

Salary Committee
SPECIAL MEETING MINUTES
Wednesday, April 8, 2020

Via video conference from 111 North Main Street, City Hall

Present: Councilmembers Mary Fortier, Scott Rosado, Peter Kelley; Mayor Ellen Zoppo-Sassu
Staff: Mark Penney, Linda Milia

1. CALL TO ORDER.

The regular meeting of the Salary Committee was called to order by Chairperson Fortier at 3:35 p.m.

2. JANUARY 15, 2020 REGULAR MEETING MINUTES.

On motion of Councilman Rosado and seconded by Chairperson Fortier, it was unanimously voted to place the January 15, 2020 meeting minutes on file.

3. CHANGES TO SALARIES AND BENEFITS FOR FULL-TIME AND PART-TIME NON-BARGAINING EMPLOYEES.

On motion by Councilman Rosado and seconded, it was unanimously voted to recommend to City Council to approve changes to salaries and benefits for full-time and part-time non-bargaining employees as presented; and to refer to the Board of Finance for informational purposes.

4. REQUEST TO UPGRADE THE POSITION OF PAYROLL CLERK.

Comptroller Diane Waldron discussed additional duties added to the position that warrant the upgrade. On motion of Councilman Rosado and seconded, it was unanimously voted to recommend to City Council to upgrade the position of Payroll Clerk (Local #233) from pay code 6 - \$21.80/hourly - \$24.20/ hourly, to pay code 7 - \$23.55/hourly - \$26.10/hourly, effective July 1, 2020; and to refer to Board of Finance for informational purposes.

5. REQUEST TO CREATE A POSITION OF PROJECT MANAGER AND TO ELIMINATE THE POSITION OF ASSISTANT CITY ENGINEER.

Public Works Director Raymond Rogozinski discussed the lengthy vacancy in the Assistant City Engineer position and the earlier elimination of the Chief Construction Inspector position, and how the proposed new position will benefit the Engineering Division.

On motion of Councilman Rosado, it was unanimously voted to recommend to City Council to approve creation of the position of Project Manager (BPSA – Salary Level 9 - \$77,183 - \$99,714); and to eliminate the position of Assistant City Engineer (BPSA – Salary Level 9), effective April 15, 2020; and to refer to the Board of Finance for informational purposes.

6. ADJOURNMENT.

At 3:45 p.m., on motion of Chairperson Fortier and seconded, it was unanimously voted to adjourn.

ATTEST:



Linda J. Milia
Recording Secretary



**CITY OF BRISTOL
SALARY COMMITTEE AGENDA REQUEST FORM**

To: Salary Committee

From: Dr. Joshua T. Medeiros
(Requesting Department Head)

Date: 4-14-2020
(Submission Date)

For the ASAP
(Date of Salary Committee Meeting)

ACTION REQUESTED: (ex. job creation/revision/elimination/upgrade/title change; change to Personnel Policies & Procedures; department reorganization; changes to salary schedules for seasonal and non-bargaining employees)

Item 1.) Eliminate Parks Office Coordinator (233-Code 7) and replace with Community Engagement Coordinator (BPSA- Code 5) formerly titled Recreation/ Community Outreach Coordinator (BPSA- Code 5)

Item 2.) Eliminate Light Truck Driver (1338- Code 6) and replace with Park Maintainer (1338- Code 4)

BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:

As I do whenever there is a vacancy I've begun assessing our department's current and future needs and discussing potential changes with members of my leadership team. In light of a recent vacancy of the Parks Office Coordinator (233-7), I would like to eliminate that position and instead use those funds to post a modified version of the already approved Recreation/Community Outreach Coordinator (BPSA 5) currently vacant. I feel that a modified version of the Recreation/Community Outreach Coordinator better serves our department's needs surrounding marketing, external communications, volunteer management and outreach programming. Previous Office Coordinator functions are absorbed through the Assistant to the Superintendent/Denuty Superintendent

(Relevant attachments such as a department overview, budget/salary worksheets, proposed job descriptions, bulleted lists etc., as may be informative, should accompany this request)

FINANCIAL IMPACT (actual or estimated \$, or none: \$ Increase of \$1,060)

EFFECTIVE DATE OF ACTION: ASAP

Regular meetings of the Salary Committee are held on the third Wednesday of each month at 5:15 p.m. in the 1st Floor Meeting Room.

Salary Committee Agenda Request Form (Reveals entire contents of BRIEFBACKGROUND/HISTORY TO SUPPORT REQUEST) from Joshua Medeiros.

As I do whenever there is a vacancy I've begun assessing our department's current and future needs and discussing potential changes with members of my leadership team. In light of a recent vacancy of the Parks Office Coordinator (233-7), I would like to eliminate that position and instead use those funds to post a modified version of the already approved Recreation/Community Outreach Coordinator (BPSA 5) currently vacant. I feel that a modified version of the Recreation/Community Outreach Coordinator better serves our department's needs surrounding marketing, external communications, volunteer management and outreach programming. Previous Office Coordinator functions are absorbed through the Assistant to the Superintendent/Deputy Superintendent acquired through the Youth/Community Services merger. Anticipated cost increase of \$4,821.00.

Additionally, we have a Light Truck Driver vacancy that we would like to re-purpose as a Park Maintainer as we have a greater need for additional maintainers. The reduction of the Light Truck Driver job (\$55,015) to Park Maintainer (\$51,254)= savings \$3,761.00.

Overall impact of the changes would be an increase of \$1,060.00. We would be able to absorb this increase with our current budget through vacancy savings. My hope is this position would assist with revenue generation through expanded programs, fundraising, sponsorships, etc.

City of Bristol, CT

Job Description

Job Title: Office Coordinator

Department(s): Parks and Recreation

Code: 7

FLSA Status: Non-Exempt

Prepared: February 9, 2018

Summary: Provides diverse administrative support to facilitate efficient operation of the Parks and Recreation Department.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Prepares requisitions, purchase orders, weekly deposits and bills; provides assistance and guidance to department staff regarding purchasing procedures. Updates and maintains accounts payable and accounts receivable records. Prepares accurate and timely processing of department payroll, working closely with Comptroller and Personnel departments. Maintains records for department, including but not limited to personnel related files, financials, payroll, architecture documents and board minutes. Performs routine administrative functions as directed including provision of administrative and clerical support to department staff as assigned. Serves as recording secretary to Board of Park Commissioners to include attendance at evening meetings; prepares, maintains and distributes Board materials and related information. Receives and processes applications for department functions such as event permits, field and picnic permits, showmobile rentals and maintains accurate records of such. Responds to telephone, email and visitor requests for assistance, providing information on behalf of the department. Assists with budget preparation and monitoring, website content and management of recreation software, grant preparation, data collection and reporting and associated duties. Stays current on city and department policies and procedures to ensure compliance, and recommends policy or procedure changes or alternate work methods to improve the flow of work.

Supervisory Responsibilities: May act as lead worker for clerical employees in the Parks and Recreation Department. Trains and supervises part-time summer office staff.

Education: High school diploma (or GED).

Experience: Four years of responsible office administration experience is required. Must have excellent oral, written and interpersonal skills. Education above high school level and experience may be substituted.

Computer Skills: To perform this job successfully, an individual should have basic knowledge of Internet software; basic knowledge of Recreational software; intermediate knowledge of Purchasing systems; intermediate knowledge of Payroll systems; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

Supervised By: This position is supervised by the Superintendent of Parks and Recreation or assigned.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor or office environment.

City of Bristol Job Description

Job Title: Community Engagement Coordinator

Department: Parks, Recreation, Youth and Community Services

Position Goal: To support division supervisors in the management of programs, events and services in order to bolster community engagement in Bristol's park system. Focus on public outreach, marketing and communication for the department as well as developing beneficial partnerships with residents, and various civic, cultural and community organizations to improve city wide parks, recreation, youth and community services. This position is administrative and technical in nature.

Primary Duties: Responsible for planning, organizing and supervising assigned engagement programs and events, as well as developing new activities to meet the diverse needs of the Bristol community. Focus on the development of new programs specifically in underserved demographics including diversion-based programming, therapeutic programming for special needs, teen programming, adult/college age programming and workshops. Coordinates and supports new initiatives including "pop up" events in underserved neighborhoods to connect people to play. Assists the Deputy Superintendent in the administration of a department wide, strategic marketing plan which includes regular newsletters, press releases, social media management and website functions. Regularly communicates with the City Marketing and Public Relations Specialist to co-brand and market parks, facilities, programs and services. Responsible for cultivating community partnerships to help sponsor the Parks, Recreation, Youth and Community Services Department events and programs. This will include driving to businesses to develop relationships with potential sponsors and working with the Deputy Superintendent to organize annual giving campaigns for the Friends of Bristol Parks and Recreation Main Street fund and community services donation account. Seeks funding and writes grants to support new parks, recreation, youth and community services outreach initiatives. Seeks appropriate partnerships with local civic, cultural and community organizations to help establish meaningful collaboration and reduce overlap and service duplication across the city. Represents the department at various community events throughout the year to enhance visibility and market services (i.e. Health Fair, West End Association, Mum Festival, etc). Coordinates and oversees the department's volunteer program which includes supervising and assigning volunteers, organizing volunteer recognition events and developing policy. Develops and implements program evaluations/surveys to ensure on-going assessment of participant satisfaction and community needs. Assists in the daily functions of the entire department but with a particular focus on administration, youth/community services and recreation. Support tasks include facility/field scheduling, organizing materials for seasonal brochure, resource requests, and compiling data and reports as needed. Ensures quality customer service by answering and directing questions from patrons at the main office, and youth and community services office as assigned.

Supervised By: Superintendent and Deputy Superintendent of Parks, Recreation, Youth and Community Services or Division Supervisor as assigned.

Knowledge, Skills and Abilities: To perform this job successfully, an individual should have knowledge of recreation based software, marketing, website and social media site content management skills, knowledge of internet use, and intermediate knowledge of publishing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl and reach with hands and arms. The employee must occasionally lift and/or move up to 10lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor or office environment. Individual needs a Connecticut Driver's License as work involves traveling between two offices and various community agencies.

Qualifications Profile: A bachelor's degree in recreation, marketing, community planning or related field. 1-2 years of previous experience in recreation or closely related experience is desired.

Title: Truck Driver - Light

Department: Park Department

Position Goals:

Under the supervision of the Superintendent of Park and Assistant Superintendent of Park, operates light trucks having a capacity of up to five (5) tons in performing routine, seasonal and emergency work of the Park Department.

Primary Duties:

Performs routine and seasonal work such as hauling rubbish, brush, sand, stone, loam, mulch and other items as necessary; performs preventive maintenance on vehicles and keeps vehicles in good working order by cleaning vehicles, adding fuel, checking fluids, installing snow plow and lubricating lift fittings as necessary; may assist mechanic in changing tires; reports vehicle malfunctions and status of operations to supervisor.

Additional Duties:

May be required to perform duties in equal or lower classifications within the department as necessary.

Qualifications Profile:

High school graduate or equivalent.

General Requirements:

General knowledge of light vehicle maintenance; ability to follow simple written and oral instructions; ability to maintain a good working relationship with co-workers and the general public. Must be in good physical condition and able to perform work involving walking, stooping, bending, lifting, and climbing in and out of vehicles. Must be able to work outdoors in all weather conditions. Must have a valid Connecticut motor vehicle license.

City of Bristol

August 27, 2015

Position: Park Maintainer

Department: Parks Department

Duties and Qualifications: The duties of this position shall be performed under the supervision of the Superintendent and Assistant Superintendent or assigned.

Must be able to operate medium or smaller motorized equipment as supervisor may direct, such as riding mower, walk-behind mower, push mower, power saw, chain saw, sod cutter, roto-tiller, snow thrower, edger, garden tractor, field groomer, paint striper, power broom, power blower, weed whacker, brush cutter, hedge trimmer, leaf blower and any related equipment. Includes such work as clipping, raking, digging, painting, picking up litter, brush removal, bleacher handling, showmobile operation, truck loading and unloading, toilet/locker room cleanup, snow shoveling, sanding icy walk ways, barricade handling, knowledge of pole and line setting, minor carpentry repairs, preparation and marking of playing fields and ice skating duties. Assists in pruning, planting, weeding, mulching, fertilizing, watering, transplanting and is generally familiar with the seasonal operation of the parks. Operates pickup or similar light vehicle and performs preventive maintenance on assigned vehicle.

In addition to the above, perform all or any duties of those of equal or lesser codes in the department, as his supervisor having charge of this work may deem necessary.

Educational Requirements:

High school graduate or equivalent with emphasis in mechanical sciences and one (1) year experience in related work with sufficient knowledge to qualify for said position.

License or Certification:

Must have a valid State of Connecticut Motor Vehicles Operators License.



**CITY OF BRISTOL
SALARY COMMITTEE AGENDA REQUEST FORM**

To: Salary Committee

From: Ray Rogozinski/JMalley
(Requesting Department Head)

Date: 5/12/20
(Submission Date)

For the 5/20/20
(Date of Salary Committee Meeting)

ACTION REQUESTED: (ex. job creation/revision/elimination/upgrade/title change; change to Personnel Policies & Procedures; department reorganization; changes to salary schedules for seasonal and non-bargaining employees)

Job Revision

BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:

The position of Assistant City Planner/Development Coordinator is an existing position within the Public Works Land Use Office. It is proposed that the job description for said position be altered to allow the Assistant City Planner/Development Coordinator to assist the Economic and Community Development Department in certain development efforts while continuing to carry out previous duties for the Public Works Land Use Office. The position will remain under the Public Works operating budget.

(Relevant attachments such as a department overview, budget/salary worksheets, proposed job descriptions, bulleted lists etc., as may be informative, should accompany this request)

FINANCIAL IMPACT (actual or estimated \$, or none: \$ None)

EFFECTIVE DATE OF ACTION: Hire Date Anticipated July 1

Regular meetings of the Salary Committee are held on the third Wednesday of each month at 5:15 p.m. in the 1st Floor Meeting Room.

City of Bristol

Job Description

Job Title: Assistant City Planner/Development Coordinator

Department: Public Works Department/Land Use Division

Code: 12

FLSA Status: Non-Exempt

Prepared: May 4, 2020

General Statement of Duties: Serves Department of Public Works (DPW) Land Use Division and the Economic and Community Development Department (ECD). Provides technical and administrative support as Assistant Planner in the Department of Public Works (DPW) Land Use Office; and assists the Economic and Community Development Department (ECD) in economic and community development.

Department of Public Works – Land Use

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Assists land use applicants in complying with regulations of the City zoning, planning, Historic District, Zoning Board of Appeal (ZBA) and the Aquifer Protection Agency (APA). Assists applicants and residents by outlining and detailing land use regulations requirements, while offering guidance in completing applications and information requests. Performs administrative tasks in support of land use boards and commissions such as processing applications, preparing meeting legal notices, completing meeting agendas, review of meeting minutes prior to approval, and preparation of decision letters. Attendance at ZBA and Historic Commission meetings is required.

Updates land use information on City website, reviews building permits, prepares annual reports, site plan reviews, maintains databases and GIS mapping, and provides assistance in preparation of long-term land use planning initiatives within the City. Performs research for proposed amendments and their effects on land use regulations throughout the City. Coordinates applications among City land use boards, and adheres to schedules and timetables. Supervises land use administrative staff as assigned. May be designated as City Planner/Development Coordinator in the absence of the assigned. Works under the supervision of the City Planner/Development Coordinator.

Economic Development Department

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Works with City staff, local businesses, community organizations, and others to establish, promote, and implement economic and community development efforts. Assists the Farmers Market manager(s) by conducting planning efforts, assisting with marketing/promotions, recruiting and maintaining relationships with Farmers Market vendors and other organizations, helping to manage Farmers Market logistics, and periodically serving as a Farmers Market representative during Saturday morning/afternoon market events. Works directly with potential and existing Bristol businesses on a variety of projects, which may include coordinating incentive programs for businesses and assisting the Marketing Specialist in the promotion of local businesses or organizations via City sponsored social media and other outlets. Provides written narrative, financial, and other supporting materials for economic and community development projects. Works on other economic development projects, grant projects and/or community development initiatives as assigned by the Executive Director. There are no supervisory responsibilities within ECD. Works under the supervision of the ECD Director.

Knowledge, Skills and Abilities: Knowledge of municipal land use approval practices and procedures. Knowledge of economic and community development within a government setting. Problem solving and conflict resolution skills. Ability to understand and interpret maps, plot plans, land use laws and regulations (including Connecticut General Statutes), and similar documents. Ability to deal effectively and in a non-confrontational manner with businesses, the general public, elected & appointed officials, regulatory agencies and other municipal staff. Ability to work on one's own and as a member of a team. Ability to organize, coordinate and follow through to complete assigned tasks and projects. Ability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment. Ability to provide and track details of projects and maintain well-ordered records. Ability to interpret and understand local, state and federal legislation and regulations as applicable to projects. Ability to express oneself clearly and concisely both orally and in writing.

Computer Skills: To perform this job successfully, an individual should have intermediate knowledge of Database software; basic knowledge of Internet software; intermediate knowledge of Spreadsheet software; intermediate knowledge of GIS software; and advanced knowledge of Word Processing software.

Education/Experience: Graduation from a college or university of recognized standing with a bachelor's degree in urban planning, public administration or some other closely related field; or graduation from a recognized school with an associates degree in a similar field with two or more years' experience in municipal and/or regional planning, community development or related work. Must be familiar with municipal planning & zoning regulations, general ordinances related to land use and Connecticut General Statutes regarding planning and zoning regulations.

Certifications, Licenses, Registrations: AICP (American Institute of Certified Planners) and CZET (CT Zoning Enforcement Technician) desirable. CZET must be obtained within three years of hire date. Valid CT Motor Vehicles Operators License.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor or office environment; routinely exposed to outdoor environment for limited periods making field visits to sites planned for and under development by others.