



City of Sikeston

TENTATIVE AGENDA

SPECIAL CITY COUNCIL MEETING
SIKESTON CITY HALL

Monday, May 19, 2014
11:30 A.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. ITEMS OF BUSINESS
 - A. City Participation in Missouri "Back to School" Sales Tax Holiday
 - B. Award Bank Depository Bids
 - C. Briefing: Consideration of Library Board of Trustee Appointments
 - D. Briefing: Interim Appointments to Park & Tourism Advisory Boards
 - E. 1st Reading, Bill #5955, Authorizing Amendment of the FY-14 Budget
 - F. Briefing: Proposed Amendments to FY-15 Staffing Ordinance
 - G. Other Items As May Be Determined During the Course of the Meeting
- V. ADJOURNMENT INTO EXECUTIVE SESSION

Property (RSMo 6.10.021(2))
- VI. ADJOURNMENT

Dated this 15th day of May 2014


Carroll Couch, City Clerk

The City of Sikeston complies with ADA guidelines. Notify Linda Lowes at 471-2512 (TDD Available) to notify the City of any reasonable accommodation needed to participate in the City Council's Meeting.



Council Letter

Date of Meeting: 14-05-19

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: "Back to School Sales Tax Holiday"

Action Options:

1. Choose to participate
2. Choose to not participate

Background:

Section 144.049, RSMo, establishes a sales tax holiday effective during a three-day period beginning at 12:01 a.m. on the first Friday in August and ending at midnight on the Sunday following. Certain back-to-school purchases, such as clothing, school supplies, computers, and other items as defined by the statute, are exempt from sales tax for this time period only. If jurisdictions choose to not participate in the holiday, an ordinance must be prepared and forwarded to the Department of Revenue no later than June 15.

Council Letter

Date of Meeting: 14-05-09

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: Award of Bid Number 14-23, City's Bank Depository

Attachment(s):
Bid Analysis Sheet

Action Options:

1. Award Bid #14-23 to Southern Missouri Bank for the variable rate option, for a five-year period
2. Other action Council may deem appropriate

Background:

Bids to become the depository for the City of Sikeston were opened on May 14, 2014. The bid committee consisted of City Clerk Carroll Couch, City Treasurer Karen Bailey and Account Clerk Amanda Groves.

Bids were sent to all local banks. Responses were received from First State Community Bank, Southern Missouri Bank and U.S. Bank. After review, it is the recommendation of city staff to award the bid to Southern Missouri Bank for the fixed rate option.

Southern Missouri Bank bid a fixed rate of 1.00% APY on swept repurchase agreements or time deposits. On transaction accounts, they propose to pay the city a 0.50% APY. The current contract pays 1.5% on swept repurchase agreements or time deposits and 1% on transaction accounts. The reduced rates will result in an annual revenue loss to the City of \$35,000.

**BID NUMBER 14-23
ANALYSIS**

BANK	FIXED RATE	VARIABLE RATE
FIRST STATE COMMUNITY BANK		<p>75% of the Fed Funds rate published each Tuesday in the Wall Street Journal with a floor of .15%</p> <p>As of today, the rate would match the floor rate of .15%</p>
SOUTHERN BANK	1%	<p>Federal Funds (FF) Target minus 0.25%, with a floor rate of 0.50% on swept repurchase agreements or time deposits.</p> <p>For transaction amounts, FF Target minus .50%, with a floor rate of 0.25%</p> <p>At this time, the floor rate would be in place</p>
US BANK		<p>0.5%, no sweep</p> <p>An earnings credit of 0.43% to offset bank fees</p> <p>Rate was tied to the Daily Balance.</p> <p>Funds in excess of \$5,000,000 paid 0.035%</p>

Council Letter

Date of Meeting: 14-05-19

Department: Department of Governmental Services

To the Mayor and City Council:

Subject: Briefing: Library Board of Trustee Appointments

Attachments:
None

- Action Options:
1. Briefing: No action is required at this time
 2. Other action as Council may deem appropriate.

Background:
As you may recall state statute changed the commencement date of Library Board of Trustee terms to July 1 of each year. Of the three individuals whose terms are expiring, both Susanne Chitwood and Connie Thompson are eligible for and seek reappointment.

Provided below is a listing of appointments needed, current Trustees, and Resource Bank Applicants.

Length of Term: 3-Years

<u>Trustee Appointment being considered</u>	<u>Terms Served</u>
Libby Caskey	Termed out per state statute
Susanne Chitwood	Eligible for reappointment
Connie Thompson	Eligible for reappointment

Current Board Members:

Lew Polivick	Grey Colwick	Dorothy Brown	Jay Leible
Carolyn Tetley	Larry Bohannon	Council Rep.: Bob Depro	

Resource Bank Applicants:

Lori Ramey, 307 Greer	Katherine "Danice" Granger, S. West St.
Missy Marshall, 510 N. Kingshighway	Lisa Lawson, 522 W. Salcedo Road

Staff will be requesting Council action during the June 2 Council meeting.

Council Letter

Council Letter: 14-05-19

Originating Department: Department of Governmental Services

To the Mayor and City Council:

Subject: Briefing: Interim Appointments to Park Board and Tourism Advisory Board

Attachment:

None

Action Options:

1. No action at this time
2. Other action as Council may deem appropriate

Background:

Tess Marshall, a Council appointee to the Park Board and Tourism Advisory Board, has resigned due to business reasons. During the June 2 meeting Council will be asked to make interim appointments to both boards.

Park Board:

Board meets at 5:15 PM on the second Monday of each month.

Interim term ends: October 2014

Current board members:

Chad Crow	Rod Anderson	Jeff Hay	Paul Cohen
Jackie Cowan	Larry Williams	Susanne Chitwood	G. Wendell Weathers

Resource Bank Applicant:

Jason Davis, 209 Sharp Avenue

Tourism Advisory Board:

Board meets at 4 PM on the fourth Tuesday of each month.

Interim terms end: September 2015

Current Board Members:

John Tarter	Rick Justice	David Carnell	Charlie Ziegenhorn
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Council Representatives: John Graham and Steve Burch

Ex-Officio members: Susie Lawrence, Lynn Lancaster, Jiggs Moore, Kayla Evans
and Audrey Hileman

Resource Bank Applicants:

Lisa Hicks, 205 Andrea Dr.
Susanne Chitwood

Sue Rogers, 831 Delta Pine

Council Letter

Date of Meeting: 14-05-19

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-14 Budget Amendment

Attachments:

1. Ordinance 5955
2. Line Item Detail

Action Options:

1. Approve Ordinance 5955
2. Disapprove Ordinance 5955
3. Other Action Council may deem appropriate

Background:

Ordinance 5955 presents supplemental appropriations which reflect changes in FY-14 financial activity. In addition to changes for grant activity, other notable items reflect budget amendments for the hiring of a City Manager, Director of Public Works, acquisition of the Village Green property, the Bootheel Golf Course through a pass-through from the Board of Municipal Utilities and demolition of the S. Kingshighway radio station.

THIS BILL AS ADOPTED SHALL BECOME AN EMERGENCY ORDINANCE NUMBER 5955, AND SHALL AMEND ORDINANCE NUMBER 5913, THE FY-14 BUDGET.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

SECTION I: General

A. Codification:

- 1. This ordinance shall not be codified as part of the SIKESTON MUNICIPAL CODE.
- 2. Ordinance Number 5913 is hereby amended to read as follows:

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,613,123 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment of operating and capital expenses, for designated governmental services.
- B. Transportation Sales Tax 025: The sum of \$1,644,619 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, to provide financial support for construction, reconstruction, repair and maintenance of streets, street drainage, roads, bridges and equipment necessary for same, in accordance with the provisions of the Transportation Sales Tax Ordinance Number 4775.
- C. Essex Fund 031: The sum of \$958,387 is hereby appropriated out of revenues accruing to the City, available fund balances, and transfers from other funds for the purpose of maintaining the Essex building, and other economic development functions.
- D. Park Fund 040: The sum of \$511,596 is hereby appropriated out of revenues accruing to the Park Fund, transfers from other funds and available fund balance for the payment of operating and capital expenses designated for public park functions.
- E. Municipal Court Fund 050: The sum of \$310,987 is hereby appropriated out of revenues accruing to the CITY, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items and capital improvements.
- F. Tourism Fund 065: The sum of \$67,830 is hereby appropriated out of revenues accruing to the Tourism Tax Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for tourism promotion and marketing functions.
- G. E-911 Fund 070: The sum of \$182,000 is hereby appropriated out of revenues accruing to the CITY, transfers from other funds and fund balance, for the payment or expenses related to E-911 operations.
- H. Capital Improvement Sales Tax Fund 075: The sum of \$1,318,180 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items.

SECTION III: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION IV: Severability. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION V: Emergency Clause. This Ordinance is adopted as an emergency measure so that the effective date is prior to the end of FY-14.

SECTION VI: Record of Passage:

- A. Bill Number 5955 was introduced to Council and read the first time this 19th day of May 2014.
- B. Bill Number 5955 was read the second time this 2nd day of June 2014, discussed and was voted as follows:

Depro _____, Burch _____, Graham _____,
 Teachout _____, Harris _____, Gilmore _____,
 and Pullen _____
 thereby being _____.

becoming Ordinance 5955.

- C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5955 and shall be in full force and effect.

Jerry Pullen, Mayor

Approved as to Form
Charles Leible, City Counselor

SEAL/ATTEST:

Carroll Couch, City Clerk

CITY OF SKESTON
FY-14 BUDGET AMENDMENT DETAIL

GENERAL FUND

ACCOUNT #	ACCOUNT TITLE	FROM	TO	VARIENCE
10-10-552.5248	OTHER PROF SERVICE		7200	7,200
10-10-554.5344	P.I.L.O.T. M & M TIF	5250	10236	4,986
10-14-554.5314	CITY MGR SEARCH		35331	35,331
10-30-550.5221	UNEMP. COMP		2304	2,304
10-30-554.5264	CODE RED	5000	10000	5,000
10-30-554.5322	PROP. DEMO.		14873	14,873 Radion Station
10-30-554.5495	EMW-2011-5778		7478	7,478 Mobile Comm. Grant
10-30-556.5358	BLDG. MAINT.	10000	17500	7,500
10-30-556.5444	FIBER OPTIC MAINT		7288	7,288
10-30-556.5494	EMW-2011-5777		7100	7,100 Bomb Team Canine
10-32-552.5245	EMPLOY SCREENING	3500	6500	3,000
10-32-556.5388	DOJ-BX-0307		22504	22,504 Tazer Grant
10-32-556.5440	AMMUNITION	20000	36500	16,500
10-40-550.5201	SALARIES AND WAGES		24355	24,355 DPW Director
10-40-550.5209	ALLOWANCES		400	400 "
10-40-550.5213	FICA		2100	2,100 "
10-40-550.5217	HEALTH INSURANCE		7900	7,900 "
10-40-550.5218	LIFE INSURANCE		36	36 "
10-40-550.5219	WORKERS COMP		79	79 "
10-40-552.5245	EMPLOY SCREENING		33	33 "
10-40-554.5333	CELLULAR SERVICE		4202	4,202 "
10-40-556.5352	OFFICE SUPPLIES		500	500 "
10-40-556.5390	FUEL LUBE		1240	1,240 "
10-43-550.5221	UNEMP. COMP		5760	5,760 "
10-44.556.5392	VEHICLE MAINTENANCE		1176	1,176
Total General Fund				188,845
Original Appropriation				9,424,278
Amended Appropriation				9,613,123
Net of Revenue Sources				173,367

TRANS. SALES

25-40-550-5201	SALARIES AND WAGES		17500	17,500 Director
25-40-550-5209	ALLOWANCES		400	400 "
25-40-550-5213	FICA		1650	1,650 "
25-40-550-5217	HEALTH INSURANCE		7875	7,875 "
25-40-550-5218	LIFE INSURANCE		31	31 "
25-40-550-5219	WORKERS COMP.		55	55 "
25-40-556-5390	FUEL AND LUBE		250	250 "
25-42-554.5346	E.A.T.S.-M & M TIF		5458	5,458
25-42-556.5392	VEHICLE MAINTENANCE	14000	15500	1,500
25-42-556.5403	STREET SIGNS	1500	5000	3,500
25-42-558.5625	TRACTOR		41600	41,600
25-42-558.5734	STREETS AND ALLEYS	600000	711000	111,000
25-42-558.5749	WALKING TRAIL		6000	6,000
Total Trans. Sales Tax				196,819
Original Appropriation				1,447,800
Amended Appropriation				1,644,619

ESSEX FUND

31-15-552.5248	OTHER PROF. SERVICES		4174	4,174	
31-15-556.5358	BLDG. MAINTENANCE	20000	33500	13,500	
31-15-558.5603	SEDANS: ADMIN		28796	28,796	
31-15-558.5742	LAND/PROP. ACQUISITION		891917	891,917	Village Green
Total Essex Fund				<u>938,387</u>	
Original Appropriation				<u>20,000</u>	
Amended Appropriation				<u>958,387</u>	
31-15-432.4161	SALE OF REAL PROPERTY			-1,663,225	Brown Shoe

PARK FUND

40-47-554.5344	P.I.L.O.T. M & M TIF		4461	4,461	
40-47-556.5358	BUILDING MAINTENANCE		8000	8,000	
Total Park Fund				<u>12,461</u>	
Original Appropriation				<u>499,135</u>	
Amended Appropriation				<u>511,596</u>	

MUNICIPAL COURT FUND

50-18-556.5479	SHERIFF'S RETIREMENT		2800	2,800	
Original Appropriation				<u>308,187</u>	
Amended Appropriation				<u>310,987</u>	

TOURISM FUND

65-00-556.5485	INTERNET MARKETING		3000	3,000	
Original Appropriation				<u>64,830</u>	
Amended Appropriation				<u>67,830</u>	

E-911 FUND

70-30-558.5684	911 SYSTEM AND SUPPORT	150000	182000	32,000	
Original Appropriation				<u>150,000</u>	
Amended Appropriation				<u>182,000</u>	

CAP. IMPROV.

75-10-558.5742	LAND/PROP. ACQUISITION		652463	652,463	Bootheel G.C.
75-10-558.5762	DO IT BEST UTILITY LINES		28270	28,270	
75-14-558.5603	SEDANS: ADMIN		18246	18,246	
75-14-558.5694	FURNITURE & FIXTURES		1195	1,195	
75-32-558.5601	SEDANS: PATROL	135000	139383	4,383	
75-32-558.5677	CAMERAS & VIDEO EQUIP	15000	46516	31,516	
75-32-558.5679	BULLET PROOF VESTS	4000	20906	16,906	
75-40-558.5690	COMPUTERS		1030	1,030	
75-42-558.5674	RADIOS: PORTABLE		8207	8,207	
75-43-558.5674	RADIOS: PORTABLE		1641	1,641	
75-45-558.5674	RADIOS: PORTABLE		8207	8,207	
75-47-558.5674	RADIOS: PORTABLE		6566	6,566	
Total Capital Fund				<u>778,630</u>	
Original Appropriation				<u>539,550</u>	
Amended Appropriation				<u>1,318,180</u>	
75-10-434.4200	2013 MOBILE COMM. GRANT			-51,785	
75-85-460.4858	TRANSFER FROM BMU			-652,463	

Council Letter

Date of Meeting: 14-05-19

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: Briefing on Bill 5957 Establishing Staffing and Compensation Levels for FY-15

Attachment(s):

1. Bill 5957 with associated tables

Action Options:

1. Receive briefing
2. Other action Council may deem appropriate

Background:

In accordance with the City Charter, Bill 5957 establishing staffing levels and the basic compensation plan for the fiscal year ending June 30, 2015 is presented for first reading. As set forth in Table 1-A of Bill 5957, staffing has been increased from FY-14 levels. The full-time position of Public Works Director has been added, and two seasonal positions with the Street Division have been added to assist with the mowing of abandoned and LCRA properties.

Current policy allows carryover of 1 ½ times your annual accrual of vacation. This has been increased to two times the annual limit. Excess vacation is lost, without compensation on the employee's anniversary date. Cashing in of vacation time will now be limited to two weeks within a fiscal year. Council approval is still required for the Manager, City Clerk, and City Treasurer to cash-in vacation.

Employees with ten years of continuous service and leaving in good standing will be paid for 25% of accrued sick leave bank at the regular rate, in order to incentivize prudent use of sick leave.

In the past, field training officers (FTOs) in Public Safety received an additional seventy-five cents/hour adjustment. Communication training officers received an annual adjustment of \$1,500/year. With the passage of Bill 5957, both will be paid 75cents/hour only when actively training.

First reading of Bill 5914 has been scheduled for June 2 and second reading for the June 9 Special City Council Meeting. As indicated in Section XIV: Record of Passage, the effective date of this bill will be July 1, 2014.

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5957 AND SHALL REPEAL ORDINANCE NUMBER 5914 BEING THE FY-14 COMPENSATION PLAN AND EMPLOYEE STAFFING LEVEL AUTHORIZATION, AND ALL AMENDMENTS THERETO; AND SHALL ESTABLISH THE EMPLOYEE COMPENSATION PLAN AND STAFFING LEVELS, AND THE ADMINISTRATION THEREOF FOR FISCAL YEAR 2015 (JULY 1, 2014 THROUGH JUNE 30, 2015).

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

SECTION I: General

A. This ordinance shall not be codified as part of the Sikeston Municipal Code.

B. This ordinance and all attachments hereto as may be amended shall be incorporated with and become part of the FY-15 BUDGET CODE.

SECTION II: Administration.

A. The City Manager hereinafter referred to as "MANAGER" shall be responsible for the general and specific provisions of this Ordinance, including but not necessarily limited to:

1. Development, implementation, monitoring and revision of supporting policy and procedure he deems necessary for proper administration and good business practices.
2. Certifying employee compensation records for compliance to the provisions set forth herein and with supporting policy and procedure of II.A.I. Above.

B. The MANAGER may:

1. Approve higher initial compensation for any staff position authorized, when in his sole opinion such action is appropriate based on:
 - a. Degree of difficulty in attracting the most wholly qualified applicant at the published beginning rate; or
 - b. Specific or special qualifications are required for the position; or
 - c. Preferred/best candidate(s) background, experience and/or special qualifications result in extreme difficulty in recruiting at the regular entrance rate; or
 - d. The current local compensation trend for the skills required is substantially greater than the published beginning rate.
2. Approve the hiring at a lesser initial compensation when, in his sole opinion, such action is appropriate based on:
 - a. An otherwise eligible candidate will require a period of specialized training; or
 - b. The current local compensation trend for the skills required is substantially less than the published beginning rate.
3. Increase any employee's paid compensation when sustained performance indicates such action is appropriate:
 - a. Within the guidelines of the merit pay plan, employee or supervisor of the year program; or
 - b. When a given position responsibility and/or scope is significantly broadened; or
 - c. When a specific employee displays consistent and noteworthy performance, behavior and supportive attitude, which in the MANAGER'S sole opinion, collectively warrant such action.
4. Decrease any employee's paid compensation:
 - a. When sustained or severe single case performance or behavior is below expected standards or represents severe disregard or violation of policy or procedure; or
 - b. Upon employee demotion or transfer as appropriate.

C. Changes to and Offers of Compensation:

1. No change to any part of any employee's compensation in total or in part, either increase or decrease, may be made without the approval of the MANAGER.
2. No offer shall be made to any prospective or current employee of paid

compensation or benefits, either greater or lesser than those allowed by this ordinance, except as may be approved by the MANAGER.

3. Entry range compensation and benefits as specified herein may be discussed with potential employees, including whatever action a respective Department Head may intend to make, provided no actual offer is made without the approval of the MANAGER.

D. DEPARTMENT HEAD shall be responsible for:

1. Becoming and remaining knowledgeable with the provisions of this Ordinance including any amendment thereto and supporting policy or procedure as in effect currently or as may be established or revised in future.
2. Ensuring compliance with the provisions of this Ordinance and supporting policy or procedure, as currently in effect or as may be amended.
3. Training their Division Heads and Supervisors on the provisions of this Ordinance and supporting policy and procedure.
4. Recommending any change to the compensation of each employee assigned to their Department, in support of the provisions of this Ordinance and supporting Personnel Policy.
5. Ensuring timeliness and accuracy of any change, either increase or decrease, upon:
 - a. Each Anniversary Date
 - b. Upon Hiring, Promotion, Transfer, Discipline or Termination
6. May suspend any employee within their Department, pending an appeals hearing in accordance with the provisions of the Discipline Policy, without pay.

E. CITY TREASURER shall be responsible for:

1. Ensuring compliance with the provisions of this Ordinance and supporting policy, reporting any violation of either, immediately to the MANAGER.
2. Generating and maintaining employee compensation records as needed including any change thereto, in a timely fashion.
3. Generating and maintaining personnel rosters, in a format to be approved by the MANAGER, and shall contain as a minimum:
 - a. A complete POSITION listing, including current status of each, as authorized by this Ordinance or the MANAGER under the provisions of this Ordinance.
 - b. Current EMPLOYEE information including, department/division assignment, pay classification code, FLSA Classification code, hiring date, anniversary date, date of eligibility for next increase, and any other as required by the MANAGER.
 - c. Said roster to be updated at least monthly and a working copy updated daily, as may be required, and maintained by the City Treasurer.
4. Generating and forwarding to responsible Department Head, any employee compensation record as needed to support the provisions of this Ordinance and ensuring the completeness and accuracy of any such compensation record.
5. Ensuring timely entry and/or change, as approved by the MANAGER, to any employee's compensation as specified in the compensation record.

SECTION III: Paid Compensation.

A. Pay Plan (See Tables IIA or IIB as applicable.)

1. Shall be a merit (performance) plan.
2. Shall be constructed of twenty-three (23) levels called GRADES for all employees, and sixteen (16) ranges called STEPS for all employees except Commissioned Public Safety Officers, which have eighteen (18) STEPS. STEPS are based upon years in service and the ability to maintain compliance with ongoing job requirements associated with the merit pay plan. (Please note: Commissioned Public Safety employees are subject to an alternate compensation plan. See Table IIB).
3. Employees must be eligible in all respects on the appropriate anniversary date to receive the indicated increase in paid compensation.
4. Employees ineligible for any reason on the appropriate anniversary date shall be awarded as follows:
 - a. The appropriate STEP assignment without any resulting increase in

- salary or wages.
- b. Any benefit in terms of sick leave, vacation or other such, as would otherwise be awarded had the ineligibility not occurred.
- c. Employees shall not have their eligibility restored to receive a merit raise.

B. Allowances are hereby authorized as follows:

1. Clothing allowance for employees of the Department of Public Safety serving in the positions of Communications Officers, Communications Supervisor, all Public Safety Officers, Investigators, Sergeants, Lieutenants, Captains and Director at a rate of \$650.00 annually. This will be paid by installment, with one-half (1/2) of the clothing allowance being paid on the first pay date in March and the second one-half (1/2) of the allowance to be paid on the first pay date in September, excluding new hires which will receive the first portion of their uniform allowance on their first pay check and the second portion either on the first pay date in March or the first pay date in September.
2. Clothing allowance for Entry Level Maintenance Workers, Skilled Workers, Mechanic, DPW Supervisors and Code Enforcement Officers at a rate of \$250 annually with an additional \$150 per year for steel-toed boots.
3. Clothing allowance for administrative assistants, account clerks, deputy city treasurer, city collector, city treasurer, secretary/receptionist, IT technician, network administrator, court clerk and deputy court clerk at a rate of \$250 annually.
4. Car allowance for City Manager to be paid in either twenty-six (26) or twelve (12) equal installments at the election of the recipient.
 - a. The annual amount of this allowance to be individually established, by position.
 - b. Payment of this allowance shall only be made, after the completion of the time period of the pro-rata as elected by the employee.
 - c. No additional claim for mileage or other operating or maintenance expense shall be authorized for persons receiving this allowance.
5. Mileage in the amount currently established by the United States Internal Revenue Service (IRS) Regulations per documented mile, when a privately owned vehicle is required to be used for CITY business, upon the responsible Department Heads certification of the claim for reimbursement. Said certification to be both for requirement of use and accuracy of the respective claim.
6. Direct reimbursement of "out-of-pocket" expenses of any employee incurred in the performance of their duties subject to Per Diem rates and completion/submission of appropriate claim and required supporting documentation within three (3) working days of return to work.

SECTION IV: Benefits:

A. Vacation banking shall be limited to two (2) times the annual accrual rate.

1. Vacation in excess of this amount shall be lost, without compensation, on the employee's anniversary date of employment.
2. An employee may submit a request to cash-in vacation time, to the MANAGER. The MANAGER may authorize the payment (cashing in) of vacation, if warranted. An employee may request the cashing in of no more than two weeks of vacation within a fiscal year. Council approval is required for the Manager, City Clerk and City Treasurer to cash-in vacation time.
3. Vacation in excess of the limits as herein established, shall be forfeited on the appropriate anniversary date, without recourse or grievance to or by the employee so affected.
4. Vacation shall be earned and accrued monthly after the first anniversary date as follows:
 - a. Employment at first anniversary, six (6) days or two and ½ (2.5) shifts provided however, employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment) and further, employees leaving the service of the City prior to their first anniversary, as established in Section VII of this Ordinance, shall forfeit any and all claim to any vacation time.

- b. Beginning year two (2) to end of year four (4), eleven (11) days or four and ½ (4.5) shifts.
 - c. Beginning year five (5) to end of year eight (8), thirteen (13) days or five and ½ (5.5) shifts.
 - d. Beginning year nine (9) to end of year twelve (12), fifteen (15) days or six and ½ (6.5) shifts.
 - e. Beginning of year thirteen (13) to end of year sixteen (16), seventeen (17) days or seven and ½ (7.5) shifts.
 - f. Beginning of year seventeen (17) to end of year twenty (20), nineteen (19) days or eight and ½ (8.5) shifts.
 - g. Beginning of year twenty-one (21) to end of year twenty-five (25), twenty-one (21) days or nine and ½ (9.5) shifts.
 - h. Beginning year twenty-six (26) to end of employment, twenty-six (26) days or twelve and ½ (12.5) shifts.
6. Employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment).
- a. Employees leaving the service of the City prior to their first anniversary as established in Section VII of this Ordinance shall forfeit all claims to any vacation time.
7. Accrued banked vacation shall be bought back at the employee's regular rate of pay when the employee leaves the service of the City.
8. After the first anniversary of employment, vacation earned at the rates as set out herein above, shall accrue to the employee as follows:
- a. Initial year's (six (6) days) shall be accrued (provided employee is recommended for continual employment) as a lump sum (in hours), the first pay period immediately following the anniversary date as set forth in Section VII of this Ordinance.
 - b. An amount in hours, equal to the rates established herein above, shall be accrued on a one-twelfth (1/12) per year pro-rata, to each eligible employee's vacation bank and stated on the employee's check stub on the first pay date immediately following the month the vacation time was earned. Vacation time used, as indicated on the employee time cards, shall be deducted from this balance on the pay date immediately following use.
9. For the purpose of this Ordinance, a work month shall be defined as thirty (30) consecutive days.
10. Accrual of vacation time shall continue up to the end of the first work month of authorized sick leave usage. Accrual of vacation time shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of vacation time shall resume, as herein above set forth, upon the employee's return to work, upon doctor's release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.

Vacation Earned Per Year, Accrued Monthly

Assigned Hours Per Shift	Leave Based on Years of Completed Service							
	Year 1	2-4	5-8	9-12	13-16	17-20	21-25	26+
	6 Days/ 2.5 Shifts	11 Days/ 4.5 Shifts	13 Days/ 5.5 Shifts	15 Days/ 6.5 Shifts	17 Days/ 7.5 Shifts	19 Days/ 8.5 Shifts	21 Days/ 9.5 Shifts	26 Days/ 12.5 Shifts
8	48	88	104	120	136	152	168	208
8.3	49.8	91.3	107.9	124.5	141.1	157.7	174.3	215.8
24	60	108	132	156	180	204	228	300

- B. Sick leave shall be considered an insurance type benefit, the use of which represents a claim against the City and the banking of which shall be limited to 1,040 hours for general and supervisory personnel, 1079 hours for patrol and communication hourly employees and 1404 hours for fire division personnel assigned to 24 hour shifts.
- 1. Abuse of sick leave shall be considered a false claim against the City and sufficient reason for immediate discharge of any employee when, in the sole opinion of the MANAGER, any such abuse may exist.
 - 2. Sick leave in excess of banked limits shall be lost, without compensation, on the employee's anniversary date of employment. Employees, which have exceeded the bank limit, shall only be reduced to the bank limit. Employees,

who have received their sick leave bank limit and forfeited the excess, shall begin to accrue sick leave in the routine manner until their next anniversary.

3. The MANAGER may authorize carry over, not to exceed one (1) additional year of sick leave accrual when, in his sole opinion, such action is warranted, upon receipt of an appropriate request at least thirty (30) days prior to the anniversary date the employee would otherwise forfeit sick leave time accrued.
4. Trading, transferring or giving of sick leave time between employees is not authorized.
5. Sick leave shall be accrued monthly beginning after the first six (6) months of employment, upon department head recommendation and MANAGER approval as follows:

Sick Leave Earned Per Month

Assigned Hours Per Shift	Leave Based on Years of Completed Service			
	< 6 months	6 months -2 years ½ day/shift	3-4 Years ¾ day/shift	5+ Years 1 day/shift
8	0	4	6	8
8.3	0	4.15	6.225	8.3
24	0	6	8	10

6. Unused sick leave banked at the time the employee leaves the service of the City shall be forfeited and no paid compensation is authorized for any such time, unless the employee has at least 10 continuous years of service and leaves in good standing, then the employee will be paid for 25% of his accrued sick leave bank at his regular hourly rate.
7. Accrual of sick leave shall continue up to the end of the first work month of authorized sick leave usage. Accrual of sick leave shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of sick leave shall resume, as hereinabove set forth, upon the employee's return to work; upon doctor's release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.

C. Holiday time shall be provided at a rate of twelve and one-half (12 ½) days per year, which shall be:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (2nd Monday in October)
- Thanksgiving Day (4th Thursday in November)
- Friday following Thanksgiving (4th Friday in November)
- Christmas Eve, one-half (1/2) day, (December 24)
- Christmas Day (December 25)
- Floating Holidays (City offices remain open)
Good Friday and Veteran's Day

1. When any authorized holiday shall fall on a Saturday, that holiday shall be observed on the preceding Friday. When any authorized holiday shall fall on a Sunday, that holiday shall be observed on the following Monday.
2. Whenever an eligible employee is required to work or whenever a scheduled City Holiday shall fall on an eligible employee's regularly scheduled day off then that holiday (in hours) shall be credited to the employee's Personal Hours as follows:

Holiday/Personal Hours Banked Per Shift

	Salaried/40 E (8 Hour Shifts)	171E (8.3 Hour Shifts)	212E/Fire Div. Sgt. (24 Hour Shifts)
Leave Hours Banked	8 Hours	8.3 Hours	12 Hours

3. Banked holiday/personal hours shall be reflected in the appropriate box on the next paycheck stub.
4. Banked holiday time shall accrue until the employee's anniversary date, at which time all banked time shall be bought back from the employee at the

employee's regular hourly rate except for an amount equal to one (1) day or one (1) shift as appropriate, which shall be retained in the employee's holiday time bank.

5. The MANAGER may authorize a carryover of greater than that referenced in C(4) above, when in his sole opinion such action is warranted and upon written request at least thirty (30) days prior to the employee's anniversary date, and with Department Head recommendations.
6. Banked holiday time shall be bought back at the employee's regular rate of pay, when any employee leaves the service of the City.
7. Employees absent for more than 30 consecutive days will not accrue holiday/personal hours.

D. The City shall participate in the Local Government Employee Retirement System (LAGERS) LT8-65 (65)-retirement plan. This retirement plan increases employee benefits to 1.50% for a life allowance; plus an additional 50% allowance to age 65. Effective FY-92 the City changed from a "Contributory" to "Non-Contributory" Plan, and is subject to the administrative requirements of State Statute and LAGERS regulations.

E. The City shall provide an employee health insurance plan and pay eighty percent (80%) of the established premium contribution amount to be effective the first of the month following ninety (90) days of continued employment.

1. Employees shall contribute twenty percent (20%) of the established premium amount.
2. Employees have the opportunity to enroll, when hired, for the health insurance coverage for themselves and any dependents. If coverage is declined at initial employment, employees can only enroll under special circumstances as a special enrollee or late enrollee. Please see the Alliance Benefits booklet for descriptions of special enrollee and late enrollee.

F. The City shall offer a public employees' cafeteria plan, as allowed under Internal Revenue Code Section 125. All full time employees of the City are eligible for participation in the cafeteria plan. Benefit categories to be offered are as follows:

1. City sponsored medical insurance
2. Flexible medical benefits
3. Dependent care assistance
4. Additional features or benefits the City may desire to add

SECTION V: Classification.

A. Each employee shall be assigned a compensation code; it shall be a three (3)-part code to track, in order: grade, step and longevity. The Compensation Code shall be upgraded at least annually, with an effective date the same as the employee's anniversary date, or upon any compensation change with the new anniversary date as herein set out, as follows, the:

1. First two (2) digits designate Pay Grade.
2. Letter Designation indicates Pay Step.
3. Last two (2) digits designate completed years of service.

B. In general, higher pay grades reflect:

1. Greater responsibility
2. Hierarchy with the Organization
3. Higher pay and/or allowances

SECTION VI: Eligibility.

A. Eligibility shall encompass any and all criteria established by this Ordinance, and/or City policy and procedure. The absence or loss of any such or part of such eligibility shall limit or disallow pay increase as herein or otherwise authorized. Employees ineligible for, at the time they might normally expect to receive a pay increase, shall be assigned the next higher step designator and forfeit any claim to such compensation increase.

B. Ineligibility may occur, but may not be limited to the following:

1. Qualifying Periods
 - a. Initial employment qualifying period for MERIT adjustment only.
 - b. An employee under investigation which may result in disciplinary

action or who is under assignment to a disciplinary qualifying period shall:

1. Have the outcome of the investigation applied retroactive to the date of eligibility.
 2. Not be eligible for any compensation increase, but shall be assigned the next STEP as appropriate or as determined by due process.
2. When the overall evaluation grades for the most recent past six (6) evaluations average five point five (5.5) or less.
 3. When repeated or severe violations of policy or procedure occur.
 4. Upon department head or MANAGER recommendation.

C. Merit Eligibility:

1. Generally:
 - a. All positions except MANAGER and DEPARTMENT HEADS shall be eligible for merit increase upon completed service (see Tables II-A and II-B), and compliance with all criteria established by ordinance and/or City policy and procedure.
 - b. Merit increases shall be based on the mathematical average of all evaluations received since the employee's last merit increase, as determined in the Pay Plan Tables II-A and II-B.
 - c. Merit increases for the MANAGER and DEPARTMENT HEADS shall be individually determined
2. General Service Employees, for purposes of this ordinance, shall be defined as all employees of the City of Sikeston other than Commissioned Employees. Merit increases shall be awarded to General Service Employees, when eligible in all respects, as set forth in Pay Plan Table II-A.
3. Commissioned Employees, for the purposes of this ordinance, shall be defined as all rookie and commissioned public safety officers employed within the Sikeston Department of Public Safety. Merit increases shall be awarded to Commissioned Employees, when eligible in all respects, as set forth in Pay Plan Table II-B.
 - a. Completion of Police Certification and OJT/FTO Police Program, assigned an AP step, compensation per Pay Plan Table II-B.
 - b. Completion of Fire Fighter I training and fire OJT/FTO Program, assigned an AF step, compensation per Pay Plan Table II-B.
 - c. Completion of both Police and Fire Training and respective OJT/FTO programs, assigned B step, compensation per Pay Plan Tables II-B.
 - d. Eligibility for additional merit increase(s) shall occur as set forth in Table II-B.

D. Reclassifications and Other Compensation Increases:

1. General Service Employees:
 - a. Entry Level Maintenance Workers shall be assigned to Grade 9. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee shall be reclassified to Skilled Worker, Grade 11, and receive appropriate compensation for that grade.
 - b. Public Works Skilled Workers and Mechanic, when classified as a leadsman by their Department Head shall receive an additional \$.75 per hour.
 - c. Rookie Communications Officers shall be assigned to Grade 11. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee will be reclassified to Communications Officer, Grade 13, and receive appropriate compensation for that grade.
 - d. Communications Field Training Officer (FTO) - Communications Officers filling this position shall receive an additional seventy-five cents per hour. This additional compensation will only be paid when training a rookie communications officer.
2. Commissioned Employees:
 - a. Public Safety FTO – Additional compensation of seventy-five cents per hour is available for any commissioned Public Safety Officer trained, and designated as a Field Training Officer. This additional

- compensation will only be paid when training a rookie public safety officer.
- b. Canine Officer – Any commissioned Public Safety Officer trained and designated as the City's Canine Officer shall receive additional, annualized, compensation of three thousand six hundred dollars (\$3,600).
 - c. Firefighter - A sub-classification of "Firefighter" will exist within the general classification of PSO. This class is used solely for part-time firefighters (working 1500 hours or less during a calendar year). Compensation for these employees shall be set by the City Manager, as determined by their training, education and performance.

SECTION VII: Anniversary Date.

- A. Shall be rounded to the first day of the month when the employee begins employment on or before the sixteenth (16th) day of the employment month, or to the first of the month following the employment month when the employee begins work after the sixteenth (16th) day of the employment month.
- B. This anniversary date shall be used when computing all eligibility times throughout the employee's employment.
- C. Merit changes, (pay or benefits) shall be based on employment anniversary dates of consecutive years of service.
- D. Employees leaving the service of the City prior to their 1st anniversary shall forfeit any and all claim to any vacation time.

SECTION VIII: Less Than Full Time Employees.

- A. The MANAGER shall determine hourly rates for employees working part time or temporary (seasonal) in accordance with sound business practices, the minimum wage laws and provisions of FLSA.
- B. The MANAGER may authorize up to one-half (1/2) the holiday time benefits to such employee when in his opinion such is warranted by the nature of the position and the specific employee's performance both warrant such action and provided said employee(s) is/are regularly scheduled for twenty-five (25) or more hours per week.

SECTION IX: Staffing Generally

- A. The City Manager shall be authorized for the following, including but not limited to:
 - 1. Development, monitoring and revision of supporting policy and procedure.
 - 2. Ensuring best-qualified candidate is selected for any given position.
 - 3. Appropriate discipline including removal from the City employ any person he deems necessary, in his sole opinion.
 - 4. Elimination of any position he deems appropriate due to lack of work, changing work process, or reorganization.
- B. The MANAGER shall not be required to fill any position simply because a vacancy exists.
- C. The MANAGER may amend staffing levels or authorized positions within any specific department, provided
 - 1. Such amendment does not exceed the total number of City employees established herein.
 - 2. Such amendment does not cause the anticipated appropriation budgeted for Personnel Services within said department to be exceeded.
- D. The MANAGER may employ additional temporary personnel when regular employees are not available (illness, injury, medical or military leave) or a specific increase in a work process requires such action to maintain levels of service.

SECTION X: Authorized Staffing Levels & Compensation Classifications.

- FY-2015 Authorized Staffing Level Totals,
- 1. 121 Full Time Employees
 - 2. 7 Part Time Employees

3. 32 Seasonal/Temporary Employees

SECTION XI: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION XII: Severability. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION XIII: Emergency Clause. This ordinance is adopted as an emergency measure so that the effective date corresponds with the fiscal year.

SECTION XIV: Record of Passage:

1. Bill Number 5957 was introduced to Council and read the first time this 2nd day of June 2014.

2. Bill Number 5957 was read and discussed the second time this 9th day of June 2014 discussed and was voted as follows:

Burch _____, Depro _____, Gilmore _____, Graham _____,

Harris _____, Teachout _____, and Pullen _____,

thereby being _____,

becoming Ordinance 5957.

3. Upon passage by a majority of the Council, this Bill shall be in full force and effect from and after July 1, 2014.

Jerry Pullen, Mayor

Approved as to Form
Charles Leible, City Counselor

Seal/Attest:

Carroll Couch, City Clerk

ORDINANCE NUMBER 5957 - TABLE I-A
FY-2015 STAFFING AUTHORIZATION

I. STAFFING LEVEL AUTHORIZATION (by Department, Division and Classification)

F – full-time; P – part-time; S – seasonal)	<u>FY-2015</u>			<u>FY-2014</u>		
	F	P	S	F	P	S
A. <u>GOVERNMENTAL SERVICES</u>						
City Manager	6	0	0	7	0	0
City Court	2	0	0	2	0	0
TOTAL Governmental Services	8	0	0	9	0	0
B. <u>ADMINISTRATIVE SERVICES</u>						
Director/City Clerk	1	0	0	1	0	0
Finance/Deputy City Clerk	3	0	0	3	0	0
City Collector	2	0	0	2	0	0
TOTAL Administrative Services	6	0	0	6	0	0
C. <u>PUBLIC SAFETY</u>						
Administration/Detention	8	0	0	8	0	0
Communications	9	0	0	9	0	0
Patrol/Fire	63	5	0	63	5	0
TOTAL Public Safety	80	5	0	80	5	0
D. <u>PUBLIC WORKS</u>						
Director	2	0	0	0	0	0
Street	11	0	6	11	0	4
Garage	2	0	0	2	0	0
LCRA	0	0	24	0	0	24
Planning	4	0	0	4	0	0
Animal Control	0	0	0	0	0	0
Parks	6	2	2	6	2	2
TOTAL Public Works	25	2	32	23	2	30
E. <u>ECONOMIC DEVELOPMENT</u>						
Director	2	0	0	2	0	0
TOTAL Economic Development	2	0	0	2	0	0
F. TOTAL Authorized Positions	121	7	32	120	7	30
	FY-2015=160			FY-2014=157		

- G. FY2015 CHANGES IN STAFFING:**
 DPW Director - Public Works Director added
 2 Seasonal employees were added in Street Division to assist in mowing LCRA and abandoned properties

**ORDINANCE NUMBER 5957 – TABLE I-B
FY-2015 INDIVIDUAL FUNDING AUTHORIZATION BY DEPARTMENT & POSITION**

Department	Division	Position/Title	Grade	Authorization			
				F	P	S	
Gov. Services	City Manager	City Manager	23	1	0	0	
		Director	23	1	0	0	
		Network Administrator	21	1	0	0	
		Administrative Assistant	11	1	0	0	
		IT Technician	21	1	0	0	
	Municipal Court	Secretary/Receptionist	8	1	0	0	
		Court Clerk	13	1	0	0	
		Deputy Court Clerk	11	1	0	0	
	TOTAL GOVERNMENTAL SERVICES				8	0	0
	Admin. Services	City Clerk	Director/City Clerk	23	1	0	0
Finance			21	1	0	0	
Collector		Deputy Treasurer	8	1	0	0	
		Account Clerk	8	1	0	0	
		City Collector	15	1	0	0	
		Account Clerk	8	1	0	0	
TOTAL ADMINISTRATIVE SERVICES				6	0	0	
Public Safety*	Admin./Detention	Director	23	1	0	0	
		Captain	21	4	0	0	
		Admin. Assistant	11	1	0	0	
		Secretary	8	2	0	0	
		Communications	21	1	0	0	
	Patrol	CTO/Comm. Officer	13	8	0	0	
		Lieutenant	20	4	0	0	
		Sergeant	17	6	0	0	
		Investigator	16	7	0	0	
	Fire	PSO*	15	24	0	0	
		PSO/Canine Officer	15	1	0	0	
		Lieutenant	20	1	0	0	
		Sergeant	17	4	0	0	
		PSO	15	16	5	0	
	TOTAL PUBLIC SAFETY				80	5	0
Public Works	Director	Director	23	1	0	0	
		Administrative Assistant	11	1	0	0	
	Street	Superintendent	19	1	0	0	
		Supervisor	13	2	0	0	
		Skilled Worker	11	8	0	6	
	Garage	Vehicle Maintenance Supervisor	17	1	0	0	
		Mechanic	13	1	0	0	
	LCRA	Supervisors	1	0	0	4	
		Grounds Maintenance	1	0	0	20	
	Planning	Code Enforcement Officer	15	4	0	0	
	Parks	Parks & Recreation Director	18	1	0	0	
		Supervisor	11	1	0	0	
		Skilled Worker	11	4	2	2	
TOTAL PUBLIC WORKS				25	2	32	
Economic Dev.	Director	Director	23	1	0	0	
		Administrative Assistant	11	1	0	0	
TOTAL ECONOMIC DEVELOPMENT				2	0	0	
TOTAL FY-2014 AUTHORIZED POSITIONS				121	7	32	

* The Public Safety Department will be allowed to hire two (2) additional PSO's to cover staffing shortages, brought about by military commitments of existing personnel.

**ORDINANCE NUMBER 5957 – TABLE II-A
FY-2015 COMPENSATION AND BENEFITS – GENERAL SERVICES EMPLOYEES**

I. ENTRY GRADES AND RANGES:

**A. General Service Employees Pay Plan Summary
(All employees except commissioned Public Safety Officers)**

<u>Grade</u>	<u>Position</u>	<u>Entry Range</u>
1	Seasonal or Temporary	Minimum wage
2	Part-time	
8	Secretary, Account Clerk, Deputy City Treasurer	\$18,123-\$19,123
9	Entry Level Maintenance Worker ¹	\$19,907-\$21,407
10		
11	Rookie Communications Officer ² , Skilled Worker ³ , Administrative Assistant, Deputy Court Clerk	\$21,895-\$22,895
12	Mechanic ³	\$22,966-\$23,966
13	DPW Supervisor, Communications Officer ⁴ , Court Clerk	\$24,086-\$25,086
14		
15	Code Enforcement Officer, City Collector	\$26,506-\$27,506
16		\$27,805-\$28,805
17	Vehicle Maintenance Supervisor	\$29,314-\$30,314
18	Park & Recreation Director	\$30,604-\$31,604
19	Street Superintendent	\$32,112-\$33,112
20		\$33,691-\$34,691
21	Communications Supervisor, IT Technician, City Treasurer/Deputy City Clerk	\$35,351-\$36,351
22	Network Administrator	\$37,193-\$38,193
23	Management ⁵	****

II. ADMINISTRATION – GENERAL SERVICES EMPLOYEES

A. Entry Range (See Section I, above)

Compensation Increases and Merit Eligibility (See Ord. 5957, Section III). Step changes and associated merit increase eligibility occurs as follows:

Step Assignment	Year	Entry
A	0	Entry
B	1	Eligible for standard pay plan increase
C	3	Eligible for standard pay plan increase
D	5	Eligible for standard pay plan increase
E	7	Eligible for standard pay plan increase
F	10	Eligible for standard pay plan increase
G	13	Eligible for standard pay plan increase
H	16	Eligible for standard pay plan increase
I	19	Eligible for standard pay plan increase
J	22	Eligible for standard pay plan increase
K	25	Eligible for standard pay plan increase
L	28	Eligible for standard pay plan increase
M	31	Eligible for standard pay plan increase
N	34	Eligible for standard pay plan increase
O	37	Eligible for standard pay plan increase
P	40	Eligible for standard pay plan increase

B. Calculation of Merit Increase based on overall average evaluation grade:

Grade Range:	<5.5	5.5-5.99	6.0-6.49	6.5-6.99	7.0-7.49	7.5-7.99	8.0-8.49	8.5-Up
Salary Increase	-0-	\$500	\$675	\$850	\$1025	\$1200	\$1375	\$1550

¹ Entry level Maintenance Worker designations shall be assigned to all newly appointed "Skilled Worker" employees and such designations shall be classified as a GRADE 9 for all assignments and maintained until the employee completes required Department/Division training. Upon successful completion of training, and upon Department Head recommendation, the compensation grade shall be adjusted to GRADE 11.

² Rookie Communications Officer designations shall be assigned to all newly appointed "Communications Officer" employees and such designations shall be classified as a GRADE 11 for all assignments and maintained until the employee completes required Department/Division training, and upon Department Head recommendation, the compensation shall be adjusted to GRADE 13.

³ Additional compensation is available, at a rate of \$.75 per hour, when a Public Works Skilled Worker or the Public Works Mechanic is assigned as a Leadsman.

⁴ Additional compensation is available for a Communications Officer who is assigned as a Communications Training Officer (CTO). This additional salary is seventy-five cents per hour while training.

⁵ Individually determined

**ORDINANCE NUMBER 5957 – TABLE II-B
FY 2015 COMPENSATION AND BENEFITS
COMMISSIONED PUBLIC SAFETY EMPLOYEES PAY PLAN SUMMARY**

I. ENTRY GRADES AND RANGES:

<u>Grade</u>	<u>Step</u>	<u>Assignment</u>	<u>Minimum Salary</u>
15	A	Rookie Public Safety Officer (PSO)	\$28,062
	AP	Completion of State Training and OJT/FTO for Police Functions	\$29,062
	AF	Completion of Fire Training & Firefighter I, OJT/FTO	\$29,062
	B	Completion of Total Certification ^{1,2} Requirements: Police & Fire Training Completed	\$30,062
16		Investigator	\$36,152
17		Sergeant	\$40,927
20		Lieutenant	\$46,694
21		Captain	\$53,271

II. ADMINISTRATION

- A. Entry Range (See Section I, herein above).
- B. Compensation Increases and Merit Eligibility (See Ord. 5957, Section III).
- C. Step Assignment and Merit Increase Eligibility (See Ord. 5957, Section III).
 - 1. Entry Range (See Section IIA).
 - 2. Merit Eligibility begins in year three (3). Step changes and associated merit increase eligibility occur as follows:

<u>Step Assignment</u>	<u>Year</u>	
C	3	Eligible for standard pay plan increase
D	5	Eligible for standard pay plan increase
E	7	Eligible for standard pay plan increase
F	10	Eligible for standard pay plan increase
G	13	Eligible for standard pay plan increase
H	16	Eligible for standard pay plan increase
I	19	Eligible for standard pay plan increase
J	22	Eligible for standard pay plan increase
K	25	Eligible for standard pay plan increase
L	28	Eligible for standard pay plan increase
M	31	Eligible for standard pay plan increase
N	34	Eligible for standard pay plan increase
O	37	Eligible for standard pay plan increase
P	40	Eligible for standard pay plan increase

D. Calculation of Merit Increase based on overall average evaluation grade:

<u>Grade Range:</u>	<u><5.5</u>	<u>5.5-5.99</u>	<u>6.0-6.49</u>	<u>6.5-6.99</u>	<u>7.0-7.49</u>	<u>7.5-7.99</u>	<u>8.0-8.49</u>	<u>8.5-Up</u>
Salary Increase	-0-	\$500	\$675	\$850	\$1025	\$1200	\$1375	\$1550

¹ FTO – Additional compensation is available for any commissioned Public Safety Officer trained and designated as a Field Training Officer (FTO). This additional salary is seventy-five cents per hour while training.

² Canine Officer – Additional compensation is available to the Public Safety Officer serving in the position of Canine Officer. Upon City Manager approval of the Canine Officer's training and certification as a dog handler, additional annualized compensation of three thousand six hundred dollars (\$3,600) will be paid.