

**To:** Members of Dublin City Council

**From:** Marsha I. Grigsby, City Manager 

**Date:** June 5, 2014

**Initiated By:** Tim Wagner, Director of Human Resources

**Re:** Ordinance 46-14 - Amending the Compensation Plan

## Summary

Attached for your consideration is Ordinance 46-14, which amends Ordinance 73-06 (Compensation Plan for Non-Union Personnel). Periodically, updates and changes need to be made to the Compensation Plan (Non-Union Personnel) for operational reasons.

The City has been making a concerted effort over the past few years to shift the infrastructure focus from building new infrastructure to maintaining its existing infrastructure. The City has high quality infrastructure and residents have a vested interest in maintaining that high quality status into the future. Earlier this year, the Public Service Department was formed with the hiring of the Public Service Director, Megan O'Callaghan. She has worked the past few months to familiarize herself with the organization and structure of the Streets and Utilities, Engineering, and Parks and Open Space Divisions. She has reviewed the Novak Consulting Group's Organizational Analysis Report from December 2012 and had discussions with various staff members. Consequently, the Administration is proposing the creation of two new classifications that both report directly to the Director of Public Service. Though the classifications are new, the Administration is proposing using existing vacant positions.

## Creation of New Infrastructure Asset Management Engineer

In order to ensure that infrastructure management is performed and coordinated effectively, it is necessary to create a department-wide senior level engineering position that will consolidate the asset management functions for the Public Service Department. Specifically, the position will be responsible for:

- Implementing and managing strategies in sustaining public infrastructure assets such as utilities, roads, bikeways, pedestrian tunnels, and bridges focusing on the later stages of a facility's life cycle specifically maintenance, rehabilitation, and replacement.
- Organizing and implementing these strategies with the fundamental goal to preserve and extend the service life of long-term infrastructure assets which are vital underlying components in maintaining the quality of life in society and efficiency in the economy.
- Coordinating engineering aspects relating to the inventorying of public infrastructure assets, routine inspections and condition assessments, and scoping of rehabilitation and maintenance projects.
- Coordinating with GIS staff to ensure accuracy of field data in GIS mapping for the Public Service Department.

- Providing overall management of the CityWorks asset management system and business processes for the Public Service Department. Establishes business processes for consistent use of the system throughout the Department.
- Overseeing the investigation and resolution of service requests pertaining to public infrastructure assets.

Establishing the position of Infrastructure Asset Management Engineer will ensure infrastructure asset management is a senior level engineer's sole priority and will not have to compete for attention with new development and day-to-day service delivery. This position will be placed in Pay Grade 3.3 and will be overtime exempt.

This position would not be an additional position, but would be a reclassification of an existing position in the Streets & Utilities Division.

### **Creation of New Land Acquisition and Utilities Manager**

Currently, right-of-way acquisition and utility coordination and relocation functions are spread across the Division of Engineering, Division of Parks and Open Space, Department of Development, and City Manager's Office. Due to the expertise necessary to efficiently and effectively manage the activities associated with these areas, the volume of work, and importance of timeliness in delivery, it is necessary to dedicate a department-wide position that has right-of-way and utilities as the specific area of focus. Specifically, the position will be responsible for:

- Land management that includes inspecting, researching and verifying right-of-way/easement property locations, utilities, and existing topographic features for uses such as Capital Improvement Program construction projects and private development, right-of-way legal documents and property acquisitions.
- Managing the land acquisition and utility relocation processes for the Public Service Department.
- Performing research on existing utility locations and serving as the liaison with private utility companies in right-of-way/easement relocations.

Establishing the position of Land Acquisition and Utilities Manager will ensure these important project development activities are managed effectively. The creation of this position will also provide Engineering and Parks and Open Space staff who manage the delivery of capital improvement projects with additional time to focus on the management, engineering and architectural, and communication aspects associated with their projects. This position will be placed in Pay Grade 4.3 and is overtime exempt.

This position would not be an additional position, but would be a reclassification of an existing position in the Streets and Utilities Division.

### **Recommendation**

Staff recommends that Council adopt Ordinance 46-14 at the second reading/public hearing on June 23, 2014.

# RECORD OF ORDINANCES

Ordinance No. 46-14

Passed \_\_\_\_\_, 20\_\_\_\_

**AN ORDINANCE AMENDING SECTION 2 (WAGE & SALARY STRUCTURE/ADMINISTRATION), PARAGRAPH (A) OF ORDINANCE NO. 73-06 ("COMPENSATION PLAN FOR NON-UNION PERSONNEL") FOR THE PURPOSE OF INCORPORATING CERTAIN JOB CLASSIFICATIONS AND CORRESPONDING PAY GRADES.**

**WHEREAS**, Council has determined, upon the recommendation of the City Manager, that certain sections of the Compensation Plan for non-union personnel should be amended; and

**WHEREAS**, Council has determined that these amendments are necessary for the administrative and operational effectiveness of the City of Dublin.

**NOW, THEREFORE, BE IT ORDAINED** By the Council of the City of Dublin, State of Ohio, \_\_\_\_\_ of the elected members concurring, that:

**Section 1.** Section 2 (Wage & Salary Structure/Administration), paragraph (A) of Ordinance No. 73-06 be amended by incorporating the following new job classification titles and corresponding pay grades under the following functional category:

Service/Maintenance/Utilities/Facilities	
Classification Title	Pay Grade
Director of Streets and Utilities	3.2
Fleet Manager	3.3
Facilities Manager	3.3
Infrastructure Asset Management Engineer	3.3
Land Acquisition and Utility Manager	4.3
Fleet Administrator	4.2
Operations Administrator	4.2

Both new classifications are overtime exempt under the Fair Labor Standards Act (FLSA).

**Section 2.** This Ordinance shall take effect and be in force upon the earliest date permitted by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor – Presiding Officer

ATTEST:

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Clerk of Council