

Palmetto City Council
Minutes
December 1, 2003 4:00 PM

Elected Officials Present:

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

Staff and others present:

J. E. Free, Jr., City Clerk
Chief Garry Lowe
Chris Lukowiak, Public Works Director
Diane Ponder, Administrative Assistant

Mayor Bustle called the meeting to order at 4:00 p.m.

Chief Garry Lowe gave the invocation followed by the Pledge of Allegiance to the United States Flag.

1. APPROVAL OF AGENDA

MOTION: Ms. Cornwell moved, Ms. Bryant seconded, and motion carried 5-0 to approve the December 1, 2003, 4:00 p.m. agenda.

2. PRESENTATION & DISCUSSION OF CODY & ASSOCIATES CLASSIFICATION & PAY STUDY

Cody & Associates representative Nick Pelligrino discussed how his firm developed the classification & pay study. Valid benchmarks for positions were established by samplings received in returns to their survey. Mr. Pelligrino stated Cody & Associates will stay with the plan for one year at no cost to the city.

Mr. Pelligrino suggested looking closely at the entry levels. Referring mostly to the police department, he discussed how promotional ranges can result in less pay, for the short term, due to overtime being disallowed in exempt positions. He advised shortened ranges or set rates for positions can alleviate higher ranking officers making less than their subordinates. Mr. Pelligrino also discussed longevity and how the city can acknowledge years of service in a particular job description. Council concurred with Mr. Pelligrino addressing the specific problem with the police department's overtime vs. rank.

Mr. Pelligrino discussed with Council how other entities have instituted performance evaluation pay systems, i.e. job descriptions indicate specific tasks. Initially individuals must reach established minimums to receive a salary increase, with a more elaborate system established at a later date.

Council discussed the need to address the administrative assistant positions in the city.

Mr. Free advised Council that when developing the budget, the minimum Cody & Associate ranges were used. After the 2.5% COLA, every employee is currently paid at the minimum range in the study. Staff was requested to provide a worksheet showing the position's salary after the 2.5% COLA, the range for the position, and a third column showing the difference, i.e.: the cost to implement Option A of the pay plan. Mr. Pelligrino estimated the range change for next year

will be 2.5 to 4%. Mr. Free suggested having Cody & Associates look at range changes before preparing the fiscal year 2005 budget. Mr. Free stated everyone in the city will be 1.5% higher at the end of fiscal year 2003 because of the employee anniversary date reward. A proposal for performance evaluations will be developed and brought to Council after review by the Mayor and directors.

3. COUNCIL COMMENT

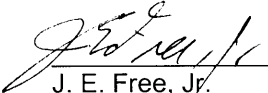
Mr. Williams

Inquired how Council felt about having Council Comments on the 4:00 agenda. The comments will remain on the 7:00 agenda.

Mr. Williams stated Imagine Manatee has not been voted on by Council. He referred to Ms. McCann's letter to the JPC referencing the Imagine Manatee report. Mr. Williams read #3 of the letter pertaining to density/intensity on proposed annexations. Mr. Williams will speak with Ms. McCann.

Meeting adjourned at 5:15 p.m.

Minutes approved: December 15, 2003



J. E. Free, Jr.
City Clerk