

Palmetto City Council
March 15, 2004 7:00 PM

Elected Officials Present:

Larry Bustle, Mayor
Tamara Cornwell, Vice Mayor
Shirley Bryant, Council Member
Mary Lancaster, Council Member
Brian Williams, Council Member

Staff and others present:

Attorney Michele Hall
J. E. Free, Jr., City Clerk
Chief Garry Lowe
Chris Lukowiak, Public Works Director
Jessica McCann, Planner
Diane Ponder, Administrative Assistant

Mayor Bustle called the meeting to order at 7:00 p.m.

Mayor Bustle gave the invocation followed by the Pledge of Allegiance to the United States Flag.

Mayor Bustle presented Charlie Grace with a plaque of recognition for his service to the city as a Council Member. Public Works Director Christ Lukowiak also presented Mr. Grace a plaque for his service as the Council Liaison to the Public Works Department.

1. APPROVAL OF AGENDA

MOTION: Mr. Williams moved, Mrs. Lancaster seconded and motion carried 4-0 to approve the March 15, 2004 7:00 pm agenda, with the addition of the Employee Personnel Policy pay recommendation.

2. CONSENT AGENDA

- A) Minutes: February 23, 2004 Council Meeting
March 1, 2004 Work Shop and Council Meeting
- B) February Check Register
- C) Special Function Permit: Arthritis Walk

MOTION: Ms. Bryant moved, Mr. Cornwell seconded and motion carried 4-0 to approve the Consent Agenda.

3. BIG BROTHERS/BIG SISTERS PRESENTATION

Jay Burnell, Site Director of Big Brothers/Big Sisters spoke to Council about the program and the need for volunteers willing to serve as mentors for children in Manatee County. He spoke of the strides the organization is making and challenged Council to think of ways to partner mentors with waiting children. Mr. Williams suggested the city may utilize utility bills as a means of getting information about the organization and its program to the citizens of Palmetto. Mrs. Lancaster volunteered to make the flyers available to churches in her Ward.

3A. EMPLOYEE PERSONNEL POLICY REVIEW COMMITTEE RECOMMENDATION

During the 4 pm workshop, Council discussed proposals brought forth from the Employee Personnel Policy Review Committee and recommended the following items:

- Adopt the pay plan
Authorize the purchase and implementation of the HRN Evaluation Software system

Implement a remedy for employees' wages effective April 1, 2004: 1) reclassifications and promotions in Public Works - \$7,577, 2) increases for Police Department inequities - \$18,944, and 3) total Cody differences in annual salaries for 60 employees - \$113,897 taken for one-half a year effective April 1, 2004 for a total budget impact totaling \$83,499.30

Mr. Williams inquired if the personnel ordinance would have to be amended to reflect the pay plan. Mr. Free stated the pay plan is a responsibility charged to the City Clerk.

MOTION: Mr. Williams moved, Ms. Bryant seconded and motion carried 4-0 to approve the recommendations, once Mr. Free verifies the adoption of the pay plan doesn't have to be done by ordinance.

4. PUBLIC HEARING - ORDINANCE NO. 04-799

Ordinance No. 04-799 was read by title.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA, AMENDING IN ITS ENTIRETY CHAPTER 19, ARTICLE IV, OF THE CITY CODE OF ORDINANCES AND PROVIDING INSTEAD PROVISIONS REGULATING SOLICITATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Bustle opened the public hearing. After no public input, Mayor Bustle closed the public hearing.

MOTION: Mr. Williams moved, Ms. Bryant seconded and motion carried 4-0 to adopt Ordinance No. 04-799.

5. RESOLUTION NO. 04-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 04-02, WHICH RESOLUTION AUTHORIZED THE EXECUTION AND DELIVERY OF A MASTER LEASE/PURCHASE AGREEMENT WITH BANC OF AMERICA LEASING & CAPITAL, LLC; AND PROVIDING FOR AN EFFECTIVE DATE.

Amendment of Schedule 2 to include the leasing of a Leeboy 685 Motor Grader.

MOTION: Ms. Bryant moved, Ms. Cornwell seconded and motion carried 4-0 to adopt Resolution No. 04-15.

6. RESOLUTION NO. 04-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 03-22, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2003-2004, AND PROVIDING FOR AN EFFECTIVE DATE.

Allocation and reallocation of CRA Fund fund carry forward balance.

MOTION: Ms. Bryant moved, Mrs. Lancaster seconded and motion carried 4-0 to adopt Resolution No. 04-16.

7. RESOLUTION NO. 04-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA, AFFIRMING RESOLUTION NO. 00-30 WHICH ESTABLISHED AND PROVIDED FOR THE IMPLEMENTATION OF AN ANTI-DISPLACEMENT AND RELOCATION POLICY RELATING TO THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Ms. Bryant moved, Mrs. Lancaster seconded and motion carried 4-0 to adopt Resolution No. 04-17.

8. RESOLUTION NO. 04-18

A RESOLUTION OF THE CITY OF PALMETTO, FLORIDA, AUTHORIZING THE MAYOR TO MAKE APPLICATION TO THE FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS FOR APPROVAL OF THE CITY OF PALMETTO 2004 NEIGHBORHOOD REVITALIZATION COMMUNITY DEVELOPMENT BLOCK GRANT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Ms. Bryant moved, Ms. Cornwell seconded and motion carried 4-0 to adopt Resolution No. 04-18.

9. RESOLUTION NO. 04-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR CONVEYENCE OF CERTAIN REAL PROPERTY TO THE PALMETTO COMMUNITY REDEVELOPMENT AGENCY; REPEAL OF RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Transfer of ownership of Edenfield Property to the CRA.

CRA Executive Director Tanya Lukowiak discussed the Edenfield property being declared contaminated from the railroad ties stored on the property. In the past, DEP gave the city direction regarding what should occur in cleaning the property, which has not happened. Because the property is now city owned, avenues to avoid fines and a Consent Order are being aggressively pursued. The Public Works Director, CRA Executive Director and ZNS consultant who specializes in contaminated property with DEP. DEP has agreed that if the CRA takes the property, does contamination testing and fences the property there will be no remediation fines or Consent Order at this time.

Ms. Lukowiak stated that if the city conveyed the property to the CRA, who would then be the owners, would expend \$16,000 in the initial testing. As part of the CRA's redevelopment plan, the property will be developed once the best development plan is determined. The cost of remediation will be attached to the property; the developer will agree to the remediation expense and Council will review the proposals to determine the best use of the property consistent with the neighborhood. The first \$16,000 of the purchase price will reimburse the CRA, the next \$90,000 will be returned to the city for the purchase price of the property with the balance of the sales price going to CRA for redevelopment projects. At its last board meeting, the CRA Board approved moving forward in the manner explained by Ms. Lukowiak.

MOTION: Ms. Bryant moved, Ms. Cornwell seconded to adopt Resolution No. 04-19.

Mr. Williams requested confirmation of the property's zoning. He voiced his memory that Council had previously agreed the site was suitable for a park. Ms. Lukowiak stated that if the CRA owns the property it can choose the development for the property; it has the right to reject any and all bids. Mr. Williams asked for assurance from CRA that they would not dispose of the property without City Council approval. Ms. Lukowiak advised Council they would have to approve any sale of the property.

Mr. Williams referred to Mr. Prather's statement that the city does not have to do anything to the property; the CRA Executive Director and Public Works Director disagreed. Mrs. Lancaster discussed the fact the city has known about the contamination for some time. Ms. Lukowiak stated CRA is currently researching fencing and surveys and will do the assessments when they are required, after which a plan will be developed to meet DEP requirements. The mediation cost will be attached to the title; the developer will then do the remediation and develop the property.

If the development plans is not followed as approved, CRA will take back the property, with whatever improvements have been made.

Public Works Director discussed the fact the city does not have a definitive answer to the amount of contamination on the property. If the city does the assessment and the test determine it will cost an exorbitant amount to correct the problem the city has to take action. If the property is turned over to the CRA, that action eliminates the enforcement by DEP, provides the ability to fence the property and makes the developer pay for the remediation once Council has chosen the best development for the property.

Mrs. Lukowiak referred to the resolution and the time line for development being 12 months. If at the end of 12 months nothing has been done, the property reverts back to the city.

Ms. Cornwell questioned if CRA should purchase the property now or have the payment contingent upon the sale of the property. Ms. Lukowiak stated she will take the matter to her board or a clause can be added to documents stating the city will be reimbursed. Attorney Hall questioned if there was an agreement in place, stating the resolution being considered does not bind the CRA; unless it can determined the property is zoned PD there is no guarantee the Council will have control over what will happen with the property. She suggested an agreement be created and executed stating CRA agrees to the language contained in number three of the resolution. Ms. Cornwell suggested placing a time frame to the item; the CRA will place \$90,000 in next year's budget with payment due the city upon the budget's implementation. The agreement will be drafted by the CRA attorney and approved by the CRA Board, contingent upon city counsel's review and approval.

Ms. Bryant amended her motion to encompass what was discussed about the agreement and the time for payment to coincide with the new budget year. Ms. Cornwell seconded. Motion carried 4-0.

10. 1st READING & ADVERTISING APPROVAL ORDINANCE NO. 04-798

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; ANNEXING CERTAIN REAL PROPERTY INTO THE CITY OF PLMAETTO, FLORIDA, PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. (AN0401-Palmetto II, LP, PID #1015725059, 1015710059, apprx. 211 acres)

MOTION: Ms. Bryant moved, Ms. Cornwell seconded to approve Ordinance No. 04-798 for advertising and schedule a public hearing for April 5, 2004

Mr. Williams questioned if the annexation was going to the Joint Planning Commission, stating his opinion the Committee should be notified of the item. Ms. McCann stated it is not her intention to do so as the property is in the UDZ approved by the Joint Planning Commission. JPC acknowledged at its last meeting that the city now has the right to identify property in the UDZ and proceed. Ms. McCann stated the County has been notified of the annexation but recommended against notifying the JPC. Mayor Bustle discussed the city complying with the ACCORD regarding the UDZ and opined the city did not owe the JPC further notification. He encouraged Council to go with Ms. McCann's recommendation.

Motion carried 4-0.

11. DEPARTMENT HEADS' COMMENTS

Ms. McCann

The flood zone maps to set the flood zones for the city have been completed. The flood maps and FEMA maps have been placed on the city's web site. The future land use maps have also been corrected.

Mr. Lukowiak

The Palmetto Mobile Home Park project has been completed and is working as expected.

Individuals at the town hall meetings having questions have been individually contacted.

Public Works has identified the Tenth Street Baptist Church problem, which could not be corrected by Insituform. The repair will be completed by city staff.

At the next meeting, Public Works will be presenting a sidewalk plan, street resurfacing plan, reclaim installation plan, an Equitas change order, and air quality testing at the Police Department. Equitas exceeded its contract on the Palmetto Mobile Home Park project by approximately \$4,700 due to additional cleaning expenses.

Mr. Free

Mrs. Grace is satisfactorily recovering from surgery.

The initial meeting with Burton and Associates, who was awarded the Water, Sewer & Reuse rate study, has been held. Mr. Free requested they provide information to look at impact fees. Burton and Associates have also submitted a proposal for the Stormwater rate study.

The city has had several special function permit inquiries which have led to the discovery that one entity is holding classes for which there is a fee and storing materials at a city facility. The ordinances require a special function permit for any use of any city facility. A recommended change to the fees established for use of city facilities will be forthcoming as well as policies ensuring special function permits adhere to the city's ordinances.

Mayor Bustle stated his belief Council needs to offer guidance as to where events may be held. The farmer's market was held on 10th Avenue between Sutton and Lamb Parks in the past and he would like to limit the market to that location. An art festival has been held on the Green Bridge in the past. While the city encourages these types of events, they must be controlled. The attorney will be consulted on the need for occupational licenses as well as an organization wanting to sponsor an event and then donate any proceeds to the city for projects the organization would like to see happen. Mayor Bustle voiced his opinion the city must control what is done on city property. Discussion ensued on the topic of the farmer's market happening under a special function permit or under a special license. Attorney Hall informed Council the city has to provide a benefit if it is called a license; inspection.

Mayor Bustle inquired if the fishing pier was leased from the County; Mr. Free confirmed it was. Mayor Bustle offered the suggestion that because the pier is County property, during events on the pier a trailer offering beer be utilized; control to and from the pier would be monitored. Attorney Hall stated that anything permitted by the city can't involve the sale or consumption of alcohol. Discussion ensued on other cities that have events in their jurisdiction where alcohol is permitted; Savannah's St Patrick's Day event and Hernando County's barbeque were cited as examples where the governmental agency strictly controls events involving beer wagons. Staff will pursue the matter and bring back information to Council. Ms. Cornwell informed Council she was not interested in approving any events in Palmetto that involved beer.

Ms. Cornwell stated the city needs to aggressively pursue impact fees. Mr. Free stated he will request from Burton and Associates an estimate of what the cost will be to the city. Attorney Hall advised that if he allows Burton and Associates to submit a proposal the city must allow other consultants the chance to submit a proposal. Discussion ensued on the type of impact fees applicable to the city. Mr. Free also stated his belief there are several fees between the city and County that need to be discussed, including ad valorem taxes.

Chief Lowe

The Police Department is 30 days from its mock accreditation.

There is a new safety program for middle school age children offering training on safe travel to and from school.

He will be working with code enforcement staff to update outdated ordinances.

Ms. Bryant commented on the accident on 301 at Lone Oak Trailer Park. A resident has requested the city research the possibility of doing something to alleviate accidents at the location. A recommendation on signage for the site will be forwarded to FDOT. Chief Lowe will speak with the resident. Chief Lowe commented on the intersection at 301 and Haben Blvd.

Attorney Hall

Requested Council provide any item they wanted researched for the Charter meeting scheduled April 3, 2004. Mayor Bustle commented on the replacement of a Council Member during the year of an election and provisions for recall of a sitting mayor.

12. MAYOR'S REPORT

Dan McClure has requested that Council be reminded they were offered a tour of the new packinghouse facility. Council was asked to give available dates to Deanna Roberts.

If Council is completing the endorsement form for President Bush, it is to be returned to Deanna Roberts.

Commented on the Volunteer Appreciation Dinner at the Woman's Club. Certificates of appreciation will be awarded along with a Palmetto pin if they arrive before the dinner.

With the defeat of the sales tax, suggested Council should send a resolution to the Board of County Commissioners that the Council still upholds the provisions of the ACCORD. Ms. Bryant suggested that in conjunction with the letter, the city would hope the issue would still be a consideration in the future. Discussion ensued on the misinformation surrounding the issue. Ms. Cornwell suggested the city needs to be more aggressive in the verbiage and give a time frame for when the issue should be brought back.

Mayor Bustle asked Council to consider sites in the city where an elementary school might be built. It will cost approximately \$14 million to renovate Palmetto Elementary; a new school can be built at a slightly higher cost. Mayor Bustle suggested the 14th Avenue in exchange for the school's current location; the site needs to be approximately 13 acres. Ms. Cornwell discussed the growth pattern and suggested Siemens, the Oakridge area; Mr. Williams suggested the Public Works compound.

13. COUNCIL MEMBERS' COMMENTS

Mrs. Lancaster

Requested Public Works determine if reuse would be provided to residents across the street from the Habitat project.

Inquired of Mr. Free if the car lot on 10th Street has obtained all the required permits. Ms. McCann stated if it was the Wheel and Deal lot, they have gotten all the SWFWMD permits; there are still issues in the DRC with the plans; they are moving forward with the development plans.

Alcohol is still being consumed outside the Groover Market building. Chief Lowe stated every opportunity is being taken to stop the activities; the Police Department is working to get cooperation with the Sheriff's Department. Mrs. Lancaster requested the police be visible during the times the children are coming and going from school.

Mr. Williams

The cost of the speed cart with the 72" board is going to be \$2,100 more than budgeted. The cart could be used during the Arthritis Walk to notify the public of lane closures. Mr. Williams requested Council approve the purchase of the speed cart. Because Public Works will be using the cart, funds can be taken from the vacant deputy public works director position that was budgeted and never filled.

MOTION: Mr. Williams moved. Mr. Bryant seconded and motion carried 4-0 to allow the Chief to proceed with the purchase of the speed cart for \$11,600.

The Riverside Plaza traffic study indicated there would be no left turns east and west from Riverside Drive onto 8th Avenue and No Turn signage was supposed to be erected; the island hasn't been constructed and signage hasn't been erected. Mr. Lukowiak stated the Arterial Analysis Study for 8th Avenue will be presented to Council. Staff will research the topic and report back to Council.

Commented on an issue with Olympia Theatre. Mr. Free stated they wanted to hold a dance outside the building; technically a SFP is not required provided certain items occur. The city has a 25 year lease for the parking lot; Olympia can utilize the lot for parking only.

Ms. Cornwell

Has received a complaint about a small house not too far from the footbridge. Mrs. Lancaster reported the house is going to be condemned and a new one built across the street. If the house is located in the city limits code enforcement needs to look into matter to enforce city minimum standards.

Stated it is time to remind the County about the swimming pool at Blackstone.

Ms. Bryant

Reported the Snyder family donated a new sign for Heritage Park. There were events held in the park as part of Heritage Day. The city approved the Southeast Guide Dog Walk-a-thon for the same day, which did create some problems. Palmetto's Heritage Day is always held the 2nd Saturday in March and no other events should be approved.

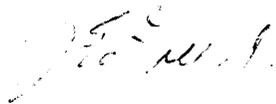
Referred to the constitutional amendment petition form regarding the sales tax and the fact it's part of the Florida Against Inequities in Rates campaign to require the legislature to review sales tax exemptions every ten years. She stated her belief it was something that Council should make an effort to support and suggested exemptions on ad valorem should also be included. An email address for the initiative is www.fairamendment.com.

Mayor Bustle commented on the activities he attended at the Erie Road landfill, which the city leases to the Manatee County Radio Controllers, stating he was quite impressed.

It was suggested the city include a community events calendar on the city's web site.

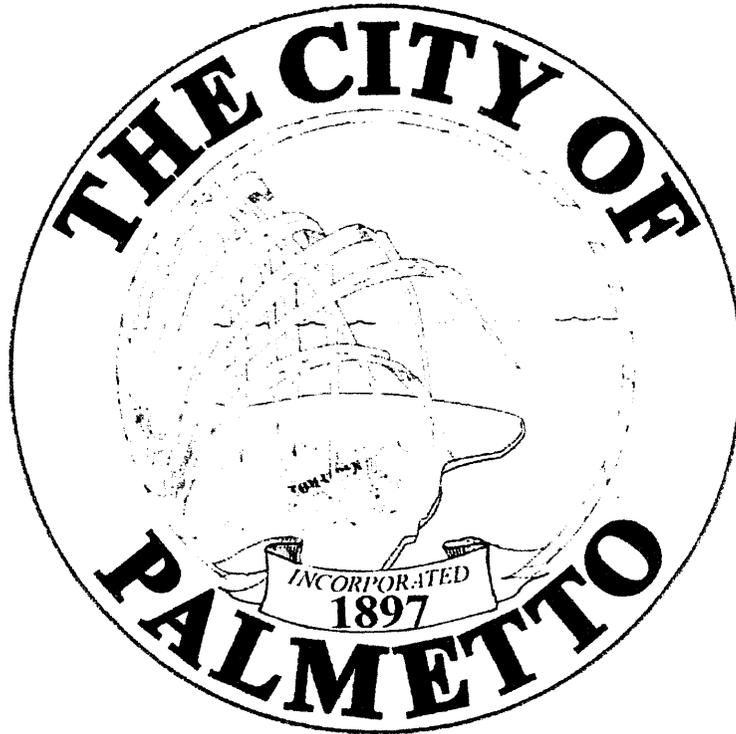
Meeting adjourned at 9:15 pm.

Minutes approved: April 5, 2004



J. E. Free, Jr.
City Clerk

City of Palmetto



Personnel Policy Review Committee Review and Recommendations

Personnel Policy Review Committee Review and Recommendations

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Personnel Policy Review Committee Review and Recommendations

Introduction

The City of Palmetto has a tuition reimbursement benefit available to employees. It is clearly in the best interest of the City to encourage each employee to improve him or herself, as the improved individual becomes the improved employee, bringing better skills, new ideas, and a higher level of motivation to the City staff.

In order to create an equitable system to administer this benefit, a committee was formed, with representatives from City Hall (Sharon Jones, Human Resources Director), Public Works (Fred Frazier, Service Worker I), the Police Department (Captain Clyde Hedrick, Scott Tyler), and the Community Redevelopment Agency (Tanya Lukowiak, Executive Director). The composition of this committee ensured that the interests of the City, of each department (which may have different education and training goals and opportunities), and of all employees were adequately addressed. A representative from Finance (Jacqueline Gonzalez, Accounting Clerk) was added to help the committee measure the financial implications of all recommendations.

The tuition reimbursement policy was created, after much research and careful deliberation. However, in the discussions which took place regarding employee benefits, other inequities in the personnel policy were noted. This committee has researched these issues as well, with the approval of the City Clerk, and incorporated appropriate recommendations into the Cody and Associates recommendations, to create a comprehensive personnel policy. The changes to policy recommended herein will accomplish the following:

- Provide equitable pay scale for all employees
- Provide incentives for employees to:
 - accept more responsibility
 - perform at high levels
 - improve skills and qualifications
- Provide benefits that are consistent with surrounding communities, to reduce “brain drain” and encourage longevity of existing employees

Personnel Policy Review Committee Review and Recommendations

Pension Policy

Memo

To: Mayor Bustle and Council Members
From: Personnel Policy Review Committee
Date: February 24, 2004
Re: Request for change

After reviewing the General Employees Retirement System Summary Plan dated February, 2002, our Committee requested that the General Pension Board of Trustees authorize an actuarial study to determine the financial impact on the plan to change the vesting time from 10 years to 6 years. This request was motivated by our desire to offer City of Palmetto employees with benefits comparable to other local, governmental agencies, thereby retaining quality employees.

At the last Pension Board meeting, our request was discussed. The Board did not approve the study, as they thought that a better expenditure of funds would be for the analysis of the impact of changing the multiplier from 2.5% to 3%. The Pension Board believed that improving the retirees' benefits would be more beneficial than changing the vesting.

Our committee, along with some of the members of the General Employee's Pension Board, discussed this proposal at length and agrees that the pension benefit is established for long term employees. In an effort to best serve long term employees, as well as to attract and retain quality employees, we are interested in exploring the financial impact of increasing the multiplier. If found to be financially feasible, it would also make a more equitable benefit for the General Employees, as the Police Officers' multiplier is at 3%.

Your authorization of the funding of an actuarial study will allow the Committee to fully and accurately analyze the equitability and incentive provided by our pension system.

**PALMETTO POLICE DEPARTMENT
MEMORANDUM**

TO: CHIEF GARRY LOWE
FROM: CAPTAIN CLYDE HEDRICK
SUBJECT: POLICE OFFICER'S RETIREMENT SYSTEM
DATE: 12-31-03
CC: VICE-CHAIRMAN LOWELL OAKLEY

After reviewing the Police Officer's Retirement System Summary Plan dated November 1, 2003 I would like to recommend several changes to the Board of Directors for this plan.

- 1) Under #3 **Plan Benefits**, Paragraph A- Normal Retirement Eligibility. I am recommending changing the age from 55 to 52 and changing the completion of 10 years to 6 years. The Human Resource Director is recommending that vesting city wide be reduced from 10 years to 6 years.
- 2) Continuing under **Plan Benefits**; paragraph titled "Average Final Compensation" change the current verbiage to read "Average Final Compensation" is 1/12 of your average salary 5 highest years of credited service prior to your termination, retirement, or death or career average as a full time Police Officer, whichever is greater. Delete the reference to "the last 10 years of credited service". Delete all other references to 10 years throughout the plan and replace with the 6 year time frame.
- 3) I suggest we also plug-in a hypothetical salary into the retirement calculation formula so that our officers can use it as a more detailed guide to calculate their own potential benefits. Without showing a hypothetical salary and "showing the math" we limit the potential value of the information presented in this plan description.
- 4) Continuing under **Plan Benefits**; section F- Disability Retirement, subsection (1) change the minimum percentage from 42% percent to 62% percent. This change will more accurately reflect other retirement benefit plans in our area.

Personnel Policy Review Committee Review and Recommendations

Pay Plan

PRINCIPLES OF PAY PLAN

1. As a guide, the City will use entry and maximum level salaries from the Cody and Associates, Inc. Comprehensive Salary Survey. All pay ranges shall be increased each year on the 1st of October, by the amount City Council awards for Cost of Living Increases (COLA). For example, an occupation grade whose entry level salary is set at \$20,800, the maximum of the range would be set at \$31,200. In no event, may the employee's salary exceed the maximum for the position.

2. Longevity pay will be as follows:

Longevity will be equivalent to 3% of annual salary, payable annually only when an employee reaches the maximum wage for his or her position. Longevity will be paid in a lump sum and will not add to the employee's base pay.

NEW EMPLOYEE CREDIT FOR EDUCATION, TRAINING AND EXPERIENCE

In general, employment will be offered at the starting salary for any position. The following guidelines are offered, however, to guide starting salary negotiations, when necessary because of difficulty in gaining a qualified candidate at the starting salary, or because of the exceptional education and/or experience of an applicant. No individual will be hired at a salary that exceeds these guidelines, without specific justification to and approval of the City Council.

1. Entry level salary shall be for new hires without any previous work history or a questionable work history that must be overcome during probation.
2. Promoted employees or new hires with a stable work history, but without relevant experience may receive up to Step III for the position.
3. Promoted employees or new hires with a stable and relevant work history may receive up to Step V for the position.
4. Promoted employees or new hires with an associate's degree in any area may receive up to Step V for the position.
5. Promoted employees or new with a bachelor's degree in any area may receive up to Step VII for the position.
6. Promoted employees or new hires with a master's or higher degree in a relevant field may receive up to Step IX for the position.
7. The above educational and experience credits are **not** cumulative, i.e., the employee may only receive credit for the highest level he or she has attained.

8. A promoted employee or new hire with a certification relevant to the employee's position (and not required for the position) may receive up to Step V for the position, based upon the relevancy of the certificate and the effort needed to obtain the certificate.

PAY FOR SATISFACTORY PERFORMANCE

Performance increases shall be dependent upon satisfactory evaluations and the completion of any probation. Satisfactory employees will receive a performance increase of one step on the anniversary of their employment.

Employees whose evaluations reflect the need for improvement will develop, with their supervisors, performance improvement plans. Supervisors will monitor and evaluate progress regularly. The employee may be reconsidered for the receipt of the performance increase after six months.

Department Heads, based upon their own observations or the recommendations of Supervisors, may submit the names of exceptional employees to the Mayor between November 1st and 15th of each year for consideration as Employees of the Year. Recommendations must take into account three prior, consecutive Employee Evaluations. Nominations must be supported with detailed documentation of the employees' continual performance above and beyond their normal job requirements. Those employees selected by the Mayor as Employees of the Year will be recognized at a City Council Meeting, and presented with a \$500.00 bonus in December. There will be no more than fourteen (14) employees selected annually for this honor.

PROMOTION

Employees that apply and are selected for a promotion (a position that is of a higher pay grade) will enter the new position, minimally, at the first step that is at least 5% higher than the employee's current salary.

RECOMMEN' CLASSIFICATION PAY PLAN

CLASSIFICATION	PAY GRADE	PAY		PROPOSED													
		MIN	MAX	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	STEP IX	STEP X	STEP XI	STEP X11	STEP X111	STEP XIV
Accountant	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Accounting Clerk	103	22,932	34,398	23,620	24,329	25,058	25,810	26,584	27,382	28,203	29,050	29,921	30,819	31,743	32,696	33,676	34,398
Administrative Assistant	107	27,874	41,811	28,710	29,572	30,459	31,372	32,314	33,283	34,282	35,310	36,369	37,460	38,584	39,742	40,934	41,811
Assistant Sup., Customer Svc	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Building Official	114	39,221	58,832	40,398	41,610	42,858	44,144	45,468	46,832	48,237	49,684	51,175	52,710	54,291	55,920	57,597	58,832
Building Inspector	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
CADD/Computer Support Spec.	107	27,874	41,811	28,710	29,572	30,459	31,372	32,314	33,283	34,282	35,310	36,369	37,460	38,584	39,742	40,934	41,811
Captain	116	54,052	64,863	55,674	57,344	59,064	60,836	62,661	64,541	66,463							
Chief of Police	120	65,702	78,842	67,673	69,703	71,794	73,948	76,167	78,452	78,842							
City Clerk	120	65,702	78,842	67,673	69,703	71,794	73,948	76,167	78,452	78,842							
City Planner/Zoning Adm.	112	35,575	53,363	36,642	37,742	38,874	40,040	41,241	42,478	43,753	45,065	46,417	47,810	49,244	50,721	52,243	53,363
Code Enforcement Officer	106	26,547	39,821	27,343	28,164	29,009	29,879	30,775	31,699	32,649	33,629	34,638	35,677	36,747	37,850	38,985	39,821
Corporal	110	32,268	48,402	33,236	34,233	35,260	36,318	37,407	38,530	39,686	40,876	42,102	43,365	44,666	46,006	47,387	48,402
Crossing Guard	101	20,800	31,200	21,424	22,067	22,729	23,411	24,113	24,836	25,581	26,349	27,139	27,953	28,792	29,656	30,546	31,200
Custodian, Evidence	108	29,268	43,902	30,146	31,050	31,982	32,941	33,930	34,948	35,996	37,076	38,188	39,334	40,514	41,729	42,981	43,902
Customer Service Field Rep.	101	20,800	31,200	21,424	22,067	22,729	23,411	24,113	24,836	25,581	26,349	27,139	27,953	28,792	29,656	30,546	31,200
Customer Service Rep.	101	20,800	31,200	21,424	22,067	22,729	23,411	24,113	24,836	25,581	26,349	27,139	27,953	28,792	29,656	30,546	31,200
Deputy City Clerk	117	45,404	68,106	46,786	48,169	49,614	51,103	52,636	54,215	55,841	57,516	59,242	61,019	62,850	64,735	66,677	68,106
Deputy Director, Public Works	117	45,404	68,106	46,786	48,169	49,614	51,103	52,636	54,215	55,841	57,516	59,242	61,019	62,850	64,735	66,677	68,106
Director, Code Enforcement	110	32,268	48,402	33,236	34,233	35,260	36,318	37,407	38,530	39,686	40,876	42,102	43,365	44,666	46,006	47,387	48,402
Director, Finance	116	43,242	64,863	44,539	45,875	47,252	48,669	50,129	51,633	53,182	54,778	56,421	58,114	59,857	61,653	63,502	64,863
Director, Human Resources	114	39,221	58,832	40,398	41,610	42,858	44,144	45,468	46,832	48,237	49,684	51,175	52,710	54,291	55,920	57,597	58,832
Director, IT	113	37,354	56,031	38,475	39,629	40,818	42,042	43,304	44,603	45,941	47,319	48,738	50,201	51,707	53,258	54,856	56,031
Director, Public Works	120	65,702	78,842	67,673	69,703	71,794	73,948	76,167	78,452	78,842							
Dispatcher	103	22,932	34,398	23,620	24,329	25,058	25,810	26,584	27,382	28,203	29,050	29,921	30,819	31,743	32,696	33,676	34,398
Engineering Technician	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Equipment Mechanic	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Equipment Operator	103	22,932	34,398	23,620	24,329	25,058	25,810	26,584	27,382	28,203	29,050	29,921	30,819	31,743	32,696	33,676	34,398
Foreman, Grounds	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Foreman, Sanitation	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Foreman, Utilities	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Inventory Clerk	101	20,800	31,200	21,424	22,067	22,729	23,411	24,113	24,836	25,581	26,349	27,139	27,953	28,792	29,656	30,546	31,200
Lieutenant	114	49,027	58,832	50,498	52,013	53,573	55,180	56,836	58,541	58,832							
Maintenance Technician	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Office Assistant	101	20,800	31,200	21,424	22,067	22,729	23,411	24,113	24,836	25,581	26,349	27,139	27,953	28,792	29,656	30,546	31,200
Permit Technician	103	22,932	34,398	23,620	24,329	25,058	25,810	26,584	27,382	28,203	29,050	29,921	30,819	31,743	32,696	33,676	34,398
Police Officer	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Purchasing Agent	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Records Clerk	103	22,932	34,398	23,620	24,329	25,058	25,810	26,584	27,382	28,203	29,050	29,921	30,819	31,743	32,696	33,676	34,398
Risk Manager/Safety Officer	113	37,354	56,031	38,475	39,629	40,818	42,042	43,304	44,603	45,941	47,319	48,738	50,201	51,707	53,258	54,856	56,031
Secretary/Receptionist	101	20,800	31,200	21,424	22,067	22,729	23,411	24,113	24,836	25,581	26,349	27,139	27,953	28,792	29,656	30,546	31,200
Senior Dispatcher	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Senior Equipment Mechanic	107	27,874	41,811	28,710	29,572	30,459	31,372	32,314	33,283	34,282	35,310	36,369	37,460	38,584	39,742	40,934	41,811
Senior Records Clerk	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Sergeant	112	35,575	53,363	36,642	37,742	38,874	40,040	41,241	42,478	43,753	45,065	46,417	47,810	49,244	50,721	52,243	53,363
Service Worker 1	101	20,800	31,200	21,424	22,067	22,729	23,411	24,113	24,836	25,581	26,349	27,139	27,953	28,792	29,656	30,546	31,200
Service Worker 11	103	22,932	34,398	23,620	24,329	25,058	25,810	26,584	27,382	28,203	29,050	29,921	30,819	31,743	32,696	33,676	34,398
Sign/Maintenance Repairworker	105	25,283	37,925	26,041	26,823	27,627	28,456	29,310	30,189	31,095	32,028	32,989	33,978	34,998	36,048	37,129	37,925
Specialist, Administrative Svcs	107	27,874	41,811	28,710	29,572	30,459	31,372	32,314	33,283	34,282	35,310	36,369	37,460	38,584	39,742	40,934	41,811
Specialist, IT	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Superintendent, Parks	113	37,354	56,031	38,475	39,629	40,818	42,042	43,304	44,603	45,941	47,319	48,738	50,201	51,707	53,258	54,856	56,031
Superintendent, Public Works	115	41,183	61,775	42,418	43,691	45,002	46,352	47,742	49,175	50,650	52,169	53,734	55,347	57,007	58,717	60,479	61,775
Superintendent, Utilities Maint.	115	41,183	61,775	42,418	43,691	45,002	46,352	47,742	49,175	50,650	52,169	53,734	55,347	57,007	58,717	60,479	61,775
Supervisor, Customer Service	111	33,881	50,822	34,897	35,944	37,023	38,133	39,277	40,456	41,669	42,919	44,207	45,533	46,899	48,306	49,755	50,822
Supervisor, Engineering Techn.	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Supervisor, Garage	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Supervisor, Sewer Service	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Supervisor, Solid Waste/Recycl.	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097
Supervisor, Stormwater	109	30,731	46,097	31,653	32,603	33,581	34,588	35,626	36,694	37,795	38,929	40,097	41,300	42,539	43,815	45,130	46,097

10

Personnel Policy Review Committee Review and Recommendations

Evaluations

EVALUATION PROGRAM

A pay-for-performance system, with a fair and standardized evaluation system, will encourage high performance and the retention of quality employees.

LIFE WITHOUT AN EVALUATION SYSTEM:

Perception: *"It doesn't matter how hard I work. There's no sense in doing anything extra. No matter what I do, I'll get the same raise as John Doe, who shows up, but hardly does anything."*

Perception: *"I finished my assignment early. There's no sense in helping the other crew get their job done. They are slacking, and we will all get the same raises anyway."*

Perception: *"I think I'll call in sick today. The weather is bad, and the assignment is crummy. As long as I meet the minimum requirements and have the time, I'll get the same raise as those dummies who'll be wading through the mud today."*

LIFE WITHOUT AN EQUITABLE EVALUATION SYSTEM:

Perception: *"My supervisor hates me ever since we had that argument last month. He will probably give me a terrible evaluation now, and forget about all of the great work I've done all year long."*

Perception: *"Everyone knows who the favorites are. They will get raises, no matter what they do. Why even try?"*

Perception: *"I wish that Jane Doe was my supervisor. She rates everyone as "excellent", just so she looks better as a manager."*

WE NEED A FAIR EVALUATION AND PAY-FOR-PERFORMANCE SYSTEM !!

CITY OF PALMETTO GOALS

- Encourage high performance
- Retain quality employees
- Define job responsibilities and ensure that employees and supervisors understand what's expected
- Define & standardize ratings
- Remove personalities from evaluation system
- Maintain documentation of performance for all employees
- Ensure evaluations are based on overall, annual performance

Q. Why Do We Need the HRN Evaluation Program?

A. The HRN Evaluation Program addresses ALL of our Goals.

- ✓ It is a fully customized, online appraisal system that makes the evaluation process simple and easy.
- ✓ With the adoption of the Pay Plan, employees will feel that extra effort will be rewarded, and that sub-standard behavior is not acceptable.
- ✓ Hundreds of position templates and performance standards make customization simple. Job responsibilities are defined. Goals assignment and weighting improves appraisal quality.
- ✓ A defined and standardized rating criterion takes the personalities out of rating.
- ✓ Email alerts automate reminders to staff.
- ✓ Online, central storage eliminates the "Paper Shuffle". It is quick and easy to update personnel files regarding day-to-day performance. Outstanding and sub-standard behavior is constantly noted, thus assisting in fair evaluations.
- ✓ Documentation is also available for promotion, awards, and disciplinary use.

Personnel Policy Review Committee Review and Recommendations

Examples

Examples of Entry Level with Credit for Education and Experience

John Doe has applied for a position with the City and has no relevant experience but has a stable work history. He may be hired at Grade 101, Step III which is \$22,729 annually.

John Smith has also applied for a similar position and has relevant experience and a stable work history so he may be hired at Grade 101, Step V which is \$24,113 annually.

Susan Smith has applied for an Accounting position and has experience in accounting and an Associates Degree; therefore she could start at Grade 109, Step V which is \$35,626 annually.

Sally Jones applied for an Accounting position and has experience in Accounting and a Bachelors degree in a relevant field so she may start at Grade 109, Step VII which is \$37,795 annually.

Bob Jones has successfully applied for a Superintendents position and he has an Associates Degree. He may start at Grade 115, Step V or \$47,742. If he had a Bachelor's degree he could start at Step VII, \$50,650, and if he had a Masters Degree in Public Administration (a relevant field), he could start at Step IX, which is \$53,734.

Examples of Promotion

Jane Smith is hired as an entry level administrative assistant pay grade 107 at an annual wage of \$27,874.00. The maximum salary for this position is \$41,811. After a year of employment she receives an exemplary evaluation as a "high performer" and receives a one step raise bringing her annual wage to Step I - \$28,710, which is a 3% increase in yearly wages. Another year passes and Jane receives another exemplary evaluation as a "high performer" and receives another step raise bringing her annual wage to Step II - \$29,572. This is, again, a 3% increase in yearly wages. A third year passes and Jane receives a satisfactory ("contributor") evaluation and receives another step raise bringing her annual wages to Step III - \$30,459 (this is the third 3% increase in yearly wages). In Jane's fourth year of employment she submits an application for advancement in the City which involves a promotion. She is awarded the promotion which puts her into the pay grade of 109. At the time of her promotion she was at Step III of pay grade 107, so when she is promoted she will be put into Step II of pay grade 109, with annual wages of \$32,603. She starts the new position at the second step because this is the first salary step in the new position that is 5% higher than the salary she was receiving in the old position. The promotion puts her in a job title with a maximum salary of \$46,097.

John Smith is hired as an entry level equipment operator pay grade 103 at an annual wage of \$ 22,932. The maximum salary for this position is \$34,398. On the first anniversary of his employment, he receives an evaluation indicating that he "needs improvement" and establishes a performance improvement plan with his Supervisor. Six months pass with close monitoring and assistance from the Supervisor, and John's performance has improved. He is rated as a "contributor" in his six-month re-evaluation, so at this time, his wages are increased to Step I, \$23,620, which is a 3% increase. John's performance remains consistent, and he receives another "contributor" evaluation, so at the second anniversary of his employment, he receives a step increase to Step II, which pays \$24,329. A third year passes and John receives yet another "contributor" evaluation. He again receives a step increase, to earn Step III, \$25,058. In John's fourth year of employment he submits an application for advancement in the City which involves a promotion. He is awarded the promotion which puts him into the pay grade of 105. At the time of his promotion he was earning Step III of pay grade 103. When he is promoted he will be put into Step II of pay grade 105, which has annual wages of \$26,823. He starts the new position at the second step because this is the first salary step in the new position that is 5% higher than the salary he was receiving in the old position. This will put him in a job title with a maximum salary of \$37,925.

Examples of Longevity

The salary ranges listed below have been taken from the Cody and Associates pay plan proposal. The salaries are the recommended top out/maximum base salary earnings for the listed positions and the examples are a cross representation of the lowest top out salary to the highest top out salary as recommended by Cody and Associates. The calculations represent what the longevity pay would be, once an employee reaches the maximum base salary for these positions, based upon the total years of service to the City.

Office Assistant.....\$31,200.00 x .03 = \$936.00

An office assistant who reached max base salary at 14 years of service would not be eligible for a step increase. At 15 years, the employee would receive the lump sum longevity payment of \$936, but no increase in base salary.

Service Worker II.....\$34,398.00 x .03 = \$1,031.94

A Service Worker II who reached max base salary at 13 years of service would not be eligible for a step increase. At 14 years, the employee would receive the lump sum longevity payment of \$1,031.94, but no increase in base salary.

Accountant.....\$ 46,097.00 x .03 = \$1,382.91

An Accountant who reached max base salary at 8 years of service would not be eligible for a step increase. At 9 years, the employee would receive the lump sum longevity payment of \$1382.91, but no increase in base salary.

Sergeant.....\$ 53,363.00 x .03 = \$1,600.89

A Sergeant who reached max base salary at 14 years of service would not be eligible for a step increase. At 15 years, the employee would receive the lump sum longevity payment of \$1,600.89, but no increase in base salary.

Risk Manager.....\$ 56,031.00 x .03 = \$1,680.93

A Risk Manager who reached max base salary at 9 years of service would not be eligible for a step increase. At 10 years, the employee would receive the lump sum longevity payment of \$1,680.93, but no increase in base salary.

Deputy Director, Public Works.....\$ 68,106.00 x .03 = \$2,043.18

A Deputy Director of Public Works who reached max base salary at 17 years of service would not be eligible for a step increase. At 18 years, the employee would receive the lump sum longevity payment of \$2,043.18, but no increase in base salary.

Personnel Policy Review Committee Review and Recommendations

Recommendations

Recommendations

1. **Authorize actuarial study to determine feasibility of change in retirement benefit to 3% as an incentive to obtain and retain quality employees.**
2. **Adopt pay plan.**
3. **Authorize purchase and implementation of HRN Evaluation Software System.**
4. **Remedy for employees' wages, effective April 1, 2004, to be implemented as described below:**
 - Reclassifications/Promotions –
Total salary increase for 5 Public Works Employees = **\$9,422.**
 - Adjustments to salary
 - For positions with base pay lower than that of subordinates –
 - Total increase for Police Dept. Employees = **\$23,250.**
 - For those individual positions deemed by Cody study to require increases based upon years of service, job description, etc –
 - Total increase City wide = **\$113,897.**
 - Total FICA - \$ 11,212.49
 - General Pension - \$ 14,552.00
 - Police Pension- \$ 2,048.00

Total Impact to Budget this FY = \$87,191.

Effective April 1, 2004, all employees will be at proper grade, title and salary

RECLASSIFICATIONS AND INCREASES

	Proposed Increase	Work Comp.01	Work Comp.10	Work Comp.08	City Pens Cont..1327	City Pens Cont.0708	FICA	Total Increase
PUBLIC WORKS - \$9,422								
Customer Service Mgr.*	1,889.00	18.89 0			250.67		144.51	2,303.07
Customer Service Asst.Mgr.*	3,640.00	36.4 0			483.03		278.46	4,437.89
Stormwater Foreman **	424.00		42.40		56.26		32.44	555.10
Service Worker II **	812.00		81.20		107.75		62.12	1,063.07
Service Worker II **	812.00		81.20		107.75		62.12	1,063.07
POLICE DEPARTMENT - \$23,250								
Lieutenant(1)	4,947.00			395.76		350.25	378.45	6,071.45
Lieutenant(2)	2,814.00			225.12		199.23	215.27	3,453.62
Sergeant(1)	6,057.00			484.56		428.84	463.36	7,433.76
Sergeant(2)	5,126.00			410.08		362.92	392.14	6,291.14
Total	26,521.00	55.29	204.80	1,515.52	1,005.47	1,341.24	2,028.86	32,672.17

Adjustments by Title

Sorted in Range Order		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Cost Ctr	Job Title (Bold=New Title)	Current Wage 3/31/04	Cody Range Min	Cody Option (B)	# Yrs in pos	Cody Difference in Annual Salary	Cody adjusted salary 4/1/04
521E	Chief of Police	57,191	65,702	67,673	1	\$ 10,482.16	67,673
512E	City Clerk	58,048	65,702	67,673	1	\$ 9,625.06	67,673
540E	Director-Public Work	57,191	65,702	65,702	-	\$ 8,511.10	65,702
512	Deputy City Clerk	48,586	45,404	59,025	33	\$ 10,439.18	59,025
521E	Captain	49,611	54,052	55,674	1	\$ 6,062.54	55,674
512	Human Resources Dir	40,398	39,221	49,811	9	\$ 9,412.35	49,811
536	Customer Service Man (Super Cus)	34,389	33,881	37,947	4	\$ 3,557.72	37,947
534	Supervisor (, Sanitation)	36,848	30,731	37,185	7	\$ 336.51	37,185
512	Dep Fin Dir (Accountant)	36,303	30,731	37,185	7	\$ 881.06	37,185
513	Computer Specialist (IT Spec)	31,191	30,731	33,497	3	\$ 2,305.79	33,497
521S	Police Officer	33,009	30,731	33,497	3	\$ 487.69	33,497
521S	Police Officer	32,696	30,731	33,497	3	\$ 800.79	33,497
521S	Police Officer	32,214	30,731	33,497	3	\$ 1,283.09	33,497
521S	Police Officer	32,214	30,731	32,575	2	\$ 381.16	32,575
521S	Police Officer	31,417	30,731	32,575	2	\$ 1,157.59	32,575
521S	Police Officer	30,731	30,731	32,575	2	\$ 1,843.86	32,575
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521	Custodian - (,) Evidence	32,939	29,268	38,048	10	\$ 5,109.40	38,048
542	Engr Tech I (Spec,CADD/Compute)	28,481	25,283	29,075	5	\$ 594.45	29,075
523	Code Enforcement	26,522	26,547	26,547	-	\$ 25.13	26,547
521	Dispatcher (Senior Disp)	25,562	25,283	30,592	7	\$ 5,029.96	30,592
521	Custodian - Evidence (Maint Tech)	25,254	25,283	27,558	3	\$ 2,304.52	27,558
534	Foreman (, Sanitation)	26,352	25,283	27,558	3	\$ 1,206.75	27,558
549	Mechanic I (Equip Mech)	26,415	25,283	27,558	3	\$ 1,143.20	27,558
542	Engineering Tech I	24,518	25,283	26,800	2	\$ 2,281.98	26,800
534	Service Worker II	26,841	22,932	28,436	8	\$ 1,595.03	28,436
535	Service Worker II	28,241	22,932	28,436	8	\$ 194.88	28,436
541	Equipment Operator	26,660	22,932	27,060	6	\$ 399.76	27,060
535	Service Worker II	24,859	22,932	26,372	5	\$ 1,512.48	26,372
521	Dispatcher	24,155	22,932	24,996	3	\$ 840.73	24,996
572	Operator, Equipment	24,155	22,932	24,996	3	\$ 840.73	24,996
572	Operator, Equipment	24,155	22,932	24,996	3	\$ 840.73	24,996
521	Dispatcher	23,452	22,932	24,308	2	\$ 855.92	24,308
521	Dispatcher	23,452	22,932	24,308	2	\$ 855.92	24,308
521	Dispatcher	23,803	22,932	24,308	2	\$ 504.92	24,308
572	Service Worker II	23,239	22,932	24,308	2	\$ 1,069.12	24,308
521	Records Clerk	23,452	22,932	23,620	1	\$ 167.96	23,620
535	Service Worker II	22,550	22,932	23,620	1	\$ 1,070.01	23,620
541	Service Worker II	23,452	22,932	23,620	1	\$ 167.96	23,620
572	Service Worker II	23,452	22,932	23,620	1	\$ 167.96	23,620
521	Records Clerk	27,953	22,932	29,812	17	\$ 1,858.60	29,812
541	Service Worker I	21,320	20,800	23,920	5	\$ 2,600.00	23,920
572	Service Worker I	23,239	20,800	23,920	5	\$ 681.20	23,920
540	Inventory Clerk	22,599	20,800	23,296	4	\$ 696.80	23,296
572	Service Worker I	22,599	20,800	23,296	4	\$ 696.80	23,296

Adjustments by Title

Sorted in Range Order		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Cost Ctr	Job Title (Bold=New Title)	Current Wage 3/31/04	Cody Range Min	Cody Option (B)	# Yrs in pos	Cody Difference in Annual Salary	Cody adjusted salary 4/1/04
541	Service Worker I	21,320	20,800	22,672	3	\$ 1,352.00	22,672
572	Service Worker I	21,320	20,800	22,048	2	\$ 728.00	22,048
533	Customer Ser Field Rep	21,320	20,800	21,424	1	\$ 104.00	21,424
541	Service Worker I	21,320	20,800	21,424	1	\$ 104.00	21,424
541	Service Worker I	21,320	20,800	21,424	1	\$ 104.00	21,424
540p	Clerk Typist I (Office Assistant)	10,660	10,400	11,960	5	\$ 1,300.00	11,960
540p	Clerk Typist I (Office Assistant)	10,660	10,400	10,712	1	\$ 52.00	10,712
521C	Crossing Guard	4,092	4,000	4,720	6	\$ 628.00	4,720
521C	Crossing Guard	4,029	4,000	4,240	2	\$ 210.52	4,240
		<u>1,692,867</u>	<u>1,651,785</u>	<u>1,806,764</u>	<u>226</u>	<u>\$ 113,896.54</u>	<u>1,806,764</u>

Public Works Reclassifications (5) Emps.	\$ 9,422.00
Increase for Police Dept Inequities (4) emps	<u>\$ 23,250.00</u>
 Total City-wide Adjustments	 <u>\$ 146,568.54</u>
FICA	\$ 11,212.49
General Pension	\$ 14,551.59
Police Pension	<u>\$ 2,048.41</u>
 Total	 <u>\$ 174,381.03</u>
 Budget adjustment required for Salary changes effective April 1st	 <u>\$ 87,190.52</u>

Adjustments by Title

Sorted in Range Order		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Cost Ctr	Job Title (Bold=New Title)	Current Wage 3/31/04	Cody Range Min	Cody Option (B)	# Yrs in pos	Cody Difference in Annual Salary	adjusted salary 4/1/04
521E	Chief of Police	57,191	65,702	67,673	1	\$ 10,482.16	67,673
512E	City Clerk	58,048	65,702	67,673	1	\$ 9,625.06	67,673
540E	Director-Public Work	57,191	65,702	65,702	-	\$ 8,511.10	65,702
512	Deputy City Clerk	48,586	45,404	59,025	33	\$ 10,439.18	59,025
521E	Captain	49,611	54,052	55,674	1	\$ 6,062.54	55,674
512	Human Resources Dir	40,398	39,221	49,811	9	\$ 9,412.35	49,811
536	Customer Service Man (Super Cust)	34,389	33,881	37,947	4	\$ 3,557.72	37,947
534	Supervisor (, Sanitation)	36,848	30,731	37,185	7	\$ 336.51	37,185
512	Dep Fin Dir (Accountant)	36,303	30,731	37,185	7	\$ 881.06	37,185
513	Computer Specialist (IT Spec)	31,191	30,731	33,497	3	\$ 2,305.79	33,497
521S	Police Officer	33,009	30,731	33,497	3	\$ 487.69	33,497
521S	Police Officer	32,696	30,731	33,497	3	\$ 800.79	33,497
521S	Police Officer	32,214	30,731	33,497	3	\$ 1,283.09	33,497
521S	Police Officer	32,214	30,731	32,575	2	\$ 361.16	32,575
521S	Police Officer	31,417	30,731	32,575	2	\$ 1,157.59	32,575
521S	Police Officer	30,731	30,731	32,575	2	\$ 1,843.86	32,575
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521S	Police Officer	30,731	30,731	31,653	1	\$ 921.93	31,653
521	Custodian - (,) Evidence	32,939	29,268	38,048	10	\$ 5,109.40	38,048
542	Engr Tech I (Spec,CADD/Computer)	28,481	25,283	29,075	5	\$ 594.45	29,075
523	Code Enforcement	26,522	26,547	26,547	-	\$ 25.13	26,547
521	Dispatcher (Senior Disp)	25,562	25,283	30,592	7	\$ 5,029.96	30,592
521	Custodian - Evidence (Maint Tech)	25,254	25,283	27,558	3	\$ 2,304.52	27,558
534	Foreman (, Sanitation)	26,352	25,283	27,558	3	\$ 1,206.75	27,558
549	Mechanic I (Equip Mech)	26,415	25,283	27,558	3	\$ 1,143.20	27,558
542	Engineering Tech I	24,518	25,283	26,800	2	\$ 2,281.98	26,800
534	Service Worker II	26,841	22,932	28,436	8	\$ 1,595.03	28,436
535	Service Worker II	28,241	22,932	28,436	8	\$ 194.88	28,436
541	Equipment Operator	26,660	22,932	27,060	6	\$ 399.76	27,060
535	Service Worker II	24,859	22,932	26,372	5	\$ 1,512.48	26,372
521	Dispatcher	24,155	22,932	24,996	3	\$ 840.73	24,996
572	Operator, Equipment	24,155	22,932	24,996	3	\$ 840.73	24,996
572	Operator, Equipment	24,155	22,932	24,996	3	\$ 840.73	24,996
521	Dispatcher	23,452	22,932	24,308	2	\$ 855.92	24,308
521	Dispatcher	23,452	22,932	24,308	2	\$ 855.92	24,308
521	Dispatcher	23,803	22,932	24,308	2	\$ 504.92	24,308
572	Service Worker II	23,239	22,932	24,308	2	\$ 1,069.12	24,308
521	Records Clerk	23,452	22,932	23,620	1	\$ 167.96	23,620
535	Service Worker II	22,550	22,932	23,620	1	\$ 1,070.01	23,620
541	Service Worker II	23,452	22,932	23,620	1	\$ 167.96	23,620
572	Service Worker II	23,452	22,932	23,620	1	\$ 167.96	23,620
521	Records Clerk	27,953	22,932	29,812	17	\$ 1,858.60	29,812
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572	Service Worker I	21,320	20,800	22,048	2	\$ 728.00	22,048
533	Customer Ser Field Rep	21,320	20,800	21,424	1	\$ 104.00	21,424

Adjustments by Title

Sorted in Range Order		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
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521C	Crossing Guard	4,029	4,000	4,240	2	\$ 210.52	4,240
		<u>1,692,867</u>	<u>1,651,785</u>	<u>1,806,764</u>	<u>226</u>	<u>\$ 113,896.54</u>	<u>1,806,764</u>

Public Works **Reclassifications** (5) Emps.
Increase for Police Dept Inequities (4) emps

\$ 7,577.00
\$ 18,944.00

Total City-wide Adjustments

\$ 140,417.54

FICA

\$ 10,741.94

General Pension

\$ 13,790.71

Police Pension

\$ 2,048.41

Total

\$ 166,998.60

**Budget adjustment required for
Salary changes effective April 1st**

\$ 83,499.30