



**TROY CITY COUNCIL
COMMITTEE MEETING
COUNCIL CHAMBERS, CITY HALL
100 S. Market Street, Troy, Ohio**

Revised 12-14-2023 to Change Committee Assignment for One Item

THURSDAY, DECEMBER 14, 2023, 5:30 PM

Recreation & Parks Committee

(Whidden [Chm.], Rozell, Schilling)

1. Provide a recommendation to Council regarding authorizing the Director of Public Service and Safety to enter into a professional services agreement with Burgess & Niple, Inc. of Columbus, Ohio to perform design and construction services associated with the removal of the low head dam and other river improvements at a cost not to exceed \$1,216,634. So that this agreement can be executed to be encumbered from the 2023 budget, consideration of emergency legislation is requested.

Finance Committee

(Severt [Chm.], Phillips, Rozell)

1. Provide a recommendation to Council regarding implementing the non-union compensation study results.
2. Provide a recommendation to Council regarding authorizing the Director of Public Service and Safety to enter into a professional environmental services agreement with The Mannik & Smith Group, Inc. of Maumee, Ohio to investigate and cleanup an abandoned gas station property located at 100 West Market Street, Troy, Ohio and submit a No Further Action (NFA) letter to the Bureau of Underground Storage Tank Regulations (BUSTR) at a cost not to exceed \$250,000.

Other Committees/Items may be added.

~~12-13-2023~~ Revised 12-14-2023

cc: Mayor
Mr. Titterington, Mr. Kerber
Mr. Frigge, Departments, Media
Council-elect

RECREATION & PARKS COMMITTEE



R+P

Patrick E. J. Titterington
Director of Public Service & Safety
937-335-1725
Patrick.titterington@troyohio.gov

MEMORANDUM

TO: Mr. Lutz, President of Council

FROM: Patrick E. J. Titterington, Director of Public Service and Safety

DATE: December 12, 2023

SUBJECT: **AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH BURGESS & NIPLE, INC. OF COLUMBUS, OHIO, FOR THE DESIGN, PERMITTING, CONSTRUCTION BIDDING, AND SERVICES DURING CONSTRUCTION FOR WITH THE REMOVAL OF THE CITY'S LOW-HEAD DAM AND OTHER RIVER IMPROVEMENTS**

RECOMMENDATION:

That Council authorizes the Director of Public Service and Safety to enter into a professional services agreement with Burgess & Niple, Inc. of Columbus, Ohio to perform design and construction services associated with the removal of the low head dam and other river improvements at a cost not to exceed \$1,216,634.

BACKGROUND:

With approval of Resolution No. R-35-2021, Council authorized the construction associated with the removal of the City's low head dam through funding sources completely separate from city budgets. Current estimates show the low head dam removal including the oxbow reconnection and levee toe reconstruction at \$7,400,000. The portion of the project currently includes connectivity to downtown in the vicinity of the river overlook and a termination near the proposed River Park Plaza to allow for an east end connection, all estimated at \$1,200,000. Two very preliminary renderings of River Park Plaza are attached.

Council recently authorized a \$750,000 funding request to MVRPC for the recreational trail components of the project.

On December 11, the City received notice of the Water Resource Restoration Sponsor Program (WRRSP) and H2Ohio Rivers Initiative funding totaling \$6,990,000 for the Low Head Dam components.

The next step is to enter into a design contract so that the project scope can be finalized. Troy received proposals from four engineering firms for design services associated with project. After interviewing three, Burgess & Niple, Inc. was determined to be the best fit for this project scope and a design fee was negotiated at \$1,216,634, of which approximately \$200,000 is associated with the recreational trail components.

REQUESTED ACTION:

It would be appreciated if you would assign to a Committee of Council authorizing the Director of Public Service and Safety to enter into a professional services agreement with Burgess & Niple, Inc. of Columbus, Ohio to perform design and construction services associated with the removal of the low head dam and other river improvements at a cost not to exceed \$1,216,634. So that this agreement can be executed to be encumbered from the 2023 budget, consideration of emergency legislation is requested.

encl.





RIVER PARK PLAZA TROY, OHIO



RIVER PARK PLAZA
TROY, OHIO

FINANCE COMMITTEE



MEMORANDUM

TO: Mr. Lutz, President of Council

FROM: Robin I. Oda, Mayor Marty Hobart, Chairman, Recreation Board
John Frigge, Auditor Jordan Emerick, President, Park Board
Grant Kerber, Law Director Patrick Titterington, Director of Public Service & Safety

DATE: December 13, 2023

SUBJECT: **IMPLEMENTATION OF NON-UNION COMPENSATION STUDY RESULTS**

RECOMMENDATION

That Council approve a new compensation plan that implements the recommendations of the city consultant, including the creation of a 14-scale pay grade plan, a 2% one-time supplemental cost-of-living adjustment for recruitment and retention purposes, and (informal) direction to begin 2025-2027 union negotiations during the first half of 2024, if agreed to by the various bargaining units.

BACKGROUND

At the 2022 Finance Committee meeting that discussed the 2023 budget, Council directed staff to complete a comprehensive study of the competitiveness of non-union salaried and hourly full-time positions. The outside firm of Clemans-Nelson & Associates, Inc. completed the attached study in an effort to determine how the compensation the city provides to its non-bargaining unit full-time staff compares to the job market in southwest and central Ohio.

The study found that:

1. Compensation to City of Troy staff is generally competitive, with 10 exceptions. Those exceptions are across several departments and will equal approximately \$51,000 in impact for 2024;
2. The compensation level of one position is higher than the current market and filling a future vacancy should use the new range. Note that the incumbent will not be negatively impacted by any adjustment;
3. To standardize pay ranges and scales, the City should create a 14-grade scale, including six steps within each range for hourly non-exempt staff; and,
4. The City should provide a 2% supplemental cost-of-living adjustment to all non-union full-time employees in an effort to maximize retention and minimize recruitment costs.





Mr. Lutz, December 13, 2023, Page 2 of 2

REQUESTED ACTION

The five employing units, who are responsible for the supervision of their respective employees, include the Auditor, Law Director, Recreation Board, Board of Park Commissioners, and Director of Public Service and Safety. All are in favor of adopting the recommendations of the compensation study, making the changes retroactive to January 1, 2024. Also, for informational purposes only, staff intends to commence union negotiations in the first quarter rather than the fourth quarter of 2024 in an effort to discuss the same 2% market adjustment with the city's bargaining units. Agreements to begin bargaining earlier will be at the discretion of each bargaining unit's leadership.

The 2023 Compensation Study Executive Summary is included as an attachment to this report. Please let me know if you any questions.

attachment



Date Submitted
December 13, 2023

Submitted By

Heidi L. Miller
Regional Manager / Shareholder

Cheyenne Winegardner
Senior Consultant

Executive Summary

Compensation Study



CONSULTANTS TO MANAGEMENT

Akron | Cincinnati | Columbus | Lima
www.clemansnelson.com
1.800.282.0787

Table of Contents

	<u>Page</u>
Project Background	1
Methodology	1
Analysis & Recommendations	8
Ongoing Plan Administration and Maintenance	20
<u>Appendices</u>	
A – Wage Survey Results	
B – Point Factoring Manual	

Project Background

An organization's compensation package is one of the most integral parts of a human resources system because of the way it impacts the organization. Compensation drives culture, employee recruitment and retention, motivation, and advancement. An organization must also be compliant with both state and federal laws.

As a result, Clemans, Nelson & Associates, Inc. (hereinafter Clemans Nelson; or referenced as "the Consultant") was tasked by the City of Troy (hereinafter "the City") to conduct a comprehensive classification and compensation study, assessing external and internal equity.

Methodology

External Equity – Market Study

External equity, typically evaluated by a market study, answers the following question: how does the City's pay compare to other like jurisdictions?

Clemans Nelson conducted a market study consisting of twenty-nine (29) municipalities, as noted below. In the market study, each respondent was asked to review a description of the positions surveyed, and provide wage ranges (minimum and maximum) and a current wage rate (rate of pay currently being paid to the incumbent in the classification) for each position surveyed. As responses were received, wage data was compiled for each classification.

Beavercreek	Marysville
Bellefontaine	Miamisburg
Celina	Piqua
Centerville	Riverside
Clayton	Sidney
Delaware	Springfield
Englewood	St. Marys
Franklin	Tipp City
Greenville	Trotwood
Huber Heights	Urbana
Kenton	Van Wert
Kettering	Vandalia
Lebanon	Wapakoneta
Lima	Xenia
London	

Surveys are typically conducted using benchmark jobs which are similar in nature and scope of responsibility. These benchmark jobs are used as a reference point for making pay comparisons with the comparable jurisdictions. The market sources may vary from job to job depending on the knowledge, skills, and abilities required. The source of market data utilized depends on the scope of work, responsibility, and general recruiting pool for the specific job.

The classifications surveyed in the market study included both bargaining unit and non-bargaining unit positions. Wage data was provided to the City for bargaining unit positions and this report specifically covers non-bargaining unit positions. Those positions are as follows:

Administration

Administrative Assistant
 Administrative Clerk
 Assistant Director of Public Service & Safety
 Communications Coordinator
 Management Analyst

Auditor

Chief Deputy Auditor
 Deputy Auditor/Account Clerk
 Deputy Auditor/Payroll Clerk

Cemetery

Cemetery Foreman

Development

Community Development Manager
 Development Director
 Planning and Zoning Manager
 Zoning Inspector

Electrical

Electrical Foreman

Engineering

Assistant City Engineer
 City Engineer
 Clerk-Typist
 Engineering Technician
 Project Manager

Fire

Assistant Fire Chief
 Chief-Fire
 Clerk-Fire

Hobart Arena

Facility Operator
 Lead Facility Operator
 Manager of Food & Beverage/Concessions
 Office Manager
 Operations Manager

Human Resources

Clerk

Income Tax

Account Analyst
 Account Representative
 Fiscal Manager

Law

Secretary

MIS

GIS Technician
 MIS Manager
 MIS Technician

Miami Shores Golf Course

Assistant Golf Pro
 Director of Golf
 Groundskeeper

Parks

Superintendent of Parks

Police

Chief of Police
 Clerk

Recreation

Assistant Director of Recreation
 Clerk/Typist
 Director of Recreation
 Program Coordinator

Streets

Street/Refuse Foreman

Utilities

Utilities Foreman

Wastewater

WW Treatment Plant Asst. Superintendent
 WW Treatment Plant Superintendent

Water

Water Treatment Plant Asst. Superintendent
 Water Treatment Plant Superintendent

The survey results are summarized on the following page(s), and the entire report can be found as an attachment to this Executive Summary. There were classifications where the Consultant received limited or no data for a specific position. This is indicated throughout the survey results with an entry of "no comparable position" or "not provided / available / applicable".

Internal Equity Analysis

Internal equity measures the “worth” of a position inside the organization, i.e. the placement of a position within the appropriate pay grade. In order to assess internal equity, the Consultant conducted a point factor analysis for all positions. Point factoring provides the City with a legally defensible and systematic process to ensure that positions have been assigned the correct pay grade.

Positions were evaluated and rated based on the following factors:

- Education
- Experience
- Supervision Exercised
- Communications (Internal / External Relations)
- Responsibility for Assets/Consequence of Errors
- Independence of Work/Discretion
- Responsibility for Policies and Procedures
- Work Environment
- Health and Safety
- Responsibility for Accurate Records/Reports

Positions were then assigned to a pay grade based on a combination of the point factoring analysis and market data compiled in the wage survey. The Point Factoring Manual has been included as an appendix to this Executive Summary.

Analysis & Recommendations

Analysis of the Current Compensation System

The Consultant reviewed and evaluated the current compensation system in its entirety, including all salary ordinances, pay ranges, survey data, etc., as well as reviewing individual employee progression through their pay range.

The City of Troy does not currently have an established pay scale, rather, the City has pay ranges assigned to some, but not all positions. Some positions within the City share the same pay range while others do not, and some positions do not have ranges established at all. In evaluating the current structure, the Consultant considered factors such as: the percentage increase from one pay range to the next, the spread between minimum and maximum for each pay range, and the actual number of pay ranges assigned for each position.

The percentage from one pay range to the next is an average of 19.59%. Depending on the number of positions within an organization, the standard percentage between pay ranges is approximately 6-12 percent. The percentage between the minimum and maximum of each pay range is an average of 18.72%. The standard spread between minimum and maximum typically ranges from 35-50 percent. While the market is used to gauge the external competitiveness of the City's wages, a standardized scale is more common in the public sector and ensures maximum pay integrity.

The Consultant reviewed the positions that were included in the Market Study and found that the pay ranges are competitive when compared to the market.

Recommendations:

While the City's rates of pay and pay ranges are competitive when compared to the market, the City does not currently have a standardized pay scale that can be utilized to determine compensation. Pay scales help employers control their pay expenses and ensure pay equity among employees. It is critical that employers have rational explanations for why they pay their employees a certain rate, and defined salary ranges help accomplish that.

As a result, the Consultant recommends the City adopt the proposed pay scale included on the following page. The pay scale has been developed to include fourteen (14) pay grades with sufficient range between minimum and maximum and standardized incremental increases between each pay grade. The pay scale for non-exempt (overtime eligible) employees includes six (6) steps that are intended to move employees through their assigned pay range. The ranges established for grades 1-13 are based upon the survey included herein. The range recommended for Grade 14 is based upon a City Manager Salary Survey conducted at the request of the Mayor.

**CITY OF TROY
PROPOSED NON-EXEMPT PAY SCALE**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1	\$20.69	\$22.30	\$24.03	\$25.90	\$27.93
2	\$21.93	\$23.64	\$25.48	\$27.46	\$29.61
3	\$23.25	\$25.06	\$27.01	\$29.11	\$31.39
4	\$24.65	\$26.57	\$28.64	\$30.87	\$33.28
5	\$26.13	\$28.16	\$30.35	\$32.71	\$35.28
6	\$28.22	\$30.42	\$32.79	\$35.34	\$38.10
7	\$30.48	\$32.85	\$35.41	\$38.17	\$41.15
8	\$32.92	\$35.48	\$38.24	\$41.22	\$44.44
9	\$35.55	\$38.32	\$41.30	\$44.52	\$47.99
10	\$39.82	\$42.92	\$46.26	\$49.86	\$53.76
11	\$44.60	\$48.07	\$51.81	\$55.85	\$60.21
12	\$49.95	\$53.84	\$58.03	\$62.55	\$67.43
13	\$55.94	\$60.29	\$64.98	\$70.04	\$75.52
14	\$62.65	\$67.53	\$72.78	\$78.45	\$84.58

**CITY OF TROY
PROPOSED EXEMPT PAY SCALE**

Pay Grade	Min	Max
1	\$20.69	\$27.93
2	\$21.93	\$29.61
3	\$23.25	\$31.39
4	\$24.65	\$33.28
5	\$26.13	\$35.28
6	\$28.22	\$38.10
7	\$30.48	\$41.15
8	\$32.92	\$44.44
9	\$35.55	\$47.99
10	\$39.82	\$53.76
11	\$44.60	\$60.21
12	\$49.95	\$67.43
13	\$55.94	\$75.52
14	\$62.65	\$84.58

❖ **Implementation / Cost**

As part of our recommendation, we analyzed each employee's progression through their assigned pay grade and cost to implement the proposed pay scale. The estimated implementation cost is \$50,960. This implementation cost is a result of ten (10) positions falling below the proposed minimum rate of pay (the positions that are below market) being brought up to the minimum.

When a scale is created or shifted and current employees are being provided an increase to be moved to the minimum, employers are often left to decide how to address a tenured employee potentially making the same as a new employee. As a result, it is recommended that the City provide a two percent (2%) cost of living adjustment to all non-bargaining unit employees, effective January 1, 2024. The expense and loss of productivity associated with the turnover of tenured staff is significant. The cost of living adjustment is intended to aid the city in its retention and recruitment initiatives.

❖ **Compensation Practices with Respect to Red-Lined (maxed out) Employees**

Although annual increases may be appropriate (based on internal and external factors), the proposed pay scale itself is designed to remain relevant for a minimum of three (3) years as shifting the scale every year defeats the principle of placing a minimum and maximum value



on each position. Employees who have reached the maximum rate of pay of their assigned range will qualify for an annual cost of living adjustment only. The compensation adjustment of the position will ultimately be addressed through attrition.

Ongoing Plan Administration and Maintenance

Future Salary Surveys

The City of Troy may engage in an external market analysis periodically to ensure the City's rates of pay are consistent with its philosophy and with current market conditions. Typically, these surveys will occur every three (3) years or as the City's management team deems appropriate. These results will help to determine appropriate wage adjustments within the existing scale.

Plan Maintenance

Maintenance of the compensation system is an important task which cannot be neglected. Failure to properly maintain the plan may eventually result in recruitment problems, pay inequities between classes, lowered employee morale, higher employee turnover, and other related organizational problems.

Changes in Classification Functions and Responsibilities

There are numerous factors and influences which may contribute to the erosion of a compensation plan's validity. Common factors and influences generating change include:

1. Addition of new functions or responsibilities to a classification;
2. Abolishment or elimination of a classification's functions or responsibilities;
3. Reorganization of an organizational function, resulting in the consolidation of work activities;
4. Gradual change of a classification by addition, deletion, or modification of duties and responsibilities;
5. New or revised licensure or certification requirements dictated by law; or
6. Market demand.

In addition to the above factors, ever changing market conditions may dictate that the compensation plan be upgraded in order for individual departments to remain in a competitive posture with comparable jurisdictions.

Since it has been pointed out that the compensation plan needs to be updated on a periodic basis in order to remain internally equitable and externally competitive, the following general procedures should be followed in order to achieve these results:

- ❖ On each occasion when a position is classified or reclassified, it will be necessary to review that position's pay grade assignment in order to ensure that equity between classifications is maintained. If the position is assigned to a currently existing classification, it will only be necessary to reassign the position's pay grade to the level paid for that classification. If, on the other hand, the position is classified or reclassified to a new classification, i.e., a classification which does not currently exist, it will be necessary to point factor the new classification in order to determine the proper pay grade assignment.

APPENDICES

APPENDIX A – WAGE SURVEY RESULTS

CITY OF TROY									
Summary of Data from Responding Jurisdictions									
Position	CITY OF TROY			Market - All Responses			Variance to Market		
	Minimum	Maximum	Current	Minimum	Maximum	Current	Minimum	Maximum	Current
Administrative Assistant	\$34.70	\$40.89	\$42.52	\$22.72	\$29.20	\$29.31	152.72%	140.04%	145.09%
Administrative Clerk	No Min	No Max	\$24.37	\$18.63	\$25.56	\$27.09	---	---	89.94%
Assistant Director of Public Service & Safety	\$56.87	\$65.61	\$62.80	\$40.93	\$56.16	\$54.18	138.94%	116.83%	115.92%
Communications Coordinator	\$27.97	\$32.78	\$30.19	\$30.44	\$39.64	\$38.04	91.90%	82.69%	79.36%
Management Analyst	\$27.97	\$40.89	\$28.49	\$24.76	\$35.03	\$37.96	113.01%	116.75%	75.05%
Chief Deputy Auditor	No Min	No Max	\$33.29	\$29.35	\$41.28	\$34.66	---	---	96.04%
Deputy Auditor/Account Clerk	No Min	No Max	\$28.56	\$19.77	\$26.32	\$24.85	---	---	114.92%
Deputy Auditor/Payroll Clerk	No Min	No Max	\$28.56	\$23.74	\$32.16	\$33.16	---	---	86.14%
Cemetery Foreman	\$36.84	\$43.45	\$37.15	\$25.37	\$30.97	\$28.48	145.20%	140.30%	130.47%
Community Development Manager	\$36.84	\$43.45	\$38.57	\$32.47	\$46.02	\$39.26	113.44%	94.42%	98.25%
Development Director	\$50.71	\$55.07	\$51.73	\$43.54	\$55.91	\$55.44	116.46%	98.50%	93.31%
Planning and Zoning Manager	\$36.84	\$43.45	\$37.37	\$29.73	\$40.70	\$38.02	123.93%	106.77%	98.29%
Zoning Inspector	\$27.94	\$32.78	\$28.38	\$24.24	\$34.00	\$28.92	115.26%	96.42%	98.15%
Electrical Foreman	No Min	No Max	Vacant	\$32.09	\$39.31	\$37.91	---	---	---
Assistant City Engineer	\$44.47	\$55.07	\$55.07	\$41.07	\$50.93	\$47.00	108.29%	108.13%	117.18%
City Engineer	\$49.55	\$59.90	\$58.53	\$47.31	\$57.15	\$58.03	104.74%	104.82%	100.86%
Clerk-Typist	No Min	No Max	Vacant	\$16.96	\$24.18	\$24.78	---	---	---
Engineering Technician	No Min	No Max	\$38.26	\$26.26	\$32.98	\$34.33	---	---	111.43%
Project Manager	\$40.90	\$48.02	\$49.94	\$28.02	\$38.79	\$33.76	145.96%	123.79%	147.93%
Assistant Fire Chief	\$49.55	\$59.90	\$56.32	\$39.51	\$49.22	\$48.06	125.41%	121.69%	117.18%
Chief-Fire	\$56.87	\$65.61	\$67.08	\$43.41	\$57.92	\$52.26	131.01%	113.28%	128.36%
Clerk-Fire	No Min	No Max	\$19.50	\$20.54	\$28.17	\$23.81	---	---	81.90%

CITY OF TROY
Summary of Data from Responding Jurisdictions

Position	CITY OF TROY			Market - All Responses			Variance to Market		
	Minimum	Maximum	Current	Minimum	Maximum	Current	Minimum	Maximum	Current
Facility Operator	No Min	No Max	\$23.81	\$18.98	\$25.85	\$22.37	---	---	106.45%
Lead Facility Operator	No Min	No Max	\$27.05	\$28.49	\$40.03	\$34.10	---	---	79.34%
Manager of Food & Beverage/Concessions	\$27.97	\$32.78	\$27.97	\$25.83	\$39.80	\$32.99	108.30%	82.37%	84.80%
Office Manager	\$27.16	\$33.76	\$28.73	\$28.43	\$41.84	\$34.95	95.52%	80.69%	82.21%
Operations Manager	\$34.70	\$40.89	\$35.91	\$33.82	\$42.56	\$54.99	102.59%	96.07%	65.30%
Clerk	No Min	No Max	\$25.04	\$21.92	\$29.87	\$27.85	---	---	89.90%
Account Analyst	No Min	No Max	\$26.08	\$20.26	\$27.70	\$25.20	---	---	103.51%
Account Representative	No Min	No Max	Vacant	\$19.45	\$26.63	\$25.80	---	---	---
Fiscal Manager	\$40.90	\$48.02	\$47.09	\$32.89	\$42.38	\$40.37	124.34%	113.30%	116.66%
Secretary	No Min	No Max	\$21.84	\$20.67	\$28.65	\$27.34	---	---	79.89%
GIS Technician	\$34.70	\$40.89	\$41.71	\$26.40	\$36.92	\$30.68	131.42%	110.75%	135.95%
MIS Manager	\$44.47	\$55.07	\$45.45	\$39.97	\$53.05	\$56.96	111.27%	103.81%	79.80%
MIS Technician	\$27.97	\$32.78	\$28.38	\$23.09	\$30.65	\$34.26	121.13%	106.94%	82.84%
Assistant Golf Pro	No Min	No Max	\$18.50	\$22.82	\$29.55	\$26.78	---	---	69.08%
Director of Golf	\$40.90	\$48.02	\$42.73	\$31.00	\$41.10	\$42.36	131.94%	116.83%	100.88%
Groundskeeper	\$27.97	\$32.78	\$29.41	\$15.89	\$20.40	\$23.57	176.04%	160.67%	124.79%
Superintendent of Parks	\$40.90	\$48.02	\$47.25	\$34.45	\$43.81	\$43.34	118.74%	109.61%	109.02%
Chief of Police	\$56.87	\$65.61	\$65.08	\$45.76	\$59.80	\$57.36	124.28%	109.72%	113.45%
Clerk	No Min	No Max	\$23.67	\$20.77	\$27.16	\$26.83	---	---	88.23%
Assistant Director of Recreation	\$36.84	\$43.45	\$44.32	\$35.93	\$43.19	\$32.28	102.53%	100.59%	137.29%
Clerk/Typist	No Min	Max	\$28.91	\$18.89	\$26.11	\$25.66	---	---	112.65%
Director of Recreation	\$49.55	\$59.90	\$62.29	\$37.05	\$48.47	\$41.58	133.73%	123.58%	149.80%
Program Coordinator	No Min	No Max	\$18.40	\$21.11	\$28.73	\$25.51	---	---	72.12%

CITY OF TROY
Summary of Data from Responding Jurisdictions

Position	CITY OF TROY			Market - All Responses			Variance to Market		
	Minimum	Maximum	Current	Minimum	Maximum	Current	Minimum	Maximum	Current
Street/Refuse Foreman	No Min	No Max	\$42.22	\$25.19	\$31.10	\$31.59	---	---	133.63%
Utilities Foreman	No Min	No Max	Vacant	\$30.61	\$35.46	\$33.50	---	---	---
WW Treatment Plant Asst. Superintendent	\$40.90	\$48.02	\$42.95	\$33.36	\$43.36	\$38.21	122.60%	110.76%	112.40%
WW Treatment Plant Superintendent	\$44.47	\$55.07	\$48.89	\$36.60	\$49.56	\$45.12	121.51%	111.11%	108.35%
Water Treatment Plant Asst. Superintendent	\$40.90	\$48.02	\$45.31	\$33.65	\$43.21	\$36.15	121.55%	111.13%	125.34%
Water Treatment Plant Superintendent	\$44.47	\$55.07	\$51.75	\$36.48	\$49.05	\$43.20	121.90%	112.27%	119.78%

APPENDIX B – POINT FACTORING MANUAL

CITY OF TROY

Point Factor Manual



CONSULTANTS TO MANAGEMENT

Akron | Cincinnati | Columbus | Lima
www.clemansnelson.com
[1.800.282.0787](tel:18002820787)

POINT FACTOR VALUES

FACTORS	Weight	NUMBER OF DEGREES	POINTS AVAILABLE	1	2	3	4	5
1. Education	15%	5	150	35	65	105	127	150
2. Experience	13%	4	130	31	62	93	130	—
3. Supervision Exercised	13%	5	130	0	31	62	93	130
4. Communications (Internal / External Relations)	13%	4	130	31	62	93	130	—
5. Responsibility for Assets/Consequence of Errors	11%	4	110	10	45	80	110	—
6. Independence of Work/Discretion	10%	4	100	10	40	70	100	—
7. Responsibility for Policies and Procedures	10%	5	100	8	30	52	75	100
8. Work Environment	3.5%	4	35	4	15	25	35	—
9. Health and Safety	3.5%	4	35	4	15	25	35	—
10. Responsibility for Accurate Records/Reports	8%	4	80	8	30	52	80	—

1. EDUCATION – (15%)

This factor refers to the minimum level of education that is needed in order to permit an employee to effectively perform the duties and responsibilities of his position, or to comply with statutory educational requirements.

Degree	Points	Degree Definition
1	35	Completion of high school education or GED.
2	65	Completion of high school education or GED, plus post-secondary education (e.g. Associate degree) and/or training.
3	105	Completion of bachelor's degree.
4	127	Completion of a bachelor's degree (in related field) and additional certification (e.g. CPIM, CPRP, SHRM-CP, PHR, SPHR, etc.).
5	150	Completion of graduate level degree (e.g. J.D., MBA, etc.) and/or professional licensure/registration (e.g. P.E., CPA, etc.).

2. **EXPERIENCE – (13%)**

This factor refers to the amount of experience that is needed working in the appropriate field or profession to permit an employee to effectively perform the duties and responsibilities of his position, or to comply with legal experience requirements.

Degree	Points	Degree Definition
1	31	No experience through 2 years' experience
2	62	More than 2 years but less than 5 years' experience
3	93	5 or more years but less than 10 years' experience
4	130	10 or more years' experience

3. SUPERVISION EXERCISED – (13%)

This factor refers to the position's responsibility for exercising supervision over others. Take into account the kind of supervision exercised, the level of those supervised, and the complexity of the work performed by subordinate positions. The primary responsibility of supervision involves determining which employee will do what, when, and how.

Degree	Points	Degree Definition
1	0	No supervisory responsibilities
2	31	Performs lead work and ensures that employees perform work in accordance with established procedures or standards and that deadlines and schedules are met.
3	62	Responsible for immediate supervision of a work unit of small size (front-line supervision). Ensures that employees perform work in accordance with established procedures and methods; assigns work; takes corrective action according to established policy, and ensures that project deadlines are met.
4	93	Requires planning, organizing, directing, and controlling the work activities of a multi-function work unit. Supervises a medium size group of employees (department-head). Recommends staffing patterns and levels. Coordinates flow of work between work units. Supervision may be exercised through one (1) or more levels of supervisory personnel within in a department.
5	130	Requires supervision and coordination of a major organization unit with coordinating contacts that extend to a number of other departments and outside agencies. Exercises general direction through at least two (2) levels of supervisory personnel. A large number of subordinates are engaged in unstructured work requiring minimum guidance and direction.

4. COMMUNICATIONS (INTERNAL / EXTERNAL RELATIONS) – (13%)

Degree of responsibility for securing cooperation and agreement and maintaining positive relationships with management, coworkers, citizens, outside organizations, elected officials, and other organizational departments. The purpose of relationships ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, and objectives.

Degree	Points	Degree Definition
1	31	Requires very little contact with other people outside work unit. Minimal amount of interpersonal communication needed to do job.
2	62	Job requires exchanging information, engaging others in conversation, and responding to questions.
3	93	Job requires interpreting and translating facts and information: explaining situations and issues to people and advising them of alternative or appropriate courses of action; and/or interviewing and developing information from others.
4	130	Job requires a high level of interpersonal and communication skills such as persuading others to take action, resolving agreements or making presentations.

5. RESPONSIBILITY FOR ASSETS/CONSEQUENCE OF ERRORS – (11%)

This factor refers to the position's accountability for actual monies, receipts, budgets, expenditures, and disbursements; and/or for the effective and economical use, operation, maintenance, safeguarding, processing, purchase, or storage of machinery, equipment, materials, or products; or for the planning or engineering in connection therewith; or other activities involving the accountability for assets. This factor also incorporates the probability of making errors and the economic loss and/or material loss, equipment damage, and costs associated with correction of the error and/or overall impact upon the agency, the general public, and the image of the agency.

The determination of the degree and point rating for assets responsibility and consequences of errors is based upon the extent of opportunity for achieving economies and preventing losses, the value of items or money involved, and the degree to which work is verified or checked and the likelihood of errors being discovered and corrected in subsequent operations.

Degree	Points	Degree Definition
1	10	May handle small amounts of funds on a periodic basis in collection of payments or direct disbursement of funds. Amount of funds to be collected or disbursed is pre-determined by policy and requires little or no employee discretion. Errors are usually detected before their consequence becomes serious, or the possibility of loss through errors is low. Little opportunity for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money; or through the operation of simple equipment; or through the safeguarding of supplies, equipment, or facilities of moderate value.
2	45	May handle moderate to large amounts of funds in performing job. May calculate or determine amount of funds to be collected or disbursed. Provides opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small unit or division; the handling of materials and supplies; the handling of large amounts of money; through the operation, repair, or overhaul of machinery and equipment; through planning, engineering or inspection of assets; or through safeguarding of supplies, equipment, or facilities of high value; or through legal processes. Errors may cause a noticeable amount of confusion or lost time although they are usually detected before serious consequences result. Probable errors may involve several areas of work.

Degree	Points	Degree Definition
3	80	Requires responsibility and provides opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large unit or division, or a small department; through authorizing the expenditure of large amounts of money; through the handling of very large amounts of money; through purchasing materials, supplies, and equipment; through complex planning or engineering or through the supervision of inspection in connection with construction of the preceding; through legal processes; through public property protection activity. Errors are difficult to detect and may have a significant effect on internal programs and operations. Responsible for a moderate level of confidential information.
4	110	Requires responsibility and provides opportunity for achieving major economies and/or preventing major losses through the management of a large department; through authorizing the expenditure of very large amounts of money; through complex purchasing of materials, supplies, and equipment; through engineering of extensive construction or other projects; or through supervision of public property protection activity. Errors may not be detected in time for corrective action to be taken. Probable errors may involve major expenditures for equipment, facilities, or materials, or serious loss to the agency and/or community good-will and/or legal action. Duties may involve the effective recommendations of important methods and policies such as those affecting outside relations in general and/or the direct and final preparation and presentation of data upon which top management or community leadership bases important decisions. Involves considerable accuracy and responsibility. Responsible for high level of confidential information.

6. INDEPENDENCE OF WORK/DISCRETION – (10.0%)

This factor refers to the degree to which the work is supervised or guided by practice or precedent, and the requirements of the job for problem solving and decision making.

Degree	Points	Degree Definition
1	10	Requires general supervision. Tasks may require occasional use of judgment. Employee may determine work sequences or make procedural decisions. Some dependence is placed in the employee's reliability.
2	40	Requires direction. Employee may receive general assignments and time frames but uses independent judgment to determine details and work sequences. Employee may be required to supervise, plan, organize, coordinate, and evaluate the work of a small work unit.
3	70	Requires general direction. Supervision is generally received in the form of bulletins, memos, staff conferences, or verbal instruction. Requires regular use of initiative and independent judgment to solve varied problems. Employee may be required to supervise, plan, organize, coordinate, and evaluate the work between multiple work units.
4	100	Requires administrative direction. Supervision is generally received in the form of program objectives and target dates. Tasks require the development and interpretation of guidelines for subordinates and supervising, planning, organizing, coordinating, and evaluating the work of a large size work unit. Requires consistent use of initiative and independent judgment to solve difficult, unique, and varied problems.

7. RESPONSIBILITY FOR POLICIES AND PROCEDURES – (10.0%)

This factor covers the degree of involvement in developing work policies and methods and the extent to which the employee is involved in or responsible for developing, approving, and enforcing work policies and methods.

The determination of degree must take into account the kind of responsibility, i.e., providing input into the development, implementation, interpretation, enforcement, origination, etc., or approving or executing any existing or new policies or methods, or participating and assisting in the development and enforcement of policies and methods, the importance and level of policy involved, and/or the complexity of the methods involved.

Degree	Points	Degree Definition
1	8	Requires responsibility in carrying out established policy and following the methods and procedures relating to the duties of the position.
2	30	Requires some responsibility for carrying out and explaining existing policy, methods, and/or procedures relating to the duties of the position or of subordinate or lateral positions.
3	52	Requires responsibility for carrying out, interpreting, and enforcing existing policy and methods or for assisting in developing policy and methods within the work-unit.
4	75	Requires considerable responsibility for carrying out, explaining, interpreting, coordinating, and enforcing existing intra-unit policy and methods, and for assisting in originating and developing inter-unit policy and methods.
5	100	Requires major responsibility for developing, coordinating, originating, and executing intra-unit policy and methods in a large organization unit; or for the development of overall administrative policy or methods in an organization-wide staff function; or for determining the legal basis for policy.

8. WORK ENVIRONMENT – (3.5%)

This factor refers to the surroundings and/or physical conditions under which the job must be performed and the extent to which those conditions make the job disagreeable and/or uncomfortable, the necessity for physical exertion in performing the duties of the position, and the hazards present on the job.

Degree	Points	Degree Definition
1	4	Work environment involves everyday risks or discomforts with little or no hazards and requires normal safety precautions typical of such places as offices and commercial vehicles; work area is adequately lighted, heated, and ventilated; no special physical demands are required to perform the work. Typically, the employee may sit comfortably or perform routine walking, standing, bending, carrying of light items, driving an automobile, etc. Sedentary work.
2	15	Work environment involves occasional risks or discomforts with some hazards and requires normal safety precautions typical of such places as offices and commercial vehicles; work area is adequately lighted, heated, and ventilated; occasional physical demands required to perform the work. Typically, the employee may be standing, bending, and carrying of light to medium weight items throughout the workday. Light work.
3	25	Work involves more frequent exposure to moderate risks or discomforts which require special safety precautions; employees are on occasion required to use protective devices; work occasionally involves a moderate amount of effort, dexterity, and exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; the work occasionally requires above average agility and dexterity. Medium work.
4	35	Work environment involves frequent exposure to disagreeable or potentially hazardous working conditions where illness or injury may be encountered, and the work often requires periods of strenuous activity; or the employee is occasionally exposed to dangerous situations which require a range of safety precautions, and where the work may infrequently require strenuous physical exertion such as the climbing of tall ladders, the lifting and moving of heavy objects, or defending oneself against physical attack. Heavy work.

9. HEALTH AND SAFETY – (3.5%)

This factor refers to the responsibility that the individual has for their own and/or others safety in the work environment.

Degree	Points	Degree Definition
1	4	Requires no responsibility and provides minimum opportunity for exercise of care to effect safety of others while performing duties of the position.
2	15	Requires some responsibility for safety or health of others and/or for occasional enforcement of the laws and standards of public safety or health.
3	25	Requires considerable responsibility for safety or health of others and/or for continuous enforcement of the laws and standards of public safety or health.
4	35	Requires supervisory responsibility for public safety or major health function and for enforcement of the laws and standards of public safety or health. May include those with first responder responsibilities.

10. RESPONSIBILITY FOR ACCURATE RECORDS / REPORTS – (8%)

This factor refers to the requirement to be responsible for gathering, recording, and preparing informational data for records, reports, or for other purposes and for maintaining and preparing operational, personal, financial, technical, and/or scientific records.

The determination of the degree and point rating for records and reports responsibility is based upon the extent, volume, and importance of the work involved in the processing of such records and reports. Consideration is also given to the confidential nature and complexity of the records and/or reports and the impact of disclosure of such information.

Degree	Points	Degree Definition
1	8	Requires relatively little responsibility for keeping and/or handling records and/or reports. The position may require such simple work tasks as tallying or reviewing data for accuracy.
2	30	Requires responsibility for processing routine records and reports such as entering data into computers, recording payments, and/or issuing receipts.
3	52	Requires responsibility for gathering and maintaining operating, personnel, financial, and/or technical records. The position will normally require the gathering and completing of simple statistical or other data for operational, personnel, financial, technical, or related reports.
4	80	Requires responsibility for preparing, checking and reviewing important, detailed and/or complex operational, financial, personnel, medical, technical or related records.

**COMMUNITY
PARTNERSHIPS
COMMITTEE**

MEMORANDUM

TO: Mr. Lutz, President of Council

FROM: Patrick E. J. Titterington, Director of Public Service and Safety 

DATE: December 13, 2023

SUBJECT: **AUTHORIZING PROFESSIONAL SERVICES AGREEMENT FOR ENVIRONMENTAL SERVICES FOR THE IMPLEMENTATION OF THE OHIO ABANDONED GAS STATION GRANT – 100 W. MARKET STREET, TROY OHIO**

RECOMMENDATION:

That Council authorizes the Director of Public Service and Safety to enter into a professional services agreement for environmental services with The Mannik & Smith Group, Inc. of Maumee, Ohio to investigate and cleanup an abandoned gas station property located at 100 West Market Street, Troy, Ohio; and submit a No Further Action (NFA) letter to the Bureau of Underground Storage Tank Regulations (BUSTR), at a cost not to exceed \$250,000.

BACKGROUND

In November 2023, the City received an Ohio Abandoned Gas Station (AGS) Grant totaling \$250,000 to investigate and cleanup the abandoned gas station site located at 100 West Market Street. The AGS funding will only be used on the parking lot area and not the building. Gloria Jean Morrison, the owner of the property, requested the City to apply for this assistance on their behalf. A private property owner is not eligible to apply for the Ohio AGS grant funding. The City signed a *Relevant Agreement* with Gloria Jean Morrison prior to submitting the grant application that provides the City with the right of entry, decision-making authority regarding assessment and remediation activities, and release from any liability associated with the 100 W. Market Street property. The project budget outlined in the Ohio AGS grant agreement has allocated \$74,615 for environmental assessments and remediation; \$128,160 for the removal of 3 underground storage tanks (USTs), 2 fuel islands and dispensers, pavement removal and replacement of new parking area; and \$47,225 is a contingency amount for remediation that may be required after the Tier 2 Evaluation is completed. The contingency funds may not be utilized unless contamination is identified and needs remediated. The Mannik & Smith Group, Inc. will be responsible for hiring a contractor to remove the USTs and remediate the site; as well as, completing the required BUSTR environmental reports. 100% of this project is being paid by the Ohio AGS grant. All work must be completed by December 18, 2025. This project is included in the 2024 Budget.

REQUESTED ACTION:

It would be appreciated if you would assign to a Committee of Council authorizing the Director of Public Service and Safety to enter into a professional environmental services agreement with The Mannik & Smith Group, Inc. of Maumee, Ohio to investigate and cleanup an abandoned gas station property located at 100 West Market Street, Troy, Ohio and submit a No Further Action (NFA) letter to the Bureau of Underground Storage Tank Regulations (BUSTR) at a cost not to exceed \$250,000.

