

City of Gloucester City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL STANDING COMMITTEE
Ordinances & Administration
Monday, August 9, 2010 – 6:30 p.m.
1st Fl. Council Conference Rm. – City Hall

AGENDA

1. *Continued Business*

- A) CC2010-036 (Tobey) (a) Rescinding for FY12 Budget Cycle the CSO debt Shift enacted on May 25, 2010 and (b) instituting a stormwater fee system pursuant to the ordinance enacted September 2009

This matter is to be conducted in the manner of a Workshop.

2. *Organizational Chart DPW management structure*
3. *Job Description Facilities Manager*
4. *Memo regarding the upgrade of the Director of Public Works pay grade*

COMMITTEE

Councilor Sefatia Theken, Chair
Councilor Ann Mulcahey, Vice Chair
Councilor Bruce Tobey

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor
Jim Duggan
Linda T. Lowe
Suzanne Egan
Jeff Towne
Nancy Papows
Mike Hale

10 AUG -5 PM 1:13
CITY CLERK
GLOUCESTER, MA



ORDINANCES & ADMINISTRATION COMMITTEE

Monday, August 9, 2010

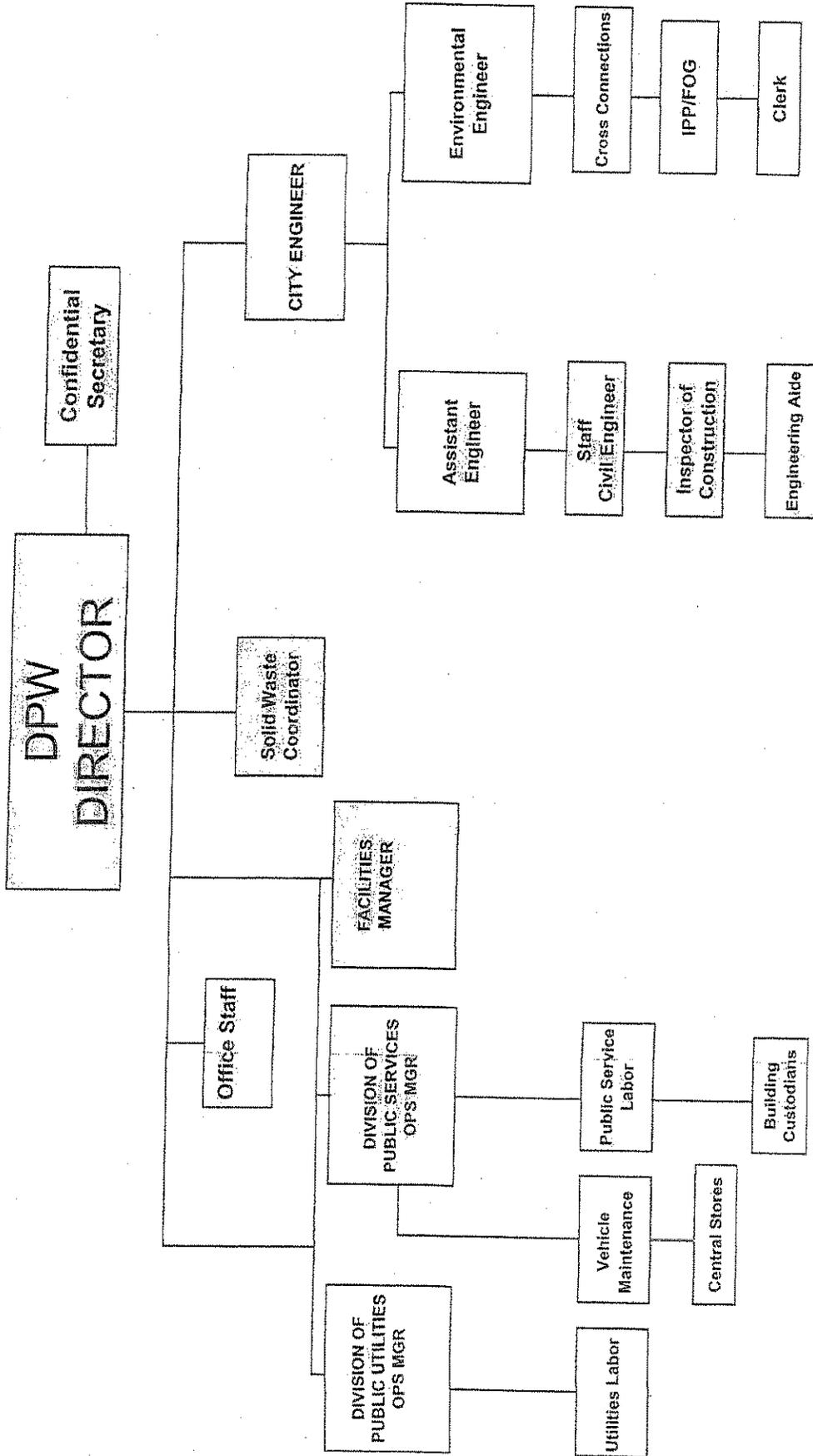
AGENDA ITEMS

DOCUMENTATION PREVIOUSLY ON FILE AS FOLLOWS:

1. Continued Business:

All items listed under this heading have information previously on file which can be found in the City Clerk's office, or on line as new City Web Site is brought up to date.

City of Gloucester-DPW



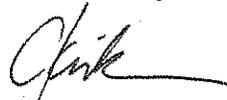
July 22, 2010

**PROPOSED AMENDMENT TO CLASSIFICATION AND
COMPENSATION PLANS**

AMENDMENT TO **APPENDIX A** and **B** OF
SECTION 4 OF THE PERSONNEL ORDINANCE DESIGNATED AS
APPENDIX **C** OF THE CITY OF GLOUCESTER CODE OF ORDINANCES

1. That Appendix A, Classification Plan, be amended by inserting the position of FACILITIES MANAGER
2. That Appendix B, Compensation Plan, be amended by setting the compensation for said position at the level of M-8.
3. That the said Ordinance, in all other respects remain the same.

Respectfully submitted,



Carolyn Kirk
Mayor

- ♦ Arranges purchases of cleaning and maintenance supplies, including preparing bid documents with Purchasing Department. Oversees distribution of supplies to various sites as required. Provides inventory control of all supplies.
- ♦ Serves as City ADA Coordinator and implements the Transition Plan.
- ♦ Reviews, on a regular basis, all building security precautions and procedures and recommends additions or changes as needed.
- ♦ Makes periodic reports to DPW Director, Mayor and City Council on facilities management activities.
- ♦ Performs such other duties and responsibilities as may be assigned by the Director of Public Works

Qualifications:

- ♦ Bachelor's degree with strong mathematics background required.
- ♦ A minimum of five years experience in facilities management, construction management required, one of which must be in a supervisory capacity. An equivalent combination of education and experience which demonstrate the required knowledge, skills, and abilities may substitute for the above.
- ♦ Ability to develop and maintain effective working relationships with the public, employees, other City departments and contractors.
- ♦ Ability to maintain accurate records and to write reports; must be computer literate and able to operate existing programs.
- ♦ Strong oral and written communication skills.
- ♦ Demonstrated ability to supervise others.
- ♦ Ability to assess problems and follow through to project completion.
- ♦ Knowledge of general building construction, site construction, infrastructure, electrical and plumbing systems, building and site maintenance, materials and equipment.
- ♦ Ability to plan, organize and direct long range plans and specific work projects.
- ♦ Massachusetts Class D Drivers License required. Massachusetts Construction Supervisor's license and Certification as a Plant Engineer preferred

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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Carolyn A. Kirk, Mayor

A handwritten signature in black ink, appearing to read "CA Kirk", is written over the name "Carolyn A. Kirk, Mayor".

Cc: Jim Duggan, Chief Administrative Officer

Date: July 19, 2010

Re: DPW Director Pay Grade

With the support of the city council, sound investments have been made over the past three budget cycles years in the Public Works Department. I think we can all agree that we were fortunate that Mike Hale accepted the challenge to be the city's Director of Public Works.

As you know, recently we collectively embarked on expanding the divisions within the DPW to include a Centralized Maintenance Department, which will be responsible for the maintenance of the school buildings and grounds. Although the expansion will clearly increase the responsibilities of the DPW Director, Mr. Hale strongly supports the initiative and is encouraged by the challenge. With Mike's DPW experience, coupled with his engineering background and being a certified planner, the consolidation will also provide the city with the opportunity to plan, manage and implement capital projects on a more integrated basis.

Currently Mr. Hale's position is a Grade M10, which translates into a salary range of \$81,465.93 to \$96,374.25. I am proposing that the DPW Director position be upgraded to an M12, which translates into a salary range of \$98,329.14 to \$116,252.01. The attached analysis from similarly sized communities in Massachusetts has illustrated that the average salary for a DPW Director is \$108,533.

Please forward this request to the Ordinance & Administration and Budget & Finance sub-committees for their review and recommendations to the full city council.

Thank you

Like Communities Comparison

Community	Population	DPW Director
Amherst	34,874	\$90,979
Andover	32,000	\$104,294
Chelmsford	33,858	\$113,461
Dracut	28,414	\$91,232
Falmouth	31,199	\$93,083
Franklin	32,006	\$109,758
Lexington	30,355	\$101,094
Melrose	27,000	\$107,998
Milton	26,000	\$106,266
Natick	32,190	\$107,458
Needham	30,457	\$111,515
North Andover	30,145	\$103,942
North Attleboro	27,966	\$102,377
Norwood	28,271	\$108,736
Randolph	32,500	\$99,390
Tewksbury	30,762	\$99,817
Watertown	32,486	\$108,752
Wellesley	26,613	\$124,440
West Springfield	27,899	\$97,535
Average	30,263	\$108,533