

Agenda Report

Date: February 11, 2002

TO: City Council
FROM: City Manager
RE: Adoption of a Resolution Amending the Salary Resolution Relating to Salaries and Benefits for Various Unrepresented Classifications

RECOMMENDATION:

It is recommended that the City Council adopt the attached Resolution amending the Salary Resolution to accomplish the following:

1. Provide adjustments effective December 31, 2001, based on market surveys or internal equity to the salary control rates or ranges for various unrepresented classifications in the Management Top, Middle, and Professional; Technical and Administrative; Confidential-Clerical; Non-Represented; and Hourly groups, and effective March 11, 2002 for classifications in the Executive group; and,
2. Provide benefit adjustments effective December 31, 2001, for the classes of Police Commander, Police Commander (Non-Sworn), Police Lieutenant, Senior Heating and Refrigeration Technician, and Heating and Refrigeration Technician; and,
3. Establish nine new classification titles and salaries and delete five obsolete classifications.

It is further recommended that the City Council authorize a journal voucher allocating funds from the Personnel Services Reserve to the affected General Fund budgets and from the unappropriated fund balances to the various non-General Fund budgets.

BACKGROUND:

The classifications in the Salary Resolution are those which are not represented by a union, but whose titles and compensation are established by Resolution of the City Council. The classifications designated in the Salary Resolution, are grouped into the categories of Management Executive, Top, Middle, Professional, Technical and Administrative, Confidential-Clerical; Non-Represented, and Hourly. The proposed Resolution amending the Salary Resolution will update the classification system by establishing new and deleting obsolete classifications; and will adjust salaries and/or benefits based on market or internal analysis.

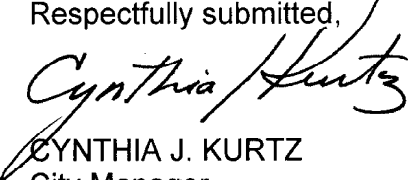
1. **Salary Adjustments:** Of the 31 classifications recommended for salary adjustments, 11 are Management Executive positions for which a market survey is performed every two years. Control Rate adjustments are recommended effective March 11, 2002, with a 3% general increase for the following year. Salary adjustments to various non-Executive classes are recommended effective December 31, 2001, based on the results of market surveys or to maintain internal equity, or to conform to the new state minimum wage requirement. All adjustments will be applied to the salary ranges, while individual salary adjustments will be based upon performance.
2. **Benefit Adjustments:** There are five classifications for which benefit adjustments are recommended effective December 31, 2001, primarily to keep pace with similar represented classifications.
3. **New and Obsolete Classifications:** There are nine new classification titles/salaries recommended in Management Top, Middle and Professional, and Non-Represented Sections of the Salary Resolution. All the new classifications are either converted from existing City positions or from contract positions and are established as a result of organizational realignment and/or to better reflect duties and responsibilities performed. There are also five obsolete classifications to be deleted from the Salary Resolution.

The Exhibits to the Resolution amending the Salary Resolution specify (by underlining) each of the recommended changes described above.

FISCAL IMPACT:

While actual increases to individual employees will be based on performance, the maximum FY 2002 cost is estimated to be approximately \$253,000, including related benefits costs. The maximum total annual cost of the recommended changes is estimated to be \$543,000, including related benefits costs.

Respectfully submitted,


CYNTHIA J. KURTZ
City Manager

Approved:



KARYN S. EZELL
Director of Human Resources

Concur:



JAY M. GOLDSTONE
Director of Finance