

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
July 1, 2024

There was a meeting of the Personnel Committee following Service Committee in Council Chambers on July 1, 2024 with these members in attendance:

Jonathan Lang -Chair
Bradley Chute- Vice Chair
Mark Labutis
Bill Cost
Colton Rine

We wish to Report:

1. **Ordinance No. 24-25** AN ORDINANCE CREATING THE POSITION OF Assistant Director IN THE CITY OF NEWARK, DEPARTMENT OF Community/Economic Development, AND AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF AND SETTING THE COMPENSATION THEREFORE

Bill Spurgeon, HR Director – Good evening. The Department of Human Resources and the Department of Community Development have been working hard the last several weeks. Director Mauter essentially has two needs. They're expanding western Licking County, and with the economic development efforts out there, Mark needs some help executing those duties. I've always encouraged the key decision makers to have some position where you can prepare to succeed yourself. Succession planning. He doesn't have that. This is modeled structurally after assistant director HR. The duties are much different, again, and that's the two things we desire to do. Certainly, Director Mauter can take us on a deeper dive if you'd like.

Mark Mauter, Director of Development – I sent an email out to everyone to sort of give you an overview of what we're trying to accomplish here and why we're trying to accomplish it. If you will allow me, I'd like to read some of this for the public record while we're here tonight. The department has seen a great deal of change over the past 13 years that I've been here. The most impactful of these changes have been the downsizing of the department from a staff of 13 down to 3. We did this in order to be more productive and efficient with the use of our Community Development Block Grant funds, which is our primary source of funding for the Community Economic Development Department. We are not funded with the city's General Revenue Funds. We are 100% grant funded with the exception we do draw some dollars from the JEDZ one and two funds that are brought in that we oversee. I'm Secretary Treasurer of those two organizations. What all that means is we're really lean. We're very lean, and there's also no managerial backup in the department at times when I'm away from the office.

I've been having ongoing conversations with Mayor Hall about how the department is being administered, and we've been doing this for quite some time. We both feel that there is a need for a position that can cross train to have responsibility, management, supervisory capabilities needed to ensure the long-term stability of the department. I say long-term because my director position is not a classified position. It's at the pleasure of the Mayor, and quite often the directors are appointed, and so as the mayoral position change, so does the director. I truly, truly feel with all the work we are doing up there for community and economic development, we need to have the position that will have continuity, sustainability when the person in the director's position changes. That's a big part of this as well. I went on in your notes, I sent you the Community Development Block Grant funds, government funds from HUD is really complex. It's very intricate. There's many rules and regulations that we have to follow and we also have our own internal accounting in that department. Again, all our funds are coming from grants, so we have to oversee the receipts of those grant funds, we have to oversee the disbursement and the reimbursement of those funds. It also entails that we do our own payroll system upstairs, and then we have to integrate our payroll, our general ledger systems, our financial reports into Auditor Bubb's auditing office, and we also have to do monthly reconciliations to make sure we are in agreement with both our accounting system and the New World accounting system for the city of Newark. That's the community development side. The economic development side is also very intricate and complex, and requires a detailed understanding of many economic development tools. You hear me talk about CRAs and TIFs and new community authorities and so on, and land banks. A lot of these tools did not exist back in 2012 when I first took my position as Director of the city of Newark, but they have served us very, very well. Again, it requires an understanding and I want that continuity to be there for the day when maybe I am not there. So, I'm concerned as we look to the future that there is a possibility, without proper planning, and establishing a position that would offer a good chance of maintaining our continuity and consistency, that the department could suffer a setback. Quite honestly, things were a bit of a setback when I walked into that office up there, and it took a while to get things straightened out and put in a good place. I think we've earned the respect and the trust of people throughout the community that we interact with at both the community development level, nonprofits, etc., and the economic development side of it as well. We worked very, very hard to establish that, and I would hate to see anything happen that would have a negative effect on that. It's for those reasons that I think this department is in need of an assistant director position to fulfill the ongoing mission of the department. The Mayor and I both feel this will help create that long-term stability that right now doesn't exist. I would appreciate your help to create that position, and I'll be glad to answer any questions going forward from here.

Mr. Lang – I would just like to clarify the cost. I know you explained your department is funded by grant funding, but just want to put on the record the cost for this position as best we can estimate it.

Director Mauter – If you're asking what it pays, it's going to pay what the other assistant directors positions pay. I believe it's around \$72,000.

Director Spurgeon – If I may? I'll call your attention to page 2, 5, and 7. This is a classified, exempt from overtime position that's shown on page 2 in the packet. Page 5 is appendix A where that asset has been added potentially to the management supervisory statement policy, and page 7 appendix B will show that cost at \$72,419.80 for 2024.

Mr. Lang – Thank you. I appreciate getting that on the record.

Motion to send to full Council by Mr. Chute, Second by Mr. Cost, Motion passed 5-0

The Personnel Committee is adjourned

Jonathan Lang- Chair