26

CITY OF TALLAHASSEE

CITY COMMISSION AGENDA ITEM

ACTION REQUESTED ON: February 25, 1998

SUBJECT/TITLE: Annual Salary Review for Appointed Officials
City Commission Policy 1002

TARGET ISSUE:

STATEMENT OF ISSUE

It is the policy of the City Commission to grant salary increases to appointed officials in the form of merit increases based on the official's job performance.

RECOMMENDED ACTION

Adopt motion establishing the reported median for the City Manager as the lump sum merit bonus.

FISCAL IMPACT

The cost of the merit bonus is included in the FY 98 budget.

Gloria Hall-McNeil
Director Human Resources

Anita R. Favors
City Manager

For Information, please contact: Richard Corriveau – Human Resources -- 891-8245
Name Department/Office Extension

ITEM TITLE:

City Commission Policy 1002 - Annual Salary Review for Appointed Officials

SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS

HISTORY/FACTS & ISSUES

In 1984, the City Commission adopted a set of procedures regarding an annual salary review for Appointed Officials. These procedures were most recently revised on September 10, 1997. Attached is the City Commission Policy, 1002CP, which incorporates all revisions to the policy. On September 10, 1997 the City Commission authorized an exception to the policy to allow merit increases for appointed officials to be distributed as a lump sum payment (merit bonuses) this year.

The City Commission considered merit bonuses for the City Attorney, City Auditor, City Treasurer/Clerk at the City Commission meeting on December 10, 1997. A lump sum merit bonus for the City Manager was not considered at that time as the City Commission had previously agreed to consider the bonus for the City Manager at a later date.

The Human Resources Department has distributed the information required in section 1002.04 of the policy to members of the City Commission and will assist the Mayor in preparing the median percent as the lump sum payment for the City Manager.

OPTIONS

None

ATTACHMENTS/REFERENCES

Annual Salary Review for Appointed Officials, 1002CP as revised on 9/10/97

CITY OF TALLAHASSEE

CITY COMMISSION POLICY

POLICY TITLE:	CITY COMMISSION POLICY NUMBER: 1002CP
ANNUAL SALARY REVIEW FOR APPOINTED OFFICIALS	DATE ADOPTED: October 9, 1984 DATE OF LAST REVISION: September 10, 1997

1002.01 AUTHORITY

Procedures for conducting annual salary review for appointed officials were approved by City Commission on October 9, 1984.

1002.02 SCOPE AND APPLICABILITY

This policy applies to the determination, by the City Commission, of annual merit increases for appointed officials.

1002.03 POLICY STATEMENT

It is the policy of the City Commission to grant annual salary increases for appointed officials in the form of merit increases based on the official's job performance. The merit increase for each appointed official shall be the median of the five individual Commissioners' proposed increases for the official.

1002.04 DETERMINATION PROCESS

A. Salary ranges for each appointed official are established annually as a part of the adoption of salary ranges for all employees during annual budget deliberations.

B. Salary review for appointed officials shall be scheduled on the City Commission agenda each year for the second Wednesday of October.

C. Prior to the Commission meeting, the Human Resources Department shall provide to each commission member a Salary Data Sheet for each appointed official which provides the following:

1. The salary range for each official.
2. Each official's current salary, exclusive of any amount allocated to executive management for the purchase of optional fringe benefits.
3. An explanation of the salary increase plan implemented for general employees and the merit increase plan for executives for the fiscal year.
4. A space for each commissioner to record a proposed percentage increase in base salary for merit adjustment for each official.

DEPARTMENT	DEPARTMENT DIRECTOR SIGNATURE
Human Resources	

CITY OF TALLAHASSEE

CITY COMMISSION POLICY

D. Human Resources will provide additional information as requested by members of the City Commission to assist them in determining salary increases for appointed officials.

E. Each individual commissioner shall identify a proposed percentage increase in base salary for merit adjustment for each official in the space provided on the official's Salary Data Form and return the forms to the Mayor no later than noon on the second Wednesday of October meeting day.

F. The Mayor will compile all the commissioners' responses. He/She will determine the median (i.e., midpoint) of the five proposed merit increases for each official and will report same to the Commission at its meeting that day. The Human Resources Director shall provide assistance to the Mayor in this compilation if so requested.

G. The Commission will adopt, by motion, the reported median for each official as the merit increase for that year. An official may not receive a merit increase that is greater than the maximum merit increase available to executive management employees nor one that would result in a salary greater than the maximum of the pay range.

1002.05

ADMINISTRATION

1002.06 Human Resources Department

SUNSET REVIEW

1002.07 Sunset Review Date: October 9, 1996. This date will automatically be extended for the same time period of five years unless terminated by the Commission.

EFFECTIVE DATE

Established:	October 9, 1984	Revised:	October 1, 1994
Revised:	May 28, 1985	Revised:	August 27, 1997
Revised:	August 24, 1988	Revised:	September 10, 1997
Revised:	September 26, 1990		
Revised:	January 22, 1992		

Agenda Item #26

COMPUTATION OF APPOINTED OFFICIAL'S LUMP SUM PAYMENT (MERIT BONUS)

ANITA R. FAVORS - CITY MANAGER

Meisburg	3%
Lightsey	3%
Maddox	5%
Weaver	5%
Bailey	5%
MEDIAN	5%

MOTION: MOVE THE ADOPTION OF THE REPORTED MEDIAN FOR EACH OFFICIAL AS THE LUMP SUM PAYMENT TO BE PAID ON OR ABOUT MARCH 6, 1998.