



THE CITY OF  
**Zanesville**

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Council – Mayor  
Government

**PUBLIC SERVICE COMMITTEE AGENDA**

The meeting will be held in Council Chambers at Zanesville City Hall,  
401 Market Street, Zanesville, OH  
Monday, November 13, 2023 at 5:00 p.m.

This meeting is for discussion pertaining to the upcoming Ordinances, Resolutions, and items of the Public Service Committee for review as follows. Meetings are open to the public in person, by phone, or online via WebEx. Connection information is below.

1. **Roll Call**
2. **Approval of Minutes of October 10, 2023**

**Ordinances**

3. **Ordinance No. 2023-109** – Introduced by Council – An Ordinance authorizing a maximum schedule of positions for the City of Zanesville's workforce.

**Discussion Items**

4. **Public Service Director Updates**
5. **Management Services for Gant Park Municipal Stadium Complex**

The next regular meeting is scheduled for December 11, 2023.

This meeting is open to the public who may attend in person or attend by phone or Internet using the information below.

Phone **1-844-621-3956** US Toll Free or **1-415-655-0001** US Toll.  
Use Access Code: **126 750 8098 #**

Online with WebEx- Enter **zanesvillecity.webex.com** in web browser. Enter Meeting Information- **126 750 8098**

## **PUBLIC SERVICE COMMITTEE – TUESDAY, OCTOBER 10, 2023**

The Public Service Committee met on October 10, 2023 at 5:00 p.m. in Council Chambers at City Hall, 401 Market Street, Zanesville, OH 43701.

Mr. Roberts: It is 5:01. I'm going to go ahead and call this meeting of the Public Service Committee to order. May I have roll call, please?

Committee Members Present: Councilperson Andrew Roberts, Chairperson; Councilperson Cody Pettit; and Councilperson Mark Ballmer were present. Councilperson Joey Osborn was absent.

Others present in person:

Scott Brown, Public Service Director  
Billie Corns, Clerk of Council  
Glen Gregor, IT

Donald Mason, Mayor  
Chip Saunders, City Engineer  
Daniel Vincent, President of Council

## **APPROVAL OF MINUTES OF SEPTEMBER 11, 2023**

Mr. Roberts: We have a quorum. I'll entertain a motion on the minutes of September 11, 2023.

Mr. Pettit moved to approve the minutes dated September 11, 2023. Mr. Ballmer seconded the motion.

Mr. Roberts: A motion and a second. Any discussion? All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. None were opposed. Mrs. Osborn was absent.

Mr. Roberts: Motion carries.

## **ORDINANCES**

**Ordinance No. 2023-99** – Introduced by Council – An Ordinance authorizing the Mayor's administration to expend funds for the purpose of employee appreciation.

Scott Brown: So, Ordinance 2023-99 is an ordinance to authorize the expenditure of funds for an employee appreciation event. What we'd like to do on November 10<sup>th</sup> is invite all the employees and their plus one to the Secrest Auditorium. There is a concert. Mayor, the band is?

Mayor Mason: Hotel California. November 10<sup>th</sup>.

Scott Brown: So, the City has invited Hotel California to come perform, and what we'd like to do is before the concert, have a dinner for all of the city employees citywide and then provide tickets at no cost to the employees to go to see the show. When I spoke with the Auditor, I understood what he was saying is that the tickets have value, and so as a result, we have to include the value in the dollar amount. And the tickets are worth \$15 a person. If we have roughly 500 employees and their plus ones come in, that's where the

dollar amount adds up. So the City would not be expending this total amount, but we have to account for the value of the benefit.

Mr. Roberts: So, Scott, I'm just looking at the calendar. We're not going to have time for three readings on this, are we?

Scott Brown: No, I would actually, yes I would appreciate it if you could waive the three readings. Actually, today's date would line up with the event date, which would mean that technically we can get this whole thing under wraps and get it funded and not be in violation if it's passed tonight with the readings waived.

Mr. Roberts: Questions from committee? I'll entertain a motion.

Mr. Pettit: Move to recommend to Council with the waiving of the readings.

Mr. Ballmer: Second.

Mr. Roberts: Any further discussion? All in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. None were opposed. Mrs. Osborn was absent.

Mr. Roberts: Motion carries.

**Ordinance No. 2023-102** – Introduced by Council – An Ordinance authorizing the Public Service Director to enter into an agreement with a consultant for the design and bidding of the Water Meter Replacement Project.

Scott Brown: We've been talking for a few years now about water meter replacement. After a lot of research and due diligence, what we found is that a water meter consulting firm would be the best way to tackle this project, as opposed to hiring an engineering firm to do this. There's really no design, a water meter is a water meter, so there's not a design aspect. So what we would be asking an engineering firm really to do is to oversee a project, and we can hire a consultant who specializes in large water meter installation projects that do just that. So, this contract is to authorize us to enter into a contract with this company. And they will basically build the entire project from start to finish and walk us through it. We still have to bid the entire project out as far as identifying who the contractor and that sort of thing is going to be. It's just that when you think of a typical Public Service project, we usually work with engineers because there's some form of design. This, we'll use a consultant instead of an engineer. But everything else with the project will be the same.

Mr. Roberts: So, this is taking us through planning, procurement, and then are they doing oversight as well, Scott?

Scott Brown: Yes.

Mr. Roberts: Just remind me, are they installing or are our guys are installing?

Scott Brown: No, so what will happen is they'll put together a bid just like an engineer would put together a bid, and then we will advertise and then there will be a bid. And a contractor who specializes in these types of projects will bid on the project. We hope whole bunches of them and that the numbers are really low, right? That's what we hope for. And then we will select the lowest and best bidder. And then once we get into a room with them, then this consultant will work with us and with that winning contractor to figure out how best to go about installing the meters with having the least amount of disruption to all of our customers. And there will be some other tricky things too. We have some big water meters. And so, trying to figure out how to replace those water meters without impacting their business, you know, the Brockway Glass factory would be an example. They have a very large water meter, and I'm not sure how they're going to do it. But they will, and they'll tell us. They run 24 / 7 / 365, so how do we not cost them money but still are able to install this water meter that we need to install? So, those are some of the things that this consultant will help us work through.

Mr. Roberts: So, do we anticipate, with what you were just talking about, I assume, residential meters, anybody with a backhoe could probably do that stuff versus the larger meters. Are we going to have two separate bids on those differences?

Scott Brown: So, what I have seen out there is that the local contractors that we would have in our area probably would not be interested in this type of project. It's going to be a company that specializes in having large numbers of employees that are well-trained with residential plumbing. You know, we have a lot of meters that are inside. We're going to try and put as many as we can outside, but there are going to be situations where we're not going to be able to get away from having to put these meters inside. And so, there are companies that do nothing but travel the continental United States and do these types of projects. So, I anticipate that's the type of contractor that will bid on it. That doesn't mean that there won't be a local contractor that turns out is just as good and submits a bid and ends up winning. It's just that I suspect we will get some of these more nationalized companies bidding on this project that specialize in these types of installations.

Mr. Roberts: Questions from the Committee?

Mr. Ballmer: I'm good.

Mr. Roberts: Cody?

Mr. Pettit: No.

Mr. Roberts: I'll entertain a motion.

Mr. Pettit moved to recommend to Council. It was seconded by Mr. Ballmer.

Mr. Roberts: All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. None were opposed. Mrs. Osborn was absent.

Mr. Roberts: Motion carries.

## DISCUSSION ITEMS

### Outside Commercial Rate

Scott Brown: So, we went through the process, and I won't dig up the whole history, but we went through an extensive process of putting together water, sewer, and sanitation rates. We're getting ready to go into 2024 for the sewer rates when I took a look at the commercial inside and commercial outside sewer rates. We had a pretty significant jump in 2023. We went from \$20 for commercial inside to \$62 for the base rate, and the commercial outside went from \$30 to \$93 for the outside commercial rate. What I'm proposing is that we freeze just the commercial inside and outside rate in the year of 2024 with 2023 rates. Or more plainly, I'm suggesting that those two numbers do not increase in 2024, and we come back this time next year and take a look at what impact it may or may not have had. We have a total of 42 outside customers. The total amount of money is not large, but I'm asking that give me an opportunity to review things over 12 months and see if an additional raise is warranted or not.

Mr. Roberts: Scott, I'm just trying to digest this. The \$93 and \$62 that is the fixed rate.

Scott Brown: Right.

Mr. Roberts: So, their usage, does it jump?

Scott Brown: No, what we did with the sewer was the opposite of the water. We put the increase on the fixed rate, as opposed to the gallons rate. Whereas in water, we left the base rate alone and increased the gallons. So, the gallons rate would still be accounted for. We would just be freezing these two spots.

Mr. Roberts: So, am I thinking about this right? If we have 42 outside commercial, the difference is \$9.

Scott Brown: Right.

Mr. Roberts: So, it's \$378 difference?

Scott Brown: Right. And what I'm saying is I don't think that when we come back next year, I'm not sure that that impact is going to be so significant. And so, that's why I'm suggesting that we take a pause and go from there.

Mr. Roberts: So, just a question on the catch-up. Then, when we hit 2025, and I know you're saying that you want to look at it going into '25, but would you anticipate bumping it back up to the '25 rate or bumping it up to the '24 rate?

Scott Brown: To be honest with you, I haven't got that far, so I don't know.

Mr. Roberts: Okay.

Scott Brown: I think it would warrant a conversation as to what the number should be. But as it sits today, I don't know.

Mr. Roberts: Okay.

Scott Brown: I just know that we had a significant increase, and I'd like a little bit more time to digest the merit of that increase to see if it warrants further increase or whether it was increased enough.

Mr. Roberts: Do you have a count on the inside commercial?

Scott Brown: I do not.

Mr. Roberts: But you're going to come back with legislation on this?

Scott Brown: Yes.

Mr. Roberts: If you can just give us a count on that commercial inside?

Scott Brown: Yes, I will be happy to do that.

Mr. Roberts: Questions from the committee?

### **Waterline Projects Completed**

Scott Brown: I wanted an opportunity to just briefly review 2023. I heard Council loud and clear over the past couple of years that they really would like the administration to spend some time replacing aging waterlines. Respectfully, we looked at the budget, and we said it's not there. You obliged, and we changed the rates. As such, I wanted to share with you the fruits of that venture. In 2023, we have done six major waterline replacement projects, some in-house and some were out to bid. We replaced almost 10,000 linear feet of waterline at a cost of almost \$1.5 million. So, we did raise the water rates, but we invested that back into the infrastructure, and that's what I wanted to share with you.

Mr. Roberts: Good deal. This is what we wanted. So, Scott, Dresden project, when does it...

Scott Brown: It was when we were trying to move part of Dresden's waterlines, for lack of a better term, stuck out into Maple. And so we, in anticipation of the paving project on Maple, tore all of that up and moved all of that out of Maple and then retied it back into Dresden. So, we will be getting to the rest of Dresden but anticipation of the paving there, this was just showing what we did. Which wasn't a lot; it was 300 feet, about \$50,000, but we did it.

Mr. Roberts: So when is the Dresden project set to start?

Scott Brown: So, Chip is, now that Dug Road (which he's going to talk about Dug Road here in just a second), now that Dug Road is finally off and running, he can now get that project finally buttoned up, and we plan to then get that out to bid. We, on purpose, for a lack of a better term, paused significantly so that Chip had enough time to get Dug Road where it needs to be, and now we can turn and get Dresden Road going.

Mr. Roberts: Okay. Chip, do you want to talk about Dug Road?

Chip Saunders: Speaking of Dug Road, great news! So, on Thursday we were able to open the bids for Dug Road. We went to Council with an estimate of \$6.6 million, and our low bidder on the project is Shelly and Sands. We had three bids. Shelly and Sands came in at just under \$4.7 million. So, the grant funding that we have available is \$6.9. So obviously that gives us a lot of room. Some of the other things that you guys have authorized for us, the environmental studies, ADR's services during construction, the mitigation costs that we had to bear, all of those will fit into that budget with room to spare. So, the City's going to be able to knock off this long-standing project and all with grant funds. We're very, very excited about that.

Mr. Roberts: Well, I just want to personally thank everybody involved with not only finding the money from all the grant sources, which it was numerous, and you guys even got more grant funding than the estimate. That's pretty good.

Mayor Mason: Yes, we did.

Mr. Roberts: So, now the question comes, what are we going to do with all that extra money?

Chip Saunders: We will spend the money that the grants will allow within the scope of the work. So, obviously the different grant programs have different strings. Some of them are very specific; some of them not as much. It's our job to maximize those funds and keep as many of them as we can here.

Mayor Mason: But, Mr. Chairman, we will work to see, especially on the state funds, what can be reprogrammed for that area, but not necessarily this exact, you know, it wouldn't be the sewer, wouldn't be the storm sewer, wouldn't be the lights, but it will be there. So we will work with our general assembly on some of those changes.

Mr. Roberts: Good job.

Chip Saunders: It's a big team effort, but it's really cool. You don't get to do projects like this very often in your career.

Mayor Mason: Again, I give Scott and Chip credit. I give Scott credit by giving Chip the broad discretion of making some important recommendations. I give Chip a lot of credit by saying, do this so you don't have to come back before 40 years. That's right, let's not do some little patch thing. And so, between the two, we have developing, I think, a project that will one day be really written up as the way you properly go about doing stuff, you know.

Mr. Roberts: Mr. Ballmer?

Mr. Ballmer: Basic timeline? Start and finish?

Chip Saunders: So, we awarded the project today. Of course, Council already approved it. So the first step is that you award the project. Now we go back and forth with paperwork. That typically takes 2-4 weeks to get all of that done and get the contractor under contract and get them out there. The way we have the contract set up, the road needs to be open by the end of construction season next year. Then, the improvements in the park need to be done in the spring of next year.

Scott Brown: Of '25.

Chip Saunders: Yes, I'm sorry. Thank you, Scott.

Mr. Roberts: So basically November '24, it has to be opened?

Chip Saunders: Yes, whatever they're doing, wherever they're doing it, you need to be able to travel on Dug Road by the end of construction season next year.

Mr. Ballmer: Thank you.

Chip Saunders: Yes. After that, I guess I will jump into Dresden Road. So, where we're at with Dresden Road, we're finishing up the final design. The work that the Water Department did got us completely out of the way and in the grass on the other side of Bryan Place so that we can take off and not disturb anything that just got paved. I anticipate that we will be going to bid over that late fall, early winter. The paving money that we've got to follow the waterline project kicks in on July 1<sup>st</sup> of 2024. It's in Fiscal Year 2025. We will probably bid it before then, but we can't award the contract until July. So, the idea is, come in this winter, start tearing up and doing the waterline work, and then before we go into next winter, we've got it buttoned up with a brand new resurfacing.

Mr. Roberts: Speaking of Maple Avenue, how did everything go?

Chip Saunders: Pretty good. You know, it was done at night, so that is for convenience, and it makes it a lot better for the traveling public. It's a huge improvement from what we had before. We didn't have any major costs, overruns, or anything like that. So the funding came in good. I think that, just to be frank, I think a daytime paving project tends to finish a little bit better. But, I mean, Maple Avenue was a wreck.

Mayor Mason: But, let me just say, you were right originally. You just can't do it in the daytime.

Chip Saunders: Yes, you can't. We've got enough of an impact to the community. We did it this way. We used our STIP funds that we were able to keep and apply to that project. So we didn't write any cash out of it. I mean, it's definitely a success and to get the waterline done ahead of that, Scott was talking about earlier, really is the right way to do things and the way we want to do things.

Mayor Mason: That line used to break, what about every 10 days?

Scott Brown: Something like that.

Mayor Mason: It's been there for since mid-August and no breaks. Look how much money you've saved just in maintenance. That would have been four different trips.

Chip Saunders: ODOT put out a public notice last week. They are going to get in there this week and do the striping. That is something that they can't do at night because of temperatures and things like that. It wasn't scheduled to get done until spring of next year, but they've got a window to get them in there and



get that done, so we're going to go ahead and have that done. They'll maintain traffic, but there will be lane restrictions when they're doing that work.

Mayor Mason: Just today on my way to work, and this was 7:45 a.m., I'm following and crossing in front of the PNC, head southbound, and sure enough a car got in the left lane to turn into, let's say to go east between Verizon and the fish fast food place. And the striping is not there now, but the sign is there. But, we have a problem there and then we have the other problem at Brandywine and Maple that we have over-striped it in the past in order to have people at least see one of the arrows. But right now, you still have two cars sometimes trying to go straight.

Mr. Roberts: Which that brings up a good question. So we put those chicken tracks in on Brandywine & Maple and I'm trying to remember how far down they paved. Did they pave into the intersection of Adair or no?

Chip Saunders: They paved just short of Adair. We will catch Adair with next year's paving. We put in the part of Maple from the interstate...

Mr. Roberts: So are they going to put the chicken tracks back in on Brandywine or are we going to have to do that later on?

Chip Saunders: I'll get you an answer on that. I'll have to look and see what was in the plan.

Mr. Roberts: Because it did seem to help a little bit.

Mr. Vincent: Chicken tracks?

Mr. Roberts: The dashed lines going through the intersection. They kept people in the lane.

Mr. Vincent: Okay.

Mr. Roberts: Sorry.

Scott Brown: Yes, we had the same thing at Maple & Bell.

Chip Saunders: Yes.

Mr. Roberts: You get that much open asphalt, and people get a little bit wily.

Chip Saunders: Yes, I've noticed the ones on Adair. Because there's a lot of swing room there, and they're worn out. We'll see if we can get that in there anyway. I don't believe that that was part of the work because they didn't pave that, but when you got somebody like that there it's often pretty easy to add something like that on.

Mayor Mason: I thought that was done as part of the I-70 project.

Chip Saunders: It was, yes.

Mr. Roberts: Since we're here and talking about it, I know ODOT put the 70 emblem and the 60 emblem on the road going down, and I don't know how much logistics this would take. But a couple people from out of town said they didn't know what lane they were supposed to be in on the bridge, which then led to confusion and some back & forth traffic action. So I didn't know if there was any way we could get those emblems further back. But then I know you hit that intersection at Zane, and that's even more confusing.

Chip Saunders: I have a progress meeting with the state tomorrow on the project. I'll bring that up, and we'll talk about that a little bit.

Mr. Roberts: And I'm not faulting anybody, but I'm just trying to figure out how to better move traffic through those intersections. And when you're sitting there on the bridge, you see the cross traffic.

Chip Saunders: It might be harder to do that on a bridge deck.

Mr. Roberts: I figured.

Chip Saunders: But I'll at least bring it up, and we'll see.

Mr. Roberts: Okay.

Chip Saunders: It's a good point because the backup is occurring way before you get down through the Zane intersection a lot of times.

Mr. Roberts: Thanks, Chip.

Chip Saunders: Yes.

Mr. Roberts: Any other questions from the committee?

Mr. Vincent: Mr. Chair?

Mr. Roberts: Mr. Vincent.

Mr. Vincent: Jumping back to Dresden Road waterline, the entire waterline on Dresden Road will be replaced before paving?

Chip Saunders: The part that we have programmed to be replaced. There was a job that was done in the late 80's that replaced a lot of 16-inch main and also...

Mayor Mason: That was from Taylor – north I think, right?

Chip Saunders: Yes, there's a good bit of it in there where all we have to do is take services off of the old decrepit line and move it over to the 16-inch main. But the Dresden Road Waterline Project, everything that we're planning to do will be done before the paving.

Mr. Vincent: Okay. So, Taylor – south, that's newer line or that's being replaced?

Chip Saunders: There are parts that were already replaced in the late 80's that a new 16-inch ductile iron main was put in at the time. It was part of the project to get the Industrial Park going that went up and fed the water tower and all that. We're not going to replace that part of the line. That part of the line is not giving us any issues at all.

Mr. Vincent: Just the older stuff, then?

Chip Saunders: Yes, but even that, I think the last estimate I looked at that was \$2 to \$3 million for what we are doing. So thank goodness we have part of it that we can just switch over our services.

Mr. Vincent: Okay, thank you.

Scott Brown: It still happens today, but that 16-inch line was built with the idea of being a transmission line. So you were trying to move a tremendous amount of water from point A to point B. There was already a smaller line at the time that served the local residents. So what we're going to do though is basically that section, we're going to eliminate that old and then tie those people onto this large 16-inch transmission line. They could've done it all the years ago, but the focus was, we need to hurry up and get this thing built to get the water out to this area, and these people are already being served. And that was 40-something years ago, which means the waterline was in much better shape than it is now.

Mayor Mason: See, I think we just had grant money just for the main line.

Scott Brown: Yes, and that's not uncommon. I mean, we're not the first community where we have transmission lines in the ground and then we have small lines next to it that the people's services are on. And I've done a lot of projects in my career where you go back and then tie the people into that transmission line later.

Mr. Roberts: Is there going to be any pressure issue on that?

Chip Saunders: It's all on the high-pressure system.

Mr. Roberts: Okay.

Mr. Vincent: The transmission line, what does it feed out to?

Scott Brown: It goes all the way, I believe, it actually goes all the way out to the water tower that's all the way out at Richvale and Northpointe. It was 40+ years ago when they built the water tower. That was how they planned to fill it, with this large transmission line.

Mr. Vincent: Thank you.

Mayor Mason: '87, right?

Scott Brown: I honestly don't know. I know it would have been somewhere between '83 and '88, so somewhere in that time range.

Mr. Vincent: What is the life expectancy?

Scott Brown: Of which? Ductile iron can be anywhere from 80 to 100 years. PVC is untested because it hasn't been around long enough to outlive its useful life. So we don't know.

Mr. Vincent: We'll take 100. That would be great. Thank you.

Mr. Roberts: Anything else for the good of the order?

Mr. Ballmer: Motion to adjourn.

Mr. Pettit: Second.

Mr. Roberts: All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. None were opposed. Mrs. Osborn was absent.

Mr. Roberts: Motion carries. We stand adjourned. Thank you, all.

The meeting adjourned about 5:29 p.m.

**Regular scheduled meetings with the next dates as follows:**

Monday, November 13, 2023

Monday, December 11, 2023

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Billie Corns, Clerk

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Andrew Roberts, Chairman

ORDINANCE 2023 – 109  
INTRODUCED BY COUNCIL

**AN ORDINANCE AUTHORIZING A MAXIMUM SCHEDULE OF POSITIONS FOR  
THE CITY OF ZANESVILLE’S WORKFORCE**

WHEREAS, Ordinance #2023-92 presently governs authorized workforce positions for the various City offices and departments; and

WHEREAS, a periodic update of the Maximum Strength Ordinance is necessary to incorporate changes made necessary by the operational needs of the City; and

WHEREAS, the City would not be permitted to pay its employees without Council amending the authorized workforce positions.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that:

SECTION ONE: The following maximum schedule of positions for the various city offices and departments, effective with the passage of this ordinance, be and hereby is authorized. Each of the following sections, numbered 101-1021, etc., is hereby declared to be a separate and distinct section for the purposes of this ordinance.

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-1121	<b>PUBLIC SAFETY:</b>	
	Parking Enforcement Officer (Seasonal)	1
	Public Safety Director	1
101-3281	<b>PARKS:</b>	
	Crew Supervisor (Recreation)	1
	Crew Supervisor (Recreation) (upgrade only)	1
	Maintenance Worker	4
	Maintenance Worker (Seasonal)	7
	Maintenance Worker Trainee	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-4381	<b>BUILDING &amp; CODE ENFORCEMENT:</b>	
	Administrative Secretary to the Safety Director	1
	Building Inspector	1
	City Architect	1
	Code Enforcement Officer/Building Inspector	1
	Code Enforcement Officer	2
	Code Enforcement Officer/ Weed, Litter and Property Preservation Manager	1
	Weed and Litter Control Laborer	1
	Crew Supervisor (Seasonal)	2
	Maintenance Worker (Seasonal)	6
101-7661	<b>MAYOR:</b>	
	Executive Secretary	1
	On-Call Administrative Assistant (on-call)	2
101-7681	<b>AUDITOR:</b>	
	Accounting Specialist	1
	Auditing Specialist	1
	Deputy Auditor	1
101-7682	<b>TREASURER:</b>	
	Deputy Income Tax Administrator	1
	Deputy Treasurer	1
	Income Tax Administrator	1
	Income Tax Auditor/Investigations	1
	Income Tax Clerk II	2
	Income Tax Clerk III	1
	Payroll Manager full-time	1
	Treasurer Office Assistant (part-time)	1
101-7691	<b>LEGAL DEPARTMENT:</b>	
	Assistant Law Directors (80% of wages paid by City):	
	Civil	1
	Prosecutions	1
	Paralegal (70% of wages paid by City)	1
	Victim/Witness Coordinator (100% paid by City)	1
101-7705,-7791	<b>PUBLIC SERVICE ADMINISTRATION:</b>	
	Administrative Secretary to Public Service Director	1
	City Engineer	1
	Assistant City Engineer	1
	Deputy Director/Public Service	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
01-7705,-7791	<b>PUBLIC SERVICE ADMINISTRATION CON'T:</b>	
	Engineering Technician	1
	GIS Specialist	1
	Public Service Director	1
	Public Service Student Apprentice	30
101-7712	<b>CITY COUNCIL:</b>	
	Clerk of Council	1
101-7721	<b>MUNICIPAL COURT:</b>	
	Court Bailiff (60% of wages paid by City)	1
	Deputy Court Bailiff	1
	Deputy Court Clerk	3
	Municipal Court Clerk (60% of wages paid by City)	1
	Municipal Court Bookkeeper (part-time)	1
101-7771	<b>CIVIL SERVICE COMMISSION:</b>	
	Civil Service Employment Coordinator	1
101-7781	<b>CITY HALL:</b>	
	Custodial or Maintenance Worker	1
101-7782	<b>CITY MAINTENANCE:</b>	
	City Maintenance Supervisor	1
	General Service Worker	3
	HVAC Technician/Plumber	1
101-1021	<b>CITY TRAFFIC</b>	
	Traffic Signal Supervisor/Programmer	1
	Traffic Signal Crew Leader	1
	Traffic Signal Technician I	2
	Master Electrician	1
101-7861	<b>HUMAN RESOURCE DEPARTMENT:</b>	
	Human Resource Manager	1
101-7862	<b>IT DEPARTMENT:</b>	
	Information Technology Administrator	1
	IT Network Engineer	1
	IT Technician	1
101-7863	<b>BUDGET &amp; FINANCE:</b>	
	Budget & Finance Director	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-7864	<b>PURCHASING:</b> Purchasing Coordinator	1
201-1111 to 201-1115	<b>POLICE:</b> Communications Operator General Police Secretary Custodial or Maintenance Worker Police Commander Police Chief Police Lieutenant Police Officer Police Officer (6-month training, Max 13 pay periods) Police Records Clerk Police Sergeant Secretary to Police Chief Property Room & Impound Clerk	11 2 1 3 1 0 49 2 4 7 1 1
202-6541,-6571,-6651,-6991	<b>STREETS:</b> Maintenance Worker Maintenance Worker (Seasonal) Maintenance Worker Trainee Secretary to the Street and Refuse Superintendent Sign Painter Sign Painter (upgrade only) Street Maintenance Supervisor Street and Refuse Superintendent Vehicle Operator Vehicle Operator (upgrade only)	8 7 1 1 2 1 1 1 5 2
250-1191	<b>JAIL:</b> Assistant Jail Administrator Corrections Officer Corrections Officer (6 month training) Jail Administrator Senior Corrections Officer (upgrade only)	1 23 1 1 1 per shift
260-1161	<b>PROBATION:</b> Chief Probation Officer Probation Officer Secretary to Probation Officer	1 1 1



<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
270-1041	<b>FIRE:</b>	
	Assistant Fire Chief (56 hr.)	3
	Assistant Fire Chief (40 hr.)	1
	Fire Chief	1
	Fire Fighter	42
	Fire Fighter (6-month training, Max 13 pay periods)	2
	Fire Fighter/EMT – Basic (Upgrade Position)	2
	Fire Fighter/EMT – Intermediate (Upgrade Position)	2
	Fire Fighter – Paramedic (Upgrade Position)	2
	Fire Lieutenant	9
	Fire Lieutenant/EMT – Basic (upgrade Position)	2
	Fire Lieutenant/EMT – Intermediate (Upgrade Position)	2
	Fire Lieutenant – Paramedic (Upgrade Position)	2
	Secretary to the Fire Chief	1
304-4361	<b>COMMUNITY DEVELOPMENT:</b>	
	Administrative Secretary to CD Director	1
	Associate Planner	3
	Community Development Director	1
	Fair Housing Coordinator (Upgrade Position)	1
	Planning & Zoning Administrator	1
	Redevelopment Administrator	3
601-6611	<b>AIRPORT:</b>	
	Airport Attendant	1
	Airport Manager (part-time)	1
	Maintenance Worker (Seasonal)	1
	Maintenance Worker Trainee	1
602-2171	<b>CEMETERY:</b>	
	Cemetery & Parks Superintendent	1
	Maintenance Worker	2
	Maintenance Worker (Seasonal)	6
	Maintenance Worker Trainee	1
	Secretary to Parks & Cemeteries Superintendent	1
	Vehicle Operator	1
	Vehicle Operator (upgrade only)	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
603-5470,-5471,-5472,-5473	<b>WATER:</b>	
	Maintenance Worker	10
	Maintenance Worker (Seasonal)	3
	Maintenance Worker Trainee	1
	Plant Maintenance Mechanic	1
	Public Service Auditor	1
	Secretary to the Water Superintendent	1
	Utilities Billing Clerk I	3
	Utilities Billing Clerk I (Part-Time)	1
	Utilities Billing Clerk II	1
	Utilities Billing Clerk III	1
	Utilities Billing Supervisor	1
	Vehicle Operator	6
	Vehicle Operator (upgrade only)	6
	Water Lab Analyst	1
	Water Crew Leader	2
	Water Supervisor	1
	Water Plant Operator	4
	Lead Water Plant Operator	1
	Water Superintendent	1
604-5451,-5452	<b>SEWER:</b>	
	Deputy Wastewater Superintendent	1
	Environmental Coordinator	1
	Industrial Wastewater Technician I	1
	Industrial Wastewater Technician I (upgrade position)	1
	Industrial Wastewater Technician II	1
	Industrial Wastewater Technician II (upgrade position)	1
	Maintenance Worker	5
	Maintenance Worker (Seasonal)	5
	Maintenance Worker Trainee	1
	Plant Maintenance Mechanic	4
	Plant Maintenance Mechanic (upgrade position)	4
	Plant Maintenance Mechanic Foreman	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
604-5451,-5452	<b>SEWER CON'T:</b>	
	Secretary to the Wastewater Superintendent	1
	Sewer /Drainage Maintenance Crew Leader	1
	Sewer/Drainage Maintenance Supervisor	1
	Sewer/Drainage Technician	1
	Vehicle Operator	4
	Vehicle Operator (upgrade position)	2
	Wastewater Field Technician	1
	Wastewater Field Technician (upgrade position)	1
	Wastewater Laboratory Analyst	1
	Wastewater Laboratory Supervisor	1
	Wastewater Plant Operator	5
	Lead Wastewater Plant Operator	1
	Wastewater Superintendent	1
608-5462	<b>STORM SEWER:</b>	
	Storm Water Program Manager	1
620-3261	<b>SECRET AUDITORIUM:</b>	
	Maintenance Worker (Seasonal)	1
	Secrest Auditorium and Entertainment Director	1
	Administrative Assistant to Auditorium Manager	1
	Marketing and Events Coordinator (part-time)	1
	Secrest Auditorium Box Office Administrator	1
	Stage Technician	15
	Technical Director	1
	Stage Hand/Custodian	30
650-5481	<b>REFUSE:</b>	
	Litter/Recycling Coordinator (upgrade only)	1
	Maintenance Worker (Seasonal)	4
	Maintenance Worker Trainee	1
	Refuse Collection Crew Leader	5
	Refuse Collection Crew Leader (upgrade only)	4
	Refuse Collection Supervisor	1
	Refuse Collector	10

SECTION

NUMBER OF CLASSIFICATIONS BY DIVISION

700-7631

**VEHICLE AND EQUIPMENT MAINTENANCE:**

Fleet Manager	1
Maintenance Garage Coordinator	1
Maintenance Worker (Seasonal)	2
Maintenance Worker Trainee	1
Vehicle Mechanic	4
Vehicle Mechanic (upgrade only)	1
Vehicle Service Worker	1

SECTION TWO: Other ordinances or resolutions or any part of any ordinance or resolution inconsistent herewith is hereby repealed.

SECTION THREE: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2023

\_\_\_\_\_  
Billie Corns,  
Clerk of Council

\_\_\_\_\_  
Daniel M. Vincent,  
President of Council

APPROVED: \_\_\_\_\_, 2023

This legislation approved as to form:

\_\_\_\_\_  
Donald L. Mason,  
Mayor

\_\_\_\_\_  
Law Director's Office