



June 10, 2019

Council Meeting of June 18, 2019  
Subject: MPTC Pay Plan Fiscal Year 2020

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 2020 includes a 2% appropriation for wage range increases for MPTC employees. I am recommending a 2% increase in wage ranges for full-time MPTC employees effective July 1, 2019. 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 2020.

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, 2019 through June 30, 2020 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, 2019 – June 30, 2020
Programs Assistant	\$34,896-\$43,830
Police Records Technician	\$34,896-\$43,830
Administrative Assistant	\$38,858-\$48,806
Parks/Recreation Coordinator	\$38,858-\$48,806
Accounting Technician	\$38,858-\$48,806
Police Records Specialist	\$38,858-\$48,806
Payroll Specialist	\$40,800-\$51,247
Chief Mechanic	\$52,205-\$65,569
Facilities Supervisor	\$52,205-\$65,569
Water/Sewer Supervisor	\$52,205-\$65,569
Streets/Drainage Supervisor	\$52,205-\$65,569
Parks/Recreation Supervisor	\$52,205-\$65,569
City Treasurer	\$57,514-\$72,290
City Planner/Zoning Admin.	\$57,514-\$72,290
Building Official	\$60,433-\$75,904
City Clerk	\$60,433-\$75,904
Fire Marshal/Building Div. Supvr.	\$66,628-\$83,685
Water/Sewer Superintendent	\$69,960-\$87,869
Streets/Drainage Superintendent	\$69,960-\$87,869
City Engineer	\$73,457-\$92,263
Deputy Fire Chief	\$73,457-\$92,263
Dir. of Admin/Asst. to City Admin.	\$80,987-\$108,202
Fire Chief	\$80,987-\$108,202
Public Works Director	\$80,987-\$108,202
Finance Director/Parks & Rec. Dir.	\$80,987-\$108,202
Police Chief	\$80,987-\$108,202

City Administrator	\$103,936-\$124,309
Part-time Clerical	\$12.68-\$15.01/hour
Parks & Recreation Maint. I	\$10.00-\$10.50/hour
Parks & Recreation Maint. II	\$10.50-\$11.50/hour
Police Cadet	\$11.00-\$12.00/hour

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 18th day of June 2019, the foregoing resolution was moved for adoption by Council Member \_\_\_\_\_. The motion was supported by Council Member \_\_\_\_\_.

Ayes:

Nays:

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Shelly Stibitz, City Clerk



## Internal Memo

June 10, 2019

MEMO: Mark C. Meyers, City Administrator  
FROM: Anthony Chandler, Director of Administrative Services *AC*  
SUBJECT: Management, Professional, Technical and Clerical (MPTC) Pay Plan

The pay plan covering non-union employees was last updated on July 1, 2018. The approved plan included the implementation of a 2% wage increase.

### Pay Grades Proposed for FY 2020

The pay grades proposed have been increased 2% 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 2020 with an implementation date of July 1, 2019.

The budget for fiscal year 2020 includes a 2% appropriation for wage range increases for full-time MPTC employees which I am recommending effective July 1, 2019. The 2% increase will be based on the employee's current wage rate and subject to their respective pay grade. The proposed increase of 2% may also be complemented by a merit increase up to 2% based on a performance evaluation, recommendation of the department head, and approval by the City Administrator.

I am also recommending a 2% wage increase for all part-time clerical staff (currently we have two employees). The attached resolution includes a starting hourly rate of \$12.68 for part-time clerical, up from \$12.43 per hour. The Parks and Recreation seasonal workers proposed starting wage remains at \$10.00 per hour with a maximum wage of \$11.50 per hour. The police cadets pay grade will remain at \$11.00-\$12.00 per hour. All other current MPTC employee benefits will remain status quo.

I would appreciate if you could include this item on the June 18, 2019 agenda for the City Council to consider.