

NOTICE OF STUDY SESSION

For Abilene City Commission
4 p.m. Monday, April 1, 2019
Dwight D. Eisenhower Memorial Building
419 N. Broadway Avenue, Abilene, Kansas

TO: Abilene City Commission
FROM: Austin Gilley, City Manager

PURPOSE

The City Commission's Study Sessions are for the purpose of providing the Commission the opportunity to study items in more detail. The City Manager is responsible for the meeting and helping manage discussion.

OPEN FORUM

This is an opportunity to bring up items to be informally addressed.

STUDY ITEMS

IDEA » SUPPORT » **STUDY** » WRITING » VOTE » EXECUTE » EVALUATE

- Direction is needed on employee compensation so that staff can proceed to assemble the proposed 2020 operational budgets. As previously presented, a total of 40 percent of the City's expenditures are for personnel — making it critical that the City manages this well. Due to the importance, we are shuffling the tour schedule so that the Commission can have more time to study this issue. My perspective on the City's compensation is driven by data and my experience in compensation analytics. I do not, however, have the background on the local economy or pay philosophy. As such, I have asked City Clerk Penny Soukup and Parks and Recreation Director Jane Foltz to help facilitate this meeting — I will be absent for this meeting. Attached are the proposed resolution and Commissioner Marshall's schedule.

END###



RESOLUTION NO. _____

A RESOLUTION PROVIDING FOR AN ADJUSTMENT TO THE PAY PLAN OF THE CITY OF ABILENE, KANSAS, TO ENSURE APPROPRIATE COMPENSATION FOR CITY EMPLOYEES AS COMPARED WITH THE COMPARABLE LABOR MARKET.

WHEREAS, the City Commission has approved a policy providing for the periodic adjustments to the Pay Plan to remain competitive with the employment labor market.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, Kansas, as follows:

SECTION 1. Adjustment to Pay Plan. A two percent (2%) adjustment will be applied to all pay ranges in the Pay Plan for 2020 as shown in the table below:

Position	Status	Range	2019 Min	2019 Max	2019 Step	2020 Step	2020 Min	2020 Max
Park Maint. Laborer I	Continuing	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Street Laborer I	Continuing	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Street Laborer I	Continuing	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Tourism Assistant	Continuing	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Van Driver	Continuing	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Water Laborer I	Continuing	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Clerk I	Unfunded	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Park Maint. Laborer I	Unfunded	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Police Dept Clerk I	Unfunded	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Recreation Program Leader	Unfunded	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Recreation Specialist I	Unfunded	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Recycling Center Laborer	Unfunded	1	\$13.32	\$17.81	\$0.30	\$0.31	\$13.59	\$18.17
Community Service Officer	Continuing	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Deputy City Clerk	Continuing	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Deputy Finance Director	Continuing	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Police Dept. Clerk II	Continuing	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Recreation Specialist II	Continuing	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Street Laborer II (x2)	Continuing	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Water Laborer II (x3)	Continuing	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Park Maint. Laborer II	Unfunded	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
WTP Operator I	Unfunded	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
WWTP Operator I	Unfunded	2	\$14.72	\$19.91	\$0.35	\$0.35	\$15.01	\$20.31
Administrative Assistant	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94

Position	Status	Range	2019 Min	2019 Max	2019 Step	2020 Step	2020 Min	2020 Max
Electrical/GIS Technician	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
Horticulturist	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
Mechanic/Equipment Operator	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
Street Crew Leader	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
WTP Operator II	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
WTP Operator II	Proposed	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
WWTP Operator II	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
WWTP Operator II	Continuing	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
Firefighter I	Proposed	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
Police Officer I	Unfunded	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
Recreation Supervisor	Unfunded	3	\$15.92	\$21.51	\$0.37	\$0.38	\$16.24	\$21.94
Firefighter II (x6)	Continuing	4	\$17.14	\$23.07	\$0.40	\$0.40	\$17.48	\$23.53
Police Officer II (x9)	Continuing	4	\$17.14	\$23.07	\$0.40	\$0.40	\$17.48	\$23.53
Police Officer II/Detective (x2)	Continuing	4	\$17.14	\$23.07	\$0.40	\$0.40	\$17.48	\$23.53
Parks Maintenance Supervisor	Continuing	5	\$18.41	\$24.91	\$0.43	\$0.44	\$18.78	\$25.41
Police Sergeant	Continuing	5	\$18.41	\$24.91	\$0.43	\$0.44	\$18.78	\$25.41
Recreation Supervisor	Continuing	5	\$18.41	\$24.91	\$0.43	\$0.44	\$18.78	\$25.41
Street Supervisor	Continuing	5	\$18.41	\$24.91	\$0.43	\$0.44	\$18.78	\$25.41
Water/Wastewater Supervisor	Continuing	5	\$18.41	\$24.91	\$0.43	\$0.44	\$18.78	\$25.41
Fire Captain	Unfunded	5	\$18.41	\$24.91	\$0.43	\$0.44	\$18.78	\$25.41
Court Administrator	Revised	6	\$20.62	\$27.91	\$0.49	\$0.50	\$21.04	\$28.47
City Inspector	Continuing	6	\$20.62	\$27.91	\$0.49	\$0.50	\$21.04	\$28.47
WTP Lead Operator	Continuing	6	\$20.62	\$27.91	\$0.49	\$0.50	\$21.04	\$28.47
WWTP Lead Operator	Continuing	6	\$20.62	\$27.91	\$0.49	\$0.50	\$21.04	\$28.47
Lieutenant (Police)	Unfunded	6	\$20.62	\$27.91	\$0.49	\$0.50	\$21.04	\$28.47
Zoning Administrator	Revised	6	\$20.62	\$27.91	\$0.49	\$0.50	\$21.04	\$28.47
Admin. Asst./Network Admin.	Continuing	6	\$20.62	\$27.91	\$0.49	\$0.50	\$21.04	\$28.47
Assistant Fire Chief	Continuing	7	\$22.80	\$30.82	\$0.54	\$0.55	\$23.25	\$31.44
Assistant Police Chief	Continuing	7	\$22.80	\$30.82	\$0.54	\$0.55	\$23.25	\$31.44
Utilities Director	Proposed	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12
CVB Director	Continuing	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12
Finance Director	Continuing	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12
Fire Chief	Continuing	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12
HR Director/City Clerk	Continuing	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12

Position	Status	Range	2019 Min	2019 Max	2019 Step	2020 Step	2020 Min	2020 Max
Parks and Recreation Director	Continuing	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12
Police Chief	Continuing	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12
Public Works Director	Continuing	8	\$29.06	\$39.33	\$0.68	\$0.70	\$29.64	\$40.12

SECTION 2. Step System. The City Manager is hereby authorized to incorporate into 2020 Budget the amounts necessary to execute the provision of the Pay Plan that provides for step increases based on performance evaluation results.

SECTION 3. Health Savings Account Contributions. The City Manager is hereby authorized to incorporate into 2020 Budget the amounts necessary to increase health savings account contributions by \$50 per month per employee enrolled in the cost-saving, high-deductible health insurance option.

SECTION 4. Implementation. The City Manager is hereby authorized to implement changes to the Pay Plan as provided in the approved Pay Plan document and this Resolution as provided in the applicable resolutions, ordinances and laws.

SECTION 5. Repeal. Adoption of this Resolution superseded and repeals all previous Pay Plans adopted by the City of Abilene, Kansas.

SECTION 6. Effective Date. That the effects of the Resolution shall be in full force and effective as of January 1, 2020.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 25th day of March, 2019.

(Seal)

Dr. Timothy B. Shafer, Mayor

ATTEST:

Penny Soukup, CMC
City Clerk

COLA
Current Step Increase

0.00 ←Change Amount in this cell only
0.025

2019 PAY PLAN WITH 2.5% BETWEEN RANGES

RANGE ONE																
<i>STEP</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<i>Position</i>																
BEGINNING BASE	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Recreation Program Leader	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Recreation Specialist I	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Park Maint. Laborer I	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Police Dept Clerk I	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Recreation Center Laborer	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Street Laborer I	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Van Driver	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Water Laborer I	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Tourism Assistant	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39
Clerk I	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	18.91	19.39

RANGE TWO																
<i>STEP</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<i>Position</i>																
BEGINNING BASE	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
Street Laborer II	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
Water Laborer II	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
Community Service Officer	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
Police Dept. Clerk II	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
Deputy City Clerk	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
Deputy Finance Director	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
Recreation Specialist II	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
WWTP Operator I	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42
WTP Operator I	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89	20.39	20.90	21.42

RANGE THREE																
<i>STEP</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<i>Position</i>																
BEGINNING BASE	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
Administrative Assistant	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
Electrical/GIS Technician	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
WWTP Operator II	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
Street Crew Leader	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
Park Maint. Laborer II	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
Police Officer I	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
Firefighter I	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
Mechanic/Equipment Operator	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
WWTP Operator II	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17
WTP Operator II	16.00	16.40	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17

RANGE FOUR																
<i>STEP</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<i>Position</i>																
BEGINNING BASE	17.22	17.65	18.09	18.54	19.01	19.48	19.97	20.47	20.98	21.51	22.04	22.59	23.16	23.74	24.33	24.94
Court Clerk/Office Manager	17.22	17.65	18.09	18.54	19.01	19.48	19.97	20.47	20.98	21.51	22.04	22.59	23.16	23.74	24.33	24.94
Police Officer II	17.22	17.65	18.09	18.54	19.01	19.48	19.97	20.47	20.98	21.51	22.04	22.59	23.16	23.74	24.33	24.94
Police Officer II/Detective	17.22	17.65	18.09	18.54	19.01	19.48	19.97	20.47	20.98	21.51	22.04	22.59	23.16	23.74	24.33	24.94
Firefighter II	17.22	17.65	18.09	18.54	19.01	19.48	19.97	20.47	20.98	21.51	22.04	22.59	23.16	23.74	24.33	24.94

RANGE FIVE																
<i>STEP</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<i>Position</i>																
BEGINNING BASE	18.50	18.96	19.44	19.92	20.42	20.93	21.46	21.99	22.54	23.11	23.68	24.28	24.88	25.50	26.14	26.80
Street Supervisor	18.50	18.96	19.44	19.92	20.42	20.93	21.46	21.99	22.54	23.11	23.68	24.28	24.88	25.50	26.14	26.80
Water/Wastewater Supervisor	18.50	18.96	19.44	19.92	20.42	20.93	21.46	21.99	22.54	23.11	23.68	24.28	24.88	25.50	26.14	26.80
Parks Maintenance Supervisor	18.50	18.96	19.44	19.92	20.42	20.93	21.46	21.99	22.54	23.11	23.68	24.28	24.88	25.50	26.14	26.80
Police Sergeant	18.50	18.96	19.44	19.92	20.42	20.93	21.46	21.99	22.54	23.11	23.68	24.28	24.88	25.50	26.14	26.80
Recreation Supervisor	18.50	18.96	19.44	19.92	20.42	20.93	21.46	21.99	22.54	23.11	23.68	24.28	24.88	25.50	26.14	26.80

RANGE SIX

BEGINNING BASE	20.73	21.24	21.77	22.32	22.88	23.45	24.04	24.64	25.25	25.88	26.53	27.19	27.87	28.57	29.28	30.02
Lieutenant (Police)	20.73	21.24	21.77	22.32	22.88	23.45	24.04	24.64	25.25	25.88	26.53	27.19	27.87	28.57	29.28	30.02
City Inspector	20.73	21.24	21.77	22.32	22.88	23.45	24.04	24.64	25.25	25.88	26.53	27.19	27.87	28.57	29.28	30.02
WTP Lead Operator	20.73	21.24	21.77	22.32	22.88	23.45	24.04	24.64	25.25	25.88	26.53	27.19	27.87	28.57	29.28	30.02
WWTP Lead Operator	20.73	21.24	21.77	22.32	22.88	23.45	24.04	24.64	25.25	25.88	26.53	27.19	27.87	28.57	29.28	30.02

RANGE SEVEN

BEGINNING BASE	22.91	23.48	24.07	24.67	25.29	25.92	26.57	27.23	27.91	28.61	29.33	30.06	30.81	31.58	32.37	33.18
Assistant Fire Chief	22.91	23.48	24.07	24.67	25.29	25.92	26.57	27.23	27.91	28.61	29.33	30.06	30.81	31.58	32.37	33.18
Assistant Police Chief	22.91	23.48	24.07	24.67	25.29	25.92	26.57	27.23	27.91	28.61	29.33	30.06	30.81	31.58	32.37	33.18

RANGE EIGHT

BEGINNING BASE	29.20	29.93	30.68	31.45	32.23	33.04	33.87	34.71	35.58	36.47	37.38	38.32	39.27	40.26	41.26	42.29
Department Directors	29.20	29.93	30.68	31.45	32.23	33.04	33.87	34.71	35.58	36.47	37.38	38.32	39.27	40.26	41.26	42.29