

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Tuesday, May 25, 2021 - 12:00 PM

City Hall Council Chambers

Members Present: Geraldine Dinkins, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Jim Fatland, City Manager
Kelley Craig, Human Resources Director

Staff Present: Tom Whitlock, Deputy Finance Director & Tax Collector
Denise Hodsdon, Executive Assistant

A. Welcome & Call to Order

Committee Chair Geraldine Dinkins welcomed everyone and called the meeting to order at 12:01 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Minutes of May 7, 2021 Meeting

Motion by Mr. Morrow, seconded by Ms. Dinkins to approve the May 7, 2021 meeting minutes as presented. Motion carried unanimously.

D. Review of Entry-Level Pay Grades

At the last meeting Mr. Fatland had reported that 5 employees in Public Works had left the City for other job opportunities with higher pay and opportunities for advancement. He asked HR Director Kelley Craig to look at the feasibility of eliminating Pay Grades 8 and 9 so that pay rates for our entry-level jobs are \$15 per hour or higher, and to establish some promotional opportunities with a Pay Grade of 11 and 12.

Ms. Craig presented her recommendations (copy attached). She explained that the minimum rate would be moved to \$15 and that each of the positions would be moved up accordingly to keep some career growth and progression. She added that a new classification will also be added for a Senior Sanitation Worker at a Pay Grade of 11.

The committee discussed the fiscal impact and Mr. Whitlock explained that to cover these expenses, we either need to make major changes to the proposed budget or we could do a budget amendment after the new fiscal year has begun. In the beginning of the year, we would have the money; it would be toward the end of the year that we would need additional funding. Mr. Fatland said it is staff's recommendation that we amend the budget in August.

Following discussion, motion by Mr. Morrow, seconded by Ms. Dinkins to approve the Pay Plan adjustments as recommended by the HR Director to eliminate Pay Grades 8 and 9 and to authorize staff to prepare a Budget Amendment for City Council consideration in August to cover the additional cost. The motion carried unanimously.

E. Set Date for Next Meeting

No date was set for the next meeting. It was decided that the Finance and Human Resources Committee will meet again when needed.

F. Adjourn

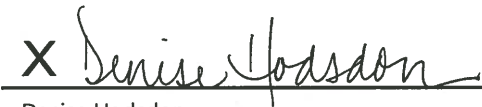
There being no further business, the meeting was adjourned at 12:34 PM.

X


Geraldine Dinkins
Chair, Council Member

Minutes Approved: December 16, 2021

X


Denise Hodsdon
Executive Assistant

| 2020-2021 PAY PLAN | | | | 2021-2022 PAY PLAN WITH 2.5% COST OF LIVING | | | | PROPOSED 201-2022 PAY PLAN | | | | |
|---|-------|-------------|--------------------------------|---|-------------|--------------------------------|-------|----------------------------|--------------------------------|-------|-------------|--------------------------------|
| Classification | Grade | Hiring Rate | Grade Minimum (after 6 months) | Grade | Hiring Rate | Grade Minimum (after 6 months) | Grade | Hiring Rate | Grade Minimum (after 6 months) | Grade | Hiring Rate | Grade Minimum (after 6 months) |
| Sanitation Worker | 8 | \$ 13.12 | \$ 13.78 | 8 | \$ 13.45 | \$ 14.12 | 10 | \$ 15.00 | \$ 15.57 | 10 | \$ 15.00 | \$ 15.57 |
| Meter Technician | 9 | \$ 13.78 | \$ 14.47 | 9 | \$ 14.12 | \$ 14.83 | 10 | \$ 15.00 | \$ 15.57 | 10 | \$ 15.00 | \$ 15.57 |
| Streets Maintenance Worker | 9 | \$ 13.78 | \$ 14.47 | 9 | \$ 14.12 | \$ 14.83 | 11 | \$ 15.57 | \$ 16.35 | 11 | \$ 15.57 | \$ 16.35 |
| D/C System Operator | 10 | \$ 14.47 | \$ 15.19 | 10 | \$ 14.83 | \$ 15.57 | 12 | \$ 17.17 | \$ 18.03 | 12 | \$ 17.17 | \$ 18.03 |
| Parks & Property Maintenance Worker | 10 | \$ 14.47 | \$ 15.19 | 10 | \$ 14.83 | \$ 15.57 | 11 | \$ 15.57 | \$ 16.35 | 11 | \$ 15.57 | \$ 16.35 |
| Sanitation Truck Driver | 10 | \$ 14.47 | \$ 15.19 | 10 | \$ 14.83 | \$ 15.57 | 12 | \$ 16.35 | \$ 17.17 | 12 | \$ 16.35 | \$ 17.17 |
| Skilled Maintenance Worker | 10 | \$ 14.47 | \$ 15.19 | 10 | \$ 14.83 | \$ 15.57 | 12 | \$ 16.35 | \$ 17.17 | 12 | \$ 16.35 | \$ 17.17 |
| Parks & Property Crew Leader | 12 | \$ 15.95 | \$ 16.75 | 12 | \$ 16.35 | \$ 17.17 | 13 | \$ 17.17 | \$ 18.03 | 13 | \$ 17.17 | \$ 18.03 |
| Senior Dist/Collections System Operator | 12 | \$ 15.95 | \$ 16.75 | 12 | \$ 16.35 | \$ 17.17 | 13 | \$ 17.17 | \$ 18.03 | 13 | \$ 17.17 | \$ 18.03 |
| Fleet Mechanic | 13 | \$ 16.75 | \$ 17.59 | 13 | \$ 17.17 | \$ 18.03 | 15 | \$ 18.92 | \$ 19.87 | 15 | \$ 18.92 | \$ 19.87 |
| Streets Crew Leader | 14 | \$ 17.59 | \$ 18.46 | 14 | \$ 18.03 | \$ 18.92 | 17 | \$ 20.87 | \$ 21.91 | 17 | \$ 20.87 | \$ 21.91 |
| Public Services Supervisor | 16 | \$ 19.39 | \$ 20.36 | 16 | \$ 19.87 | \$ 20.87 | 17 | \$ 20.87 | \$ 21.91 | 17 | \$ 20.87 | \$ 21.91 |
| Fleet Maintenance Supervisor | 17 | \$ 20.36 | \$ 21.38 | 17 | \$ 20.87 | \$ 21.91 | 17 | \$ 20.87 | \$ 21.91 | 17 | \$ 20.87 | \$ 21.91 |

| | Estimated Increase Base Salaries (above planned increase in COL/Merit) | FICA/Medicare 7.65% | Retirement 11.42% | TOTAL SALARY AND FRINGE |
|------------------|--|---------------------|-------------------|-------------------------|
| General Fund | \$ 26,295.00 | \$ 2,011.57 | \$ 3,002.89 | \$ 31,309.46 |
| Sanitation Fund | \$ 32,880.00 | \$ 2,515.32 | \$ 3,754.90 | \$ 39,150.22 |
| Water/Sewer Fund | \$ 15,115.00 | \$ 1,156.30 | \$ 1,726.13 | \$ 17,997.43 |
| | \$ 74,290.00 | \$ 5,683.19 | \$ 8,483.92 | \$ 88,457.10 |