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Pgs. 7
Filed: 06-07-16

Sponsored by: Schilling

First Reading: _____

Second Reading: _____

COUNCIL BILL NO. 2016 - 138

GENERAL ORDINANCE NO. _____

AN ORDINANCE

1 AMENDING Chapter 2, Section 2-92 of the Springfield City Code, known as the Salary
2 Ordinance relating to salary grades for various job titles within the City service as
3 contained in the Professional, Administrative and Technical (PAT) Schedule, the
4 Crafts, Trade and Labor (CTL) Schedule, the Fire Protection Schedule (FPS),
5 and the Law Enforcement Schedule (LES) by making provision for seven (7) new
6 job titles and deleting four (4) existing job titles; by providing pay adjustments for
7 employees on the PAT, CTL, FPS, and LES pay schedules; by freezing the
8 annual base pay rates for Salary Grades One (1) and Two (2) in the CTL pay
9 schedule; by increasing the annual base rate for the top steps in the CTL pay
10 schedule by \$150.00; by deleting the eligibility for educational allowance for
11 Salary Grades Eleven (11) through Thirteen (13) contained in the LES pay
12 schedule; by approving a Memorandum of Understanding between the City and
13 the City Manager; and declaring an emergency.
14 _____
15

16 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD, MISSOURI, as
17 follows, that:

18 NOTE: Language being added is underlined and language being deleted is ~~stricken~~.

19
20
21 Section 1 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance
22 relating to various salary grades for various job titles within the City service as contained in the
23 Professional, Administrative and Technical (PAT) Schedule, the Crafts, Trade and Labor (CTL)
24 Schedule, the Fire Protection Schedule (FPS), and the Law Enforcement Schedule (LES), are
25 hereby amended by adding and deleting the following job title(s), with said changes to be
26 effective as early as July 10, 2016, but in no event later than July 28, 2016.
27

28 Proposed Job Title and Salary Grade
29 (Title to be Added)

30 <u>Classification</u>	31 <u>Salary Grade</u>
32 <u>Business Systems Analyst</u>	33 <u>PAT 8</u>
34 <u>Collection System Monitoring Technician</u>	35 <u>PAT 6</u>
36 <u>Community Health Advocate</u>	37 <u>PAT 5</u>
38 <u>Museum Assistant</u>	<u>PAT 4</u>
<u>Police Lieutenant</u>	<u>LES 13</u>
<u>Police Technical Analyst</u>	<u>PAT 7</u>

39	<u>911 Quality Assurance Manager</u>	<u>PAT 8</u>
40		
41	Present Job Title and Salary Grade	
42	(Title to be Deleted)	
43		
44	<u>Classification</u>	<u>Salary Grade</u>
45		
46	Environmental Health Administrator	PAT-12
47	Quality Improvement Coordinator	PAT-7
48	Senior Inflow and Infiltration Technician	PAT-6
49	Police Lieutenant	LES-12

51 Section 2 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
52 hereby amended by increasing the annual base pay rates for each of the steps and salary
53 grades contained in the Professional, Administrative & Technical (PAT) pay schedule by an
54 amount equal to two and fourteen hundredths of one percent (2.14 %). These changes shall be
55 effective for the pay period commencing July 10, 2016, with a corresponding pay date of July
56 28, 2016.

57
58 Section 3 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
59 hereby amended by increasing the annual base pay rates for each of the steps and salary
60 grades contained in the Crafts, Trades, and Labor Schedule (CTL) pay schedule by an amount
61 equal to two and fourteen hundredths of one percent (2.14 %). These changes shall be
62 effective for the pay period commencing July 10, 2016, with a corresponding pay date of July
63 28, 2016.

64
65 Section 4 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
66 hereby amended by freezing the annual base pay rates for Salary Steps One (1) and Two (2)
67 contained in the Crafts, Trades, and Labor Schedule (CTL) pay schedule. These changes shall
68 be effective for the pay period commencing July 24, 2016.

69
70 Section 5 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
71 hereby amended by increasing the annual base pay rate for the top step of each pay grade
72 contained in the Crafts, Trades, and Labor Schedule (CTL) pay schedule by One Hundred Fifty
73 Dollars (\$150.00). These changes shall be effective for the pay period commencing July 10,
74 2016, with a corresponding pay date of July 28, 2016.

75
76 Section 6 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
77 hereby amended by increasing the annual base pay rates for Salary Grades Ten (10) through
78 Thirteen (13) contained in the Fire Protection Schedule (FPS) by an amount equal to one-half of
79 one percent (0.50%). These changes shall be effective for the pay period commencing July 10,
80 2016, with a corresponding pay date of July 28, 2016.

81
82 Section 7 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
83 hereby amended by increasing the annual base pay rates for Salary Grades Two through Ten
84 (10) contained in the Law Enforcement Schedule (LES) by an amount equal to two and fourteen
85 hundredths of one percent (2.14 %). These changes shall be effective for the pay period
86 commencing July 1, 2016, with a corresponding pay date of July 14, 2016.

87
88 Section 8 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
89 hereby amended by increasing the annual base pay rates for Salary Grades Eleven (11),

90 Twelve (12), and Fourteen (14) through Sixteen (16) contained in the Law Enforcement
91 Schedule (LES) by an amount equal to two and fourteen hundredths of one percent (2.14 %).
92 These changes shall be effective for the pay period commencing July 10, 2016, with a
93 corresponding pay date of July 28, 2016.
94

95 Section 9 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance, is
96 hereby amended by deleting the eligibility for educational allowance for Salary Grades Eleven
97 (11) through Thirteen (13) contained in the Law Enforcement Schedule (LES). These changes
98 shall be effective for the pay period commencing July 10, 2016.
99

100 Section 10 – Section 2-92 of the Springfield City Code, known as the Salary Ordinance
101 is hereby amended by the approval of the attached Memorandum of Understanding between
102 the City and the City Manager, referenced as “Exhibit A,” the terms of which are incorporated by
103 reference herein.
104

105 Section 11 – The City Council hereby finds and declares that an emergency exists in
106 that this ordinance relates to labor management relations and employee compensation and
107 benefits, and therefore involves the immediate preservation of public peace, property, health,
108 and safety; therefore this ordinance shall be in full force and effect from and after June 27,
109 2016, except the effective dates identified in any particular section shall control over the date
110 identified herein.
111

112 Passed at meeting: _____
113

114
115
116 _____
117 Mayor

118 Attest: _____, City Clerk
119

120
121 Filed as Ordinance: _____
122

123
124 Approved as to form: Rhonda Lewaden, Assistant City Attorney
125

126 Approved for Council action: [Signature], City Manager
127

EXPLANATION TO COUNCIL BILL NO. 2016- 138

FILED: 06-07-16

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: To amend the salary ordinance to include the addition and deletion of certain job titles; to provide pay adjustments for employees on the PAT, LES, CTL, and FPS pay schedules; to freeze steps 1 and 2 on the CTL pay schedule; to increase the annual base rate for top steps in the CTL pay schedule by \$150.00; to submit the Memorandum of Understanding between the City and the City Manager; and to declare an emergency.

BACKGROUND: This is the annual salary and benefits Council bill. The Council bill contains a recommendation related to the routine addition and deletion of job titles. Job title additions and deletions are recommended due to department organizational changes, routine and administrative job title changes, reclassifications based on completed job studies or pay compression, and elimination of job titles no longer being utilized.

The City Manager's recommendation for the Fiscal Year 2016-2017 budget provides for a compensation pool of three and one-half percent (3.5%) for each pay schedule. This compensation pool provides for funding of the Merit Steps, as well as an across-the-board increase to four of the five pay schedules, each referenced separately below:

Professional, Administrative and Technical Schedule (PAT)

In addition to the funding of Merit Steps, a two and fourteen hundredths of one percent (2.14%) across-the-board pay increase is recommended for all pay grades on the PAT pay schedule, effective the pay period beginning July 10, 2016, with a corresponding pay date of July 28, 2016.

Law Enforcement Schedule (LES)

The Collective Bargaining Agreement with the Springfield Police Officers Association (SPOA), previously adopted by City Council, requires the funding of the three and one-half percent (3.5%) compensation pool. The compensation pool, after the funding of the Merit Steps, provides a two and fourteen hundredths of one percent (2.14%) across-the-board pay increase for all positions on the LES 2 through LES 10 pay grades, effective July 1, 2016 and in accordance with the Collective Bargaining Agreement.

In addition, this Council bill provides a recommendation to fund a two and fourteen hundredths of one percent (2.14%) across-the-board pay increase for all positions on the LES 11, LES 12 and LES 14 through LES16 pay grades and eliminates eligibility for educational allowance for all positions on the LES 11 through LES 13 pay grades effective the pay period beginning July 10, 2016, with a corresponding pay date of July 28, 2016. The educational allowance is being phased out for command staff positions as the positions require degree attainment prior to promotion. In addition, the City

desires to streamline multiple pay types into the base pay in order to increase the established pay range for the command staff positions.

Craft Trades and Labor Schedule (CTL)

In addition to the funding of the Merit Steps, a two and fourteen hundredths of one percent (2.14%) across-the-board pay increase for all pay grades on the CTL pay schedule, the freezing of steps 1 and 2 on the CTL pay schedule, and an increase to the top step of each pay grade on the CTL pay schedule of \$150, effective the pay period beginning July 10, 2016, with a corresponding pay date of July 28, 2016.

Fire Protection Schedule (FPS)

In addition to the funding of the Merit Steps, a one-half of one percent (0.5%) across-the-board pay increase for all positions on the FPS 10 through FPS 13 pay grades, effective the pay period beginning July 10, 2016, with a corresponding pay date of July 28, 2016.

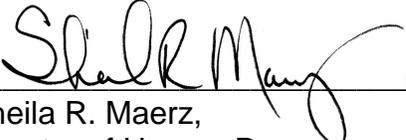
Finally, the Memorandum of Understanding for the City Manager is attached to this Council bill as Exhibit A.

This bill is presented as an emergency. City Council is not expected to vote on this bill after the first reading. The bill is presented as an emergency to allow changes to the ordinance after the first reading and prior to final approval by City Council.

REMARKS: The recommendations and explanations contained herein are consistent with Council's policies.

It is respectfully requested that Council give consideration and approval to these changes.

Submitted by:



Sheila R. Maerz,
Director of Human Resources

Approved by:



Greg Burris,
City Manager

Exhibit A

MEMORANDUM OF UNDERSTANDING

May 20, 2016

Mr. Greg Burris
City Manager
City of Springfield, Missouri

Dear Mr. Burris:

The purpose of this letter is to verify and formalize the conditions of your employment as City Manager for the City of Springfield. The conditions of your employment are:

1. Your FY2017 annual salary shall be \$216,787 annually, including what was previously referred to as the "2% occupational series adjustment." This salary represents a 3.5% increase over your FY2016 salary and is consistent with the 3.5% compensation increase allocated to other City employee groups.
2. In addition to your salary, you will be provided the normal City car allowance of not less than \$5,160.00 per year, or in lieu of said car allowance, you may use a City vehicle.
3. Your performance as City Manager shall be evaluated annually.
4. Severance Pay. In the event the City terminates your employment for reasons other than malfeasance or misfeasance, you will be paid the equivalent of six months salary. You will receive normal benefits and pay increases in accordance with pay ordinances for Department Heads during this time. In the event your employment is terminated for malfeasance or misfeasance, severance pay will not be provided.
5. You will serve at the pleasure of the Mayor and City Council as stated in the City Charter.
6. You will accrue vacation at the rate of 4 weeks annually subject to the rules of accrual which are applicable to all City employees hired after 1995.
7. You are to receive a deferred compensation payment (457 Plan) of \$15,500 annually during May of each year as part of your compensation package. In order to administer and implement the catch-up provision from the 2015 MOU, the City will provide a deferred compensation payment of \$8,500 in January of 2017 and January of 2018, with final payment of the catch up provision from the 2015 MOU in January of 2019 of \$5,500.

8. Life Insurance. The City will pay the premiums on a life insurance policy on your behalf, not to exceed a cost of \$1,000.00 per year with the City listed as a 50% beneficiary to provide for funds for a national replacement search.

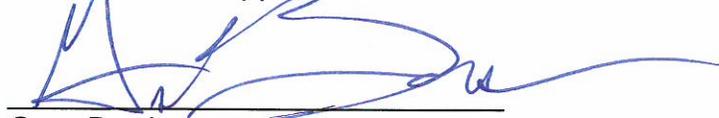
Please sign the original of this letter in the appropriate space and return it to me. An extra copy is being provided for your records.

Sincerely,



Robert Stephens
Mayor

Reviewed and Approved:



Greg Burris