

Personnel Committee
January 7, 2015

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Superintendent Speagle
Police Chief Herpstreith
Alderman Budd
Alderman Dorchinecz
Alderman Vota
Alderman Walters
Rick Bryan
Brian Thomas
Kyle Mense
Brandon Fox
Aaron Reimann
Chase Dickey
Alan Mills

Chairman Heberling called the meeting to order at 7:20 p.m.

Any Other Matters

Investigator Rick Bryan presented a letter he sent to the Mayor and all Aldermen on behalf of the Policemen's Benevolent Labor Committee. The letter addresses the staffing concerns that the Union has in the Police Department. He discussed the need to increase the staff in order to have the coverage needed for each shift. He mentioned that the staffing is the lowest it has been in twenty (20) years. The department has had some turnover as well as some officers moving to other locations which have increased the concern at this time.

The Aldermen were in agreement to support increasing the staff when the budget allows. They would like to see the Police Department put in at least one (1) officer request in their budget for 2015.

The Board of Fire and Police Commissioners recently approved to hire two (2) police officers, one new and one replacement. The candidate started Police Academy on January 4, 2015. The next candidate should begin Police Academy in March of 2015.

Award Plant Operator Position Water Plant

Superintendent Speagle and HR Brown conducted interviews for the Third Shift Plant Operator Position to be filled due to an employee retiring. Superintendent Speagle informed the committee of the award.

Motion by Alderman Koonce and seconded by Alderman Burtle to move into Closed Session pursuant to 5 ILCS 120/2 (c) (1) to consider appointment, employment, and/or compensation of non-bargaining employees and to include during all or any part of such Closed Session Mayor Brotherton, all Aldermen in attendance and Human Resource Manager Cindy Brown.

Roll Call- Chairman Heberling, Alderman Burtle, Jones and Koonce voted YEA. Chairman Heberling announced the motion carried.

The Personnel Committee moved into Closed Session at 7:45 p.m.

Motion by Alderman Jones and seconded by Alderman Koonce to go out of Closed Session at 9:30 p.m.

Roll Call – Chairman Heberling, Alderman Jones, Burtle and Koonce voted YEA. Chairman Heberling announced the motion carried.

Motion by Alderman Koonce and seconded by Alderman Jones to accept the proposed non-bargaining salaries as written with a correction to remove the Police Lieutenant section.

Alderman Burtle is voting no due to two (2) positions he does not agree with; however, he agrees to the remainder of the other proposals as written.

Motion carried 3-1.

Chairman Heberling will attach the narrative and spreadsheet from the December 4, 2014 Personnel meeting for public record.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 4-0. The meeting adjourned at 9:33 p.m.



Rob Heberling
Personnel Committee Chairman

Narrative of Personnel Meeting 12-4-14.

Chairman Heberling distributed salary information that he felt would be necessary to view in order to start discussions among the committee. Chairman Heberling believed along with the mayor that there needs to be some salary adjustments to a few positions which include but not limited to Street/Sewer, Water, and Human Resources. Chairman Heberling asked those Aldermen present if they would like to discuss any other positions.

Alderman Koonce would like to also discuss the HBO position.

Alderman Ernie Dorchinecz discussed his concern for the salary that Water Superintendent Dave Speagle is currently making. He discussed with the Aldermen present that Mr. Speagle has the knowledge and know-how that no other person has had and that the water is safer for the citizens of Taylorville due to Mr. Speagle's knowledge and expertise. Alderman Dorchinecz discussed his suggestions and would like to see an increase to Superintendent Speagle's salary by 10%. The Mayor and Chairman Heberling would like to suggest that we discuss a bump in Mr. Speagle's salary along with a percentage that all the non-bargaining employees would receive.

The mayor would like to suggest a range of \$2500 - \$3500 as a bump in salary to not just the water superintendent salary, but also the street superintendent and a couple of other positions in question.

Chairman Heberling suggested that the committee take a look at all those suggested areas starting with the Assistant Fire Chief/Deputy Police Chief positions, then the HBO position, then the Street and Sewer position, then Water, and then Mrs. Brown would be excused and the committee would discuss the Human Resources Position.

Assistant Fire Chief/Deputy Police Chief

After viewing a salary history spreadsheet for the Police Chief, Deputy Police Chief, Fire Chief and Assistant Fire Chief, the chairman pointed out to those present that the salary history shows that there was a much larger differential (typically over \$3000 and in the case of Fire over \$5000 for several years) in the salaries of the Assistant Fire Chief/Deputy Police Chief positions compared to the Chief's salaries. Mayor Brotherton offered some observations and reasons (see handouts) as to why these differentials had diminished over the years. Chairman Heberling would like to obtain a salary percentage separation from the Police Chief to the Deputy Police Chief and by doing so would like to suggest a 2% increase to the Police Chief salary and a 1% increase to the Deputy Police Chief salary. Chairman Heberling discussed the Assistant Fire Chief position and would like to also increase that position by the same 1% as the Deputy Police Chief through 2017. (The 2% suggestion was only a place to start the conversation, but whatever the across the board increase is, the chairman would recommend that the positions of Assistant Fire Chief and Deputy Police Chief be increased at the rate of 50% of the overall across the board increase given to the other members of the non bargaining group until at least 2017). The committee talked in length regarding the salary chart provided from past salaries.

HBO

Alderman Koonce (and Alderman Budd in a prior meeting) had requested that we review the salary of the HBO position. After remarks by the committee, the mayor and the aldermen in attendance it was decided that because of the responsibilities of the position and as an overall effort to make the salary scale of the non bargaining group reflect the expectation of the position it was decided to "bump" the HBO position by 1% and then extend the same across the board increase that would be given to other

non-bargaining group members. (Going forward any discussion of a “bump” would imply that the “bump” would be added to the salary before an across the board increase was used to calculate a new salary.)

Street and Sewer

Chairman Heberling directed the attention of the aldermen to handout #3. He and the mayor were recommending a range of increases from \$2,500.00 to \$3,500.00. After discussion it was agreed that it was time to increase the salary level of the Street and Sewer Superintendent position. The salary history shows that the salary of that position was reduced significantly in 2009. The salary was reduced at the time that the current Superintendents assumed that position. The number of employees supervised and the responsibilities of the position would indicate that an increase was in order. The range that was presented earlier was reviewed and the increase that was suggested was a \$2500.00 “bump” plus an additional across the board increase. Alderman Dorchinecz thought that the committee was trying to take the emphasis off his recommendation for the Water Superintendent’s salary. Chairman Heberling pointed out that even with the proposed increase to the salary of the Street and Sewer Superintendent’s position it would still be less than it was in 2007. Alderman Dorchinecz took issue with the statement and thought it was an attempt to request more of an increase, and he stated that “when a person comes into a position they can’t expect to receive what the other guy was being paid. You have to earn it yourself”. He gave an example of when he started at Franklin Life. Chairman Heberling attempted several times to say it was only an observation not an attempt to increase the suggested “bump” any additional amount. After several attempts of explanation, Chairman Heberling told Alderman Dorchinecz he wasn’t going to argue semantics with him. Alderman Jones then explained to Alderman Dorchinecz that all the other aldermen understood what Alderman Heberling was saying and then explained it to him again. The committee will recommend for consideration a \$2500.00 “bump” to the Street and Sewer Superintendent’s salary plus an across the board increase equal to the others in the non-bargaining group.

Water

Alderman Ernie Dorchinecz reiterated his reasons for requesting an increase in salary for the Water Superintendent. He felt that due to Mr. Speagle’s experience, the certificates and the operating license that he holds as well as his current involvement in the planning and his future efforts on the new Water Treatment Plant justifies his request. The Aldermen feel that Mr. Speagle definitely does an outstanding job however; they do not feel a 10% increase would be appropriate. Chairman Heberling pointed out that in comparison to some communities with much larger EVA’s than Taylorville’s, the Water Superintendent’s current salary wasn’t too much lower than his counterparts in those larger communities. Alderman Dorchinecz feels the type of work Mr. Speagle does calls for a substantial increase. Mayor Brotherton also pointed out that in most communities the Police Chief and/or the Fire Chief are the top paid members of the non-bargaining group. After a long discussion around the table, the Aldermen agreed that Mr. Speagle deserves an increase; however they could not substantiate a 10%.

Aldermen Koonce suggested a \$3500 bump plus a 2% increase for Mr. Speagle and Chairman Heberling asked all Aldermen present if they were ok with this suggestion. Alderman Jones suggested a “2 and 2” “bump”. Those present were ok with this suggestion. Chairman Heberling asked Alderman Jones to explain his suggestion. Alderman Jones said that in essence the Water Superintendent position would receive a “2 and 2” or 4% “bump” and also a 2% across the board increase. Chairman Heberling said he

thought it was a 2% "bump" and a 2% across the board increase but if it was the way Alderman Jones presented it, he couldn't support such a large increase, and he reminded everyone that there was only a 2% (roughly \$12000) to work with and to talk about distributing to those other positions in question as well. Alderman Walters raised a suggestion of an incentive for Mr. Speagle. Alderman Jones calculated figures and suggested a "bump" in the salary by 2%, give a 2% across the board increase (or whatever is eventually recommended), and a \$750 incentive for Mr. Speagle for the duration of building the new Water Plant. Chairman Heberling asked each Alderman present if they were ok with this idea and all agreed. Alderman Dorchinecz wanted to know what the effect would be on the water Superintendent's salary. He was told that the Water Superintendent's salary would be the highest, and that it would be over \$63,000, and approaching \$64,000.

Chairman Heberling thought since all Aldermen were not present that it would be a good idea to allow them the courtesy to view the information discussed and talk further at the January Personnel meeting. All agreed, as the decision of the actual percentage increase had not been decided upon for the non-bargaining group.

Since Alderman Dorchinecz was getting ready to leave prior to the discussion on the Human Resources Manager's salary and because all the discussion on compensation might not be completed for the evening, Alderman Heberling reiterated the then current recommendation for the Water Superintendent's salary (2% "bump", 2% overall, and a \$750 yearly bonus) to Alderman Dorchinecz and reminded him that it might change because the decision on the amount of the overall increase had not yet been finalized. He said he understood. At that point the Human Resources Manager was excused.

Human Resources

The committee members next discussed the salary level of the Human Resources Manager. Mayor Brotherton stated that he believes that the Human Resource Manager position should have a salary adjustment. He pointed out that the requirements of that position continue to increase exponentially. Committee members asked if he had a recommended amount regarding a salary adjustment. The Mayor stated that he felt the position deserved a minimum increase of at least \$2,000 and that he would want any additional raise given to the non-bargaining employees as a whole to be added as well. He also stated that he believed that another salary adjustment to this position would probably be warranted in the near future as the employee continues to gain skills and experience. Following a brief discussion Alderman Jones suggested that committee members make a motion to increase the salary of the Human Resource Manager by \$2,000 (a bump) in addition to whatever percentage raise was approved for the whole non-bargaining group. Alderman Koonce agreed. Alderman Heberling stated that he was also in agreement but that he would like to have all the proposed motions regarding any wage increases for the non-bargaining personnel carried over to January's Personnel Committee meeting so that the aldermen not currently present would have an opportunity to have their input heard. The other committee members agreed.

Overall Increase

The committee members then discussed the amount of the raise to be given to all non-bargaining personnel. Mayor Brotherton stated that he felt it was important that the raise be comparable to what the union employees were given. Alderman Heberling stated that would be in the 1.7% range. Following some additional discussion Alderman Jones suggested increasing the salaries of all the non-

bargaining personnel by 1.75%. The other committee members agreed. This suggestion will also be discussed at the next meeting.

Any other matters

1) Under the “any other matters “ portion of the agenda Alderman Heberling advised committee members that he had received notification that two positions in the Street Department would need to be bid or advertised. Street Department employee Eric Adams has moved into the Working Foreman position and so his position of Heavy Equipment Operator needs to be bid and/or advertised.

Employee Kevin Krueger has bid on a Heavy Equipment Operator position at the Lake Department. His vacancy will now need to be bid and/or advertised. The vacant position is currently an Operator II but Superintendent Wiseman has requested that it be bid as a Heavy Equipment Operator. Alderman Heberling asked the Mayor if these items could be added to the next Regular City Council meeting. The Mayor stated that he will do that.

2) A brief discussion regarding employee staffing levels in the police department was held. Aldermen and the Mayor received a letter from a police union representative citing officers concerns regarding a perceived shortage of manpower in the department. Alderman Heberling pointed out that the City Council had recently approved the hiring of an additional officer in addition to providing the department with a good deal of new equipment. The committee members recognize the need monitor and address the staffing needs in the police department and will continue to address the matter as the City finances allow.

Alderman Koonce made a motion to adjourn the meeting. Motion was seconded by Alderman Jones. Motion passed 3-0 and the meeting adjourned at 8: 45 PM.

PROPOSED 12/4/14

Position Title	2014	Proposed "Bump" % or \$	Proposed "Bump" "Bump"	Proposed Increase	of Increase Proposed Base Salary	Proposed * Bonus	Salary for 2015
Street/Sewer Superintendent	\$55,167.32	\$2,500.00	\$57,667.32	1.750%	\$58,676.50		\$58,676.50
Water Superintendent	\$60,785.10	2.00%	\$62,000.80	1.750%	\$63,085.82	\$750.00	\$63,835.82
Lake Superintendent	\$55,167.32		\$55,167.32	1.750%	\$56,132.75		\$56,132.75
Police Chief	\$61,348.04		\$61,348.04	1.750%	\$62,421.63		\$62,421.63
Fire Chief	\$61,348.04		\$61,348.04	1.750%	\$62,421.63		\$62,421.63
Asst. Fire Chief	\$58,845.02		\$58,845.02	0.875%	\$59,359.91		\$59,359.91
Cemetery Sexton	\$51,684.36		\$51,684.36	1.750%	\$52,588.84		\$52,588.84
HBO	\$45,686.16	1.00%	\$46,143.02	1.750%	\$46,950.52		\$46,950.52
Human Resources Manager	\$42,471.00		\$44,471.00	1.750%	\$45,249.24		\$45,249.24
Deputy Chief Police	\$58,845.02		\$58,845.02	0.875%	\$59,359.91		\$59,359.91
Superintendent of Public Works			\$0.00	1.750%	\$0.00		\$0.00
							\$566,996.75
							(\$4,622.43)

~ "Budgeted" amount for 2014-2015 \$551,347.38
Amount over ~"budget" for 2014-2015 \$11,026.95

Recommendations/Instructions for future salaries

- 1) The bonus for the Water Superintendent is not cumulative but is to be in addition to the yearly salary for each year of construction of the new water treatment plant plus the 1st year of start up. The bonus should not be used in the calculation of any future salary increase but only added into the salary after the increase calculation for the next year is made. The increase calculation for the next year is made after the bonus given for the prior year is removed from the salary.
- 2) The Assistant Fire Chief/Deputy Police Chief positions should receive a salary increase at the rate of 1/2 the increase that the respective Chief receive in order to increase the differential between the Chiefs' salary and the salary of the Assistant/Deputy Chief until the differential is equal to \$4500 - \$5000.
- 3) The current Human Resources Manager will be reviewed in the near future to determine if an additional increase is warranted because of experience and the gaining of additional skills.