

**CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
August 1, 2016
4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor
Harold Smith, Vice Mayor, Commissioner, Ward 1
Tamara Cornwell, Commissioner-at-Large 2—(arrived at 4:48 p.m.)
Jonathan Davis, Commissioner-at-Large 1
Brian Williams, Commissioner, Ward 3
Tambra Varnadore, Commissioner Ward 2

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, CRA Director
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Scott Tyler, Chief of Police
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 4:30 p.m.

1. COMPENSATION STUDY PRESENTATION

Donald Long, Management Advisory Group (MAG), made a presentation to Commission regarding the recent compensation study. MAG conducted a comprehensive classification and compensation study for approximately 92 full and part-time positions and approximately 54 job classifications. A market survey was conducted for relevant peers and competitors in surrounding competitive markets. He reviewed the market results noting that overall, the City is approximately 5.49 percent behind the minimums, 9.07 percent behind the midpoints, and 11.59 percent behind the maximums.

Mr. Long stated that the recommendation is for the City to go away from the step and grade pay scale and implement a pay per performance, or merit based, pay scale. He discussed the implementation guidelines, noting that it is recommended a 3 percent increase to all City employees across the board. Then, 17 incumbents should be adjusted to the minimum of their proposed ranges with approximately 33 employees adjusted to the market based on time in the position. Of the 92 positions, all filled positions would receive an adjustment.

The next steps are as follows:

- Adopt the new compensation plan structure and ranges
- Implement new structure/equity adjustments effective with the budget
- Consider personnel policies to guide key aspects of compensation
- Annually, evaluate whether an adjustment to the structure is needed
- Human Resources evaluates new positions and reclassification requests

Mr. Long provided preliminary information regarding the City of Palmetto benefits (health insurance, paid time off, etc.) and how that compares with other jurisdictions. Discussion ensued regarding the benefits provided and the compensation given to employees. It was mentioned that a plan should be implemented before any drastic changes are made to benefits and/or compensation. A healthy balance should be obtained.

Commissioner Varnadore requested more information regarding the methodology used to obtain the data. Mr. Long explained that a survey was sent out to surrounding jurisdictions with benchmarked positions, not every position in the City. Some position titles were combined for this process. Further discussion ensued.

In regards to longevity, Mr. Long indicated that is not treated in the pay plan; that would be a policy discussion by the City.

Discussion ensued regarding hiring of new employees and the starting pay for experience. Mr. Long informed Commission that Human Resources has MAG's software on their computer that will allow data to be inputted on a new employee.

Commissioner Williams exited the meeting at 5:26 p.m. and returned at 5:31 p.m.

Commissioner Cornwell expressed concerns with the cities and counties used to compare to the City of Palmetto. She opined that cities the size of Palmetto should be compared as well.

Commissioner Cornwell discussed the performance evaluation software that MAG provides. She opined that performance based pay plan is more subjective than the step and grade plan that is currently the pay structure of the City. Discussion continued between Commissioner Cornwell and Mr. Long regarding the performance based pay structure. Mr. Long was asked to provide information to the Commission on the statistics of performance based evaluations.

Commission is looking forward to receiving a full report on the Compensation Study that was performed so they can be educated on where the City should be going regarding compensation and benefits. Mr. Freeman stated it should be available by Wednesday for their review.

2. RV AND BOAT PARKING DISCUSSION

Attorney Barnebey handed out a chart that outlines the parking in residential areas for RVs, boats, personal trailers, and commercial vehicles per the City's existing code. He asked Commission to review the current code for these specific types of vehicles and provide feedback at the next meeting regarding what should and should not be changed.

3. ORDINANCE 2016-06 PARKING IN LIEU (M. Barnebey)

4. ORDINANCE 2016-09 NOISE (M. Barnebey)

Due to the time, items 3 and 4 were not discussed. These items will be carried forward to the next Workshop meeting.

Mayor Bryant adjourned the meeting at 5:53 p.m.

Minutes approved: September 12, 2016

James R. Freeman

James R. Freeman
City Clerk