

CITY OF ABERDEEN

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PHONE (360) 533-4100 • FAX (360) 537-5741

NOTICE: RCW 42.30 Open Public Meetings Act compliance during the COVID-19 public health crisis has been altered as long as the Governor's "Stay Home, Stay Safe" Order is in place.

In compliance with that Order, and under the guidance of the Washington State Attorney General, supplemented on March 26, 2020, the City Council meeting will be held using **telephone audio conferencing**. This will allow the public to listen into the meeting.

This audio conference meeting will open up at 7:00 PM, Wednesday, April 22nd, 2020. To participate in listening into the City Council meeting, please call the following **Telephone Number: 1 (425) 585-6257**. You will then be prompted to enter the following **Access Code: 618-313-093**, followed by the # key.

For the immediate future under the Order and associated Guidance, the City Council meeting will not include public comment periods. If you wish to submit any comments in advance, please email your comments to the City Clerk, Cliff Frederickson, cfrederickson@aberdeenwa.gov, and they will be shared with City Council. Please be sure to put "CITY COUNCIL PUBLIC COMMENT" in the subject line. The City of Aberdeen requests that you provide your full name and ward number, or City of you are not from Aberdeen.



****AMENDED****

ABERDEEN CITY COUNCIL

April 22, 2020

COUNCIL MEETING AGENDA

7:15 PM – Via Telephonically

COMMITTEE OF THE WHOLE

- A. Department Heads
- B. Mayor's Report
- C. Non-Standing Committee Reports

COUNCIL MEETING

I. ROLL CALL

II. APPROVAL OF MINUTES

III. ADDITIONS / DELETIONS

IV. PUBLIC COMMENTS SUBMITTED TO CITY CLERK Re: Agenda Action Items (Indicated by AI)

V. FINANCE COMMITTEE

- A. Committee Chair Report
- B. Approval of expenditures
 - 1. Recommend approval of expenditures and payroll.
- C. Reports & Communications
- D. Resolutions
- E. Ordinances

VI. PUBLIC WORKS

- A. Committee Chair Report
- B. Reports & Communication
 - 1. (AI) Report from Public Works and the Public Works Director recommending that the Mayor shall be authorized to sign the agreement with Next Level Networks, LLC at a cost of \$3825.20 per month (\$45,902.40 annually).
 - 2. (AI) Report from Public Works and the Public Works Director recommending that the Mayor shall be authorized to sign an agreement with Northwest Rock, Inc. for \$73,016.60 for concrete and asphalt pile crushing.
 - 3. (AI) Report from Public Works and the Public Works Director recommending that the Mayor shall be authorized to sign an agreement with Weatherguard, Inc. for \$36,259.83 for Chlorine Building Roof Repairs.
 - 4. (AI) Report from Public Works and the Public Works Director recommending that the City Council shall authorize sole source procurement of wastewater chopper pumps from Vaughan Company, Inc. of Grays Harbor for a period of two years.

5. (AI) Report from Public Works and the Community Development Director recommending that the City Council declare the Michigan Street property surplus and authorize the Mayor to market the property for sale for an amount of \$65,000, which covers the City's cost of clearing and grading and the purchase price.
6. (AI) Report from Public Works and the Community Development Director recommending that the City Council authorize the Mayor to assess the market value of parcel 170919110010, and purchase the property at a market value not to exceed \$1,500 for public purpose which may include use mitigation for future development.

C. Resolutions

D. Ordinances

VII. PUBLIC SAFETY

A. Committee Chair Report

B. Reports & Communications

VIII. SPECIAL AGENDA ITEMS

A. Reports & Communication

1. This report is offered as informational only, and no action is recommended. On April 16, 2020 Councilwoman Shaney Frame Crosby resigned via email, effective April 20, 2020 at 4:20 pm. Under City and State law, the City Council members are charged with replacing a vacancy in the Council. All interested persons from Ward 5 should provide letters of interest, along with a resume, to Mayor Schave by Friday June 5, 2020 to allow City Council to review and make a selection for a qualified person to fill the vacant position.
2. (AI) Report from Personnel and the Human Resources Director recommending that the City Council authorize a 5% pay increase for Don McMaster, Public Works Accountant, in exchange he will perform the duties of the Interim Assistant Finance Director effective April 20, 2020. This agreement authorizes the Mayor to extend this pay increase until a Finance Director is hired, or for a maximum of 6 months.
3. (AI) Report from Personnel and the Human Resources Director recommending that the City Council adopt the proposed addition of Personnel Policy 8.160 Telework Policy in order to address telework during the COVID-19 crisis and for accommodation purposes in regards to the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA).
4. (AI) Report from Personnel and the Public Works Director recommending that the City Council approve adjusting the range of Civil Engineer III to range 27 effective April 1, 2020.

B. Resolutions

1. (AI) A resolution in the matter delegating authority, in the absence of the Finance Director, to the Corporation Counsel to act as City Clerk for the City of Aberdeen in all matters as necessary.

C. Ordinances

D. Appointments

IX. CITY COUNCIL COMMENT PERIOD

X. EXECUTIVE SESSION

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Authorization for the Mayor to sign an agreement between the City of Aberdeen and Next Level Networks LLC to perform citywide IT support.

REPORTS AS FOLLOWS: The City of Aberdeen placed ads to request qualifications from technology service vendors to provide citywide information technology (IT) support. The City of Aberdeen received 2 submissions from the following firms:

- Next Level Networks, LLC (\$3825.20 per month)
- Executech (\$6236.00 per month)

Following review of the qualifications per pre-established criteria, the Director of Public Works, Patrice Kent and Wayne Schmidt selected Next Level Network, LLC to provide citywide IT support services. These services are deemed necessary and routine by the Public Works Department to maintain business operations.

IT IS RECOMMENDED: The Mayor shall be authorized to sign the agreement with Next Level Networks, LLC at a cost of \$3825.20 per month (\$45,902.40 annually).

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Authorization to crush concrete and asphalt piles at Sewer Plant.

REPORTS AS FOLLOWS: The City’s Engineering Department prepared a request for bids that was sent to the MRSC Roster to include qualified crushing vendors. The City of Aberdeen received 5 submissions from the following firms:

- | | |
|---------------------------------------|--------------|
| • Northwest Rock, Inc | \$73,016.60 |
| • Quigg Bros, Inc. | \$90,453.40 |
| • Ascendent, LLC | \$106,899.89 |
| • Elder Demolition | \$116,144.00 |
| • Ladd Construction & Demolition, LLC | \$128,596.40 |

Following review of the bids, the lowest responsive bid was received from Northwest Rock, Inc. and was accepted by Public Works. The crushing of these piles is deemed necessary and routine by the Public Works Department and must be performed prior to summer season construction projects which will use the finished aggregate products.

IT IS RECOMMENDED: The Mayor shall be authorized to sign an agreement with Northwest Rock, Inc for \$73,016.60 for concrete and asphalt pile crushing.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Authorization to repair the roof of the WWTP Chlorine Building at the Sewer Plant.

REPORTS AS FOLLOWS: The City's Engineering Department prepared a request for bids that was sent to the MRSC Small Works Roster to include qualified roofing vendors. The City of Aberdeen received 7 submissions from the following firms:

- | | |
|-------------------------------|-------------|
| • Weatherguard, Inc | \$36,259.83 |
| • John Lupo Construction, LLC | \$41,777.48 |
| • JR Swigart Co, Inc | \$58,468.86 |
| • Roof Toppers, Inc | \$59,161.97 |
| • CentiMark | \$59,627.00 |
| • Fluid Applied Roofing, LLC | \$65,166.99 |
| • Spokane Roofing Co, LLC | \$73,343.54 |

Following review of the bids, the lowest responsive bid was received from Weatherguard, Inc and was accepted by Public Works. This project has been deemed necessary and routine by the Public Works Department for maintaining operations at the Wastewater Treatment Plant.

IT IS RECOMMENDED: The Mayor shall be authorized to sign an agreement with Weatherguard, Inc for \$36,259.83 for Chlorine Building Roof Repairs.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Sole Source Procurement for Wastewater Chopper Pumps

REPORTS AS FOLLOWS: Operations and maintenance staff for the Wastewater Treatment Plant and the City's wastewater pump stations are requesting that standard competitive bid requirements be waived for the procurement of wastewater chopper pumps. Chopper pumps manufactured by Vaughan Company, Inc. of Grays Harbor have been found to outperform other manufacturers' pumps in terms of frequency of clogs, reliability, and longevity, resulting in long-term benefits to budget and operations for the Sewer Utility. The proximity of the Vaughan Company to the City's facilities minimize the downtime of critical wastewater systems during equipment breakdowns. The Public Works Department and Engineering Division recommend approval of this sole source request to improve the reliability and performance of chopper pump systems, and to standardize the pump vendor for obtaining spare parts, performing maintenance, and obtaining vendor service for critical wastewater systems.

RCW 39.04.280(1)(b) allows for competitive bidding to be waived for purchases involving special facilities or market conditions. With approval of a sole source, the City will retain the ability to competitively bid if conditions such as purchase cost or performance change. The sole source request is for a two-year period. The Public Works Department has deemed this action necessary and routine as it relates to implementation of maintenance activity during the summer low flow work season.

IT IS RECOMMENDED: The City Council shall authorize sole source procurement of wastewater chopper pumps from Vaughan Company, Inc. of Grays Harbor for a period of two years.

Rick Sangder
Public Works Director

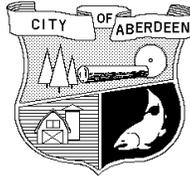
Tim Alstom, Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020



9/25/2019

To: Kris Koski, City Engineer

RE: Sole source equipment request

Over the last several years the City's sewer department has begun to transition to Vaughan chopper pumps for various applications throughout the collection system and wastewater treatment plant.

The chopper pumps were first placed in applications which faced frequent plugging issues. The plugging of pumping equipment leads to a variety of concerns, including increased labor, increased wear, safety issues, and service continuity.

All of the chopper pumps placed into service have performed remarkably well. None have plugged. For perspective, the influent pump at the plant was historically cleaned at the expense of approximately 150 man hours per year. The replacement Vaughan Chopper pump has not plugged once in over 3 years of continuous running, a savings of over 450 man hours on just one application.

There are numerous manufacturers of sewage pumps. Vaughan is the only manufacturer of sewage chopper pumps.

It is my recommendation that the City transitions to an all Vaughan chopper pump network for sewage application pumps. There are many benefits, including: reliable performance, standardized spare part inventory, parts locally available, and service locally available.

Other pumps could be purchased and are currently being used that would cost less money upfront. However, I'm confident when reliability, labor for maintenance, and spare part inventory are factored into the analysis. Vaughan chopper pumps are the most efficient and effective solution for the City.

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mr. Mayor: Hon. Pete Schave
The Members of: Public Works
To whom was Referred: **Sale of Michigan Street Property**

REPORT AND RECOMMEND AS FOLLOWS:

On August 28, 2019 the City Council authorized Mayor Erik Larson to purchase property at 421 S. Michigan Street for the purpose of operating a longer-term, temporary shelter.

After more than a year of trying to seek additional funding for a longer-term shelter, the City has been unsuccessful in its attempts. Since funding has not materialized, staff is recommending that the Michigan Street property be declared surplus and put up for sale.

The sale of the Michigan Street property is for budgetary purposes and it has been deemed necessary and routine that the City list this property for sale.

Therefore, it is recommended that the City Council declare the Michigan Street property surplus and authorize the Mayor to market the property for sale for an amount of \$65,000, which covers the City's cost of clearing and grading and the purchase price.



Lisa Scott, CD Director

Chair

Reported On: April 21, 2020 _____

Adopted On: April 21, 2020 _____

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mr. Mayor: Hon. Pete Schave

The Members of: Public Works

To whom was Referred: **Purchase of South Aberdeen Property (Parcel # 170919110010)**

REPORT AND RECOMMEND AS FOLLOWS:

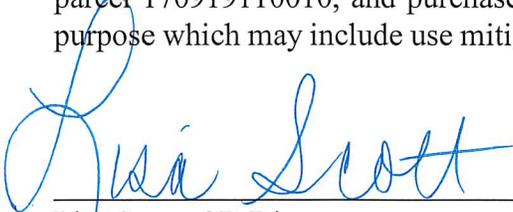
Charles Laier, owns parcel number 170919110010. The 5,227 square foot property is land-locked, and is adjacent to both City-owned property and Charley Creek. Mr. Laier has offered to sell the property to the City.

The City has identified delineated wetlands at the area historically used to access the property. Delineated wetlands cannot be disturbed without obtaining a variety of permits, which limits Mr. Laier's access to the property. The property has been identified as providing a public use to the City as potential mitigation for future development.

The property is currently assessed at \$500.00, and Mr. Laier proposed a \$1,500.00 sale price. A market value assessment has not been conducted.

*This action is necessary and routine. The City Council routinely considered property purchased; it is necessary to act on a willing seller's proposal and to obtain a timely market valuation in order to close the sale for use of the property as mitigation for development planned in the area (RV Park development).

Therefore, it is recommended that the City Council authorize the Mayor to assess the market value of parcel 170919110010, and purchase the property at a market value not to exceed \$1,500 for public purpose which may include use mitigation for future development.



Lisa Scott, CD Director

Chair

Reported On: April 22, 2020

Adopted On: April 22, 2020

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----- Forwarded message -----

From: **Shaney** [REDACTED]
Date: Thu, Apr 16, 2020, 9:33 AM
Subject: Council resignation
To: <pschave@aberdeenwa.gov>

Dear Mayor Schave,

Due to my husbands loss of employment a month before the election, I am finding myself in the difficult position of having to tender my resignation of my Ward1, Seat1 position on Aberdeen City Council, effective April 20, 2020 at 4:20 pm. We will be moving out of the state.

I apologize to you, the council and my constituents who made my position possible. It is my sincere hope that the council will work hard to bring family wage jobs to town, when the covid-19 crisis is over. Good employment will be necessary for the maintenance and growth of this community.

Sincerely,

Shaney Frame Crosby
Ward 1, Seat 1 Aberdeen, Washington City Council

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HUMAN RESOURCES DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Pete Schave

**The Members of
Your Committee On:** Personnel

To Whom Was Referred: Authorization for temporary 5% pay increase for Public Works Accountant for appointment as Interim Assistance Finance Director.

Reports and Recommends as Follows: On April 16, 2020, members of the Personnel Committee met and discussed a request from Mayor Schave to approve a temporary increase in pay of the Public Works Accountant, Don McMaster, for the additional duties he has assumed as a result of the appointment to Interim Assistant Finance Director.

This request is to authorize payment of an additional 5% to Public Works Accountant, Don McMaster. In exchange, Mr. McMaster will perform the duties of the Interim Assistant Finance Director.

Due to the increased responsibility Mr. McMaster has agreed to assume during the absence of a Finance Director, it is recommended that the City Council authorize a 5% pay increase for Mr. McMaster effective April 20, 2020. This agreement authorizes the Mayor to extend this pay increase until a Finance Director is hired, or for a maximum of 6 months.

PERSONNEL COMMITTEE

Human Resources

Mayor, Chair

Reported: April 16, 2020

Council President

Adopted: _____, 2020

Council Member

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HUMAN RESOURCES DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Pete Schave

**The Members of
Your Committee On:** Personnel and the Human Resources Director

To Whom Was Referred: Addition of 8.160 Telework Policy to Personnel Policy

Reports and Recommends as Follows: Human Resources is requesting to add 8.160 Telework Policy to Personnel Policy. The addition establishes policy for staff to telework during the COVID-19 crisis and for accommodation purposes in regards to the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA).

It is Recommended: that City Council adopt the proposed addition of Personnel Policy 8.160 Telework Policy in order to address telework during the COVID-19 crisis and for accommodation purposes in regards to the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA).

PERSONNEL COMMITTEE

Sarah Kangas-Hanes
Human Resources Director

Mayor, Chair

Reported: April 16, 2020

Council President

Adopted: _____, 2020

Committee Member

8.160 TELEWORK POLICY

1. PURPOSE:

To establish a policy and procedures to use, where appropriate, Telecommuting in order to maintain productivity among employees while meeting the needs of the residents.

2. ORGANIZATIONS AFFECTED:

All divisions and departments.

For employees who are represented under the terms of a collective bargaining agreement, this policy prevails except where it conflicts with the collective bargaining agreement, or any memoranda of agreement to the collective bargaining agreement, relative to the members of the bargaining unit.

3. POLICY:

3.1. **Scope:** The telework policy shall apply to all employees in the City of Aberdeen who have been employed by the City of Aberdeen in regular-status position for a period of twelve (12) months or more.

3.1.1. Telework is not appropriate for all employees. No employee is entitled to, or guaranteed the opportunity to telework. The employee and manager will assess the job responsibilities of the employee to determine if the job is appropriate for teleworking. The manager has full discretion to deny a telework agreement if they deem it not appropriate.

3.2. **Type of Arrangements:** The city authorizes two different telecommuting arrangements, which both require completion of a Telework Application and Telework Agreement.

3.2.1. **Informal telework:** Ad-hoc telework arrangements may be approved for an employee when the employee is working on a project requiring uninterrupted focus or when the employee must be home for a situation, other than dependent care, that would otherwise require the use of vacation, comp time, personal holidays, or management leave. Additionally, Managers are able to approve telework in advance in anticipation of inclement weather. If an employee performs telework on a regular basis rather than occasional basis the telework becomes routine telework and the appropriate agreement must be completed.

3.2.2. **Short-term telework:** Permitted for employees only under the terms of the Telework Agreement reached between the employee and Management. Short-term schedules can be approved during times of declared emergencies, or as an accommodation for Family Medical Leave Act (FMLA) qualifying health condition.

4. ELIGIBILITY:

4.1. Telework agreements will only be approved if the employee has a portion of their workload that can be completed outside of the office. Other eligibility considerations are:

4.1.1. If the needs of both internal and external customers can be met without adverse impact to the organization.

4.1.2. Employees must have successfully passed their probationary period and have a documented history of meeting or exceeding expectations on their performance evaluations and other performance documentation over the last 12 months. Requests for telework from newly hired employees who have not been employed in a regular status position for a period of twelve (12) months or more may be approved based on a Family Medical Leave Act (FMLA) qualifying health condition. The review and approval is done by the Human Resources Director.

4.2. The teleworker must be able to arrange with their co-workers and manager for coverage of on-site job demands that arise on telework days. If during the effective period of a Telework Agreement coverage cannot be provided without a decrease in service levels or additional cost to the City, the manager may require the employee to report to his/her regular workstation at City premises.

4.3. The employee's schedule shall be outlined in the agreement and in compliance with wage and hour laws, City of Aberdeen policies and any applicable collective bargaining agreement. Any personal leave time to be taken during a telework period must be preapproved and requested in the same manner as other leave requests. For informal telework agreements, each instance of telework must be separately approved by the manager prior to the telework commencing. Such approval should be documented in writing, which may be by email.

4.4. If the teleworker chooses to work at a location besides a home office, they must receive approval from their manager prior to beginning the telework. The manager must consult with Human Resources and with any questions regarding the appropriateness of a different location as a telework site.

4.5. Prior to each telework period the employee and manager shall discuss and identify the assignments to be completed by the employee while teleworking.

- 4.6. Criteria will be identified prior to the start of the arrangement, that will be used to evaluate the success of the assignments, in addition to any work product expected by the manager to be completed. Agreements for short-term telework must be evaluated at regular intervals, with the minimum evaluation period of once a month.
- 4.7. The manager will determine appropriate equipment needs for each telecommuting arrangement and will supply necessary general office supplies. For security purposes, it is preferred the employee log on remotely using their own laptop. If the employee does not own a laptop, the Manager will determine if taking a city-owned laptop is appropriate and must be approved by Human Resources and checked out. Office furniture and household expenses such as rent/mortgage and utilities will not be paid for or purchased by the City of Aberdeen. Equipment supplied by the City of Aberdeen is to be used for business purposes only. Equipment supplied by the employee will be the responsibility of the employee to maintain. The employee acknowledges that equipment used for business purposes but owned by the employee is subject to Public Records laws and may be inspected as necessary. The City of Aberdeen accepts no responsibility for damage or repairs to the employee-owned equipment.
- 4.8. Technical support is available to employees via the City's IT support ticketing system for City laptops, for network related connectivity issues and software programs. It is the teleworker's responsibility to ensure the internet connection has been tested at their home office prior to the beginning of their telework agreement. Any down time related to technical issues should be reported to the manager immediately.
- 4.9. Teleworkers must follow the current Electronic Data Security policy. Any licensed software needed to telework will be put on the laptop as appropriate.
- 4.10. Employees who telework are expected to be available during their work hours via email and have functioning internet and phone service. It is up to the employee and manager to determine the communication strategy and outline it in the Telework Agreement.
- 4.11. The employee and manager shall take appropriate safeguards to secure confidential data and information. Any City materials taken home should be kept in the designated work area and not be accessible to others and be returned when the assignment is complete.

- 4.12. Telework agreements are not to be used as a substitute for dependent or child care. Employees who telework are required to make dependent and child care arrangements as they would if working on site. The Human Resources Director will review exceptions to this on a case-by-case basis.
- 4.13. If the employee is injured in the course and scope of performing the official duties during the agreed-upon work hours, regardless of work location, the employee may be covered under the state's worker's compensation law. The employee must notify their manager immediately and complete necessary forms.
- 4.14. Employees may not conduct business meetings while working at their residence.
- 4.15. Participation in the Telework program may be revoked if an employee violates or abuses the program. Violations and abuses include but are not limited to;
- 4.15.1. Failure to provide satisfactory work products or deficits in performance.
- 4.15.2. Using telework hours to conduct personal business, perform work outside of City business, and/or taking breaks that exceed authorized periods without prior approval.
- 4.15.3. Failure to accurately report time.
- 4.15.4. Frequent absences or unexcused tardiness from work.
- 4.15.5. Failure to receive prior authorization from their manager to adjust work hours.
- 4.16. An employee who wishes to end their telework arrangement may do so with written notification to their manager.

5. **DEFINITIONS:**

- 5.1. **Telework:** A working arrangement in which the designated workplace is located part time at an alternate location outside the regular work location such as a home office.

6. **PROCEDURES:**

- 6.1. To initiate a telework arrangement, an employee should complete the Telework Application and submit the application to their direct manager. The Manager or designee will review the application and make a recommendation for approval or denial within seven working days. Concurrently. Informal telework arrangements can be pre- approved in advance without a specific date being identified.

- 6.2. If approved, the manager and teleworker will complete a Telework Agreement and forward the completed agreement to the department head for approval.
- 6.3. The application, agreement and checklist are forwarded to the Human Resources Department for review and final approval Any concerns will be addressed within seven working days of receipt. Denied requests will be returned to the employee with explanation.
- 6.4. All teleworkers will adhere to City policies while working from their home office or other approved telework location.

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HUMAN RESOURCES DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Pete Schave

**The Members of
Your Committee On:** Personnel and the Public Works Director

To Whom Was Referred: Reclassification of Civil Engineer III

Reports and Recommends as Follows: On March 19, 2020, members of the Personnel Committee met and discussed the request from the Public Works Director, and Human Resources Director to revise the classification for Civil Engineer III.

The Civil Engineer III was last revised in December of 2018, prior to the revision the City was utilizing Entry Level Engineer at range 20 and Engineer at range 25. The revision brought back the Civil Engineer I at range 22, II at range 24, and III at range 26. During the 2020 through 2022 AFSCME contract negotiations the Union request reclassifications to Civil Engineer I to range 24 and Civil Engineer II to range 26 to bring them to 95% and 97% of the market, this request was incorporated into the finalized contract. The Civil Engineer III was not reclassified at that time as it is an unrepresented position. Thus, the Civil Engineer II and III are a range 26.

It is recommended that the City Council approve adjusting the range of Civil Engineer III to range 27 effective April 1, 2020.

PERSONNEL COMMITTEE

Mayor Schave, Chairman

Reported:

Council President

Adopted: _____, 2020

Council Member

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(PROPOSED) RESOLUTION No. 2020-_____

IN THE MATTER DELEGATING AUTHORITY, IN THE ABSENCE OF THE FINANCE DIRECTOR, TO THE CORPORATION COUNSEL TO ACT AS CITY CLERK FOR THE CITY OF ABERDEEN IN ALL MATTERS AS NECESSARY

WHEREAS, the Finance Director of the City of Aberdeen (“Finance Director”) has been duly appointed by the Mayor of the City of Aberdeen (“Mayor”) and the City Council of the City of Aberdeen (“City Council”) in accordance with Sections 13, 14, and 33 of the Charter of the City of Aberdeen, as amended (“Charter”).

WHEREAS, in accordance with Amendment 16 of the Charter, the Finance Director serves as the City Clerk of the City of Aberdeen; and,

WHEREAS, the duly appointed Finance Director may occasionally be unavailable to act as City Clerk either due to vacancy in the position or other unforeseen circumstances.

NOW THEREFORE BE IT RESOLVED, by the Mayor and the City Council that, in the absence of the person duly appointed as the Finance Director or Deputy Finance Director, then the person duly appointed as Corporation Counsel for the City of Aberdeen shall be authorized act as City Clerk on behalf of the City of Aberdeen.

PASSED AND APPROVED on 22nd day of April 2020.

Pete Schave, Mayor

ATTESTED:

Patrice Kent, City Clerk
(Corporation Counsel)