



City of Bristol
BRISTOL, CONNECTICUT 06010

MEETING NOTICE

The regular meeting of the Salary Committee will be held on Wednesday, November 20, 2019 at 4:00 p.m. in the 1st Floor Meeting Room, City Hall.

AGENDA

1. Call to order.
2. To approve the September 18, 2019 regular meeting minutes.
3. To consider a request from the Chief of Police to create an additional Detective position.
4. To consider a request from the Chief of Police to change a part-time position of Public Safety Dispatcher to a full-time position.
5. To consider a request from the Chief Information Officer to create a new position of Information Technology Coordinator (Local #233 Salary Code 9); and to eliminate one position of Technical Support Specialist (Local #233, Salary Code 11).
6. To consider a request from the Director of Parks, Recreation, Youth and Community Services to consider a 4-year wage schedule for part time and seasonal employees.
7. To consider a request from the Director of Parks, Recreation, Youth and Community Services to consider eligibility for compensatory time and overtime for the position of Project Coordinator.
8. New business.
9. Old business.
10. To adjourn.

Per order Mary B. Fortier, Chairperson
DATED this 15th day of November, 2019

Salary Committee
SPECIAL MEETING MINUTES
Wednesday, September 18, 2019
Personnel Conference Room, City Hall

Present: Councilmembers Mary Fortier and David Mills

Staff: Mark Penney and Linda Milia

Absent: Councilman David Preleski

1. CALL TO ORDER.

The regular meeting of the Salary Committee was called to order by Chairperson Fortier at 4:00 p.m.

2. TO APPROVE THE AUGUST 13, 2019 SPECIAL MEETING MINUTES.

On motion of Councilman Mills and seconded, it was voted to place the August 13, 2019 special meeting minutes on file.

3. TO APPROVE THE SEPTEMBER 10, 2019 SPECIAL MEETING MINUTES.

On motion of Councilman Mills and seconded, it was voted to place the September 10, 2019 special meeting minutes on file.

4. TO CONSIDER A REQUEST FROM THE SUPERINTENDENT OF PARKS & RECREATION FOR A REORGANIZATION OF THE DEPARTMENT OF PARKS & RECREATION AND TO TAKE ANY ACTION AS NECESSARY.

Joshua Medeiros consulted with individuals in other towns that have similar structures to what he is proposing. Medeiros gave an overview of the proposed division designs and associated personnel in each. His goal is to move forward in phases starting with filling two new positions.

On motion of Councilman Mills and seconded, it was voted to recommend to City Council to approve the creation of a new position of Deputy Superintendent of Parks, Recreation, Youth & Community Services (BPSA, Salary Level 8), as proposed, and to refer to the Board of Finance for funding.

On motion of Councilman Mills and seconded, it was voted to recommend to City Council to approve the creation of a new position of Youth & Community Services Supervisor (BPSA, Salary Level 6), as presented, and to refer to the Board of Finance for funding.

On motion of Councilman Mills and seconded, it was voted to recommend to City Council to approve the reorganization of the Department of Parks & Recreation, in concept, as presented, and to refer to the Board of Finance for funding.

5. TO CONSIDER A REQUEST FROM THE MAYOR FOR A STIPEND TO BE ADDED TO THE ANNUAL SALARY OF THE SUPERINTENDENT OF PARKS & RECREATION AND TO TAKE ANY ACTION AS NECESSARY.

Mayor Zoppo-Sassu stated that the proposed stipend would be similar to that provided to an employee in the Board of Education and one in the City's IT division who had taken on additional responsibilities. A Memorandum of Understanding will be created to reflect the terms, which will be provided to City Council on October 9th.

On motion of Councilman Mills and seconded, it was voted to recommend to City Council to approve the establishment of a Memorandum of Understanding between the City and BPSA regarding a stipend for the Superintendent of Parks & Recreation and to refer to the Board of Finance for funding.

6. NEW BUSINESS.

None

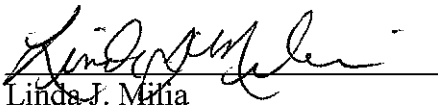
7. OLD BUSINESS.

None

8. TO ADJOURN.

At 4:57 p.m., on motion of Councilman Mills and seconded, it was unanimously voted to adjourn.

ATTEST:



Linda J. Milia

Recording Secretary

DRAFT



BRISTOL POLICE DEPARTMENT
CHIEF OF POLICE
BRIAN J. GOULD
131 North Main Street
Bristol, Connecticut 06010



Dear Chairperson Fortier,

I am respectfully requesting the immediate addition of one (1) Detective to the Bristol Police Department Criminal Investigation Division (CID). I have the approval of the Bristol Police Commission and the matter has been referred to the Salary Committee.

The rank of Detective is a promoted position within the Bristol Police Department, which will require a salary increase from \$77,714 (Police Officer Step 7) to \$81,585 (\$3,871.00 increase). With the increasing number of complex investigations more Detectives are needed to meet the needs of the community. The reality is, the majority of cases now involve some type of digital evidence. This includes but is not limited to; cell phones, video recordings, computers, do it yourself surveillance systems and social media venues. These type of investigations require specialists to investigate thoroughly.

In conclusion, the expectations and work load in the Criminal Investigation Division have increased significantly. The addition of a Detective will enhance our ability to achieve our objectives, goals and overall mission, "To Protect and Serve our Community with Integrity and Professionalism". I truly appreciate your time and thank you in advance for your consideration of this request.

Sincerely,

Brian J. Gould

Brian J. Gould
Chief of Police



BRISTOL POLICE DEPARTMENT

131 North Main Street
Bristol, CT 06010
(860)584-3000



November 6, 2019

To: Chief Gould
From: *Captain Stephen K. Tavares*
Re: Communication Division full-time position

Chief Gould,

I would like you to consider converting the currently vacant part-time dispatcher position to a full-time position. I see the creation of the full time position to be a positive move that will enhance our customer service.

Some of the enhancement highlights are:

- The ability to regularly perform quality control of our EMD calls. The quality control would be assigned to specific dispatchers on a permanent basis to ensure consistency.
- Elimination of the weekend vacancy (every 6 weeks) that is created by the part-time position.
-

The impact of our budget would be a salary of \$58,445, which is a \$33, 589 increase. I ask that you consider adopting this proposal and move it forward. .

Respectfully Submitted,

Stephen K. Tavares

Captain Stephen K. Tavares
Administrative Services Bureau Commander

"To protect and serve the community with integrity and professionalism"

City of Bristol
Information Technology Department

MEMORANDUM


RECEIVED ON

NOV 14 2019

CITY OF BRISTOL
PERSONNEL DEPT

Date: November 14, 2019

To: Salary Committee

From: Scott Smith, Chief Information Officer 

Re: Change in Position

The Information Technology Department has an employee that is retiring as of January 3, 2020. Currently, we have 3 Technical Support Specialist positions. I am proposing creating a new Information Technology Coordinator position and eliminating one of the Technical Support Specialists' positions. This new position would be the point of contact for the department and would provide help desk services as well as help me with administrative functions.

I have classified this position as a code 9 in Local 233. The person we hire needs to have elevated technical skills, but not necessarily at the level of the Technical Support Specialists. The code 9 step 1 current yearly salary is \$52,853.51 per year. The Technical Support Specialist position at the moment is at code 11 and step 2, but will be Step 3 in January. The Step 3 yearly salary works out to be \$69,239.38 per year. This change would result in a cost savings of \$16,385.87 per year.

I have provided a job description and I am hoping to get this approved so I can get someone hired soon after the retiring employee leaves.

City of Bristol, CT
Job Description

Job Title: Information Technology Coordinator

Department(s): Information Technology

Code: 9

FLSA Status: Non-Exempt

Prepared: November 1, 2019

Summary Performs a variety of problem analysis and monitoring tasks for the Information Technology Department and assists the Chief Information Officer with administrative support of Information Technology (IT) help desk; triages problems to appropriate technical staff; logs, coordinates and tracks requests for assistance related to IT-supported systems as a primary Customer contact, as well as other tasks as assigned. This position coordinates with the IT areas of Network, Application and Technical Support to provide resources necessary for the successful completion of each help desk request.

Essential Duties and Responsibilities Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies; performs initial problem analysis and triages problem to IT technical staff when appropriate. Maintains liaison with other departments' users and technical staff to communicate the status of problem resolution to involved parties; logs and tracks requests for assistance related to IT-supported systems. Essential in the development of operational procedures related to the transition of projects and changes to support. Participates in the preparation and distribution of procedure manuals and documentation for helpdesk use. Assists the Chief Information Officer and other IT personnel with administrative support. Performs document preparation, procurement functions, monitors ongoing contracts, budget tracking and coordinates and arranges departmental meetings. Organizes and maintains file system, and files correspondence and other records. Other duties may be assigned.

Supervisory Responsibilities This job has no supervisory responsibilities.

Education High school diploma (or GED). Associates Degree in Computer Science or related subject preferred

Experience Four to six years of relevant experience is required. Education and experience may be substituted.

Certifications, Licenses, Registrations IT related certifications preferred. Driver's license required.

Computer Skills To perform this job successfully, an individual should have intermediate knowledge of Microsoft Office applications; basic knowledge of networks; experience with help desk systems; expert knowledge of Windows Operating Systems; Experience with municipal software and operations preferred.

Supervised By This position is supervised by the Chief information Officer or designee

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor or office environment. The employee is occasionally exposed to risk of electrical shock.



MEMO

To: Mary Fortier, City Council/Salary Committee Chair
CC: Mark Penney, Human Resources Director
Linda Millia, Assistant Human Resources Director
Subject: 4 Year Plan- Minimum Wage Increases

As you are aware the State of Connecticut approved a new minimum wage increase schedule as follows:

- \$12.00 per hour on September 1, 2020 (FY 20-21)
- \$13.00 per hour on August 1, 2021 (FY 21-22)
- \$14.00 per hour on July 1, 2022 (FY 22-23)
- \$15.00 per hour on June 1, 2023 (FY 23-24)

As you are also aware the Department of Parks, Recreation, Youth and Community Services relies heavily on our part time and seasonal workforce in order to administer a wide breadth of programs and services to City of Bristol residents. As a result I have developed a **4-year Wage Schedule** (attached to this memo) which incorporates the minimum wage and associated differentials.

To arrive at the schedule I took our current rates, subtracted the difference in the minimum wage for that year and then added that differential to the new minimum wage across all positions for that fiscal year.

For example, in the current schedule a lifeguard makes \$11.00/per hour. The minimum wage at the time was \$10.25/per hour. This means a Lifeguard is valued at .75 cents more than the minimum wage. So with the minimum wage becoming \$12.00/per hour in FY 20-21, the new starting rate of a Lifeguard would be \$12.75/per hour.

This formula was applied to all part time and seasonal positions within the wage schedule. This ensures our positions remain competitive. The anticipated result of the increases to the general fund budget will be approximately \$65,064 for FY 20-21 and every fiscal year after until 2023. Net increase of: \$260,256 over a 4 year period.

It is our department's hope that the City of Bristol absorbs these costs with minimal impact to our program fees. Increasing program fees will result in financial barriers to our residents. The mission of Parks, Recreation, Youth and Community Services is to ensure residents receive equitable and affordable access to programs, services and facilities.

Respectfully,

Dr. Joshua T. Medeiros, Ed.D., CPRP
Superintendent, Department of Parks, Recreation, Youth and Community Services
City of Bristol
joshmedeiros@bristolct.gov | 860-584-6160

Part Time Wages by Division

Aquatics	19-20	20-21
Page	\$54,360	\$61,676
Rockwell	\$45,480	\$51,674
DMAC	\$225,040	\$241,154
Total Part Time Wages	\$324,880	\$354,504
Total Impact for the Division	\$29,624	

Recreation	19-20	20-21
Summer Programs	\$47,477	\$50,656
Summer Camp	\$110,008	\$126,193
School Year Programs	\$54,465	\$63,385
Total Part Time Wages	\$211,950	\$240,234
Total Impact for the Division	\$28,284	

Parks, Grounds & Maintenance	19-20	20-21
Seasonal Laborers	\$48,600	\$55,756
Total Part Time Wages	\$48,600	\$55,756
Total Impact for the Division	\$7,156	

Youth & Community Services	19-20	20-21
	\$6,920	\$6,920
Total Part Time Wages	\$6,920	\$6,920
Total Impact for the Division	\$0	

Total Impact by Division

Aquatics	\$29,624
Recreation	\$28,284
Parks	\$7,156
Youth & Community	0
Bottom Line FY 20-21	\$65,064

Numbers reflect impact to General Fund. This does not include our Revolving Account or Special Revenue Account programs including Pine Lake Challenge Course.

Department of Parks, Recreation, Youth and Community Services
Part-time and Seasonal Rates

Position	Short Description	Job Class Code	Salary Code	Hourly Rate		Accounts	Account Number
				New Hire Step 01	Rehire or After 12 Mths Step 02		
Apprentice				\$12.00	N/A		
Attendant	ATTNDT	3523	P01	\$12.40	\$13.15	General Fund- Aquatics	0017024-515200
Attendant SE (Special Events)	ATTNDT SE	3534	P01	\$12.40	\$13.15	Revolving- Aquatics Special Events	1067032-584144
Certified Nurse	CRT NURSE	3509	P16	\$26.90	\$26.90	General Fund- PT Recreation	0017023-515200
Facilitator I, II, III (Challenge Course)				\$18.07 - \$24.42	N/A	Special Revenue Fund- Pine Lake Challenge	1321032-515300
Head Lifeguard Indoor Pool	HD LIFEGLD	3502	P13	\$18.90	\$20.40	General Fund- PT Aquatics	0017024-515200
Head Supervisor (Summer Fun)	HD SUPVR	3503	P04	\$13.65	\$14.40	General Fund- PT Recreation	0017023-515200
Intern (Recreation)				\$12.40	N/A	General Fund- PT Recreation	0017023-515200
Intern (Youth & Community Services)				\$12.40	N/A		
Laborer	PK LABORER	3508	P01	\$12.40	\$13.15	General Fund- PT Parks	0017022-515200
Lead Lifeguard	LD LIFEGLD	3504	P08	\$15.40	\$16.90	General Fund- PT Aquatics	0017024-515200
Lifeguard	LIFEGLD	3501	P02	\$12.65	\$13.65	General Fund- PT Aquatics	0017024-515200
Lifeguard BOE	LGUARD BOE	3526	P02	\$12.65	\$13.65	Board of Education	A4003210 532307
Lifeguard Special Events	LGUARD SE	3525	P02	\$12.65	\$13.65	Revolving- Aquatics Special Events	1067032-584144
Office Staff	PK OFC STF	3510	P01	\$12.40	\$13.15	General Fund- PT Administration	0017021-515200
Outdoor Adventure Program Director				\$31.90	N/A		
Outdoor Adventure Program Coordinator				\$26.74	N/A	Special Revenue Fund- Pine Lake Challenge	1321032-515300
Paraprofessional Recreation	PARA REC	3511	P10	\$16.15	\$17.15	Special Revenue Fund- Pine Lake Challenge	1321032-515300
Paraprofessional Camp (LE, Teen)	PARA CAMP	3530	P10	\$16.15	\$17.15	General Fund- PT Recreation	0017023-515200
Pony League Director	PONY LDIR	3514	P07	\$14.90	\$15.90	Revolving Account- Recreation (Camps)	1067026-584141
Pony League Director Asst	PONY LASST	3515	P03	\$13.40	\$14.15	General Fund- PT Recreation	0017023-515200
Project Associate (Drug Free Communities Grant)				\$22.50	N/A	Drug Free Communities Grant- PT wages	
Project Coordinator (Drug Free Communities Grant)				\$58,170	N/A	Drug Free Communities Grant- FT wages	
Project Aware (Coordinator)				\$26.75	N/A		
Project Aware (Group Leader)				\$18.75	N/A		
Recreation Leader	R LDR REC	3505	P01	\$12.40	\$13.15	General Fund- PT Recreation	0017023-515200
Recreation Leader Camp (LE, Teen)	R LDR CAMP	3527	P01	\$12.40	\$13.15	Revolving Account- Recreation (Camps)	1067026-584141
Recreation Leader Prgm. (Programs)	R LDR PRGM	3528	P01	\$12.40	\$13.15	Revolving Account- Recreation (Youth Programs)	1067030-584133
Recreation Leader SE (Special Events)	R LDR SE	3529	P01	\$12.40	\$13.15	Revolving Account- Recreation (Special Events)	1067027-584142
Social & Cultural Recreational Coordinator				\$23.25	N/A		
Sound and Lighting Tech	SD LGT TCH	3517	P14	\$18.90	\$19.90	General Fund- PT Recreation	0017023-515200
Summer Camp Director (Summer Fun, Vacation Camps)	SCPDIR	3512	P12	\$18.40	\$19.40	General Fund- PT Recreation	0017023-515200
Summer Camp Director Camp (LE, Teen)	SCD CAMP	3531	P12	\$18.40	\$19.40	Revolving Account- Recreation (Camps)	1067026-584141
Summer Camp Director Asst (Summer Fun)	SCPDIRASST	3513	P09	\$15.65	\$16.65	General Fund- PT Recreation	0017023-515200

Department of Parks, Recreation, Youth and Community Services
Part-time and Seasonal Rates

Summer Camp Director Asst Camp (LE, Teen)	SCDA CAMP	3532	P09	\$15.65	\$16.65	Revolving Account- Recreation (Camps)	1067026-584141
Swim Coach Asst	SWM CASST	3519	P05	\$13.90	\$14.65	General Fund- PT Aquatics	0017024-515200
Swim Coach Head	SWM CHHEAD	3520	P11	\$17.40	\$18.40	General Fund- PT Aquatics	0017024-515200
Technical Safety & Maintenance Coordinator/Facilitator				\$27.75	N/A	Special Revenue Fund- Pine Lake Challenge	1321032-515300
Tennis Director	TENNIS DIR	3521	P11	\$17.40	\$18.40	General Fund- PT Recreation	0017023-515200
Tennis Director Prgm (USTA, Misc.)	TDIR PRGM	3533	P11	\$17.40	\$18.40	Revolving Account- Recreation (Youth Programs)	1067030-584133
Water Safety Instructor (WSI)	WSI	3522	P06	\$14.40	\$15.65	General Fund PT- Aquatics	0017024-515200
Water Safety Inst Private Lesson	WSI PL	3535	P06	\$14.40	\$15.65	Revolving Account- Aquatics Programs	1067029-584135

Specialty Programs Set Rate	Short Description	Job Class Code	Salary Code	Step	Hourly Rate	Accounts	Account Number
Special Needs Director	SPC ND DIR	3518	P15	Step 03	\$25.00	General Fund- PT Recreation	0017023-515200

Specialty Programs Varied Rate	Short Description	Job Class Code	Salary Code	Accounts	Account Number
Aquatics Instructor	AQ I	3538	P15	General Fund- PT Aquatics	0017024-515200
Aquatics Instructor Prgm	AQ I PRGM	3539	P15	Revolving- Aquatics Programs	1067029-584135
Recreation Program Instructor	REC P& INT	3516	P15	General Fund- PT Recreation	0017023-515200
Recreation Prgm Inst Adult	REC PI ADT	3537	P15	Revolving- Recreation (Adult)	1067028-584143
Recreation Prgm Inst Youth	REC PI YTH	3536	P15	Revolving- Recreation (Youth)	1067030-584133

Specialty Prgrms Varied Rate - P15

Step	Hourly Rate
01	\$ 15.00
02	\$ 20.00
03	\$ 25.00
04	\$ 30.00
05	\$ 35.00
06	\$ 40.00
07	\$ 45.00
08	\$ 50.00
09	\$ 55.00
10	\$ 60.00

General Fund Accounts (Part Time Wages)	Account Number
Administration	0017021-515200
Parks, Grounds, Facilities	0017022-515200
Recreation	0017023-515200
Aquatics	0017024-515200
Youth and Community Services	0017025-515200

Department of Parks, Recreation, Youth and Community Services
Part-time and Seasonal Rates

Revolving Account (Part Time Wages/Expense Accounts)			
Recreation (Camps)		1067026-584141	
Recreation (Special Events)		1067027-584142	
Recreation (Youth Programs)		1067030-584133	
Recreation (Adult Programs)		1067028-584143	
Aquatics Programs		1067029-584135	
Aquatics Special Events		1067032-584144	
Credit Card		1067031-589105	
Special Revenue Fund (Part Time Wages/Expense Accounts)			
Pine Lake Challenge Course		1321032-515300	



MEMO

To: Mary Fortier, Chairwoman/City Councilor

CC: Mark Penney, Human Resources Director

Linda Millia, Assistant Human Resources Director

Subject: Request for Compensatory Time and Overtime for the Project Coordinator

The role of the Project Coordinator (Drug Free Communities Grant) is to unify diverse sectors of the Bristol community to promote wellness, education, implementation strategies and policy development to prevent substance abuse by youth and families. The nature of the work requires the Project Coordinator to work frequent evenings and weekends.

The Project Coordinator is a non-bargaining, exempt full time employee and is not presently eligible for compensatory time or overtime. While the coordinator is not a member of a union, I am requesting the position be afforded comp/overtime in accordance to the language of the BPSA contract.

This request does not have any financial impact as the Project Coordinator is fully funded by the Drug Free Communities Grant.