very good reason. Mr. McCarthy does not think that the Law Director should report to the City Administrator. Mr. Kuhlman would like this left on the agenda as well.

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 5:08 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, March 22, 2022 at 5:00 p.m.