



October 29, 2019

Council Meeting of November 4, 2019  
Subject: MPTC Pay Grade Amendment

The Honorable Mayor  
And  
Members of the City Council

Ladies and Gentlemen:

City Council is requested to approve an amendment to incorporate the Building Inspector position into the Fiscal Year 2020 Management, Professional, Technical and Clerical (MPTC) Classification Plan. This is required to implement the recently approved budget amendment to add the position.

Attached for City Council's consideration is a resolution authorizing the amendment.

Respectfully submitted,

Mark C. Meyers  
City Administrator

ADC/  
Attachment

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

R E S O L U T I O N

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores City Council hereby authorizes the following Pay Plan amendment for the Building Inspector classification of the Management, Professional, Technical and Clerical employee group, effective November 4, 2019 – June 30, 2020.

Pay Plan Adjustments

The following Pay grade shall apply to the Building Inspector:

Position	November 4, 2019 – June 30, 2020
Building Inspector	\$52,205-\$65,569

At a rescheduled meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 4th day of November 2019, the foregoing resolution was moved for adoption by Council Member\_\_\_\_\_. The motion was supported by Council Member\_\_\_\_\_.

Ayes:

Nays:

Resolution declared adopted.

\_\_\_\_\_  
Shelly Stibitz, City Clerk



## Internal Memo

October 29, 2019

TO: Mark C. Meyers, City Administrator

FROM: Anthony Chandler, Director of Administrative Services *AC*

SUBJECT: MPTC Pay Grade Amendment – Building Inspector

Each year following the approval of the budget the MPTC Classification and Pay Plan is proposed to City Council. As you know the annual MPTC Plan includes the class titles and their respective pay grades which are effective from July 1 – June 30 of the particular fiscal year.

Recently the City Council approved a proposal from Fire and Building staff to replace an open part-time Building Inspector position with a full-time Building Inspector. Below is an excerpt from the Personnel Code:

Sec. 2-176. - Make-up; approval.

The classification plan shall consist of the class titles and class specifications which are approved by the city administrator and mayor upon recommendation of the personnel director, and are from time to time amended and revised.

The Personnel Code further states, “No person shall be appointed to or employed in a fulltime position in the city service under a title not included in the classification plan”.

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
<b>Building Inspector</b>	<b>\$52,205-\$65,569</b>

The graph above depicts the class of individual job titles that share the same pay grade in the current MPTC Classification Plan. I am recommending the Building Inspector position (highlighted) be added to this pay grade and incorporated into the MPTC Classification Plan for FY 2020. The full-time Building Inspector position was formerly situated in this pay grade prior to the position being converted to a part-time classification in fiscal year 2013.

The city will be conducting interviews later in the week with three candidates following a public posting for the position. I would appreciate if you could include this request on the November 4, 2019 agenda for City Council to consider. Please let me know if you have any questions on the proposal.