



# **City of Grand Island**

**Tuesday, March 27, 2007**

**Council Session**

## **Item F2**

**#9111 - Consideration of Amendment to Salary Ordinance**

**Staff Contact: Brenda Sutherland**

# **Council Agenda Memo**

**From:** Brenda Sutherland, Human Resources Director

**Meeting:** March 27, 2007

**Subject:** Salary Ordinance Amendment

**Item #'s:** F-2

**Presenter(s):** Brenda Sutherland

## **Background**

City Administration has the ability to pay employees based on the approved salary ranges found in the City's Salary Ordinance. These ranges are tied to job classifications. Typically, salary ordinances come before the City Council for approval in the late summer as part of the budget process. However, from time to time, it is necessary to update the Ordinance with the addition or removal of positions or due to labor negotiations.

## **Discussion**

City Administration has been given the charge in recent years to take a look at every job as it comes open to evaluate the continued need for the position or the duties assigned should there be a more efficient way to provide the same service to the citizens of Grand Island. Recently, the Administrative Assistant position assigned to Administration has become vacant. Evaluation of the position has led to the conclusion that an Administrative Assistant skill set is not needed to handle the work required in that department. Administration is recommending that the position of Administrative Assistant – Administration be eliminated and the position of Receptionist be added in its place.

The change will result in an overall savings of approximately 23% or nearly \$7500. The needs of the department will be more closely met with the new position and the savings to the taxpayer makes it a win-win on both sides.

## **Alternatives**

It appears that the Council has the following alternatives concerning the issue at hand.  
The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

## **Recommendation**

City Administration recommends that the Council approve Salary Ordinance #9111.

## **Sample Motion**

Motion to approve Salary Ordinance #9111.

## ORDINANCE NO. 9111

An ordinance to amend Ordinance No. 9099 known as the Salary Ordinance which lists the currently occupied classifications of officers and employees of the City of Grand Island, Nebraska and established the ranges of compensation of such officers and employees; to ~~amend the salary range for the Audio Video Technician~~ eliminate the position of Administrative Assistant in the Administration Department and to include the position of Receptionist; to repeal Ordinance No. 9099, and any ordinance or parts of ordinances in conflict herewith; to provide for severability; to provide for the effective date thereof; and to provide for publication of this ordinance in pamphlet form.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA:

SECTION 1. The currently occupied classifications of officers and general employees of the City of Grand Island, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain officers and general employees shall work prior to overtime eligibility are as follows:

<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Accountant	1505.91/2119.64	Exempt
Accounting Technician – Solid Waste, Streets, WWTP	1018.28/1432.90	40 hrs/week
Administrative Assistant — <del>Administration</del> — Fire, Public Works, Utilities	1099.42/1547.94	40 hrs/week
Assistant to the City Administrator	1433.28/2017.83	Exempt
Assistant Public Works Director	2086.00/2934.85	Exempt
Assistant Utility Director – Administration	2798.73/3938.43	Exempt
Assistant Utility Director – PGS & PCC	3031.68/4266.42	Exempt
Attorney	2003.06/2818.62	Exempt

Approved as to Form	<input checked="" type="checkbox"/> _____
March 22, 2007	<input checked="" type="checkbox"/> City Attorney

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<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Audio-Video Technician	1038.69/1461.54	40 hrs/week
Biosolids Technician	1185.21/1668.38	40 hrs/week
Building Department Director	2283.50/3211.95	Exempt
Building Inspector	1318.18/1854.63	40 hrs/week
Building Secretary	930.41/1308.76	40 hrs/week
Cemetery Superintendent	1364.25/1920.65	Exempt
City Administrator	3694.74/5199.60	Exempt
City Attorney	2667.93/3754.87	Exempt
City Clerk	1533.36/2157.82	Exempt
Civil Engineering Manager – Public Works Engineering	2032.23/2860.65	Exempt
Civil Engineering Manager – Utility, PCC	2235.14/3146.78	Exempt
Collection System Supervisor	1406.27/1979.02	40 hrs/week
Communications Specialist/EMD	960.06/1354.25	40 hrs/week
Community Development Administrator	1159.73/1631.88	Exempt
Community Service Officer – Police Department	826.58 / 1162.73	40 hrs/week
Custodian	826.10/1165.76	40 hrs/week
Development/Grants Specialist	1159.73/1631.88	Exempt
Electric Distribution Superintendent	2238.54/3149.39	Exempt
Electric Distribution Supervisor	1891.18/2660.18	40 hrs/week
Electric Underground Superintendent	1993.46/2804.93	Exempt
Electrical Engineer I	1828.81/2574.69	Exempt
Electrical Engineer II	2119.69/2983.49	Exempt
Electrical Inspector	1318.18/1854.63	40 hrs/week
Emergency Management Clerk	861.38/1211.86	40 hrs/week
Emergency Management Deputy Director	1472.18/2071.60	Exempt
Emergency Management Director	2095.21/2948.19	Exempt
EMS Division Chief	1780.80/2505.67	Exempt
Engineering Technician	1321.22/1858.91	40 hrs/week
Engineering Technician Supervisor	1510.15/2125.74	Exempt
Equipment Operator, Solid Waste	1126.58/1586.55	40 hrs/week
Equipment Operator, WWTP	1115.42/1570.85	40 hrs/week
Evidence Technician	826.58/1162.73	40 hrs/week

ORDINANCE NO. 9111(Cont.)

<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Finance Director	2658.80/3741.50	Exempt
Finance Secretary	930.41/1308.76	40 hrs/week
Fire Chief	2422.44/3407.86	Exempt
Fire Operations Division Chief	1916.76/2696.98	Exempt
Fire Prevention Division Chief	1780.80/2505.67	Exempt
Fire Training Division Chief	1780.80/2505.67	Exempt
Fleet Services Superintendent	1518.48/2138.12	Exempt
Fleet Services Supervisor	1265.20/1780.43	40 hrs/week
Golf Course Superintendent	1699.29/2391.18	Exempt
Grounds Management Crew Chief – Cemetery	1274.19/1793.14	40 hrs/week
Grounds Management Crew Chief - Parks	1312.42/1846.93	40 hrs/week
Human Resources Director	2337.34/3287.67	Exempt
Human Resources Specialist	1211.46/1704.40	40 hrs/week
Information Technology Manager	2157.10/3035.07	Exempt
Information Technology Supervisor	1809.78/2546.93	Exempt
Legal Secretary	1063.89/1498.93	40 hrs/week
Librarian I	1193.05 / 1678.11	Exempt
Librarian II	1312.53 / 1846.64	Exempt
Library Assistant I	832.39/1170.95	40 hrs/week
Library Assistant II	918.16/1291.93	40 hrs/week
Library Assistant Director	1556.71/2190.42	Exempt
Library Clerk	697.70/983.03	40 hrs/week
Library Director	2106.85/2965.64	Exempt
Library Page	528.02/743.20	40 hrs/week
Library Secretary	930.41/1308.76	40 hrs/week
Maintenance Mechanic I	1087.13/1533.71	40 hrs/week
Maintenance Mechanic II	1220.54/1717.26	40 hrs/week
Maintenance Worker I – Building, , Library	957.65/1347.30	40 hrs/week
Maintenance Worker I – Golf, Shooting Range	986.38/1387.72	40 hrs/week
Maintenance Worker I – WWTP	1038.80/1461.49	40 hrs/week
Maintenance Worker II – Building	1008.48/1422.21	40 hrs/week
Maintenance Worker II – Golf	1038.74/1464.87	40 hrs/week
Maintenance Worker II – WWTP	1093.94/1542.74	40 hrs/week

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<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Meter Reading Supervisor	1306.49/1839.94	Exempt
Office Manager – Police Department	1113.70/1567.54	40 hrs/week
Parking Monitor	553.72/780.02	40 hrs/week
Parks and Recreation Director	2382.92/3351.66	Exempt
Parks and Recreation Secretary	930.41/1308.76	40 hrs/week
Parks Maintenance Superintendent	1589.78/2236.34	Exempt
Payroll Specialist	1187.70/1670.98	40 hrs/week
Planning Director	2362.77/3324.06	Exempt
Planning Secretary	930.41/1308.76	40 hrs/week
Planning Technician	1416.78/1993.34	40 hrs/week
Plans Examiner	1318.18/1854.63	40 hrs/week
Plumbing Inspector	1318.18/1854.63	40 hrs/week
Police Captain	1807.51/2543.25	Exempt
Police Chief	2537.12/3571.25	Exempt
Police Records Clerk	871.29/1226.77	40 hrs/week
Power Plant Maintenance Supervisor	2089.82/2939.61	Exempt
Power Plant Operations Supervisor	2175.14/3060.41	Exempt
Power Plant Superintendent – Burdick	2382.59/3352.74	Exempt
Power Plant Superintendent – PGS	2746.76/3863.40	Exempt
Public Information Officer	1369.46/1926.70	Exempt
Public Works Director	2669.02/3755.90	Exempt
Purchasing Technician	998.25/1404.18	40 hrs/week
<u>Receptionist</u>	<u>895.68/1260.31</u>	<u>40 hrs/week</u>
Recreation Superintendent	1507.29/2120.18	Exempt
Regulatory and Environmental Specialist	2060.93/2898.97	Exempt
Senior Accountant	1700.63/2392.34	Exempt
Senior Communications Specialist/EMD	1116.24/1570.09	40 hrs/week
Senior Electrical Engineer	2320.75/3265.33	Exempt
Senior Equipment Operator, Solid Waste	1182.93/1664.51	40 hrs/week
Senior Equipment Operator, WWTP	1159.74/1631.87	40 hrs/week
Senior Maintenance Worker	1206.77/1698.62	40 hrs/week
Senior Utility Secretary	933.15/1316.05	40 hrs/week
Shooting Range Superintendent	1507.29/2120.18	Exempt

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<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Solid Waste Division Clerk	836.78/1177.23	40 hrs/week
Solid Waste Superintendent	1711.93/2409.00	Exempt
Stormwater Technician	1321.22/1858.91	40 hrs/week
Street Superintendent	1637.98/2307.06	Exempt
Street Supervisor	1300.21/1828.62	40 hrs/week
Turf Management Specialist	1317.93/1854.27	40 hrs/week
Utility Director	3628.53/5104.31	Exempt
Utility Production Engineer	2449.49/3447.23	Exempt
Utility Secretary	930.41/1308.76	40 hrs/week
Utility Services Manager	1917.91/2698.95	Exempt
Utility Warehouse Supervisor	1491.57/2097.88	40 hrs/week
Victim Assistance Unit Coordinator	871.29/1226.77	40 hrs/week
Wastewater Clerk	820.37/1154.15	40 hrs/week
Wastewater Engineering/Operations Superintendent	1843.96/2595.64	Exempt
Wastewater Plant Maintenance Supervisor	1411.80/1986.92	40 hrs/week
Wastewater Plant Operator I	1002.93/1411.43	40 hrs/week
Wastewater Plant Operator II	1121.13/1578.63	40 hrs/week
Wastewater Plant Process Supervisor	1464.03/2061.29	40 hrs/week
Wastewater Plant Senior Operator	1185.21/1668.38	40 hrs/week
Water Superintendent	1804.48/2538.25	Exempt
Water Supervisor	1538.58/2166.80	40 hrs/week
Worker / Seasonal	412.00/1600.00	Exempt
Worker / Temporary	412.00	40 hrs/week

SECTION 2. The currently occupied classifications of employees of the City of Grand Island included under the AFSCME labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the AFSCME labor agreement shall work prior to overtime eligibility are as follows:



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<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Equipment Operator – Streets	984.46/1384.40	40 hrs/week
Fleet Services Attendant/Clerk	894.96/1262.27	40 hrs/week
Fleet Services Inventory Specialist	981.67/1381.61	40 hrs/week
Fleet Services Mechanic	1123.02/1579.46	40 hrs/week
Horticulturist	1039.48/1464.57	40 hrs/week
Maintenance Worker – Cemetery	977.01/1375.08	40 hrs/week
Maintenance Worker – Parks	970.48/1366.69	40 hrs/week
Maintenance Worker – Streets	949.97/1336.86	40 hrs/week
Senior Equipment Operator – Streets	1078.62/1518.66	40 hrs/week
Senior Maintenance Worker – Parks	1078.62/1518.66	40 hrs/week
Senior Maintenance Worker – Streets	1078.62/1518.66	40 hrs/week
Traffic Signal Technician	1078.62/1518.66	40 hrs/week

SECTION 3. The currently occupied classifications of employees of the City of Grand Island included under the IBEW labor agreements, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the IBEW labor agreements shall work prior to overtime eligibility are as follows:

<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Accounting Clerk	977.01/1377.08	40 hrs/week
Computer Programmer	1513.68/2128.69	40 hrs/week
Computer Technician	1180.80/1661.14	40 hrs/week
Custodian	872.70/1228.05	40 hrs/week
Electric Distribution Crew Chief	1737.62/2444.21	40 hrs/week
Electric Underground Crew Chief	1737.62/2444.21	40 hrs/week
Engineering Technician I	1240.47/1745.26	40 hrs/week
Engineering Technician II	1511.46/2127.79	40 hrs/week
GIS Technician	1628.85/2291.16	40 hrs/week
Instrument Technician	1798.26/2529.78	40 hrs/week
Lineworker Apprentice	1229.67/1730.06	40 hrs/week

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<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Lineworker First Class	1574.93/2215.29	40 hrs/week
Materials Handler	1465.89/2061.87	40 hrs/week
Meter Reader	992.30/1396.84	40 hrs/week
Meter Technician	1235.44/1738.16	40 hrs/week
Power Dispatcher I	1728.75/2431.52	40 hrs/week
Power Dispatcher II	1815.74/2554.09	40 hrs/week
Power Plant Maintenance Mechanic	1540.86/2167.37	40 hrs/week
Power Plant Operator	1662.33/2338.11	40 hrs/week
Senior Accounting Clerk	1026.27/1445.68	40 hrs/week
Senior Engineering Technician	1628.85/2291.16	40 hrs/week
Senior Materials Handler	1618.58/2276.58	40 hrs/week
Senior Meter Reader	1068.55/1501.93	40 hrs/week
Senior Power Dispatcher	2003.52/2817.99	40 hrs/week
Senior Power Plant Operator	1834.38/2580.48	40 hrs/week
Senior Substation Technician	1798.26/2529.78	40 hrs/week
Senior Water Maintenance Worker	1330.48/1872.17	40 hrs/week
Substation Technician	1670.29/2349.30	40 hrs/week
Systems Technician	1798.26/2529.78	40 hrs/week
Tree Trim Crew Chief	1574.93/2215.29	40 hrs/week
Utilities Electrician	1670.29/2349.30	40 hrs/week
Utility Technician	1745.98/2455.96	40 hrs/week
Utility Warehouse Clerk	1114.27/1568.30	40 hrs/week
Water Maintenance Worker	1175.57/1654.54	40 hrs/week
Wireworker I	1357.38/1909.78	40 hrs/week
Wireworker II	1574.93/2215.29	40 hrs/week

SECTION 4. The currently occupied classifications of employees of the City of Grand Island included under the FOP labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the FOP labor agreement shall work prior to overtime eligibility are as follows:

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<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Police Officer	1238.20/1730.92	40 hrs/week
Police Sergeant	1520.42/2083.33	40 hrs/week

SECTION 5. The currently occupied classifications of employees of the City of Grand Island included under the IAFF labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the IAFF labor agreement shall work prior to overtime eligibility are as follows:

<b>Classification</b>	<b>Bi-Weekly Pay Range Min/Max</b>	<b>Overtime Eligibility</b>
Fire Captain	1472.52/2118.93	212 hrs/28 days
Firefighter / EMT	1131.42/1627.96	212 hrs/28 days
Firefighter / Paramedic	1276.52/1836.72	212 hrs/28 days

SECTION 6 The classification of employees included under labor agreements with the City of Grand Island, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classification, and the number of hours and work period which certain such employees shall work prior to overtime eligibility area as stated above. All full-time fire fighters and police officers shall be paid a clothing and uniform allowance in addition to regular salary. All full-time fire fighters shall be paid a clothing and uniform allowance in addition to regular salary in the amount of \$80.00 per month. All full-time police officers shall be paid a clothing and uniform allowance in addition to regular salary of \$50.00 per month. Full-time police officers may also receive a reimbursement toward the purchase of body armor, not to exceed \$400. Full-time fire fighters and fire captains may receive a one-time uniform acquisition allowance of up to \$850. Full-time fire fighters and fire captains, may receive an annual stipend for longevity not to exceed \$520. If any such fire fighter or police

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officer shall resign, or his or her employment be terminated for any reason whatsoever, the clothing allowance shall be paid on a prorata basis, but no allowance shall be made for a fraction of a month.

Non-union employees and employees covered by the AFSCME labor union, the FOP labor union, the IBEW labor union, and IAFF labor union may receive an annual stipend not to exceed \$1,000 for bilingual pay.

Utilities Department personnel in the IBEW bargaining unit and the classifications of Meter Reading Supervisor, Power Plant Superintendent, Power Plant Supervisor, Electric Distribution Superintendent, Electric Distribution Supervisor, Water Superintendent, Water Supervisor, Electric Underground and Substation Superintendent, Electric Underground and Substation Supervisor, and Engineering Technician Supervisor shall be eligible to participate in a voluntary uniform program providing an allowance up to \$18.00 per month. When protective clothing is required for Utilities Department personnel in the IBEW, the City shall pay 60% of the cost of providing and cleaning said clothing and the employees 40% of said cost. Public Works Department personnel in the AFSCME bargaining unit shall be eligible to participate in a voluntary uniform program providing an allowance up to \$18 per month. Full-time Fleet Services personnel shall receive a uniform allowance of \$12 biweekly. Public Works Department personnel in the job classifications Fleet Services Supervisor, Fleet Services Superintendent, and Fleet Services Mechanic shall receive a tool allowance of \$10 biweekly.

SECTION 7. Employees shall be compensated for unused sick leave as follows:

- (A) For all employees except those covered in the IAFF and AFSCME bargaining agreement, the City will include in the second paycheck in January of each year, payment for an employee's unused sick leave in excess of 960 hours accrued in the preceding calendar year. The compensation will be at the rate of

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one-half day's pay based on the employee's current pay rate at the time of such compensation, for each day of unused sick leave which exceeds 960 hours accrual of the preceding year.

For those employees covered in the AFSCME bargaining agreement, the City will include in the second paycheck in January of each year, payment for an employee's unused sick leave in excess of 968 hours accrued in the preceding calendar year. The compensation will be at the rate of one-half day's pay based on the employee's current pay rate at the time of such compensation, for each day of unused sick leave which exceeds 968 hours accrual of the preceding year.

For those employees covered in the IAFF bargaining agreement, the City will make a contribution into a VEBA (Voluntary Employees' Beneficiary Association) on behalf of the employee in lieu of payment for an employee's unused sick leave in excess of 2,880 hours accrued in the preceding calendar year. The contribution will be at the rate of one-quarter day's pay based on the employee's current pay rate at the time of such contribution, for each day of unused sick leave which exceeds 2,880 hours accrual of the preceding year.

(B) All employees except non-union and those covered in the fire department bargaining agreement shall be paid for one-half of their accumulated sick leave at the time of their retirement, the rate of compensation to be based on the employee's salary at the time of retirement. Employees covered in the fire department bargaining agreement shall have a contribution to a VEBA made on their behalf in lieu of payment for one quarter of their accumulated medical leave at the time of their retirement, the amount of contribution will be based upon the employee's salary at the time of retirement. Non-union employees shall have a

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contribution to a VEBA made on their behalf in lieu of payment for one-half of their accumulated medical leave at the time of their retirement. The amount of contribution will be based upon the employee's salary at the time of retirement.

(C) Department heads shall have a contribution made to their VEBA for one-half of their accumulated medical leave, not to exceed 30 days of pay, upon their resignation, the rate of compensation to be based upon the salary at the time of termination. Compensation for unused sick leave at retirement shall be as provided above.

(D) The City Administrator shall have a contribution made to his VEBA for the total hours of accumulated medical leave upon termination, the rate of compensation to be based upon the salary at the time of termination.

(E) The death of an employee shall be treated the same as retirement, and payment shall be made to the employee's beneficiary or estate for one-half of all unused medical leave.

SECTION 8. The city administrator shall receive a vehicle allowance of \$300 per pay period in lieu of mileage for use of personal vehicle travel within Hall County.

SECTION 9. The City Administrator shall receive the maximum annual deferral limit allowable by the Internal Revenue Service deposited in his ICMA-RC 457 Account. The amount will be paid over the course of 26 pay periods.

SECTION 10. Reimbursed expenses which are authorized by Neb. Rev. Stat. §13-2201, et. seq., the Local Government Miscellaneous Expenditure Act and/or which the Internal Revenue Service requires to be reflected on an employee IRS Form W-2 at year end, are hereby authorized as a payroll entry.

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SECTION 11. The validity of any section, subsection, sentence, clause, or phrase of this ordinance shall not affect the validity or enforceability of any other section, subsection, sentence, clause, or phrase thereof.

SECTION 12. The salary adjustments identified herein shall be effective with the pay period beginning on April 16, 2007.

SECTION 13. Ordinance No. 9099 and all other ordinances and parts of ordinances in conflict herewith be, and the same are, hereby repealed.

SECTION 14. This ordinance shall be in full force and take effect from and after its passage and publication in pamphlet form in one issue of the Grand Island Independent as provided by law.

Enacted: March 27, 2007.

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Margaret Hornady, Mayor

Attest:

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RaNae Edwards, City Clerk