



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING
DECEMBER 16, 2020 - 7:00PM
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on December 16, 2020 beginning at 7:00pm for the following:

1. **ADOPTION OF 2021 CITY BUDGET** – Public Hearing for the purpose of receiving public input and taking action to adopt the 2021 City Budget as proposed by the City Manager and taking action to authorize the issuance of bonds or notes to finance 2021 capital improvements; to authorize the City Manager to apply for Clean Water State Revolving Fund Loan(s) and to designate the City Manager as authorized representative of the City; and to vote to establish special revenue funds for the Downtown Lebanon Tax Increment Finance District and the Lebanon Airport-Tech Park Tax Increment Finance District.
[2021 Municipal Budget as Proposed by the City Manager](#)
2. **AMEND ORDINANCE NO. 18, SALARY PLAN** – A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, and Article III, Bargaining Unit Employees to effectuate a 1.5% General Wage Increase effective the first pay period of 2021.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY, IS AVAILABLE ON THE CITY WEBSITE AT LEBANONNH.GOV.

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 16, 2020**

4. PUBLIC HEARING ITEMS:

**4.B – AMENDMENT TO ORDINANCE NO. 18, ARTICLE II, NON-AFFILIATED &
LPASE EMPLOYEES, AND ARTICLE III, BARGAINING UNIT EMPLOYEES TO
EFFECTUATE A 1.5% GENERAL WAGE INCREASE
EFFECTIVE THE FIRST PAY PERIOD OF 2021**

A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan:

1. Amend Article I to include the Lebanon Professional, Administrative, Salaried Employees (LPASE) Bargaining Unit within Article II; and
2. Implement a 1.5% General Wage Increase for all employees

The City Council scheduled this public hearing at their November 18, 2020 regular meeting. The public hearing was properly noticed in the *Valley News* on December 5, 2020 in accordance with City Code and State Law.

BACKGROUND

AMEND ARTICLE I

By action of the Council in 2019, the wage scales for non-affiliated employees along with those represented by the LPASE bargaining unit were combined. The language provided in Article I needs to be revised to clarify the change. Language is proposed as follows:

ARTICLE I - In accordance with Sections 419:24, 25, 51 and 52 of the Charter of the City of Lebanon, as amended, City employees not covered by a recognized bargaining unit ("Non-Affiliated Employees") and those employees represented by the Lebanon Professional, Administrative, Salaried Employees (LPASE) shall be paid in accordance with Article II below and those employees covered by AFSCME Local #1348/Council 93 AFL-CIO, Lebanon Permanent Firefighters' Association Local 3197/International Association of Firefighters' (IAFF), or the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) bargaining unit shall be paid in accordance with Article III below.

IMPLEMENTING GENERAL WAGE INCREASE (GWI)

Compensation for exempt (salaried) and non-exempt (hourly) non-affiliated and LPASE employees is expressed as a minimum and maximum grade range – hourly for non-exempt employees and weekly for exempt (salaried) employees. Exempt and non-exempt status is determined by application of the Fair Labor Standards Act (federal). Movement within ranges is through annual general wage and merit adjustments applicable for employees not at the top of their wage range. Where an employee falls within grade and a range, depends on individual circumstances including position requirements, qualifications, experience, skills and service time.

To be useful, it is imperative that compensation and classification systems be kept current. This is achieved primarily by revising compensation ranges through regular general wage adjustments and by systematically reviewing all positions on a regular basis both relative to a meaningful sampling of the labor market and internally relative to other positions.

Funding is proposed in the 2021 City Budget which is scheduled for adoption on December 16, 2020.

Process to Amend Ordinance No. 18

Amending Ordinance No. 18 requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt. The first presentation was November 18; the second on December 2; and the third is December 16 with action to amend the ordinance following a public hearing.

ACTION

If the Council decides to move forward, the following motion is offered for consideration:

PRESENTATION:

MOVED, that the Lebanon City Council hereby acknowledges the third of three presentations to amend Ordinance No. 18, Salary Plan, as follows:

- 1. Amend ARTICLE I - In accordance with Sections 419:24, 25, 51 and 52 of the Charter of the City of Lebanon, as amended, City employees not covered by a recognized bargaining unit ("Non-Affiliated Employees") and those employees represented by the Lebanon Professional, Administrative, Salaried Employees (LPASE) shall be paid in accordance with Article II below and those employees covered by AFSCME Local #1348/Council 93 AFL-CIO, Lebanon Permanent Firefighters' Association Local 3197/International Association of Firefighters' (IAFF), or the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) bargaining unit shall be paid in accordance with Article III below.***
- 2. Implement a 1.5% General Wage Increase for all employees***

RESOLUTION:

FOR THE PURPOSE OF amending Ordinance No. 18, Salary Plan.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council amends Ordinance No. 18 Salary Plan, as follows:

- 1. Amend ARTICLE I - In accordance with Sections 419:24, 25, 51 and 52 of the Charter of the City of Lebanon, as amended, City employees not covered by a recognized bargaining unit ("Non-Affiliated Employees") and those employees represented by the Lebanon Professional, Administrative, Salaried Employees (LPASE) shall be paid in accordance with Article II below and those employees covered by AFSCME Local #1348/Council 93 AFL-CIO, Lebanon Permanent Firefighters' Association Local 3197/International Association of Firefighters' (IAFF), or the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) bargaining unit shall be paid in accordance with Article III below.***
- 2. Implement a 1.5% General Wage Increase for all employees***

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES – 2021 SALARY GRADES 1.5% GWI

<u>Grade</u>	<u>Position Title</u>	<u>Hourly</u>		<u>Weekly</u>	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1	General Intern II	\$16.77	\$22.64	-	-
2	Custodian	\$17.78	\$23.99	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.84	\$25.44	-	-
	Custodian I	-	-	-	-
4	Library Assistant	\$19.98	\$26.97	-	-
5		\$21.17	\$28.57	-	-
6	-	\$22.44	\$30.29	-	-
7	Administrative Assistant	\$23.78	\$32.45		
	Administrative Secretary			-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$25.21	\$34.04	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-
	Children's Librarians			\$1,008.55	\$1,361.65
	Outreach Librarian	-	-		
	Young Adult Librarian	-	-	-	-
9	Code Health Inspector**	\$27.73	\$37.43	-	-
	Executive Assistant	-	-	-	-
	Digital Media Officer	-	-	-	-
	Information Technology Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Associate Planner**	-	-	\$1,109.20	\$1,497.36
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
10	Assistant City Engineer**	\$30.50	\$41.18	-	-
	Cemetery Sexton**	-	-	-	-
	Financial Analyst	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**				
	Police Communications Supervisor**	-	-	-	-
	Tax Collector	-	-	-	-
	Human Services Director	-	-	\$1,220.15	\$1,647.20
	Recreation Program Coordinator**	-	-		
11	Technical Advisor I	\$33.59	\$45.34	-	-
	Administrative Services Manager**	-	-	\$1,343.60	\$1,813.60
	Airport Operations Supervisor**	-	-	-	-
	Assistant Recreation Director**	-	-	-	-

	Code Enforcement Director**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Fire Marshal**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner**	-	-	-	-
12	Wastewater Treatment Superintendent**	\$35.60	\$48.05	-	-
	Water Treatment Superintendent**	-	-	-	-
	City Assessor**	-	-	\$1,424.00	\$1,922.00
	City Clerk	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager**	-	-	-	-
13	Airport Manager	-	-	\$1,509.21	\$2,037.39
	Assistant Fire Chief	-	-	-	-
	Deputy Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager**	-	-	-	-
	Recreation Director	-	-	-	-
	Police Captain**	-	-	-	-
	Systems and Information Technology Administrator	-	-	-	-
14	Assistant Director/Public Works	-	-	\$1,599.77	\$2,159.70
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Information Technology Director	-	-	\$1,695.84	\$2,289.20
16	Technical Advisor II	\$44.93	\$60.66		
	Chief of Police	-	-	\$1,797.42	\$2,426.40
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Deputy City Manager	-	-	-	-

**denotes LPASE Positions

B. SEASONAL/TEMPORARY& STIPEND EMPLOYEES

Seasonal, temporary and part-time positions with less than 20 hours are not placed into grades. These positions are based upon comparable municipal positions and wages and/or local current market values. These positions are NOT eligible for employee benefits. Seasonal positions are up to 6 months in duration; part-time positions are less than 20 hours weekly and may be year-round or by event; temporary positions vary in length of service (less than 1 year).

The following pay plan shall be in effect for the first pay period of 2021

POSITION TITLE	HOURLY
ELECTION POSITIONS (HOURLY)	

Ballot Clerk		\$10.15
Election Assistant		\$10.15
Supervisors of the Checklist		\$10.15
Moderator		\$12.69
Ward Clerk		\$12.69
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$11.25	\$28.54
PARK AND RECREATION POSITIONS		
Camp Counselors	\$10.15	\$12.18
Front Desk Attendants – Pool	\$10.15	\$12.18
Head Front Desk Attendants	\$11.17	\$13.70
Site Assistant	\$10.15	\$13.20
Lifeguards	\$10.15	\$12.18
Head/Lead Counselors	\$13.20	\$16.24
Site Assistant	\$10.15	\$13.20
Head & WSI Lifeguards	\$12.18	\$15.23
Head Front Desk Attendant - Pool	\$12.18	\$15.23
Outdoor Adventurer - Educator	\$12.69	\$16.24
Softball Coordinator	\$12.69	\$16.24
Camp Director	\$13.20	\$16.24
Day Camp Counselors	\$10.15	\$14.21
Arts & Craft Director	\$13.20	\$16.24
Farmers Market Coordinator	\$14.21	\$18.27
Market Assistant	\$12.18	\$15.23
Tennis Instructor	\$15.23	\$19.29
Stomp & Romp	\$15.23	\$19.29
Asst. Pool Director	\$15.23	\$19.29
Pool Director	\$16.24	\$20.30
LIBRARY POSITIONS		
Circulation Substitutes		\$13.41
Reference Librarian Substitutes		\$22.65
PUBLIC WORK POSITIONS		
Engineering Clerk	\$11.17	\$14.21
GIS Clerk - (or Intern)	\$15.23	\$17.26
Seasonal Laborers – Summer & Fall DPW, Parks & Rec. & Airport	\$16.24	\$19.29
CDL Seasonal Drivers	\$22.81	\$27.30
PLANNING POSITIONS		
Park Ranger	\$15.23	\$17.26
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$16.53
Communications Specialist	\$23.78	\$32.45
Police Administrative Aide	\$20.30	\$23.35
Parking Control Officer	\$20.30	\$23.35
Police Officers	\$26.86	\$32.39
CITY CLERK POSITIONS		
Assistant City Clerks (Part-Time/Temp. <20)	\$23.41	\$31.61
Recording Secretary	\$21.82	\$23.85
Recording Secretary Coordinator	\$22.82	\$24.36
SHARED POSITION		
General Intern I	\$13.20	\$16.75
STIPEND POSITIONS		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$205	\$715
(Chair) Supervisors of the Check List	\$155	\$255
Supervisor of the Voter Checklist	\$155	\$255

A. AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO - Employees covered by the terms and conditions of the collective bargaining agreement between the City of Lebanon and AFSCME (American Federation of State, County and Municipal Employees) Local #1348/Council 93 AFL-CIO, (effective January 1, 2019 to December 31, 2021) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2021 through the last pay period of 2021, as provided in that agreement, and as placed on file in the office of the City Clerk. (Last Amended 12/19/18).

AFSCME POSITIONS	
GRADE	POSITION(s)
1	Laborer
2	Utility Operator Trainee
3	Operator; Maintainer; Recycling Attendant; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Water Treatment Plant Operator; Wastewater Treatment Plant Operator; Airport Maintenance Technician; Utilities Plant Operator
5	Heavy Equipment Operator; Construction Utility Operator II; Utility Operator II; Airport Maintenance Specialist; Water Plant Operator; Wastewater Plant Operator
6	Parks & Grounds Crew Foreman; Mechanic
7	Electrician; Laboratory Technician/ Utilities Plant Operator; Airport Maintenance Foreman; Utilities Maintenance Mechanic; Engineering Technician
8	Foreman
9	Chief of Quality Assurance

AFSCME LOCAL 1348 - 2021 SALARY GRADES 1.5% GWI

<u>Minimum</u>	<u>Maximum</u>						
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	17.31	17.84	18.39	18.91	19.46	20.01	20.52
2	18.66	19.24	19.84	20.42	21.01	21.58	22.15
3	20.12	20.77	21.42	22.06	22.71	23.33	23.99
4	21.74	22.45	23.14	23.85	24.54	25.25	25.98
5	23.52	24.31	25.07	25.83	26.59	27.36	28.16
6	25.51	26.32	27.15	27.96	28.81	29.63	30.49
7	27.61	28.51	29.41	30.33	31.23	32.13	33.05
8	29.89	30.89	31.87	32.87	33.83	34.84	35.87
9	31.43	32.48	33.54	34.59	35.66	36.70	37.79

The January 1, 2021 GWI shall be based on the NE Urban CIP for June 2019 – June 2020, but in no case shall be less than one and one-half percent (1.5%) nor greater than three percent (3%).

B. LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION LOCAL 3197/INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) - Employees covered by the terms and conditions of the collective bargaining agreement between the City of Lebanon and the Lebanon Permanent Firefighters' Association Local 3197/ International Association of Fire Fighters (IAFF), (effective January 1, 2019 to December 31, 2021) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2021 through the last pay period of 2021, as provided in that agreement, and as placed on file in the office of the City Clerk (Last amended 12/19/18).

LEBANON PERMANENT FIREFIGHTERS/IAFF - 2020 SALARY GRADES							1.5% GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Firefighter - EMT	\$23.45	\$24.20	\$24.95	\$25.73	\$26.47	\$27.22	\$28.05
Firefighter - Paramedic	\$25.34	\$26.10	\$26.90	\$27.64	\$28.39	\$29.17	\$29.98
Fire Alarm Technician	\$26.57	\$27.12	\$27.67	\$28.20	\$28.75	\$29.28	\$29.83
Lieutenant	\$28.53	\$28.92	\$29.33	\$29.74	\$30.13	\$30.53	\$30.95
Fire Inspector	\$30.21	\$30.70	\$31.21	\$31.71	\$32.22	\$32.72	\$33.25
Lieutenant - Paramedic	\$30.46	\$30.87	\$31.27	\$31.66	\$32.08	\$32.47	\$32.87
Captain	\$31.50	\$31.82	\$32.19	\$32.53	\$32.87	\$33.23	\$33.59
Inspector - Paramedic	\$32.16	\$32.65	\$33.14	\$33.65	\$34.14	\$34.63	\$35.18
Captain - Paramedic	\$33.41	\$33.76	\$34.10	\$34.45	\$34.80	\$35.14	\$35.51

The January 1, 2021 GWI shall be based on the NE Urban CIP for June 2019 – June 2020, but in no case shall be less than one and one-half percent (1.5%) nor greater than three percent (3%).

C. LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA) - Employees covered by the terms and conditions of the collective bargaining agreement between the City of Lebanon and the Lebanon Police Benevolent Association/New England Police Benevolent Association (effective January 1, 2019 to December 31, 2021) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2021 through the last pay period of 2021, as provided in that agreement, and as placed on file in the office of the City Clerk. (Last Amended 12/19/18).

LEBANON POLICE BENEVOLENT ASSOCIATION - 2020 SALARY GRADES							1.5% GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$26.86	\$27.77	\$28.72	\$29.67	\$30.59	\$31.56	\$32.39
Corporal	\$33.10	\$33.56	\$34.04	\$34.51	\$34.98	\$35.46	\$35.90
Sergeant	\$36.60	\$37.07	\$37.53	\$38.00	\$38.49	\$38.95	\$39.37

The January 1, 2021 GWI shall be based on the NE Urban CIP for June 2019 – June 2020, but in no case shall be less than one and one-half percent (1.5%) nor greater than three percent (3%).