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P. Hrngs. \_\_\_\_\_  
Pgs. 6  
Filed: 11-07-17

Sponsored by: Fisk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

COUNCIL BILL 2017- 267

GENERAL ORDINANCE \_\_\_\_\_

AN ORDINANCE

1 AMENDING Chapter 2, Section 2-92 of the Springfield City Code, known as the ‘Salary  
2 Ordinance,’ relating to the salary rate and pay grade for twelve job titles  
3 primarily within the Department of Environmental Services, as contained in  
4 the Professional, Administrative and Technical Salary Schedule and the  
5 Crafts, Trade and Labor Salary Schedule, by adding twelve new job titles;  
6 and by establishing and approving a Memorandum of Understanding  
7 between the City and the City Clerk which approves a new salary and  
8 benefit schedule for the City Clerk.  
9

10  
11 WHEREAS, the Department of Environmental Services is proposing to add  
12 several job titles to comply with evolving environmental regulations, to address  
13 improvements in the Sanitary Sewer System and Solid Waste Management System,  
14 and to address the expanded scope and specialized knowledge required in order to  
15 accomplish the same, as well as changes in staff responsibilities; and  
16

17 WHEREAS, based on the expanded scope of responsibility required of these  
18 positions, it has been determined through an evaluation conducted by Human  
19 Resources that the recommended salary grade assignments for these job titles are  
20 consistent with the level of responsibility associated with these recommended positions;  
21 and  
22

23 WHEREAS, a Memorandum of Understanding between the City and the City  
24 Clerk is in need of establishment and approval in order to approve a new salary and  
25 benefit schedule of the City Clerk.  
26

27 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
28 SPRINGFIELD, MISSOURI, as follows, that:  
29

30 NOTE: Language to be added is underlined. Language to be removed is ~~stricken~~.  
31

32 Section 1 – Chapter 2, Section 2-92 of the Springfield City Code, known as the  
33 ‘Salary Ordinance,’ relating to salary rates and pay grades for various job titles within

34 the City service as contained in the Professional, Administrative and Technical ("PAT")  
35 Schedule and the Crafts, Trade and Labor ("CTL") Salary Schedule is hereby amended  
36 by adding the following job title(s) said changes to be effective upon the passage of this  
37 ordinance:

38  
39 Proposed Job Title and Salary Grade  
40 (Titles to be Added)

41 Classification	42 Grade
43 <u>Wastewater Video Technician Trainee</u>	<u>PAT 5</u>
44 <u>Horticulturist</u>	<u>PAT 8</u>
45 <u>Landfill Crew Leader</u>	<u>CTL 12</u>
46 <u>Stormwater Specialist</u>	<u>PAT 9</u>
47 <u>Environmental Biologist</u>	<u>PAT 10</u>
48 <u>Market Development Coordinator</u>	<u>PAT 8</u>
49 <u>Education Outreach Coordinator</u>	<u>PAT 8</u>
50 <u>Organic Chemist</u>	<u>PAT 10</u>
51 <u>Senior Laboratory Analyst</u>	<u>PAT 8</u>
52 <u>Laboratory Analyst Trainee</u>	<u>PAT 6</u>
53 <u>Contract Paralegal</u>	<u>PAT 7</u>
54 <u>Senior Contract Paralegal</u>	<u>PAT 8</u>

55  
56  
57 Section 2 – Chapter 2, Section 2-92 of the Springfield City Code, known as the  
58 ‘Salary Ordinance,’ relating to various salary grades for various job titles within the City  
59 service is hereby amended by the approval of the attached Memorandum of  
60 Understanding between the City and the City Clerk, referenced as “Exhibit A,” the terms  
61 of which are incorporated by reference herein.

62  
63 Section 3 – This Ordinance shall be in full force and effect from and after  
64 passage.

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66 Passed at meeting: \_\_\_\_\_

67  
68  
69 \_\_\_\_\_  
70 Mayor

71 Attest: \_\_\_\_\_, City Clerk

72  
73  
74 Filed as Ordinance: \_\_\_\_\_

75  
76 Approved as to form: Franklin Don Bonin II, City Attorney

77  
78 Approved for Council Action: [Signature], City Manager

## EXPLANATION TO COUNCIL BILL 2017-267

FILED: 11-07-17

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: Amending Chapter 2, Section 2-92 of the Springfield City Code, known as the 'Salary Ordinance,' relating to the salary rate and pay grade for twelve job titles primarily within the Department of Environmental Services, as contained in the Professional, Administrative and Technical Salary Schedule and the Crafts, Trade and Labor Salary Schedule, by adding twelve new job titles; and by establishing and approving a Memorandum of Understanding between the City and the City Clerk which approves a new salary and benefit schedule for the City Clerk.

BACKGROUND: This Council bill addresses several human resources related matters for several departments. The new job titles are primarily for the Environmental Services Department in response to growing needs that continue to evolve from environmental regulation compliance, as well as changes in overall responsibilities for certain staff. These new job titles will improve the efficiency and resiliency of the Environmental Services ("ES") Department.

The Clean Water Services Division of ES entered into an Amended Consent Judgment ("ACJ") with Missouri Department of Natural Resources ("MDNR") in 2012 to address violations of the Clean Water Act. One requirement of the ACJ was to produce a long term Overflow Control Plan ("OCP") to reduce sanitary sewer overflows city wide. The OCP was approved by Council in 2015, and includes a commitment of \$200 Million in investment over the next ten years, towards improving the Sanitary Sewer System and overall water quality. This commitment has required increased staff. Also, the Solid Waste Division of ES operates the voter approved Integrated Solid Waste Management System ("ISWMS"), and has seen an advancement in overall responsibility which has expanded the scope and specialized job knowledge required. These new job titles address these needs through job reclassifications, career laddering, and establishing new positions that have been reviewed and evaluated by Human Resources. In each case, the FTE exists, being previously approved in the budget. Also, two of the job titles, establishing a career ladder for a new position, will be designated to work with Finance and Legal staff to review and process contracts for the Public Works and Environmental Services Departments.

Finally, this bill establishes a Memorandum of Understanding between the City Clerk and the City to establish a new pay rate and benefits package.

REMARKS: Human Resources has completed job evaluations for the new job titles and concluded that based on the scope of responsibility required of these positions, the recommended salary grade assignments as outlined in the attached bill are consistent with the level of responsibility.

This Ordinance supports the following Field Guide 2030 goal(s): Chapter 6, Growth Management and Land Use; Objective 5b, Maintain high water quality and increase water quantity by securing and improving water resources for future generations; and Objective 5c, Protect our caves and karst ecosystems which contain plants, animals, and natural communities that depend on the surrounding land and water to thrive and survive. Chapter 8, Natural Resource Environment; Major Goal 9, Reduce solid waste and improve recycling within our community; Objective 9b, Advertise recycling outlets. Expand participation in existing recycling opportunities through increased educational efforts. Chapter 10, Public Health; Objective 5c, Ensure a clean and sustainable water supply.

BUDGET NOTE: Funds to support these new titles, and in some cases reclassifications, were projected and approved in the Fiscal Year 2018 Budget; therefore, no budget adjustment is necessary. The fiscal impact associated with the previously budgeted positions for ES and Public Works Departments is approximately \$460,000 annually.

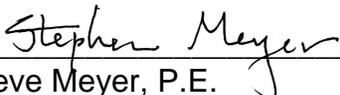
The Human Resources, Environmental Services, and Public Works Departments recommend approval of this Council bill.

Submitted by:



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Errin Kemper, P.E.  
Asst. Director of Environmental Services



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Steve Meyer, P.E.  
Director of Environmental Services



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Dan Smith, P.E.  
Director of Public Works



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Darla Morrison  
Director of Human Resources

## MEMORANDUM OF UNDERSTANDING

November 9, 2017

Ms. Anita Cotter  
City Clerk  
City of Springfield, Missouri

Dear Ms. Cotter:

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

1. Your FY2018 annual salary shall be \$100,000.00 annually, this will include a one-time pay adjustment to reflect the amount of compensation not provided from the beginning of the Fiscal year until the implementation of this Memorandum of Understanding.
2. You will continue to receive \$1,200 annually longevity pay based on your years of service.
3. 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.
4. Your performance as City Clerk shall be evaluated annually. At such time you shall present to the Mayor and City Council a review of the previous year's activities including accomplishments and observations regarding your performance and the performance of the Office of the City Clerk. Additionally, you will present to the Mayor and City Council a proposed plan for continued leadership and professional development and your goals and objectives for the upcoming year.
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 \$260.00 annually during May of each year as part of your compensation package.

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,

A handwritten signature in blue ink, appearing to read "Ken McClure", written over a horizontal line.

Ken McClure  
Mayor

Reviewed and Approved:

A handwritten signature in blue ink, appearing to read "Anita J. Cotter", written over a horizontal line.

Anita J. Cotter  
City Clerk