

Memo

To: Members of the Personnel Committee
From: Barbara Smyth, Chairwoman
Date: October 12, 2018
Re: Personnel Committee Meeting – Wednesday, October 17, 2018

There will be a meeting of the Personnel Committee on **Wednesday, October 17, 2018 at 7:00 pm** in **Conference Room 123 (first floor)**, 125 East Avenue, Norwalk, Connecticut.

AGENDA

1. Call to order / roll call
2. Public comments
3. Approval of minutes from meeting held on August 15, 2018
4. Discussion and Vote on Ordinance increases and bonus pool
5. Discussion and Vote on Registrar of Voters salary demands
6. Adjourn

The next regular meeting is scheduled for Wednesday, November 21, 2018.

cc: Mayor Harry W. Rilling
Donna King, City Clerk
Irene Dixon, Assistant City Clerk
Bob Barron, Finance Director
Mario Coppola, Corp Counsel

**CITY OF NORWALK
PERSONNEL COMMITTEE
AUGUST 15, 2018**

ATTENDANCE: Mayor Rilling; Barbara Smyth, Chair; Beth Siegelbaum; Doug Stern; Gregory Burnett; Doug Hempstead; Nicholas Sacchinelli

STAFF: Ray Burney, Director of Personnel

OTHERS: Diane Lauricella; Richard Bonenfant

1. CALL TO ORDER

Ms. Smyth called the meeting to order at 7:00PM and called the roll. A quorum was present.

2. PLEASE NOTE: THERE WAS NO PUBLIC HEARING

3. PUBLIC COMMENT

Ms. Lauricella noted that she would like to make the following corrections to the minutes:

On page 2, change "leadership" to "senior staff"

On page 2, change to add "Land Use"

On page 2, delete "conservation is not an economic issue" and add " and conservation should be expanded to more than just in the wetlands."

Ms. Lauricella stated that under the Chief of Operations and Public Works job description she thinks an important element is missing and should add the need for at least a Masters

Degree. She said the Director of Public Works has the hardest job of all the Directors and suggested adding \$20,000- \$30,000 to the first step to the offering of a candidate so that we get top notch candidates. She also suggested adding something about green and sustainable planning especially when it comes to green infrastructure, and we need people in this position that understand and have a background in or a LEED AP because we are a coastal community that need the leadership of Public Works to understand proper coastal compliance and storm water management.

Ms. Lauricella stated that she thinks a master's degree should also be required for the Director of Recreation and Parks and add \$10,000 to the first step.

Ms. Lauricella stated under the Chief of Staff position that it has been her experience and she believes all the wording in the job description should change to at the direction of the Mayor so that the Mayor is truly in charge of his or her Chief of Staff.

Mr. Bonenfant stated that he believes when a public hearing is cancelled another vote would be required to hold another public hearing at a later date.

Mr. Bonenfant suggested that in the Chief of Staff Job description to add that the term coincides with the Mayor term.

Mr. Chimento stated that he does not know of any Public Works Director that has a master degree and the important thing is the years of experience in management and a professional engineering license.

Mr. Chimento stated that under the Superintendent of Public Property and Parks job description it states that they will supervise the tree removal and maintenance programs for the entire city, and he has no problem with that but under the Superintendent of Operations and Highway those responsibilities have been removed as well as serving as Tree Warden. He said that position is the city's Tree Warden and that position does supervisor that operation and suggested that be left in the proposed job description and add Deputy Tree Warden to the Superintendent of Public Property and Parks.

4. ACCEPTANCE OF MINUTES: JULY 18, 2018

**** MS. SIEGELBAUM MOVED TO APPROVE THE MINUTES AS AMENDED BY MS. LAURICELLA.**

**** THE MOTION PASSED WITH (5) IN FAVOR AND (1) ABSTENTION (MR. SACCHENELLI)**

5. OLD BUSINESS

Mr. Burney provided an overview of the proposed reorganization and said that the Common Council had established an Ad Hoc Committee to look at the proposed reorganization, and in the process of them reviewing it they have moved it on to the regularly established committees with the exception of the community services portion of the proposed reorganization. He said it has been presented to the Finance Committee and was approved to move to the Common Council for consideration at the meeting on August 28th. He said the Personnel Committee will look at the job description and salary ranges of the new position descriptions and changes to current job description.

- **Discuss and vote on proposed job description- Chief of Operations and Public Works**

Mr. Hempstead asked why a motor vehicle license is preferred and not required. Mr. Burney said that he will change it to a requirement for all of the proposed job descriptions. It was further discussed to make to change to a valid Connecticut drivers license is required.

Mr. Stern asked if there are any trends in the industry that a master's degree would commonly be required. Mr. Chimento said "no" and that the important requirements are being a licensed professional engineering and managerial experience.

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said the current pay plan that had expired last year that covers this position has a salary range of \$118,886 to \$162,687. He said a new pay plan for the Ordinance employees will be presented for approval at the September meeting and in the new proposed Ordinance pay plan will most likely increase those pay ranges by 3% per year as they have been in the past. He said we do not historically hire more than the mid-point to a new hire but that may need to be revisited particularity for a position of the Chief of Operations and Public Works. Mr. Sacchinelli asked if they can recommend that if a candidate has a master's degree that would be the criteria for starting at a higher salary. Mr. Burney said that can be considered.

- **Discuss and vote on proposed job description- Superintendent of Recreation**

Mr. Hempstead asked if this position would be responsible for community type events such as the SONO Arts Festival since the upper level position is also changing. Mr. Sacchinelli said he sees this as potentially revenue driving position and said it would make sense if this position would cultivate unused or underused resources and leverage some of the activities that occur within the city.

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said that the position is in the NASA union as a grade 6 with a salary range of \$94,000 to \$111,000.

- **Discuss and vote on proposed job description- Superintendent of Public Property and Parks**

Mr. Hempstead suggested changing “facilities” to “park facilities”.

Mr. Burney said the position is a NASA grade 8 position with a salary range of \$114,000- \$135,000.

- **Discuss and vote on proposed job description- Superintendent of Operations and Highways**

Mr. Burney said there are just a few minor changes to the current job description. Ms. Smyth asked what the salary range is. Mr. Burney said that the position in the NASA union and is a grade 8 position with a salary range of \$114,000- \$135,000. Mr. Chimento asked if trees will be added back into the proposed job description because Mr. Torre is the Tree Warden. Mr. Burney said “no” and that the presentation that the city had made to the ADHOC committee about reorganizing the city included this change and that is the change that has been moved forward. Mr. Sacchinelli said that the ADHOC committee did not look at the job descriptions to that extent and had passed on the recommendation of the structure. He said one of the thoughts regarding the trees was to have them structured under a single body to reduce potential redundancies, and the city has private contracts to remove trees in certain areas and are hoping if the responsibilities are put under one individual it may eliminate those secondary contracts but they did receive testimonial from both sides and essentially there is enough work to be done that

the tree contracts will still be needed. He said that trees were one of the only cost savings that was identified throughout this process and by adding it in now would be a step backwards.

- **Discuss and vote on proposed job description- Director of Recreation and Parks**
- Mr. Burney said that the option that the ADHOC committee voted on to move forward included retaining this position and moving it under the new Chief of Operations and Public Works and the only changes are the reporting relationship. He said the position is an Ordinance Position and is in the pay range of \$118,886 to \$162,687. Mr. Hempstead said for consistency that the title should be changed to Director of Recreation and Parks and Cultural Affairs. Mr. Burney said he will research it and make the change if necessary.
- **Discuss and vote on proposed job description- Chief of Staff**

Mayor Rilling said sometimes a new Mayor coming in would like to keep the Chief of Staff to assist with the transition and leaving the term “serves at the pleasure of the Mayor” accomplishes both aspects.

Mr. Hempstead asked if the Chief of Staff is under the Mayors direction for assignments and priorities that are given and the Chief of Staff would not have the authority without the Mayor. Mr. Burney said the Chief of Staff acts at the Mayors directions and with the authority that the Mayor decides to give him or her at any given time.

Mr. Hempstead said it seems unusual that this position as a management position to require a Law degree and it wasn't require under the Assistant to the Mayor's job description. Mayor Rilling said it is preferred under both. Mr. Burney said that the job of the Chief of Staff is not just what the Mayor would need administered and in his experience a lot of what goes on in the Mayor's office ultimately ends up in the Corporation Counsels office so have a Law degree is so unreasonable. It was decided that the comma be removed that is after preferred.

Mr. Sacchinelli asked what the salary range is for this position. Mr. Burney said the proposed salary range is \$118,886 to \$162,687. Mr. Sacchinelli said compared to other government salaries it seems high and it is the current salary of the US Department of Defense Chief of Staff. Mr. Hempstead said the median for New York which is higher than Connecticut is \$116,000. Mr. Burney said when they were looking at the salary they had looked at the direct reports to the Mayor and the role they play in the reorganization and responsibilities and their recommendation to the Adhoc Committee was an is that the salary range for the Chief of Staff position be the same as the Mayors direct reports. Ms. Smyth said the salaries in other cities in Connecticut and they are in the proposed range. Mr. Sacchinelli said that he had challenged the salary range at the Ad Hoc committee as well.

Mr. Burnett said for consistency which positions are being categorized as new positions and if they are categorized as new positions he assumes the positions will get posted and candidates will apply and are selected and it does not seem that may be the same across the board. Mr. Burney clarified the new positions and the ones with a new description as part of the reorganization if there was an incumbent in a position and they met the qualifications they would stay in the position, and all of the collective bargaining agreements that the City of Norwalk has with with the various unions provide for additional duties added to a job description. They do not provide for the incumbent to be told they are leaving and they provide for negotiating for that incumbent a potentially higher rate of pay. He said there is no avenue under the collective bargaining agreement for the city to say to the union that the job would need to be reposted because they are no longer entitled to the position. Mr. Sacchinelli said from his prospective no one is entitled to a position and when a job description is changed and when the language is changed and qualifications are added there may be somebody better for the position and he would like to see the incumbents remain in place but entitled is a different conversation. Mr. Burney said for the positions that are unionized the incumbent cannot be taken out of a job because we simply added a set of duties unless they cannot perform the duties of the new position.

- **Discuss and vote on proposed job description- Director of Transportation, Mobility & Parking**

Mr. Burney said that this position is currently held by Ms. Hebert and that this is a new job description that incorporates a lot of what is in the current job description plus some additional duties, and it is a NASA grade 8 position. Mr. Hempstead asked if Ms. Hebert has all of the qualifications. Mr. Burney said “yes” and she holds a PHD.

- **Discuss and vote on proposed job description- Director of Transportation Planner**

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said in the \$85,000 and that this is a new position and will most likely go into a union but until the position is established which union it will go in is yet to be determined.

- **Discuss and vote on proposed job description- Chief of Economic and Community Development**

Ms. Smyth asked what the salary range for the position will be. Mr. Burney said it is an Ordinance Position and is in the pay range of \$118,886 to \$162,687. Mr. Hempstead said he does not like to see Planning & Zoning put under someone else’s umbrella. Mr. Burney said he does not know that the primary focus of the position will be to oversee Planning & Zoning and the primary focus of this position is to coordinate the four sub-departments so that there is a focal point, and the other is the community and economic development aspect of business development of attracting business’s to Norwalk. Mr. Hempstead asked why the Redevelopment Agency is not included because that is economic development. Mr. Hempstead suggested removing “or it’s designee” under supervised by section. Mr. Sacchinelli the Chief of Economic and Community Development has a quarterly accountability of the business development targets that will be structured by this individual but there is no language of accountability and we need a way to add revue outside of the tax base and that is important to him

**** MR. SACCHINELLI MOVED TO APPROVE THE NINE PROPOSED JOB DESCRIPTIONS FORWARD TO THE COMMON COUNCIL FOR APPROVAL AS AMENDED.**

**** THE MOTION PASSED WITH (5) IN FAVOR AND (1) AGAINST (MR. HEMPSTEAD)**

**6.NEW BUSINESS: DISCUSS AND VOTE ON
COMPTROLLER CANDIDATE**

Mr. Burney said Mr. Gilden is retiring and presented the resume of Ms. Chitsamay Lam and said she will be an excellent replacement and she will appear before the Common Council on August 28th. He said they would like her to begin on September 4th so she can work with Mr. Gilden and understand the intricacies of being a Comptroller for the City of Norwalk. Mr. Burnett asked if Ms. Lam has bonding experience. Mr. Burney said he will confirm that and report back.

**** MR. HEMPSTEAD MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

7. DISCUSSION ITEM

There was no discussion.

8. ADJOURNMENT

**** MR. SACCHINELLI MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:15 PM

Respectfully submitted,

Dilene Byrd

Telesco Secretarial Services

City of Norwalk

Personnel Committee

Regular Meeting

August 15, 2018

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CITY OF NORWALK
Personnel & Labor Relations
Ray Burney
Director of Personnel & Labor Relations
rburney@norwalkct.org
P: 203-854-7724 / F: 203-854-7329
125 East Avenue, PO BOX 5125
Norwalk, CT 06856

To: Personnel Committee

From: Ray Burney, Director of Personnel & Labor Relations

Date: October 10, 2018

Re: **2018 Annual Salary Adjustments for Ordinance Employees**

The Pay Plan for Non Union, Appointed and Elected City Officials is out of date and it is the City's intention to present a revised Pay Plan to the Personnel Committee for consideration in the first quarter of 2019. This revised Pay Plan will address some of the inequities of the current Pay Plan and hopefully improve the entire process.

The Pay Plan covers less than 20 Ordinance positions in City government, ranging from executive assistants to the Chiefs of departments. The City is requesting that the Personnel Committee authorize the Mayor to grant salary adjustments to those eligible employees of 2.36% retroactively to July 1, 2018. This is the compounded salary adjustments that all of the 625 Unionized employees have received in the fiscal year. This money has already been allocated in the approved City budget.

Additionally, a "bonus pool" of \$50,000 has been allocated in the current budget for the Mayor to distribute to eligible employees at his discretion. The Pay Plan provides that the Mayor may award up to 5% of an eligible employee's salary as a bonus. The City requests that the Personnel Committee authorize the distribution of the bonus pool funds. This money is also in the approved budget.

DEPARTMENT OF PERSONNEL & LABOR RELATIONS

CITY OF NORWALK

PAY PLAN

FOR

**NON-UNION*, APPOINTED AND ELECTED
OFFICIALS**

As approved by the Common Council *

* Non-Union employees shall include all Ordinance positions

Submitted to:
Personnel Committee
City of Norwalk
Adopted: January 23, 2007
Rev: February 13, 2013
April 12, 2016
October 11, 2016

Introduction:

- A. **Background:** This Pay Plan covers non-union, appointed and elected officials.
 - 1. The Personnel Director, with the approval of the Personnel Committee, and the Common Council, shall establish the salaries of the Elected and Ordinance employees.
- B. **Pay Plan Objectives:**
 - 1. Internal equity;
 - 2. Competitive with the municipal market;
 - 3. Links pay and performance;
 - 4. Easy to administer;
 - 5. Provides continuity and flexibility.

I. **Administration of the Pay Plan for Non-Union, Appointed and Elected Officials:**

- A. **Appointments:** The minimum rate of pay for a classification shall normally be paid upon new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the Personnel Director. The Personnel Director may approve a starting or reappointment rate beyond the minimum of the salary range.
- B. **Promotions:** In the event an employee is promoted from one position covered by this salary plan to another position included in a different grade of this salary plan, the salary of the employee shall increase at least 10% but not more than 20%, except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Director of Personnel.
- C. **Within Grade Salary Increase:** All employees covered by this plan (except elected officials) shall receive increases based solely on performance appraisals, on forms approved by the Personnel Committee. For employees with less than a year's tenure, the increases shall be on a pro rata basis. For employees with less than three months tenure, no increases shall be given. Performance appraisal forms are appended hereto and made a part hereof. Performance appraisal forms shall be based on job descriptions, tasks and standards developed for each position covered by this pay plan. Salary increases shall be determined by the Merit Matrix approved by the Council. A salary adjustment shall be given if the evaluation indicated the individual "meets expectations". If the employee fails to meet expectations, he or she shall not be eligible for a salary adjustment. . With respect to the Director's positions that directly report to the Mayor, the Personnel department shall send to members of the Common Council the attached form whereby members of the Council can provide feedback to the Mayor regarding their assessment of

the individual Directors. Effective July 1st each year's salaries shall be adjusted based on the terms and condition outlined herein. In the event, the increase moves the salary above the range, a lump sum payment will be given.

As condition precedent, Personnel Appraisal Forms must be completed and submitted to the Personnel Department by the date established by the Personnel department for the individual to be eligible for a merit increase.

D. Performance Bonus Awards:

In addition to the increases awarded pursuant to the Merit Matrix, employees may be eligible for increases from a discretionary bonus pool. The Director of Personnel shall submit with the "Annual Merit Matrix a request for an amount to fund the discretionary bonus pool. The distribution of the bonus amounts shall be at the Mayor's discretion; however, no employee shall receive an annual bonus of more than five (5%) percent of base pay. Bonuses received by employees whose salary is in the bottom quarter of their salary range shall be added to their base pay.

E. Pay Rates for New Positions: In the event a new Ordinance classification is established, the Personnel Department shall recommend to the Personnel Committee the appropriate pay grade. The Personnel Committee shall vote on the appropriate pay grade.

F. Reallocation of Positions: In the event of significant changes in the job content of a particular Ordinance position, the Personnel Director shall recommend to the Personnel Committee the appropriate pay grade.

Reallocation of a position does not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.

G. Elected Officials: The salary for elected officials and certain appointed officials shall be as follows:

Mayor	Midpoint of Director of Finance
Town Clerk	Minimum of Grants Coordinator
Registrar of Voters	At the 10 th Percentile of the Salary Range for Executive Assistant

As changes in the ranges are made, the above salaries will be adjusted accordingly. Changes in the salaries for elected officials shall be effective December 31st, of the year they are elected or reelected.

H. Position Status: All salary ranges and recommendations are for full time positions. If positions are filled on less than a full time basis, salaries shall be prorated and adjusted accordingly.

I. Maintenance of Salary Plan Objectives: In order to maintain the salary plan objectives, the Personnel Committee shall review the salary ranges. This review shall be as requested by the Personnel Committee and the results of such review shall be reported to the Common Council. If ranges need to be adjusted beyond what exist, then the new ranges must be approved by the Personnel Committee and the Common Council.

- J. Effective **July 1, 2016** allocation of positions to grade shall be as follows:

<u>Category</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1. <u>Elected Officials</u>			
Mayor	Minimum of Dir. of Finance Effective 12/31/ 2012		
	Midpoint of Director of Finance Effective 12/31/2013		
Town Clerk	Minimum of Grants Coordinator Effective 12/31/2013		
Registrar of Voters	Minimum of Executive Assistant Effective 12/31/2012		
	10 th Percentile of Sal Range for Executive Assistant Eff. 12/31/2016		
2. <u>Department Heads</u>			
Director of Finance	\$121,498	\$142,761	\$164,023
Director of Public Works	\$115,424	\$136,686	\$157,948
Dir. Rec/Parks/Bldg. Mgmt.	\$115,424	\$136,686	\$157,948
Dir. of Health	\$115,424	\$136,686	\$157,948
Dir. of Personnel and Labor Rel.	\$115,424	\$136,686	\$157,948
Dir Combined Dispatch	\$94,277	\$111,953	\$129,629
Corporation Counsel (PT)	\$76,949	\$91,124	\$105,299
3. <u>Supervisors/Administrators</u>			
Deputy Corporation Counsel	\$115,424	\$136,686	\$157,948
Dir. of Mgmt. & Budgets	\$109,349	\$130,612	\$151,875
Assist. To Mayor	\$88,384	\$100,169	\$111,953
Grants Coordinator	\$91,124	\$103,274	\$115,424
Risk Manager	\$91,124	\$103,274	\$115,424
Personnel Administrator	\$78,975	\$91,124	\$103,273
Benefits Manager	\$78,975	\$91,124	\$103,273
Deputy Director of Emergency Preparedness Planning	\$72,899	\$85,049	\$97,200
Associate Corporation Counsel	\$67,987	\$79,772	\$91,557
City Clerk	\$66,825	\$78,975	\$91,124
Assist. Corporation Counsel (PT) 2/3 of the Asst. Corp. Counsel Minimum			
4. <u>Support Staff</u>			
Executive Assistant	\$54,675	\$66,825	\$78,975
Executive Secretary	\$54,675	\$66,825	\$78,975
Assistant City Clerk	\$54,675	\$66,825	\$76,600

Effective July 1, 2017 allocation of positions to grade shall be as follows:

<u>Category</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1. <u>Elected Officials</u>			
Mayor	Minimum of Dir. of Finance Effective 12/31/ 2012		
	Midpoint of Director of Finance Effective 12/31/2013		
Town Clerk	Minimum of Grants Coordinator Effective 12/31/2013		
Registrar of Voters	Minimum of Executive Assistant Effective 12/31/2012		
	10 th Percentile of Sal Range for Executive Assistant Eff. 12/31/2016		
2. <u>Department Heads</u>			
Director of Finance	\$125,143	\$147,043	\$168,944
Director of Public Works	\$118,886	\$140,786	\$162,687
Dir. Rec/Parks/Bldg. Mgmt.	\$118,886	\$140,786	\$162,687
Dir. of Health	\$118,886	\$140,786	\$162,687
Dir. of Personnel and Labor Rel.	\$118,886	\$140,786	\$162,687
Dir Combined Dispatch	\$94,277	\$111,953	\$129,629
Corporation Counsel (PT)	\$79,257	\$93,858	\$108,458
3. <u>Supervisors/Administrators</u>			
Deputy Corporation Counsel	\$118,886	\$140,786	\$162,687
Dir. of Mgmt. & Budgets	\$112,629	\$134,531	\$156,431
Assist. To Mayor	\$88,384	\$100,169	\$111,953
Grants Coordinator	\$93,858	\$106,372	\$118,886
Risk Manager	\$93,858	\$106,372	\$118,886
Personnel Administrator	\$81,344	\$93,858	\$106,371
Benefits Manager	\$81,344	\$93,858	\$106,371
Deputy Director of Emergency Preparedness Planning	\$75,086	\$87,601	\$100,116
Associate Corporation Counsel	\$67,987	\$79,772	\$91,557
City Clerk	\$68,830	\$81,344	\$91,124
Assist. Corporation Counsel (PT) 2/3 of the Asst. Corp. Counsel Minimum			
4. <u>Support Staff</u>			
Executive Assistant	\$56,315	\$68,830	\$81,344
Executive Secretary	\$56,315	\$68,830	\$81,344
Assistant City Clerk	\$56,315	\$68,830	\$78,898
K. <u>Effective Date of Pay Plan:</u>	January 1 st , 2007; however, the initial adjustment to the salary ranges shall occur on January 1 st , 2008. <u>Revised, effective February 13, 2013. Revised pay ranges effective July 1, 2016 and July 1, 2017(Approved Common Council 4/12/2016). Revised pay for Registrar of Voters (Approved Common Council 10/11/2016).</u>		

Burney, Ray

From: Burney, Ray
Sent: Friday, September 28, 2018 2:13 PM
To: Wells, Stuart; Lyons, Karen
Cc: Rilling, Harry; King, Laoise
Subject: RE: Registrar of Voters salary request

Mr. Wells, as we discussed, as the Personnel Director I am compelled to comply with the terms of the Pay Plan that I provided you this morning. That Pay Plan, approved by the Common Council, already establishes your salary increase for 12/31/18. In 2016, that Pay Plan increased the ROV salary for the minimum of the pay range to the 10th percentile, based upon your overtures for an increase. The Pay Plan also establishes the criteria to establish pay rates. The cost of living, inflation, housing costs in Norwalk, the workload of your position, Russian interference, and other factors you raise are NOT factors listed in the Pay Plan and are beyond the terms and authority set forth by the Common Council in that Pay Plan document.

As I informed you, on behalf of the City, I cannot and will not support your request for a salary increase of over 20% to an amount in excess of \$71,000 per year. If you choose to present that pay increase request to the Personnel Committee, I will inform that Committee that the City does not support that request.

If you wish to discuss a more reasonable approach to establishing a potential revision to the salary for the ROV, I am willing to meet with you.

Ray Burney
Director of Personnel and Labor Relations
City of Norwalk
125 East Ave.
Norwalk, CT 06851
Office: (203) 854-7724
Cell: (203) 984-8591



From: Wells, Stuart
Sent: Friday, September 28, 2018 1:13 PM
To: Burney, Ray <rburney@norwalkct.org>
Cc: Rilling, Harry <hrilling@norwalkct.org>; King, Laoise <lking@norwalkct.org>
Subject: Registrar of Voters salary request

Dear Mr. Burney

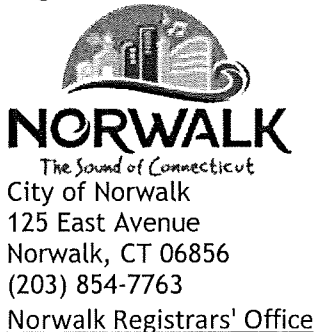
Thank you for meeting with us to discuss our request to the Personnel Committee (and through them, to the Council) for a salary increase. As I have pointed out to you, the salary of the Registrars has been losing ground to inflation for at least the last 25 years, to the point where we now make less than just about everyone else at City Hall and several thousand less than our own full time staff person. In the meantime our job duties and responsibilities have increased substantially, both in number of Registered Voters (now 52,000) and in matters like EDR, EMS, and now cyber security. I have supplied you with an analysis of both the salary losses vs. inflation and the differences in cost of living (chiefly cost of housing) between Norwalk and other Connecticut cities with full time Registrars.

I have made our salary requests known, and you have said that you cannot support them. Fair enough. However you have made no indication of what you would support – effectively asking me to negotiate against myself. I am not willing to do that. If you, or the “powers that be” have an offer to make, please put it on the table – sooner rather than later.

At the end of the day, the Common Council sets our compensation per §1-172 of the City Charter. The pay plan in its current basic form was first adopted in October 2008, just about the time I originally, and rather unexpectedly, became the Democratic Registrar. The plan was not designed to be unfair to elected officials, but that has been its result – especially if one interprets it to mean that the City can’t consider cost of living, inflation, or performance in setting our compensation – just comparable towns, and then the City gets to decide which towns to pick and all aspects of how to make the comparison.

I am not going to give up on fair pay for Registrars. I am 76 years old and do not have any delusions of immortality. I need to train and groom my future successor. I am determined not to leave my successor with ever declining pay and benefits. This important city office must be put on a solid foundation of adequate staff and living wages for the future. How else can we possibly recruit and keep competent personnel?

Sincerely,
Stuart W. Wells III
Registrar of Voters



Burney, Ray

From: Burney, Ray
Sent: Tuesday, October 2, 2018 10:44 AM
To: Wells, Stuart; Lyons, Karen
Cc: Rilling, Harry; King, Laoise; Barbara Smyth; Kanganis, Helen
Subject: Restrictions on elected Officials salary Adjustments
Attachments: Legal Memorandum - Salary Increase for Elected Officials (00037503xD9291....pdf)

In the spirit of full disclosure, attached is the Opinion of Corporation Council regarding the timing of salary adjustments for elected officials in Norwalk. Simply put, annual salary adjustments can be implemented IF they are done before the term of the elected official.

The current Pay Plan does not allow for this, but the City will be submitting a revised Pay Plan to the Personnel Committee and Common Council in 2019. In the meantime, since the term for the Registrar of Voters is up now, and any adjustments to the salary of this position, beyond the adjustment already scheduled, must be done before this November in order for it to be implemented during the next term.

The demand you have made for a salary adjustment to the 60th percentile of the established range will be on the agenda for the October 17, 2018 Personnel Committee meeting. If any adjustments are approved by the Personnel Committee, that action will be on the October 23, 2018 Common Council agenda for consideration and approval. This would comply with the direction and advice from Corporation Council.

As I have indicated to you previously, the City will not endorse or support your demand to increase the salary of the ROV from the 10th percentile to the 60th percentile of the range, a salary increase of over \$10K per year, or almost a 20% increase in salary.

However, if you revise your demand to a more reasonable salary adjustment, the City will reconsider its support of your demand for a salary increase. For example, the City will be requesting that the Personnel Committee and Common Council authorize a 2.36% increase to Ordinance salaries for this year and next year, mirroring the increases for the City Unionized workforce. IF your demand for a salary adjustment was in line with the rest of the City employees, it would be easier to endorse and support that type of adjustment.

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CITY	Salary - 2016-17	Cost of Living as % of US	2017 Norwalk ROV Equivalent Salary	Cost of Living as % of US	2019 Norwalk Deputy Equivalent Salary	2019 Norwalk ROV Equivalent Salary	
Bridgeport FT ROVs	75,440	111.60%	\$100,519	109%		\$103,775	Page 64 FY 2018-2019 Proposed Budget
Bridgeport FT Deputies		111.60%		109%	\$78,312		ditto
New Haven FT ROVs	66,000	112.70%	\$87,083	108%		\$89,833	Page 2-60, 2018-19 Mayors Proposed Budget
New Haven FT Deputies	46,750	112.70%	\$61,683	108%	\$63,632		ditto
Stamford PT ROVs	60,000	167.00%	\$53,425	160%		\$91,875	Page 253, 2017-18 fiscal year ditto
Stamford FT Deputies	67,976	167.00%	\$60,527	160%	\$66,914		
Hartford FT ROVs	80,000	108.60%	\$109,540	96%		\$85,154	Page 11-2 2019 Budget Book ditto
Hartford Deputies				96%			Page 118, 2019 Budget Document
Waterbury	57,455	101.70%	\$84,007	102%	\$66,377	\$83,047	ditto
Waterbury Duputies				102%			
Norwalk	53,031	148.70%	\$53,031	147%		\$57,105	
Norwalk PT Deputies				147%			
Danbury	58,202	129.30%	\$66,935	126%		\$71,689	Page 113, Proposed Budget 2018-2019
New Britain	53,678	103.80%	\$76,897	103%		\$77,662	Page 248, Budget Book Summary 2019
Under 50,000 pop.							(Link on Bristol website does not work)
Bristol	48,269	112.40%	\$63,858	109% ?			Page 90, Proposed Budget 2019
Stratford	66,866	125.30%	\$79,353	123%		\$79,913	ditto
Stratford - Clerk				123%	\$45,832		

Let's compare Norwalk's ROVs to Danbury's ROVs

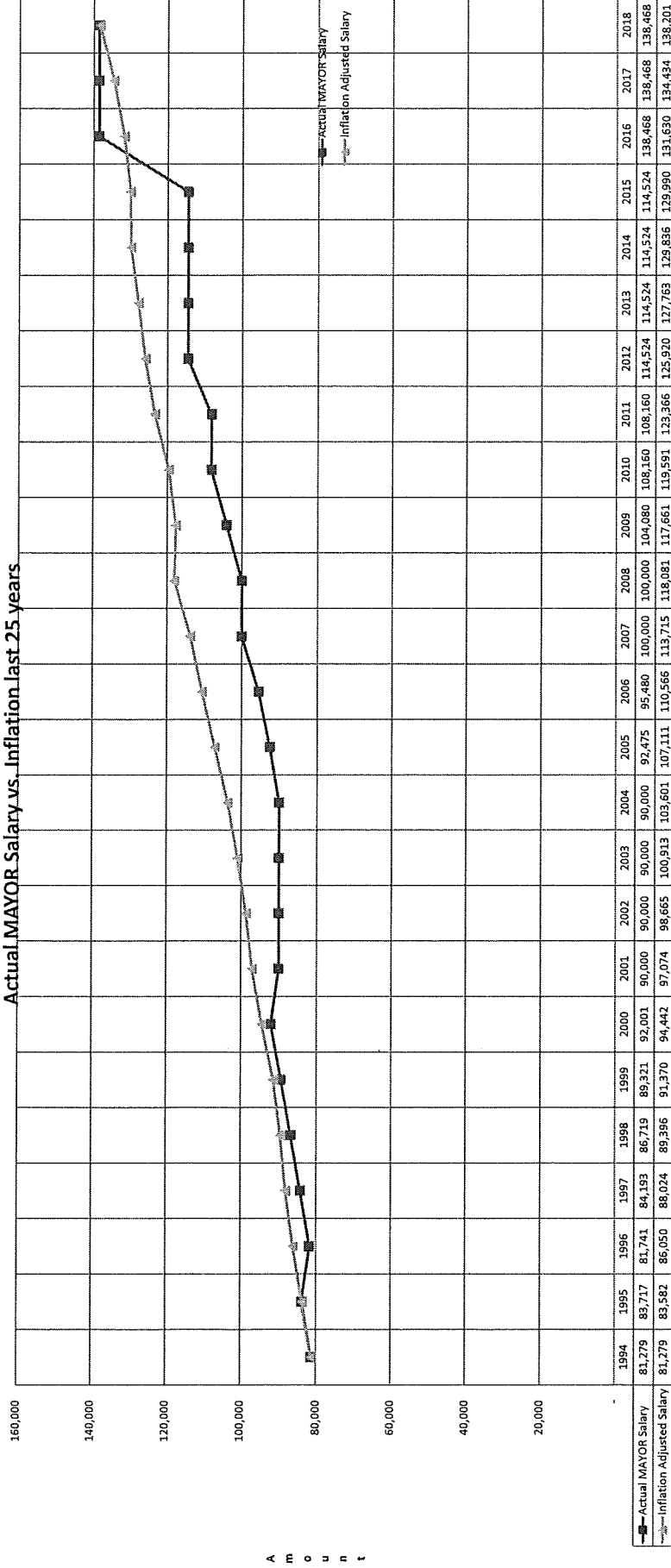
	DANBURY	NORWALK	Difference
Salary	\$61,448	\$57,105	-7.6%
Cost of Living (USA = 100)	126	147	+16.67%
Cost of Housing (USA = 100)	135	203	+50.37%
City Hall Open	4 days/week	5 days/week	+25%
Polling Places to staff	7	12 or 13	+71% or +85%
Registered Voters 2017	39,094	50,694	+29.67%
Voted 2017	11,868	14,502	+22.19%
Reg. Voters 2016	38,869	49,843	+28.23%
Turnout 2016 (Pres. Election)	29,270	38,892	+30.86%
Election Day Registration 2016	647	816	+26.12%
Population (2016)	84,992	88,438	+4.05%

OTHER DANBURY VS NORWALK SALARIES

Mayor	\$115,937	\$138,469	+ 19%
Director of Human Resources	\$108,215	\$136,686	+26.30%
IT Manager	\$111,473	\$150,122	+35%
Assessor	\$110,604	\$127,316	+24%
Tax Collector	\$100,604	\$127,316	+26%

Every other position in Norwalk pays more than the equivalent position in Danbury.
This almost certainly, in part, to compensate for the difference in Cost of Living.
That difference is based on the cost of housing -- Elected Officials MUST live in town.

Actual MAYOR Salary vs. Inflation last 25 years



REGISTRAR OF VOTERS

MAYOR

TOWN CLERK

YEAR	ACTUAL ROV PAY	ROV PAY Adjusted for Inflation	\$ Difference	% Difference	ACTUAL PAY	Adjusted for Inflation	\$ Difference	ROV/Mayor %	ACTUAL	Adjusted for Inflation	\$ Difference	% Difference	TC/Mayor %
BASE 1994-95	40,157	40,157			81,279	81,279		49.41%	\$59,180				
1995-96	41,412	41,295	-\$117	-0.28%	83,717	83,582	-\$135	-0.16%	60,955	60,857	-\$98	-0.16%	72.81%
1996-97	40,622	42,514	\$1,892	4.66%	81,741	86,050	\$4,309	5.27%	59,794	62,654	\$2,860	4.78%	73.15%
1997-98	41,841	43,490	\$1,649	3.94%	84,193	88,024	\$3,831	4.55%	61,588	64,091	\$2,503	4.06%	73.15%
1998-99	40,623	44,167	\$3,544	8.72%	86,719	89,396	\$2,677	3.09%	60,960	65,090	\$4,130	6.77%	70.30%
1999-2000	43,097	45,143	\$2,046	4.75%	89,321	91,370	\$2,049	2.29%	64,672	66,527	\$1,855	2.87%	72.40%
2000-01	43,149	46,660	\$3,511	8.14%	92,001	94,442	\$2,441	2.65%	62,788	68,764	\$5,976	9.52%	68.25%
2001-02	44,443	47,961	\$3,518	7.92%	90,000	97,074	\$7,074	7.86%	64,672	70,680	\$6,008	9.29%	71.86%
2002-03	44,443	48,747	\$4,304	9.68%	90,000	98,665	\$8,665	9.63%	65,928	71,839	\$5,911	8.97%	73.25%
2003-04	44,443	49,858	\$5,415	12.18%	90,000	100,913	\$10,913	12.13%	65,928	73,476	\$7,548	11.45%	73.25%
2004-05	45,036	51,185	\$6,149	13.65%	90,000	103,601	\$13,601	15.11%	65,928	75,433	\$9,505	14.42%	73.25%
2005-06	45,036	52,919	\$7,883	17.50%	92,475	107,111	\$14,636	15.83%	67,741	77,989	\$10,248	15.13%	73.25%
2006-07	46,778	54,627	\$7,849	16.78%	95,480	110,566	\$15,086	15.80%	69,943	80,504	\$10,561	15.10%	73.25%
2007-08	46,778	56,182	\$9,404	20.10%	100,000	113,715	\$13,715	13.72%	75,000	82,797	\$7,797	10.40%	75.00%
2008-09	46,778	58,340	\$11,562	24.72%	100,000	118,081	\$18,081	18.08%	75,000	85,976	\$10,976	14.63%	75.00%
2009-10	46,800	58,132	\$11,332	24.21%	104,080	117,661	\$13,581	13.05%	81,120	85,670	\$4,550	5.61%	77.94%
2010-11	48,418	59,086	\$10,668	22.03%	108,160	119,591	\$11,431	10.57%	81,120	87,075	\$5,955	7.34%	75.00%
2011-12	50,035	60,981	\$10,946	21.88%	108,160	123,366	\$15,206	14.06%	81,120	89,824	\$8,704	10.73%	75.00%
2012-13	50,035	62,212	\$12,177	24.34%	114,524	125,920	\$11,396	9.95%	85,893	91,684	\$5,791	6.74%	75.00%
2013-14	53,031	63,123	\$10,092	19.03%	114,524	127,763	\$13,239	11.56%	93,031	93,025	-\$6	-0.01%	81.23%
2014-15	53,031	64,147	\$11,116	20.96%	114,524	129,836	\$15,312	13.37%	88,384	94,535	\$6,151	6.96%	77.18%
2015-16	53,031	64,223	\$11,192	21.10%	114,524	129,990	\$15,466	13.50%	88,384	94,647	\$6,263	7.09%	77.18%
2016-17	53,031	65,033	\$12,002	22.63%	138,468	131,630	-\$6,838	-4.94%	88,384	95,841	\$7,457	8.44%	63.83%
2017-18	57,105	66,418	\$9,313	16.31%	138,468	134,434	-\$4,034	-2.91%	91,121	97,883	\$6,762	7.42%	65.81%
2018-19	57,962	68,280	\$10,318	17.80%	138,468	138,201	-\$267	-0.19%	93,858	100,626	\$6,768	7.21%	67.78%

Note 1: 1994-2004 Town Clerk paid about 73% of Mayor. Since then it has declined to just over 67%

Mayors sometimes decline to take authorized increases e.g. Mayor Knopp, starting in 2000; Mayor Rilling in 2014?

Note 1: 1994-2004 Registrars consistently paid 49% of Mayor Since then it has declined to around 41%

HOW THE COUNCIL CAN SOLVE THE REGISTRAR'S PAY ISSUE(S)

For the Registrars in 2018 (for 2019), adjustment of the "percentile" would be the simplest solution. This needs to be done this fall, so that the Registrars will receive that pay increase. We ask that you pay us on a par with Danbury, adjusted for the cost of living difference. (There is nothing special about Danbury in this calculation – comparisons to other cities yields similar results).

1. **Increasing Registrar pay from the 10th percentile to the 60th percentile would put registrar pay on a par with the 2019 pay of Danbury registrars, adjusted only for the cost of living difference of 17% between the two cities – based almost exclusively on the difference in the cost of housing. This would change the Registrar pay to the low \$70Ks. Please note that most Norwalk positions pay about 25% more than the similar Danbury positions, and that Norwalk has a lot more voters than Danbury, etc. This would justify a greater than 17% differential, but you may not have time to do a proper evaluation of the differences this fall. Note too that an increase to the 50th percentile would only restore the "pay cuts from inflation." That just puts the pay where it would have been with inflation, but it ignores changes in the difficulty and skills needed for the job, and it does nothing to make up for the cumulative loss of \$5,000 to \$10,000 in salary per year over the last 10 to 15 years. I don't believe in miracles, so I don't ever expect to see any of that missing \$75,000 to \$100,000. **This must be fixed going forward so that Norwalk can keep a functioning election department.****

The whole pay plan will have to be re-adjusted or revised to account for changes in responsibilities caused by overall governmental reorganization. That may take longer, and, the structure and responsibilities of the Registrar's office can be studied and assessed as part of that process. As we have noted, we have 25% more voters than Danbury and work 5 days a week instead of 4, and hiring and training more poll workers, and maintaining more computers and equipment, along with the COL adjustment. Pay in the mid \$70s would be appropriate for this extra responsibility and supervision and, unfortunately, in today's world, more attention to **cyber security**.

However, the registrars cannot do much more of the job themselves -- Most of the work load difference would be in the budgeted for staff time. **This is why we are asking for some staff to be made full time.**

One more thing to fix is the clause in the Pay Plan that prevents elected officials pay from rising during their terms in office. State law already prevents a pay increase from being voted on during the term, but there is no reason why the council should be prohibited from making cost of living adjustments of X% next year and Y% the year after if they choose. The council did this in 2016. We were voted a 3% increase starting in July 2017 – but we never received a penny of this money because the clause itself was not changed.

The current pay plan establishes ranges of pay for various non-union positions. However the actual pay for employee's in those positions are free to move within the range because of longevity, step-raises, and performance. The employee's actual salary is not affected by the range until his or her pay rate reaches the top of the range. Because of this the pay range is rarely adjusted for inflation, even though the intention of the plan is to keep the ranges up to date. This significantly affects elected officials' pay.

Sections F and I, Pay Plan adopted January 23, 2007:

- F. **Adjustment of Ranges:** Effective January of each year of the plan, the minimum and maximum of each range shall be adjusted by the WorldatWork Salary Budget Survey for the projected increases of Officers/Executives.*
- I. **Maintenance of Salary Plan Objectives:** In order to maintain the salary plan objectives, the Personnel Committee shall review the salary ranges. This review shall be done every three (3) years and the results of such review shall be reported to the Common Council. If ranges need to be adjusted beyond what is contained in Section F of the pay plan, the new ranges must be approved by the Personnel Committee and the Common Council.*

The intent expressed in the plan was not to cut everyone's pay every year when measured against inflation – but that is what has happened with elected officials. In the case of the Mayor, the range was reset in approximately 2014-15 to a point about \$9,000 to \$10,000 above what it would have been had it simply been inflation adjusted. In 2018 – 19 inflation has caught up and the mayor's pay is now almost precisely equal to the inflation adjusted amount.

In 2013, the salary of the Town Clerk was adjusted to almost exactly the inflation adjusted amount, but this was done outside the pay plan, and so next year it reverted to the pay plan amount. In 2018-19 it is about \$7,000 less than the inflation adjusted number.

The Registrars, at a lower salary range are more than \$10,000 below the inflation adjusted pay amount, and would be \$2,500 lower still if their pay had not been adjusted in 2016 to be the 10th percentile of the range instead of the bottom of the range. This is what happens when the pay ranges are not adjusted annually to keep up with inflation. The attached elected official salary charts have the details.

In the short run, adjustments can (and should) be made to the “percentiles” for the Registrars (and, to a lesser extent) for the Town Clerk. To take effect, the Registrars adjustment must be made this fall, but the Town Clerk's could be made next year.

In the long run either the ranges must be adjusted annually for inflation, or the elected officials' salaries must be taken out of the ranges for other positions, and indexed for inflation. Automatic indexing for inflation makes use of a well known metric completely outside of Norwalk politics. Also, in times of recession, it would automatically cut or essentially freeze the elected officials pay. (The index for 2008-09 was negative). Furthermore, the mayor could still implement a pay freeze in bad economic times, with pay reverting to the indexed levels when the economic times stabilize. Also, a mayor or other elected official is free to decline an automatic or other raise, as both Mayor Knopp and Mayor Rilling did at the beginnings of their terms.

Actual TOWN CLERK Salary vs. Inflation last 25 years

