

**AGENDA FOR A PERSONNEL COMMITTEE  
MEETING FOR THURSDAY, JANUARY 31, 2019  
6:00 PM, EXECUTIVE CONFERENCE ROOM  
SECOND FLOOR, MUNICIPAL BUILDING**

- I. CALL TO ORDER – Councilwoman Sharon Kuhl, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held December 11, 2018
- IV. NEW BUSINESS
  - 1. Deferred Retirement Option Plans (DROP), for those participating in policemen’s and firemen’s pension funds.
  - 2. An ordinance amending the Personnel Policy and Procedure Manual, Table I, Section VIII, Hourly non-exempt position classifications, Public Works Training Rate, concerning CDLs.
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, December 11, 2018 at 6:00 PM in the executive conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Councilwoman Sharon Kuhl, who presided over the meeting. Members attending included Eric Barber, Zach Stanley, JR Carpenter, and Sharon Kuhl. Councilman Bob Mercer was absent.

Others attending included Mayor Tom Joyce, Joe Santer, Chief Martin, Chief Matthews, John Reed, Dave McCrady and Jeff Fox.

MINUTES – Mr. Stanley moved, seconded by Mr. Barber, to approve the minutes from the meeting held October 2, 2018.

MOTION TO AMEND – Mr. Carpenter moved, seconded by Mr. Stanley, to amend the minutes on page two concerning the motion Mr. Carpenter made to forward the proposal to the Finance Committee, that failed. He said the reason for his motion was that it was not about job descriptions – it was about income.

The motion, as amended, was adopted by unanimous vote.

#### CODE TECHNICIAN POSITION –

Mr. Stanley asked why we were having this discussion, and Chairman Kuhl stated that the Assistant Zoning Administrator was retiring December 31<sup>st</sup>, and our current Code Technician applied for, and was awarded that job. She said we were here to discuss whether the two jobs could be done by the same person and how much we could save with that combination. She also asked if they could put that savings to another department to up our manpower in that department. She said she had discussed the salaries of those two positions with Mr. Jiles, and savings would also include approximately \$9,000.00 savings for health insurance. So, if this committee wants to combine the two positions, the savings will be approximately \$40,000.00.

There may be no decisions made this evening, she said. The personnel study has been completed, and she thinks the Mayor and Ms. Wallace have reviewed it. That study will come to the Personnel Committee after the first of the year, and depending on what the study says, Ms. Kuhl said she was in favor of a pay raise for the Assistant Zoning Administrator doing both jobs.

Mr. Carpenter asked Mayor Joyce his thoughts on eliminating the position. Mayor Joyce stated that the Administration looked at a job consolidation when he heard there was going to be a retirement, and they felt that it was more than one person could do. With regard to the Code Technician, Mayor Joyce had thoroughly discussed the job responsibilities and read from a prepared report that that employee schedules for code and the fire inspector. In 2018 she prepared 675 certified letters, and 210 letters about abandoned cars. There are letters to be prepared for grass and weeds, and also minimum housing letters. 1,910 building permits were keyed into our system, 2058

inspections were scheduled, 3,900 phone calls made or received, and \$22 million in permits issued. The code technician routinely prepares BEA agendas and notifications.

A big part of those responsibilities is if the deed has been recorded, that is easy, but you have to do a lot of research, he said. They send requests to the City Attorney for opinions and notifications to all the parties. She also processes demolition activities. BEA is a big part of the duties that crosses over for minor home repairs. She also takes care of vacant property registrations.

If that position is eliminated, he is not sure the billing for grass and weeds is worth what it costs us, Mayor Joyce said. We send a lot of registered letters that are never answered.

There were 72 new businesses approved this year, he said. The code technician also attends and does minutes for Boards and Commissions including Julia Ann ARB and Washington Avenue ARB, and BZA, and maybe the Avery Street Historical group at some point.

Mayor Joyce stated that he believes that the code technician position is one where we need to be aware that we are open and friendly and make it easy for people coming into our building. It is more complex with regard to the effort and expertise, he said. Every person who comes in is a little different, and he thinks there is more work than just for one person. When a contractor comes in, we want to be busy friendly, he said. It is difficult because there are a lot of moving parts.

He said that they did not believe a month ago that we could maintain the efficiency if we eliminate that position.

This building is poorly designed to be business friendly, he said, and we would have to make some changes in the offices. He told the committee that we would make it work, whatever they decide, but it may not be optimal. Realtors want as much information as they can get so they can close on a property. We have worked hard with people in getting them to understand the process, he said.

Mr. Carpenter stated that the code technician is the first contact and impression that people receive when they come in to our building. If that employee is sick or on vacation, he asked who would fill in. He said he would be concerned about permits not being given out timely, as a lot of contractors are on a time frame, and may not know our process for obtaining permits.

If someone comes in for a new business, Ms. Kuhl stated that responsibility could be given to the Development Department, as they have the knowledge of where buildings are available.

Mayor Joyce said that he and the Development Director talked about that earlier. In a perfect situation, you could get everything done in one place in 30 minutes, he said.

There would be a lot of educating to do for that to happen – sometimes people come in for a permit to do one thing, and they do something else not covered by the permit.

City Attorney, Joe Santer, said it wounded like they were talking about an incubator. The Development Department might give people information, but code and zoning are different. There will be times when the zoning administrator is out of the office and there is no one at the window, then someone will take a message. Mr. Santer said the window should be manned the whole time we are open. With zoning questions, it is very precise and you have to get the information right, and it has to be someone who understands our ordinances. Mr. Santer said he fears there may be gaps if no one is at the window, and taking messages is not acceptable, he said.

Mr. Stanley asked if the personnel study looked at individual jobs or just the titles and scope, and Mayor Joyce said they compared job descriptions across government and the private sector. Mr. Stanley asked if we could make the code technician position part time and fill in with someone taking messages. Someone not being there can impact the City, but if there are people in the office why not utilize who we have.

We want to have someone there to be able to help when someone comes in, Mayor Joyce stated. We have more people coming to the BEA meetings now, and Council has indicated they want more code enforcement. Everyone has to get an official letter, and sometimes the letter comes back. Our complaints are detail oriented, he said. His concern is that we will only have 3-6 agenda items for BEA. We have a new code enforcement director who is eager to do the job.

Ms. Kuhl said she knows how busy the code technician is, and she thinks this is more about the assistant zoning director position, and she thinks that position could be part time with no benefits.

The code employees are not supposed to be in this building, Mr. Carpenter stated, they are usually outside. He suggested that we not rush this decision, and leave the position vacant and go through the budget and see how it works. Because that employee is the first impression of the City, it needs to be manned, he said. We don't have enough information to decide at this time.

Mayor Joyce said he was willing to hire a temporary employee, part time, and see how it goes, but his concern is that we have someone learning a new job. We could revisit this during budget time, but he does not want to leave it vacant. For short-term, it would be clerical and support.

Mr. Reed stated that the new assistant zoning employee would be going from an H-7 position to an H-8 position, and if she takes on additional responsibilities, maybe it could be elevated to an H-9. Mayor Joyce said that IF we combine the two positions, he is willing to hire a temporary employee.

When Mr. Reed suggested that we ask the new assistant zoning administrator if she would agree to be an H-9 employee until July 1<sup>st</sup>, and do both jobs, but Mayor Joyce said he could not support that because that is poor management.

Ms. Kuhl asked the committee if they wanted to carry this over until budget time, and there were no motions. Mr. Santer stated that the committee could bring this back at another time.

#### POLICE DEPT FITNESS INCENTIVE PROGRAM –

Police Chief, Joe Martin, told the committee he would like permission to forward a physical fitness incentive program for police officers on to City Council. The fitness test would be mandatory with a two-fold purpose – health and safety, and mental wellness for the job. 61% of the men passed the test, and said it was good for morale and recruiting. There would be a day off for passing the test once a year, when manpower allows it.

Ms. Kuhl said she was afraid it would be a detriment to the other 39%. She said she had talked with some of the men, and some of them like it and some don't. They should keep themselves in physical shape no matter what calls they go on, she said.

City Attorney, Joe Santer, stated that this is already in our rules and regulations, and the only thing they are asking for is the day off if they pass.

If they don't meet the minimum standards, there should be discipline, Mr. Barber stated. He did not favor giving time off for something they should be doing anyway.

Mayor Joyce told the committee that if all the officers passed and took the day off, the amount of payroll would be \$16,000.00. Mr. Stanley asked if the men get paid for working out, and Chief Martin said they did, if time permits. They are expected to meet the standards, or take the test every month, he said.

Mr. Stanley agreed with Mr. Barber – that they should not get a day off for doing what they should be doing.

Mr. Santer said that Chief Martin was trying to raise the level for his department. He said you can't punish the civil service employees because they have not done something the department wants them to do. There is a difference, he said.

But, nothing happens if they don't pass the test, Mr. Carpenter stated, and asked if we could keep them from getting a raise until they do pass. Mr. Santer said they would challenge.

Wood County has a voluntary program for all employees, Mr. Reed said. If you complete it, there are incentives, like a day off or a gift card. By doing that, they reduced their deductible on their insurance. The Bureau of Public Debt, has an incentive program for all employees. This day off the police department is asking for is a very small incentive, he said.

This is motivation for them to get rid of stress and make them healthier, Chief Martin stated. It will reduce sick time off.

This is a wellness program for civil service employees, Mayor Joyce stated. He had talked with the Personnel Director about the Wood County program, and we will look into doing something like that for all employees. It will save us money through PEIA, who tried a program through the City some time ago. He recommends that the committee pass this proposal on to City Council. It is a long-term benefit for us, he said.

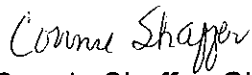
Chief Martin has done a great job with our first impression of the men that the public sees, Mr. Reed stated. We have a great-looking department and anything we can do to keep it that way is good.

MOTION – Mr. Kuhl moved, seconded by Mr. Barber to refer this proposal on to City Council.

The motion failed with Mr. Barber and Ms. Kuhl voting “yes”; and Mr. Stanley and Mr. Carpenter voting “no”.

The meeting adjourned at 7:15 PM.

Respectfully submitted,

  
Connie Shaffer, City Clerk

CS

**TO: Personnel Committee**

**From: Sharon Kuhl**

**Date: January 6, 2019**

**RE: To be discussed at our next meeting**

**§8-22-25a. Deferred Retirement Option Plans; Authorization; Requirements; Limitations.**

a) A deferred retirement option plan is a method to encourage retention of a worker beyond normal retirement age by permitting the worker to freeze retirement benefits at a certain time prior to ceasing work, to continue to work for a specified period and to have retirement benefits which accrue while the employee continues working set aside in an account which the worker will then receive in a lump sum upon finally discontinuing work. The Legislature acknowledges that a deferred retirement option plan, or "DROP", may be a useful and economical tool for retaining experienced and trained employees and for planning for turnovers in the workforce. Experience, however, dictates that a deferred retirement option plan may place a heavy financial burden on the employer and the affected retirement system, negating any positive benefit offered by the DROP if the DROP is not carefully planned to be economically favorable to the employer and revenue neutral for the affected retirement system while remaining attractive to the targeted employee.

(b) (1) The governing bodies of municipalities participating in policemen's and firemen's pension and relief funds pursuant to sections sixteen through twenty-eight of this article, are authorized to voluntarily offer deferred retirement option plans. A participating municipality may design and establish a DROP to best meet the municipality's needs so long as the DROP complies with federal law, the requirements set forth in this section and approved by the Municipal Pensions Oversight Board.

(2) Prior to approval by the Municipal Pensions Oversight Board, a municipality shall submit a proposed DROP to the board for analysis by the qualified actuary retained or employed by the board. The actuary shall examine the plan and, in light of the elements of the DROP and the actuarial projections of the impact of the DROP on the affected pension and relief fund, advise the board of the anticipated impact on the Municipal Pension and Relief Fund. The board shall seek to approve only those DROP plans which, in the best judgment of the actuary, are designed to have no negative impact on the member's pension and relief fund. The submitting municipality shall reimburse the board for actuarial costs of analyzing the plan.

(c) To be eligible to enter a DROP plan, the member of the policemen's or firemen's pension and relief fund must be in active employment and an active member of his or her pension and relief fund for at least six months beyond attaining eligibility for regular retirement as provided in section twenty-five of this article and have received a satisfactory performance evaluation within the prior twelve months. The member may defer retirement for a period of not less than one nor

more than five years but must complete the period by age sixty-five. The member may elect to commence participation from July 1, 2011, through June 30, 2016. Members not meeting the eligibility requirement by June 30, 2016, are not eligible to participate in the DROP.

(d)(1) During the DROP participation period, the member shall continue with full-time employment in a covered position subject to the municipality's requirements. A member's retirement benefits are calculated as of the DROP participation date and a member may not accumulate additional retirement benefits during the DROP participation period. Upon beginning participation, the member is treated as retired and receiving benefits for purposes of the retirement system and for purposes of distributing premium tax proceeds through the Municipal Pensions Security Fund. During the participation period, the employer shall continue to make regular contributions to the employee's pension and relief fund.

(2) Benefit payments are accumulated for the member in the pension and relief fund in an accumulation account during the DROP participation period. At the end of the participation period, the amount in the accumulation account owing to the member, plus interest not to exceed three and one-half percent, shall be paid to the member in a lump sum. Monthly retirement payments shall be paid directly to the member starting in the month following the end of the DROP participation period.

(3) A member may voluntarily terminate DROP participation early with sixty days advance notice. Deferred accumulated benefits will be paid with no interest for the DROP period and benefits payments will commence following the early termination date. Covered employment must terminate before benefit distributions may be made. Should the employer wish to terminate the employment during the participation period, the member may terminate participation with thirty days notice and the deferred accumulation balance shall be paid with interest according to the DROP design: Provided, That if the employee is terminated for cause during the participation period, the member may terminate participation with thirty days notice and the deferred accumulation balance shall be paid without interest according to the DROP design.

(4) A member who is unable to continue working because of disability shall cease participation the first day of the month following notice of disability to the employer and the pension and relief fund. The accumulation account balance shall be paid to the member with no interest. No additional benefits are due the member on account of the disability.

(5) In the event of death of a member during DROP participation, the accumulation account of the member through the member's date of death is payable to the members beneficiary or beneficiaries, with interest according to DROP design.

(6) A member entering the DROP is contractually obligated to terminate employment at the end of the DROP participation period. Failure to terminate voluntarily results in termination of employment, for cause, except that a member who continues to work with the consent of the employer past the DROP participation period shall have all benefits frozen during the extension period and no additional benefit accumulates. During the period of time the member continues to work beyond the end of the DROP participation period with the consent of the employer, the employer shall continue to make regular contributions to the employee's pension and relief fund.



Regular retirement benefits will commence the month following eventual employment termination or death. The member's accumulation account balance is frozen in value following the end of the DROP participation period.

(e) Pursuant to section twenty-three, article one, chapter four of this code, the oversight board shall annually report to the Legislature's Joint Committee on Pensions and Retirement on deferred retirement option plans submitted to the board for approval and the status of any DROP that has been approved, including any experienced impact on an affected pension and relief fund.

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG  
PERSONNEL POLICY AND PROCEDURE MANUAL

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective upon passage of this ordinance, Table I of the Compensation Plan contained in Section VIII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and reenacted in its entirety as follows:

**Public Works Training Rate —**

For the following positions within Public Works, employees will be hired in at a Training Rate of \$1.00/hour less than the full base rate:

- Medium Equipment Operator
- Heavy Equipment Operator

Employees hired as Medium or Heavy Equipment Operators who do not have a Commercial Driver's License (CDL), will be paid a training rate of \$1.00/hour less than the full base rate for the position.

Such employee will be on probation for six months and must attain their CDL during this period. Upon receiving the CDL, the employee will be moved to the full base rate. If they do not receive the CDL within the six-month period the employee will be terminated.

For internal employees, if their base rate is already at or above the base rate for the new position, the training rate will be waived.

SPONSORED BY:

TABLE I  
HOURLY NON-EXEMPT POSITION CLASSIFICATIONS  
Adopted 02/09/2016

Public Works Training Rate

For the following positions within Public Works, employees will be hired in at a Training Rate of \$1.00/hour less than the full base rate for the position:

- Caretaker— Parks (nights & weekends)
- Craftsman
- Grounds & Maintenance Technician
- Medium Equipment Operator
  
- Heavy Equipment Operator

Upon satisfactory completion of the employee's 6-month probationary period, during which they've demonstrated proficiency on all of the tasks required by their position, the employee will be moved to the full base rate.

The Training Rate may be waived (with the approval of the Public Works Director and Personnel Director) if the employee has demonstrated work experience to make them fully competent in the position from the beginning of their employment.

For internal employees, if their base rate is already at or above the base rate for the new position, the training rate will be waived.