



June 25, 2020

Council Meeting of July 7, 2020

Subject: MPTC Pay Plan Fiscal Year 2021

The Honorable Mayor
And
Members of the City Council

Ladies and Gentlemen:

City Council is requested to approve an amended pay plan for the Management, Professional, Technical and Clerical (MPTC) employees.

The budget for fiscal year 2021 includes a 2% appropriation for wage range increases for MPTC employees. However, due to the revenue shortfall resulting from the COVID-19 pandemic I am now recommending a more conservative 1% appropriation effective July 1, 2020. All other benefits are proposed to remain status-quo.

Attached for City Council's consideration is a resolution authorizing the proposed wage adjustments to the MPTC Employee Pay Plan for fiscal year 2021.

Respectfully submitted,

Mark C. Meyers
City Administrator

ADC/Attachments

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

WHEREAS the Norton Shores City Council hereby makes the following Pay Plan changes for employees of the Management, Technical, Professional and Clerical division (MPTC), and

BE IT RESOLVED that the Pay Plan change shall be effective July 1, 2020 through June 30, 2021 and incorporated into the MPTC Benefit Guide as indicated below, and

NOW, THEREFORE BE IT FURTHER RESOLVED that all other provisions for administration of the City’s personnel policies shall remain as provided for in Ordinance Number 424, as amended.

Pay Plan Changes

The following salary ranges shall apply to Management, Professional, Technical and Clerical employees:

Position	July 1, 2020 – June 30, 2021
Programs Assistant	\$35,245-\$44,268
Police Records Technician	\$35,245-\$44,268
Administrative Assistant	\$39,247-\$49,294
Parks/Recreation Coordinator	\$38,858 \$48,806
Accounting Technician	\$39,247-\$49,294
Police Records Specialist	\$39,247-\$49,294
Payroll Specialist	\$41,208-\$51,759
Chief Mechanic	\$52,727-\$66,225
Facilities Supervisor	\$52,727-\$66,225
Water/Sewer Supervisor	\$52,727-\$66,225
Streets/Drainage Supervisor	\$52,727-\$66,225
Parks/Recreation Supervisor	\$52,727-\$66,225
City Treasurer	\$58,089-\$73,013
City Planner/Zoning Admin.	\$58,089-\$73,013
Building Official	\$61,037-\$76,663
City Clerk	\$61,037-\$76,663
Fire Marshal/Building Div. Supvr.	\$67,294-\$84,522
Water/Sewer Superintendent	\$70,660-\$88,748
Streets/Drainage Superintendent	\$70,660-\$88,748
City Engineer	\$74,192-\$93,186
Deputy Fire Chief	\$74,192-\$93,186
Dir. of Admin/Asst. to City Admin.	\$81,797-\$109,284
Fire Chief	\$81,797-\$109,284
Public Works Director	\$81,797-\$109,284

Finance Director/Parks & Rec. Dir.	\$81,797-\$109,284
Police Chief	\$81,797-\$109,284
City Administrator	\$104,975-\$125,552
Part-time Clerical	\$13.00-\$15.50/hour
Parks & Recreation Maint. I	\$10.50-\$11.00/hour
Parks & Recreation Maint. II	\$11.00-\$12.00/hour
Police Cadet	\$11.00-\$13.00/hour

At a regular meeting of the City Council of the City of Norton Shores, held remotely, on the 7th day of July 2020, the foregoing resolution was moved for adoption by Council Member _____ . The motion was supported by Council Member _____ .

Ayes:

Nays:

Shelly Stibitz, City Clerk



Internal Memo

June 25, 2020

MEMO: Mark C. Meyers, City Administrator

FROM: Anthony Chandler, Director of Administrative Services 

SUBJECT: Management, Professional, Technical and Clerical (MPTC) Pay Plan

The pay plan covering non-union employees was last updated on July 1, 2019. The approved plan included the implementation of a 2% wage increase.

Pay Grades Proposed for FY 2021

The pay grades proposed for full-time MPTC employees have been increased 1% for both the minimum and maximum level.

Staff Recommendation

Article II, Division 6, Section 13-60 of the Personnel Code states the City Council shall determine the pay plan in the form of a salary and fringe benefit resolution. Furthermore, the Code states the pay plan shall be reexamined annually with a recommendation for any changes provided by the City Administrator to the City Council for approval. Attached is a resolution representing the proposed pay plan for Fiscal Year 2021 with an implementation date of July 1, 2020.

The budget for fiscal year 2021 includes a 2% appropriation for wage range increases for full-time MPTC employees. However, due to the revenue shortfall resulting from the COVID-19 pandemic. Staff is now recommending a more conservative 1% appropriation effective July 1, 2020. The 1% increase will be based on the employee's current wage rate and subject to their respective pay grade. The proposed increase of 1% may also be complemented by a merit increase up to 1% based on a performance evaluation, recommendation of the department head, and approval by the City Administrator. As part of the recommendation, staff will re-visit the revenue picture mid- fiscal year (Dec. 2020) and if favorable may request an amendment to the pay plan with a yet-to-be determined wage increase.

The attached resolution includes a starting hourly wage of \$13.00 for part-time clerical with a maximum hourly wage of \$15.50 per hour (currently we have two PT employees). The Parks and Recreation seasonal workers proposed starting wage will increase to \$10.50 per hour with a maximum hourly wage of \$12.00 per hour. The police cadets wage range will increase to \$13.00 per hour as a maximum (\$11.00-\$13.00 per hour) due to the increase of experienced cadets returning for consecutive years and additional duties assigned within the Police Department. All other current MPTC employee benefits will remain status quo.

I would appreciate if you could include this item on the July 7, 2020 agenda for the City Council to consider.