

**AGENDA  
LEBANON CITY COUNCIL  
JULY 10, 2019**

**9. NEW BUSINESS:**

**9.B – PRESENTATION OF FIRST READING AND SET PUBLIC HEARING  
FOR AUGUST 7, 2019: AMENDMENT TO ORDINANCE NO. 18, SALARY PLAN,  
ARTICLE II, NON-AFFILIATED EMPLOYEES; IT POSITIONS**

**BACKGROUND**

The Council is being asked to begin the process of amending Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees for the purpose of adding the positions of Information Technology Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).

Please see attached Explanation of Proposed Amendments for more information. Human Resources Director Gloria Leskiewicz will be present to discuss all proposed amendments and answer any questions the Council may have.

Amending Ordinance #18, Salary Plan requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members – to adopt. The first presentation is July 10<sup>th</sup>; the second is July 24<sup>th</sup>; and the third is August 7<sup>th</sup> with action to amend the ordinance following a public hearing.

**ACTION**

*The City Council is requested to consider the following motions:*

**(1) PRESENTATION:**

***MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees by adding the positions of Technology Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).***

**(2) SCHEDULE PUBLIC HEARING:**

***MOVED, that the Lebanon City Council schedules a public hearing for August 7, 2019, beginning at 7:00pm, City Council Chambers, City Hall, for the purpose of receiving public input and taking action to adopt proposed amendments to Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees by adding the positions of Technology Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).***

*Changes to the compensation and classification schedule shown in red italics type.*

**Non-Affiliated Employees**

<b>Non-Affiliated Employees 2019</b>					
<b>Grade</b>	<b>Position Title</b>	<b>Hourly</b>		<b>Weekly</b>	
		<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	-	\$16.26	\$21.96	-	-
2	Custodian	\$17.24	\$23.27	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.27	\$24.67	-	-
	Custodian I	-	-	-	-
4	Library Assistant	\$19.37	\$26.15	-	-
5	-	\$20.53	\$27.71	-	-
6	-	\$21.76	\$29.37	-	-
7	Administrative Secretary	\$23.06	\$31.14	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$24.45	\$33.01	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	<i>Children's Librarian</i>	-	-	\$978.00	\$1,320.40
	<i>Young Adult Librarian</i>	-	-	-	-
9	Executive Assistant	\$26.89	\$36.30	-	-
	Information Technology Librarian	-	-	-	-
	<i>Digital Media Officer</i>	-	-	-	-
	<i>Information Technology Technical Specialist</i>	-	-	-	-
	<i>Systems Librarian</i>	-	-	\$1,075.60	\$1,452.00
10	Financial Analyst	\$29.58	\$39.93	\$1,183.18	\$1,597.28
	Human Services Director	-	-	-	-
	Tax Collector	-	-	-	-
11	Deputy Library Director	-	-	\$1,302.61	\$1,758.56
12	City Clerk	-	-	\$1,380.59	\$1,863.63
	Deputy Finance Director	-	-	-	-
	Prosecuting Attorney	-	-	-	-
13	Airport Manager	-	-	\$1,463.49	\$1,975.67
	Assistant Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Recreation Director	-	-	-	-
	<i>Systems and Information Technology Administrator</i>	-	-	-	-
14	Assistant Director/Public Works	-	-	\$1,551.31	\$2,094.27
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-

15	Deputy City Manager	-	-	\$1,644.47	\$2,219.85
	<i>Information Technology Director</i>	-	-	-	-
16	Chief of Police	-	-	\$1,742.97	\$2,352.82
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-

Included in this Section:

1. Explanation of proposed amendments to Ordinance No. 18: Adding Four Information Technology related positions to the Non-Affiliated Compensation and Classification Schedule

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Explanation of proposed amendments to Ordinance #18:  
Adding Four Information Technology related positions to the  
Non-Affiliated Employees Compensation and Classification Schedule

**BACKGROUND**

In June 2019, the City moved its Information Technology operation from an outside consulting service to an “in-house” division. The move allows the City to more efficiently and effectively manage and oversee City-wide technology initiatives, to include: increasing our digital, web and social media presence; increasing oversight and management of network and social media services and activities; creating and managing information technology policies; strengthening our digital and social media oversight; and reinforcing informational, digital, and technological compliance.

In order to effectuate this new in-house IT division, four positions must be added to the Non-Affiliated Employees Compensation and Classification Schedule. Funds for these positions were included as part of the outside consultant services budget for 2019. Changes to create the in-house division will not adversely impact the tax rate.

The City Council is asked to amend Ordinance No. 18, Salary Plan, as follows:

**Amend Article II, Non-Affiliated Unit Employees by adding four full-time positions to include Information Technical Support Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).**

Gloria Leskiewicz, Human Resources Director, will be present to discuss all proposed amendments and answer any questions the Council may have.

*Process to Amend Ordinance No. 18*

Amending Ordinance No. 18, Salary Plan requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council thus, this requires a vote of six (6) members to approve and adopt this request.

The City Council is asked to conduct the first reading of these amendments on July 10<sup>th</sup>, 2019; the second reading on July 24<sup>th</sup>, 2019 and third on August 7<sup>th</sup>, with action to adopt following a public hearing.

**The City Council is asked to take the following actions on August 7, 2019**

**ACKNOWLEDGE FIRST PRESENTATION:**

***MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, as follows:***

***Amend Article II, Non-Affiliated Unit Employees by adding four full-time positions to include Information Technical Support Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).***

*Changes to the compensation and classification schedule shown in red italics type*

**NON-AFFILIATED EMPLOYEES**

<b>Non-Affiliated Employees 2019</b>					
<b>Grade</b>	<b>Position Title</b>	<b>Hourly</b>		<b>Weekly</b>	
		<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	-	\$16.26	\$21.96	-	-
2	Custodian	\$17.24	\$23.27	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.27	\$24.67	-	-
	Custodian I	-	-	-	-
4	Library Assistant	\$19.37	\$26.15	-	-
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6	-	\$21.76	\$29.37	-	-
7	Administrative Secretary	\$23.06	\$31.14	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$24.45	\$33.01	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Children's Librarian	-	-	\$978.00	\$1,320.40
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12	City Clerk	-	-	\$1,380.59	\$1,863.63
	Deputy Finance Director	-	-	-	-
	Prosecuting Attorney	-	-	-	-
13	Airport Manager	-	-	\$1,463.49	\$1,975.67
	Assistant Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Recreation Director	-	-	-	-
	<i>Systems and Information Technology Administrator</i>	-	-	-	-

14	Assistant Director/Public Works	-	-	\$1,551.31	\$2,094.27
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Deputy City Manager	-	-	\$1,644.47	\$2,219.85
	<i>Information Technology Director</i>	-	-	-	-
16	Chief of Police	-	-	\$1,742.97	\$2,352.82
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-

**SCHEDULE PUBLIC HEARING:**

***MOVED, that the Lebanon City Council hereby schedule a public hearing for Wednesday, August 7, 2019, beginning at 7:00 p.m., City Council Chambers, City Hall, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, as follows:***

***Amend Article II, Non-Affiliated Unit Employees by adding four full-time positions to include Information Technical Support Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).***

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