

# New Philadelphia City Council

## Finance Committee

### Meeting Notes

August 14, 2017 – 6:30 p.m.

**Present for all or portions of the meeting were the following:** committee chairman Darrin Lautenschleger and committee members Rob Maurer and John Zucal; committee alternate Dean Holland; Council members Cheryl Ramos and Kelly Ricklic; Council President Sam Hitchcock; Clerk of Council Julie Courtright; Mayor Joel Day; Service Director Ron McAbier; Auditor Beth Gundy; Law Director Marvin Fete; Treasurer Tom Gerber; Human Resources Coordinator Mary Kurtz; attorney Brian Mertes of the firm Black McCuskey Sours & Arbaugh; Mary of WTUZ Radio; and city resident Dan Lanzer.

**ITEMS:** Proposed Ordinance 15-2017, Proposed Resolution 33-2017 and discussion of proposed salary scale for certain non-bargaining and elected positions.

**PROPOSED ORDINANCE 15-2017 and PROPOSED RESOLUTION 33-2017:** Ms. Gundy provided details about both pieces of legislation. Proposed Ordinance 15-2017 contains numerous routine adjustments to the city's 2017 budget, while Proposed Resolution 33-2017 provides for funding to be transferred to the sidewalk fund for the city's matching grant program.

**ACTION:** On a motion by Mr. Maurer, seconded by Mr. Zucal, Committee members voted 3-0 to recommend that both Proposed Ordinance 15-2017 and Proposed Resolution 33-2017 be placed on the agenda for first reading at tonight's regular session of City Council, and that the rules be suspended and that both pieces of legislation be approved on first reading.

**NON-BARGAINING and ELECTED POSITIONS SALARY SCALE:** Chairman Lautenschleger said this meeting was being held to follow up on one held earlier this year to discuss this topic. On a request by Chairman Lautenschleger, Mr. Fete opened the meeting by describing issues related to Ordinance 39-1997, and his recommendation that any future legislation on this topic should be developed in such a manner as to "dispose of it properly." In response to a question, Mr. Fete said an outright repeal of Ordinance 39-1997 could be considered by Council, but there currently is nothing to replace it with.

Chairman Lautenschleger said he had been reviewing the materials from previous meetings on this topic, the various methods and strategies followed by Council to handle pay increases in recent years, the organizational structure of the non-bargaining and elected positions, and the way a few other cities around the state manage this process.

He suggested that Council consider formalizing a method to remove itself from dealing directly with the creation, management and setting of annual salary/wage structures of these positions. Based on recent practice, he said that from a wage review process, these positions traditionally have not been treated "objectively" and have been handled "almost as an afterthought" following the contract discussions and approvals with city bargaining (union) units.

Further, Chairman Lautenschleger said he would like for the Finance Committee to consider formalizing through legislation as necessary a process that vests Council and the city's administration with certain duties in effectively managing the salaries and performances of the city's non-bargaining and elected positions. In effect, City Council would be "authorizing" and "directing" the administration to handle the routine human resources functions related to staffing, ranging from salary scale development, along with recruitment, retention, performance review and related functions. He said he suggests that as the organizational structure and position descriptions are developed and finalized for positions, that they be maintained by the Human Resources Department, which is a process that is currently under way. Further, each position should have a salary scale developed for it and that salaries for personnel should be managed by the administration through

a formalized policy recognizing experience, education, marketplace and other appropriate factors. As a part of the annual budget process, City Council will be presented with the wage adjustment requests of the administration, along with any recommendations for consideration of adjustments to the "low end" and "high end" of the overall individual salary scales. This type of a strategy provides for the appropriate review, recruitment and retention of personnel, along with Council's oversight of budgetary considerations.

In response to questions, both Mr. Fete and Mr. Mertes said that elected positions would need to be "carved out" or identified individually in this process. Both Mr. Fete and Mr. Mertes said that these suggestions could be carried out properly through appropriate legislation.

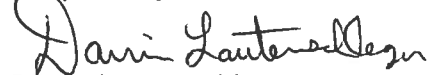
Chairman Lautenschleger said his goal would be for the legislative portion of this process to be developed by end of 2017 so that it could be included as part of the development and review of the 2018 budget by the administration and Council. While no formal action was taken on these discussions by the Committee, Chairman Lautenschleger reported that he would work with Mr. Fete to develop the initial draft legislation for review by the Finance Committee.

Further, Committee members discussed Amended Resolution No. 34-2016, which provided for a pay increase in the 2016 budget for the non-bargaining and elected positions, and also "halted" any future pay increases until salary scale legislation would be adopted by City Council. Given that any legislation to be developed will not likely to be developed and approved prior to near the end of 2017, Chairman Lautenschleger suggested that separate legislation drafted to grant a pay increase of 3 percent for 2017 for the identified non-bargaining and elected positions. Lautenschleger said he suggests that the legislation be drafted in time for the next regular session of City Council (Aug. 28) and that it be recommended for approval on first reading by the Finance Committee.

**ACTION:** On a motion by Chairman Lautenschleger, seconded by Mr. Maurer, Committee members voted 3-0 to request that the law director prepare legislation providing for a wage increase of designated non-bargaining and elected officials' positions of 3 percent effective Jan. 1, 2017.

With no further business to be discussed by the committee, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,



Darrin Lautenschleger  
Chairman