

**AGENDA
LEBANON CITY COUNCIL
APRIL 1, 2020**

9. NEW BUSINESS:

**9.C – PRESENTATION OF FIRST READING AND SET PUBLIC HEARING FOR
MAY 6, 2020: AMENDMENT TO ORDINANCE NO. 18;
TO INCLUDE THE POSITION OF ASSISTANT CITY ENGINEER
IN THE LPASE COLLECTIVE BARGAINING UNIT**

BACKGROUND

The Council is being asked to begin the process of amending Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, for the purpose of including the position of Assistant City Engineer in the Lebanon Professional, Administrative and Salaried Employees (LPASE) Salary Plan/Pay Schedule.

Amending Ordinance No. 18 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 Council is asked to recognize the first of three presentations on April 1st and to schedule a public hearing for May 6, 2020 to amend the Ordinance. The second and third presentations will follow on April 15 and May 6, respectively.

Please see attached memo from Human Resources Director Gloria Leskiewicz for more information. Ms. Leskiewicz will be available during the meeting to discuss the proposed amendment and answer any questions the Council may have.

ACTION

Should the Council accept the recommendations of City Administration, the following motions are offered for consideration:

(1) PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Lebanon Professional, Administrative and Salaried Employees (LPASE) by including the position of Assistant City Engineer, Grade 9.

(2) SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, May 6, 2020, beginning at 7:00pm, Remote via Microsoft Teams, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Lebanon Professional, Administrative and Salaried Employees (LPASE) by including the position of Assistant City Engineer, Grade 9 as shown in the Compensation and Classification Schedule for LPASE.

LEBANON PROFESSIONAL AND SALARIED EMPLOYEES – 2020 SALARY GRADES – 1.6% GWI								
<u>Grade</u>	<u>Position Title</u>	<u>Minimum Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Maximum Step 7</u>
6		\$24.59	\$25.61	\$26.64	\$27.67	\$28.70	\$29.69	\$30.72
7	Field Inspector	\$25.58	\$26.64	\$27.70	\$28.76	\$29.81	\$30.87	\$31.97
8	Code/Health inspector	\$26.09	\$27.18	\$28.24	\$29.33	\$30.42	\$31.50	\$32.62
	Real Estate Appraiser 2	\$26.09	\$27.18	\$28.24	\$29.33	\$30.42	\$31.50	\$32.62
	Associate Planner	\$1,043.81	\$1,087.20	\$1,130.13	\$1,173.28	\$1,216.80	\$1,260.00	\$1,304.95
9	<i>Assistant City Engineer</i>	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Communication Supervisor	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Cemetery Sexton	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Fleet Maintenance Superintendent	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Maintenance Superintendent	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Recreation Program Coordinator	\$1,127.07	\$1,192.90	\$1,258.40	\$1,324.46	\$1,390.40	\$1,455.72	\$1,522.00
10	Utilities Maintenance Superintendent	\$31.01	\$32.81	\$34.60	\$36.42	\$38.21	\$40.02	\$41.83
	Wastewater Treatment Superintendent	\$31.01	\$32.81	\$34.60	\$36.42	\$38.21	\$40.02	\$41.83
	Water Treatment Superintendent	\$31.01	\$32.81	\$34.60	\$36.42	\$38.21	\$40.02	\$41.83
	Administrative Services Manager	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Airport Operations Supervisor	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Assistant Recreation Director	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Code Enforcement Director	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Fire Marshal	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	GIS Coordinator	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Senior Planner	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
11	City Engineer	\$1,363.88	\$1,443.40	\$1,522.91	\$1,602.44	\$1,681.95	\$1,761.49	\$1,841.01
	City Planner	\$1,363.88	\$1,443.40	\$1,522.91	\$1,602.44	\$1,681.95	\$1,761.49	\$1,841.01
12	City Assessor	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Deputy Fire Chief	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Energy & Facilities Manager	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Information Systems Manager	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Police Lieutenant	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Solid Waste Manager	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
13	Maintenance Manager	\$1,418.67	\$1,501.43	\$1,584.18	\$1,666.94	\$1,749.67	\$1,832.43	\$1,915.18
14	Police Captain	\$1,447.41	\$1,531.84	\$1,616.24	\$1,700.65	\$1,785.07	\$1,869.50	\$1,953.94

Included in this Section:

1. March 24, 2020 Memo by Gloria Leskiewicz, Human Resources Director re: Including the position of Assistant City Engineer in the LPASE Bargaining Unit Employees Compensation and Classification Schedule

**PAGE
INTENTIONALLY
LEFT BLANK**

To: Mayor McNamara & City Council Members
From: Gloria Leskiewicz, Human Resources Director
Date: March 24, 2020
Re: Amendment to Ordinance No.18 to include the position of Assistant City Engineer in the LPASE Collective Bargaining Unit

BACKGROUND

Currently, there exists within the AFSCME Collective Bargaining Unit, a Grade 7 position titled “Engineering Technician.” The role, function, and job description for the person who currently fills this position has been expanded to include functions associated with the City’s sewer capacity modeling and asset management programs. Due to the professional and technical nature of the expanded duties, along with its associated Community of Interest, City Administration is requesting a modification to Ordinance No. 18 to retitle the current position as “Assistant City Engineer” and add it to the Lebanon Professional, Administrative and Salaried Employees (LPASE) Collective Bargaining Unit. This position has been evaluated and classified as a Grade 9 within the LPASE Pay Scale. It is budgeted and funded as part of the 2020 fiscal year in the Public Works Department.

The position of “Engineering Technician” will remain within the AFSCME Bargaining Unit but will remain vacant until such a time a position is created to support the proposed Landfill Gas to Energy Project. Therefore, at this time, there is no need to modify the AFSCME unit. Mutual agreements have been reached with both AFSCME and LPASE, and based on those agreements, a Modification Petition has been filed with the New Hampshire Public Employee Labor Relations Board. Approval is pending.

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

The City Council is asked to begin the process of amending Ordinance No. 18; Salary Plan to include the position of Assistant City Engineer as a Grade 9.

Process to Amend Ordinance No. 18

Amending Ordinance No. 18, 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 City Council is asked to recognize the first of three presentations on April 1st, 2020 and to schedule a public hearing for May 6, 2020 to amend the Ordinance. The second and third presentations will follow on April 15, 2020 and May 6, 2020, respectively.

The City Council is asked to take the following actions on April 1, 2020

1. ACKNOWLEDGE FIRST PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Lebanon Professional, Administrative and Salaried Employees (LPASE) by including the position of Assistant City Engineer, Grade 9.

Changes to the compensation and classification schedules is shown in red italics type

LEBANON PROFESSIONAL AND SALARIED EMPLOYEES – 2020 SALARY GRADES – 1.6% GWI

<u>Grade</u>	<u>Position Title</u>	<u>Minimum Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Maximum Step 7</u>
6		\$24.59	\$25.61	\$26.64	\$27.67	\$28.70	\$29.69	\$30.72
7	Field Inspector	\$25.58	\$26.64	\$27.70	\$28.76	\$29.81	\$30.87	\$31.97
8	Code/Health inspector	\$26.09	\$27.18	\$28.24	\$29.33	\$30.42	\$31.50	\$32.62
	Real Estate Appraiser 2	\$26.09	\$27.18	\$28.24	\$29.33	\$30.42	\$31.50	\$32.62
	Associate Planner	\$1,043.81	\$1,087.20	\$1,130.13	\$1,173.28	\$1,216.80	\$1,260.00	\$1,304.95
9	<i>Assistant City Engineer</i>	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Communication Supervisor	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Cemetery Sexton	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Fleet Maintenance Superintendent	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Maintenance Superintendent	\$28.17	\$29.82	\$31.46	\$33.11	\$34.76	\$36.39	\$38.05
	Recreation Program Coordinator	\$1,127.07	\$1,192.90	\$1,258.40	\$1,324.46	\$1,390.40	\$1,455.72	\$1,522.00
10	Utilities Maintenance Superintendent	\$31.01	\$32.81	\$34.60	\$36.42	\$38.21	\$40.02	\$41.83
	Wastewater Treatment Superintendent	\$31.01	\$32.81	\$34.60	\$36.42	\$38.21	\$40.02	\$41.83
	Water Treatment Superintendent	\$31.01	\$32.81	\$34.60	\$36.42	\$38.21	\$40.02	\$41.83
	Administrative Services Manager	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Airport Operations Supervisor	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Assistant Recreation Director	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Code Enforcement Director	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Fire Marshal	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	GIS Coordinator	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
	Senior Planner	\$1,240.40	\$1,312.40	\$1,384.20	\$1,456.80	\$1,528.42	\$1,600.80	\$1,673.31
11	City Engineer	\$1,363.88	\$1,443.40	\$1,522.91	\$1,602.44	\$1,681.95	\$1,761.49	\$1,841.01
	City Planner	\$1,363.88	\$1,443.40	\$1,522.91	\$1,602.44	\$1,681.95	\$1,761.49	\$1,841.01
12	City Assessor	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Deputy Fire Chief	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Energy & Facilities Manager	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Information Systems Manager	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Police Lieutenant	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
	Solid Waste Manager	\$1,390.61	\$1,471.81	\$1,552.99	\$1,634.16	\$1,715.34	\$1,796.53	\$1,877.76
13	Maintenance Manager	\$1,418.67	\$1,501.43	\$1,584.18	\$1,666.94	\$1,749.67	\$1,832.43	\$1,915.18
14	Police Captain	\$1,447.41	\$1,531.84	\$1,616.24	\$1,700.65	\$1,785.07	\$1,869.50	\$1,953.94

2. SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, May 6, 2020, beginning at 7:00 p.m., Remote via Microsoft Teams, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Lebanon Professional, Administrative and Salaried Employees (LPASE) by including the position of Assistant City Engineer, Grade 9.

**PAGE
INTENTIONALLY
LEFT BLANK**