

FINAL

**CITY OF NORWALK
PERSONNEL COMMITTEE
AUGUST 15, 2018**

ATTENDANCE: Mayor Rilling; Barbara Smyth, Chair; Beth Siegelbaum; Doug Stern; Gregory Burnett; Doug Hempstead; Nicholas Sacchinelli

STAFF: Ray Burney, Director of Personnel

OTHERS: Diane Lauricella; Richard Bonenfant

1. CALL TO ORDER

Ms. Smyth called the meeting to order at 7:00PM and called the roll. A quorum was present.

2. PLEASE NOTE: THERE WAS NO PUBLIC HEARING

3. PUBLIC COMMENT

Ms. Lauricella noted that she would like to make the following corrections to the minutes:

On page 2, change “leadership” to “senior staff”

On page 2, change to add “Land Use”

On page 2, delete “conservation is not an economic issue” and add “ and conservation should be expanded to more than just in the wetlands.

Ms. Lauricella stated that under the Chief of Operations and Public Works job description she thinks an important element is missing and should add the need for at least a Masters

Degree. She said the Director of Public Works has the hardest job of all the Directors and suggested adding \$20,000- \$30,000 to the first step to the offering of a candidate so that we get top notch candidates. She also suggested adding something about green and sustainable planning especially when it comes to green infrastructure, and we need people in this position that understand and have a background in or a LEED AP because we are a coastal community that need the leadership of Public Works to understand proper coastal compliance and storm water management.

Ms. Lauricella stated that she thinks a master's degree should also be required for the Director of Recreation and Parks and add \$10,000 to the first step.

Ms. Lauricella stated under the Chief of Staff position that it has been her experience and she believes all the wording in the job description should change to at the direction of the Mayor so that the Mayor is truly in charge of his or her Chief of Staff.

Mr. Bonenfant stated that he believes when a public hearing is cancelled another vote would be required to hold another public hearing at a later date.

Mr. Bonenfant suggested that in the Chief of Staff Job description to add that the term coincides with the Mayor term.

Mr. Chimento stated that he does not know of any Public Works Director that has a master degree and the important thing is the years of experience in management and a professional engineering license.

Mr. Chimento stated that under the Superintendent of Public Property and Parks job description it states that they will supervise the tree removal and maintenance programs for the entire city, and he has no problem with that but under the Superintendent of Operations and Highway those responsibilities have been removed as well as serving as Tree Warden. He said that position is the city's Tree Warden and that position does supervisor that operation and suggested that be left in the proposed job description and add Deputy Tree Warden to the Superintendent of Public Property and Parks.

4. ACCEPTANCE OF MINUTES: JULY 18, 2018

**** MS. SIEGELBAUM MOVED TO APPROVE THE MINUTES AS AMENDED BY MS. LAURICELLA.**

**** THE MOTION PASSED WITH (5) IN FAVOR AND (1) ABSTENTION (MR. SACCHENELLI)**

5. OLD BUSINESS

Mr. Burney provided an overview of the proposed reorganization and said that the Common Council had established an Ad Hoc Committee to look at the proposed reorganization, and in the process of them reviewing it they have moved it on to the regularly established committees with the exception of the community services portion of the proposed reorganization. He said it has been presented to the Finance Committee and was approved to move to the Common Council for consideration at the meeting on August 28th. He said the Personnel Committee will look at the job description and salary ranges of the new position descriptions and changes to current job description.

- **Discuss and vote on proposed job description- Chief of Operations and Public Works**

Mr. Hempstead asked why a motor vehicle license is preferred and not required. Mr. Burney said that he will change it to a requirement for all of the proposed job descriptions. It was further discussed to make to change to a valid Connecticut drivers license is required.

Mr. Stern asked if there are any trends in the industry that a master's degree would commonly be required. Mr. Chimento said "no" and that the important requirements are being a licensed professional engineering and managerial experience.

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said the current pay plan that had expired last year that covers this position has a salary range of \$118,886 to \$162,687. He said a new pay plan for the Ordinance employees will be presented for approval at the September meeting and in the new proposed Ordinance pay plan will most likely increase those pay ranges by 3% per year as they have been in the past. He said we do not historically hire more than the mid-point to a new hire but that may need to be revisited particularity for a position of the Chief of Operations and Public Works. Mr. Sacchinelli asked if they can recommend that if a candidate has a master's degree that would be the criteria for starting at a higher salary. Mr. Burney said that can be considered.

- **Discuss and vote on proposed job description- Superintendent of Recreation**

Mr. Hempstead asked if this position would be responsible for community type events such as the SONO Arts Festival since the upper level position is also changing. Mr. Sacchinelli said he sees this as potentially revenue driving position and said it would make sense if this position would cultivate unused or underused resources and leverage some of the activities that occur within the city.

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said that the position is in the NASA union as a grade 6 with a salary range of \$94,000 to \$111,000.

- **Discuss and vote on proposed job description- Superintendent of Public Property and Parks**

Mr. Hempstead suggested changing “facilities” to “park facilities”.

Mr. Burney said the position is a NASA grade 8 position with a salary range of \$114,000- \$135,000.

- **Discuss and vote on proposed job description- Superintendent of Operations and Highways**

Mr. Burney said there are just a few minor changes to the current job description. Ms. Smyth asked what the salary range is. Mr. Burney said that the position in the NASA union and is a grade 8 position with a salary range of \$114,000- \$135,000. Mr. Chimento asked if trees will be added back into the proposed job description because Mr. Torre is the Tree Warden. Mr. Burney said “no” and that the presentation that the city had made to the ADHOC committee about reorganizing the city included this change and that is the change that has been moved forward. Mr. Sacchinelli said that the ADHOC committee did not look at the job descriptions to that extent and had passed on the recommendation of the structure. He said one of the thoughts regarding the trees was to have them structured under a single body to reduce potential redundancies, and the city has private contracts to remove trees in certain areas and are hoping if the responsibilities are put under one individual it may eliminate those secondary contracts but they did receive testimonial from both sides and essentially there is enough work to be done that

the tree contracts will still be needed. He said that trees were one of the only cost savings that was identified throughout this process and by adding it in now would be a step backwards.

- **Discuss and vote on proposed job description- Director of Recreation and Parks**

- Mr. Burney said that the option that the ADHOC committee voted on to move forward included retaining this position and moving it under the new Chief of Operations and Public Works and the only changes are the reporting relationship. He said the position is an Ordinance Position and is in the pay range of \$118,886 to \$162,687. Mr. Hempstead said for consistency that the title should be changed to Director of Recreation and Parks and Cultural Affairs. Mr. Burney said he will research it and make the change if necessary.

- **Discuss and vote on proposed job description- Chief of Staff**

Mayor Rilling said sometimes a new Mayor coming in would like to keep the Chief of Staff to assist with the transition and leaving the term “serves at the pleasure of the Mayor” accomplishes both aspects.

Mr. Hempstead asked if the Chief of Staff is under the Mayors direction for assignments and priorities that are given and the Chief of Staff would not have the authority without the Mayor. Mr. Burney said the Chief of Staff acts at the Mayors directions and with the authority that the Mayor decides to give him or her at any given time.

Mr. Hempstead said it seems unusual that this position as a management position to require at Law degree and it wasn't require under the Assistant to the Mayor's job description. Mayor Rilling said it is preferred under both. Mr. Burney said that the job of the Chief of Staff is not just what the Mayor would need administered and in his experience a lot of what goes on in the Mayor's office ultimately ends up in the Corporation Counsels office so have a Law degree in so unreasonable. It was decided that the comma be removed that is after preferred.

Mr. Sacchinelli asked what the salary range is for this position. Mr. Burney said the proposed salary range is \$118,886 to \$162,687. Mr. Sacchinelli said compared to other government salaries it seems high and it is the current salary of the US Department of Defense Chief of Staff. Mr. Hempstead said the median for New York which is higher than Connecticut is \$116,000. Mr. Burney said when they were looking at the salary they had looked at the direct reports to the Mayor and the role they play in the reorganization and responsibilities and their recommendation to the Adhoc Committee was an is that the salary range for the Chief of Staff position be the same as the Mayors direct reports. Ms. Smyth said the salaries in other cities in Connecticut and they are in the proposed range. Mr. Sacchinelli said that he had challenged the salary range at the Ad Hoc committee as well.

Mr. Burnett said for consistency which positions are being categorized as new positions and if they are categorized as new positions he assumes the positions will get posted and candidates will apply and are selected and it does not seem that may be the same across the board. Mr. Burney clarified the new positions and the ones with a new description as part of the reorganization if there was an incumbent in a position and they met the qualifications they would stay in the position, and all of the collective bargaining agreements that the City of Norwalk has with with the various unions provide for additional duties added to a job description. They do not provide for the incumbent to be told they are leaving and they provide for negotiating for that incumbent a potentially higher rate of pay. He said there is no avenue under the collective bargaining agreement for the city to say to the union that the job would need to be reposted because they are no longer entitled to the position. Mr. Sacchinelli said from his prospective no one is entitled to a position and when a job description is changed and when the language is changed and qualifications are added there may be somebody better for the position and he would like to see the incumbents remain in place but entitled is a different conversation. Mr. Burney said for the positions that are unionized the incumbent cannot be taken out of a job because we simply added a set of duties unless they cannot perform the duties of the new position.

- **Discuss and vote on proposed job description- Director of Transportation, Mobility & Parking**

Mr. Burney said that this position is currently held by Ms. Hebert and that this is a new job description that incorporates a lot of what is in the current job description plus some additional duties, and it is a NASA grade 8 position. Mr. Hempstead asked if Ms. Hebert has all of the qualifications. Mr. Burney said “yes” and she holds a PHD.

- **Discuss and vote on proposed job description- Director of Transportation Planner**

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said in the \$85,000 and that this is a new position and will most likely go into a union but until the position is established which union it will go in is yet to be determined.

- **Discuss and vote on proposed job description- Chief of Economic and Community Development**

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said it is an Ordinance Position and is in the pay range of \$118,886 to \$162,687. Mr. Hempstead said he does not like to see Planning & Zoning put under someone else’s umbrella. Mr. Burney said he does not know that the primary focus of the position will be to oversee Planning & Zoning and the primary focus of this position is to coordinate the four sub-departments so that there is a focal point, and the other is the community and economic development aspect of business development of attracting business’s to Norwalk. Mr. Hempstead asked why the Redevelopment Agency is not included because that is economic development. Mr. Hempstead suggested removing “or it’s designee” under supervised by section. Mr. Sacchinelli the Chief of Economic and Community Development has a quarterly accountability of the business development targets that will be structured by this individual but there is no language of accountability and we need a way to add revue outside of the tax base and that is important to him

**** MR. SACCHINELLI MOVED TO APPROVE THE NINE PROPOSED JOB DESCRIPTIONS FORWARD TO THE COMMON COUNCIL FOR APPROVAL AS AMENDED.**

**** THE MOTION PASSED WITH (5) IN FAVOR AND (1) AGAINST (MR. HEMPSTEAD)**

**6. NEW BUSINESS: DISCUSS AND VOTE ON
COMPTROLLER CANDIDATE**

Mr. Burney said Mr. Gilden is retiring and presented the resume of Ms. Chitsamay Lam and said she will be an excellent replacement and she will appear before the Common Council on August 28th. He said they would like her to begin on September 4th so she can work with Mr. Gilden and understand the intricacies of being a Comptroller for the City of Norwalk. Mr. Burnett asked if Ms. Lam has bonding experience. Mr. Burney said he will confirm that and report back.

**** MR. HEMPSTEAD MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

7. DISCUSSION ITEM

There was no discussion.

8. ADJOURNMENT

**** MR. SACCHINELLI MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:15 PM

Respectfully submitted,

Dilene Byrd

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