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COMMISSION MEETING CITY OF ST. PETE BEACH

155 Corey Avenue

Tuesday, January 12, 2016

6:00 PM

Call to Order
Pledge of Allegiance
Invocation
Roll Call

REGULAR MEETING

1. **Presentations** - Presentations shall be limited to 5 minutes for non-city government related items.
 - a. **Introduction of District Chief Adam Poirrier.**
2. **Changes to the Agenda** - Any agenda items to be added, moved, or deleted will be addressed at this time. Added items will be assigned agenda item numbers and moved items should remain with the same item numbers. Notation will be made that those items will be taken out of order. Consent items may be removed for discussion, changes, and/or anticipation of a non-unanimous vote and considered separately on the request of anyone on the Commission or by a majority vote of the City Commission upon request of an audience member.
3. **Audience Comments** - Comments shall be limited to 3 minutes per person to issues not on the agenda, 21 minutes in total.
4. **Consent**
 - a. **Approval of minutes from the regular City Commission Meetings of October 27, 2015; November 17, 2015; and December 1, 2015**
 - b. **Authorize the City Manager to enter into a contract with Management Advisory Group International, Inc. to conduct a Classification and Compensation Study in the amount of \$20,000.**

- 5. Action Items – No items submitted at this time.**
- 6. Ordinances – No items submitted at this time.**
- 7. Resolutions**
 - a. Resolution 2016-02, a resolution of the City of St Pete Beach, approving a variance request for a dock adjacent to City property.**
- 8. Items for Discussion – No items submitted at this time.**
- 9. Audience Comments 2** - Comments shall be limited to 3 minutes per person to issues not on the agenda, 21 minutes in total.
- 10. City Clerk, City Manager, City Attorney and City Commission Reports**
- 11. Adjournment**

APPEAL: If a person decides to appeal any decision made at this meeting, he/she will need a record of the proceeding and, for such purpose, will need to ensure that a verbatim recording of the meeting is made that includes the testimony and evidence on which to base the appeal. (Florida Statute 286.0105) The City does not furnish verbatim transcripts. Interested parties should make the necessary arrangements for verbatim transcripts.

AMERICANS WITH DISABILITIES ACT: In accordance with the Americans with Disabilities Act and Florida Statutes, Chapter 286.26, persons needing special accommodations to participate in a meeting should contact City Hall at (727) 367-2735 no later than four (4) days prior to the meeting for assistance.

**The public is cordially invited to attend this meeting.
All agenda material is available for review at City Hall.**

CITY COMMISSION MEETING

MINUTES

OCTOBER 27, 2015

6:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Maria Lowe, Mayor
Terri Finnerty, Vice Mayor
Rick Falkenstein, Commissioner
Gregory Premer, Commissioner
Melinda Pletcher, Commissioner

ALSO PRESENT:

Wayne Saunders, City Manager
Andrew Dickman, City Attorney
Jennifer Bryla, Community Development Director
Mary Jo Murphy, Deputy City Clerk

1. Presentations

There were no presentations.

2. Changes to the Agenda

There were no changes to the agenda.

3. Audience Comments

There were no audience comments.

4. Consent

- a. Approval of minutes from the September 22, 2015 Regular Meeting and October 7, 2015 Special Meeting.

Commissioner Pletcher moved to approve Consent Agenda Item A. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe asked for audience comments in regard to the Consent Agenda. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

5. Action Items

- a. Public Hearing for Conditional Use approval for Case 2015-0063 for a commercial dock.

Ms. Bryla, Community Development Director, introduced Item A and explained the conditional use approval was for a new dock and expansion of an existing dock at 2005 & 2007 Pass-A-Grille Way. Ms. Bryla added there were no positive or negative comments received in regard to Case 2015-0063.

Commissioner Pletcher, Mayor Lowe and Commissioner Premier disclosed their communications with the applicant, neighbors and site visits.

Jeff Churchill, ecologist and consultant for the applicant, agreed with Staff recommendations and offered to answer any questions from the City Commission.

Commissioner Premier moved to approve conditional use case 2015-0063 as proposed in support of the staff report. The motion was seconded by Commissioner Pletcher.

Mayor Lowe asked for audience comments in regard to the Public Hearing and conditional use. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

- a. Authorize the City Manager to enter into a lease agreement with Clark Sales Display, Inc. for the rental and installation of Holiday decorations for the 2015 season.

City Manager Saunders introduced Item B and requested approval of the lease agreement.

Mayor Lowe asked for any discussion in regard to the lease agreement. There was no further discussion.

Vice Mayor Finnerty moved to authorize the City Manager to enter into a lease agreement with Clark Sales Display, Inc. for \$34,200.00 for Holiday Decorations and Displays. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe asked for audience comments in regard to the holiday displays.

Deborah Schechner, Boca Ciega Isle, posed questions and expressed concerns about the holiday decorations for St. Pete Beach.

Mayor Lowe asked for any further audience comments.

Joanne Melodayo, 4151 Belle Vista Drive, suggested uplighting the trees opposed to decorations on poles.

Mayor Lowe asked for any further audience comments. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

- b. Authorize the City Manager to approve a change order to the purchase agreement with Morelli Landscaping, Inc. for the Bayway Landscaping Improvements project in the amount of \$93,389.63.

City Manager Saunders introduced Item C and requested approval of the change order with Morelli Landscaping. City Manager Saunders added that the City will be reimbursed 100 percent by the Department of Transportation for these additional improvements.

There was discussion between Ian Wade, Project Manager, and the City Commission in regard to landscaping within the City and D.O.T. plan revisions and procedures.

Mayor Lowe spoke about a meeting she attended with a group called Bayway Alliance. Mayor Lowe informed the Commission that Bayway Alliance is promoting landscaping for the Bayway to appear as a neighborhood versus a highway.

Mayor Lowe asked for any questions from the City Commission. Hearing none, Mayor Lowe called for the vote.

Vice Mayor Finnerty moved to authorize the City Manager to approve the change order to the purchase agreement with Morelli Landscaping, Inc. for the Bayway Landscaping Improvements project in the amount of \$93,389.63. The motion was seconded by Commissioner Premer.

Mayor Lowe asked for any audience comments.

Deborah Schechner, Boca Ciega Isle, complimented the appearance of Horan Park and posed questions about the landscaping in regard to the Bayway.

Mayor Lowe asked for any further audience comments on this item. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

- c. Authorize the City Manager to generate a purchase order in the amount of \$150,000 for payment of an invoice from Bright House Networks, LLC to underground service on Pass-A-Grille Way from West Maritana Drive to 19th Avenue.

City Manager Saunders introduced Item D and requested approval to make the first installment payment.

Mayor Lowe asked for any questions from the City Commission. Hearing none, Mayor Lowe called for the motion.

Commissioner Pletcher moved to authorize the City Manager to generate a purchase order in the amount of \$150,000.00 for payment of an invoice from Bright House Networks, LLC to underground service on Pass-A-Grille Way from West Maritana Drive to 19th Avenue. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe asked for any audience comments. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

6. Ordinances

- a. Ordinance 2015-13, Amending Section 38.7 of the City Code entitled, "Election Date of Commissioners" and providing for an effective date.

City Attorney Dickman introduced Ordinance 2015-13 which amends the code to meet the criteria as established by the Supervisor of Elections.

Mayor Lowe asked for any discussion in regard to Ordinance 2015-13.

Commissioner Premier moved to approve Ordinance 2015-13 upon final reading, an ordinance of the City of St. Pete Beach, Florida, amending Section 38.7 of the City of St. Pete Beach City Code entitled "Election Date of Commissioners" and providing an effective date. The motion was seconded by Commissioner Premier.

Mayor Lowe asked for any discussion in regard to Ordinance 2015-13. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

- b. Ordinance 2015-18, Amending Section 38.7 of the Code of Ordinances and establishing the 2016 municipal election as March 15, 2016

City Attorney Dickman introduced Ordinance 2015-18 which sets the date of March 15, 2016 as the date of the municipal election.

Mayor Lowe asked for a motion.

Vice Mayor Finnerty moved to approve Ordinance 2015-18 upon final reading, an ordinance of the City of St. Pete Beach, Florida, amending Section 38.7 of the City of St. Pete Beach City Code entitled "Election Date of Commissioners," specifying the date of the 2016 election and providing an effective date. The motion was seconded by Commissioner Premier.

Mayor Lowe asked for any audience comment in regard to Ordinance 2015-18. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

- c. Ordinance 2015-19, Amending Section 3.04 of the Code of Ordinances entitled, "Compensation and Expenses for the City Commissioners and Mayor-Commissioner"

City Manager Saunders introduced Ordinance 2015-19 which amends the compensation for the mayor and commissioners, effective after an affirmative vote by citizens. If approved, the ordinance will be placed on the ballot for the March 15, 2016 election.

Mayor Lowe asked for a motion.

Commissioner Falkenstein moved to approve Ordinance 2015-19 upon final reading, an ordinance of the City of St. Pete Beach, State of Florida, amending Section 3.04 of the Code of Ordinances, providing for

compensation and expenses for the City Commissioners and the Mayor-Commissioner; providing that the question be submitted as a referendum question to the electors for approval; and providing an effective date. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe asked for any audience comment in regard to Ordinance 2015-19.

Joanne Lentino, 7010 Boca Ciega Drive, spoke about the increase of compensation for the City Commissioners and Mayor-Commissioner.

Mayor Lowe asked for any Commission comment and audience comments.

Joanne Melodayo, 4151 Belle Vista Drive, posed a question in regard to the procedure involved if District I and District III run unopposed and the cost of having a referendum on the ballot in regard to the cost of the increase of compensation for the City Commissioners and Mayor-Commissioner versus the cost of having an election.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

7. Resolution

- a. Resolution No. 2015-13, confirming the 2016 municipal election date; establishing the runoff election date, if necessary; and establishing the Qualification Period for the District 1 and District 3 Commissioners

City Attorney Dickman introduced Resolution No. 2015-13. City Manager Saunders announced the Qualification Period for this election will be from 12:00/noon on Monday, December 7, 2015 through 12:00/noon on Friday, December 11, 2015.

Mayor Lowe asked for comments from the Commission. There were no comments.

Commissioner Pletcher moved to approve Resolution No. 2015-13, a resolution of the City of St. Pete Beach, Pinellas County, Florida, confirming the 2016 election date; establishing the date for the 2016 runoff election, if necessary; and establishing the qualification period for Commissioners in District 1 and District 3. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe called for audience comments. Hearing none, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

8. Items for Discussion - No items were submitted.

Mayor Lowe asked the Commission for any Items for Discussion to be included on a future agenda.

Commissioner Pletcher mentioned working with the City Manager in regard to a modified version of the dog and beach ordinance, a workshop in regard to moving forward with the library, and what the timeline would have to be in order to incorporate this as a referendum item for the election.

Commissioner Premier commented on having a discussion in regard to the St. Pete Beach Youth Council.

Mayor Lowe asked for the Commission's input in regard to having a presentation on the next agenda from a student of USF, St. Petersburg, to use St. Pete Beach for their community service hours to adopt a project. Mayor Lowe suggested having a mentor relationship between the College Student Council and St. Pete Beach's Youth Council. There was no objection from the Commission.

9. Audience Comments 2

Deborah Schechner, Boca Ciega Isle, St. Pete Beach, expressed concerns in regard to the CRA.

10. City Clerk, City Manager, City Attorney and City Commission Reports

- a. Administrative Services Department Quarterly Report
- b. Recreation Department's 4th Quarter Report
- c. City Clerk's Office - 4th Quarter Report
- d. Fire Department 4th Quarter Report FY2015
- e. Community Development 4th Quarter Report
- f. Public Services 4th Quarter FY2015 Report

City Manager Saunders informed the Commission that the above-mentioned reports, a-f, were included for review and there would be no presentations.

Deputy City Clerk Murphy:

- There was no report given.

City Manager Saunders reported on the following items:

- FDOT project on Gulf Boulevard shifting to nighttime work, approximately 7:00 p.m. – 6:00 a.m. on Monday, November 2, 2015
- Library Workshop; November 4, 2015; 4:30 p.m.

Commissioner Pletcher asked the Commission if Ms. Janet Harris could speak to the Commission. The Commission invited Ms. Harris to speak.

Janet Harris, 550 72nd Avenue, St. Pete Beach, spoke about increasing the hours of operation for the pool at the St. Pete Beach Community Center.

City Attorney Dickman reported on the following items:

- Discussed the time limitation allowed for Attorney Hill and Attorney Hale addressing the Commission during a future City Commission meeting
- Special Magistrate
- Chmielewski Trial

Vice Mayor Finnerty reported on the following items:

- PSTA shelters
- Sunset celebrations
- Support Our Troops fundraisers
- Corey Avenue Sunday Market
- Concert in the Park

Commissioner Pletcher reported on the following items:

- Pass-A-Grille Design Guidelines
- Signage
- Dog beach ordinance
- Hours of operation for the Community Center swimming pool

Commissioner Falkenstein reported on the following items:

- Sinkhole in St. Pete Beach
- Beach Stewardship Committee
- Swim buoys
- Gulf Boulevard construction and FDOT
- Library Workshop
- Boat Parade/Winter Festival; December 4, 2015; 6:00 p.m.
- Land Parade on Corey Avenue; December 13, 2015; 4:00 – 7:00 p.m.

Commissioner Premier reported on the following items:

- Powered parachutes on the beach
- Suncoast Seabird Sanctuary
- Identity theft

Mayor Lowe reported on the following items:

- City of St. Pete Beach Fire Department Oath of Service, 4:00 p.m. – 6:00 p.m.
- Concert in the Park
- Flu shots
- Hurricane re-entry passes
- Community Center Trunk of Treat
- Hosted a Town Hall for the Homeowners' Association of District 4
- Bayway: construction of sidewalk and removal of trees
- FDOT nightshift schedule

Commissioner Premier further reported on the following item:

- Halloween Street Festival at Shark Tales; October 31, 2015; 2:00 p.m. – 12:00 a.m.

11. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 8:10 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Maria Lowe, Mayor

Minutes approved on: _____

CITY COMMISSION MEETING

MINUTES

NOVEMBER 17, 2015

6:00 P.M.

CALL TO ORDER

Mayor Lowe called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Maria Lowe, Mayor
Terri Finnerty, Vice Mayor
Rick Falkenstein, Commissioner
Gregory Premer, Commissioner
Melinda Pletcher, Commissioner

ALSO PRESENT:

Wayne Saunders, City Manager
Andrew Dickman, City Attorney
Rebecca C. Haynes, City Clerk
Jennifer Bryla, Community Development Director
Elaine Edmunds, Administrative Services Director
Jim Kilpatrick, Fire Chief
John Kretzer, Interim Public Services Director
Jennifer McMahon, Recreation Director
Phyllis Ruscella, Library Administrator

1. Presentations

- a. Proclamation for Nancy Gibbs recognizing her 45 years of service with the City of St. Pete Beach

Mayor Lowe presented a proclamation to Ms. Gibbs for her unparalleled tenure with the St. Pete Beach Library.

- b. Presentation by Rob Williams for Support our Troops

Rob Williams, owner of The Swigwam Bar, presented a \$2,990.00 check to St. Pete Beach Support Our Troops from a golf tournament fundraiser.

2. Changes to the Agenda

City Attorney Andrew Dickman requested to move Item 10(a), Bryant, Miller, Olive, directly after Item 3, Audience Comments.

3. Audience Comments

Muriel Desloovere, St. Pete Beach Friends of the Library, presented a bouquet of flowers to Ms. Gibbs for her service to the library.

Harry Metz, Pass-A-Grille Way, commented on prompt attendance at public meetings.

Karen Strykowski, Blind Pass Road, commented on the decorum of elected officials and e-mail correspondence she sent to the City.

10. Items for Discussion

a. Bryant, Miller, Olive

City Attorney Dickman reviewed the action taken to review the previous legal representation provided by Bryant, Miller and Olive. Mr. Dickman introduced Mr. Ben Hill representing Bryant, Miller and Olive and Ms. Marion Hale representing the City of St. Pete Beach.

Ben Hill, representing the firm of Bryant, Miller and Olive, provided his credentials. Mr. Hill reviewed the Anderson lawsuit and determined that Bryant, Miller and Olive exercised good judgment and did not commit malpractice in representing the City.

Marion Hale, representing the City of St. Pete Beach, reviewed her prior appearance before the Commission and summarized her opinion that possible malpractice exists in the representation provided by Bryant, Miller, Olive.

Mr. Dickman concluded by stating that he would gather additional information in regard to the process and expenses involved to proceed.

4. Recess for Community Redevelopment Agency (CRA) Meeting

Mayor Lowe recessed the City Commission meeting and called to order the CRA meeting at 6:57 p.m.

PRESENT:

Maria Lowe, Mayor

Terri Finnerty, Vice Mayor
Rick Falkenstein, Commissioner
Gregory Premer, Commissioner
Melinda Pletcher, Commissioner

- a. Authorization for the Community Redevelopment Agency (CRA) to submit to the governing authority any recommendations concerning the Community Redevelopment Plan

Jennifer Bryla, Community Development Director, noted that the CRA board authorized the Local Planning Agency (LPA) to review the plan authored by Tindale-Oliver. The Planning Board, sitting as the LPA, studied the plan and provided a recommendation.

David Healey, Director with Calvin, Giordano and Associates, Inc., reviewed in detail the changes made, subsequent to recommendations offered by LPA members and citizen comments, to reconcile with the Comprehensive Plan.

It was the consensus of the Commission to cancel the special meeting previously scheduled for December 3, 2015.

It was the consensus of the Commission to schedule a special meeting at 6:00 p.m. on December 17, 2015 to consider the adoption of the Community Redevelopment Plan.

Commissioner Premer moved to continue Item 4(a), Authorization for the Community Redevelopment Agency (CRA) to submit to the governing authority any recommendations concerning the Community Redevelopment Plan, to December 1, 2015, a Special Community Redevelopment Agency meeting, to consider the transmittal of the Community Redevelopment Plan to the taxing authorities for review and comment. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Bill Pyle, Sunset Way, commented on the CRA process.

Harry Metz, Pass-A-Grille Way, suggested involving the Finance and Budget Review Committee in the CRA process.

Kim Caliendo, Corey Avenue, spoke in support of the CRA plan.

Brien Edgar, 75th Avenue, commented on affordable housing.

Al Johnson, Blind Pass Road, spoke in support of the CRA plan.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

Mayor Lowe adjourned the CRA meeting at 8:35 p.m.

5. Reconvene City Commission Meeting

Mayor Lowe reconvened the City Commission meeting at 8:45 p.m.

6. Consent

- a. Approval of the minutes for the October 13, 2015 Regular City Commission Meeting
- b. Authorization for the City Manager to sign the Employee Health Insurance Enrollment renewal with Florida Blue
- c. Authorization for the City Manager to send/sign a letter to Florida Blue acknowledging the commission level being paid to our agent of record – Sun Risk Management, Inc.
- d. Authorization for the City Manager to implement a three-year plan to bring the City's Health Insurance dependent coverage percentage to forty percent
- e. Authorization for the City Manager to sign an Employer Agreement with Guardian to provide employee dental insurance and send a termination letter to Sun Life
- f. Authorization to approve a special event application request for road closure on Pass-A-Grille Way between 8th and 9th Ave on December 5, 2015 for the Pass-A-Grille Boat Parade
- g. Authorization to hang banners over 75th Avenue at Boca Ciega Drive for two Suntan 100 Artist Shows held the weekends of February 20, 2016 and November 26, 2016
- h. Approval of the agreement between the City of St. Pete Beach and the Pinellas County Emergency Medical Services Authority to restore funding for the Rescue 22 vehicle

City Manager Saunders reviewed the items and recommended approval as presented.

Commissioner Premier moved to approve Consent Items 6(a), (b), (c), (d), (e), (f), (g) and (h) as presented. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

7. Action Items

- a. Authorization for the City Manager to enter into an agreement with vendor Cale America to upgrade and replace seven pay-by-space parking pay stations at a total cost of \$55,125.00

The parking pay stations will be located along Gulf Way as part of a multi-year replacement plan to upgrade the stations located throughout the City.

Vice Mayor Finnerty moved to approve Item 7(a), to authorize the City Manager to enter into an agreement with Cale America to upgrade and replace seven pay-by-space parking pay stations at a cost of \$55,125.00. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- b. Authorize the City Manager to enter into a lease/purchase agreement with Leasing 2 for the lease/purchase of a new Vac/Jet Truck

The Wastewater and Stormwater Divisions of the Department of Public Services will utilize the truck for line cleaning, chain-cutting outfalls, jetting sewer lines and vacuuming solids out of lift stations. It will also be used to clean baffle boxes at street ends along Pass-A-Grille Way once the reconstruction project is completed.

Vice Mayor Finnerty moved to approve Item 7(b), to authorize the City Manager to enter into a lease/purchase agreement with Leasing 2, in the amount of \$77,165.00 annually for five (5) years, for the purchase of a new Vac/Jet Truck. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- c. Authorize the City Manager to approve a change order to the purchase agreement with Nelson Construction for the Pass-A-Grille Way Reconstruction Project in the amount of \$68,110.00

Utility conflicts near the intersection of Cabrillo Street and Pass-A-Grille Way require the partial relocation of the potable and reclaimed water mains.

Commissioner Pletcher moved to approve Item 7(c), to authorize the City Manager to approve Change Order #4 to the purchase agreement with Nelson Construction for the Pass-A-Grille Way Reconstruction Project in the amount of \$68,110.00. The motion was seconded by Commissioner Premier.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- d. Authorize the City Manager to sign an Agreement for Professional Services for \$39,997.00 from George F. Young, Inc. to provide Michael Baker, Inc., the Engineer of Record for the Blind Pass Road Reconstruction Project, with additional survey and subsurface utility exploration for the project

Due to recent changes in the scope of the project, additional survey work is required in order to complete the design of the Blind Pass Road reconstruction.

Vice Mayor Finnerty moved to approve Item 7(d), to authorize the City Manager to sign an Agreement for Professional Services for \$39,997.00 from George F. Young, Inc. to provide Michael Baker, Inc., the Engineer of Record for the Blind Pass Road Reconstruction Project, with additional survey and subsurface utility exploration for the project. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- e. Authorize the City Manager to enter into a Purchasing Agreement with Forristall Enterprises, Inc. in the amount of \$86,850.00 for the demolition of the Police Department Building

City Manager Saunders reported that five bids were received in response to the Request for Bids. The low bidder was disqualified due to not meeting the requirements.

Mr. Saunders recommended leaving the slab and foundation for possible future use.

Commissioner Premier moved to approve Item 7(e), authorizing the City Manager to enter into a Purchasing Agreement with Forristall Enterprises, Inc., in the amount of \$86,850.00 for the demolition of the police department building. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

f. Selection of option for Library Project

Subsequent to discussions and numerous workshops in regard to the future of the Library building, four options were presented for consideration as follows:

- Option 1, \$2,723,200: Original plan to include the renovation of existing 8,800 square foot building with a 3,300 square foot addition, improve parking, including purchase of additional land
- Option 2, \$7,474,640: Repurpose City Hall for the Library and construct a new City Hall (does not include costs to demo old Library and restore site)
- Option 3, \$4,420,000: Construct new 12,000 square foot Library on former Police Department site
- Option 4, \$5,233,000: Purchase east end of block at existing Library location, construct new 12,000 square foot Library facility, improve parking

Mayor Lowe moved to select Option 3, to construct a new Library facility to be located on the previous police facility site. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe called for audience comments.

Bill Pyle, Sunset Way, commented that a library is an integral part of a city and spoke in support of a new building.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

g. City Manager Compensation

Mayor Lowe stated that Mr. Saunders has been employed as City Manager for one year and it was appropriate to conduct a compensation review.

Commissioner Premier moved to approve Item 7(g), to adjust the City Manager's annual salary from \$135,000 to \$145,000 effective on his one-year anniversary date of November 3, 2015. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Bill Pyle, Sunset Way, spoke in support of the salary increase.

Unidentified speaker spoke in support of the salary increase.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

8. Ordinances

- a. Ordinance 2015-28, First Reading and Public Hearing, an ordinance of the City of St. Pete Beach, Florida providing for a supplemental appropriation to the General Fund for fiscal year ending September 30, 2015, providing for funding, and providing for an effective date.

Administrative Services Director Elaine Edmunds noted that Florida Statutes require municipalities to complete budget amendments within 60 days of the fiscal year. Overall, the funds were under budget which will allow for an increase to the reserve fund.

Commissioner Premier moved to approve Item 8(a), Ordinance 2015-28, upon first reading, an ordinance of the City of St. Pete Beach, Florida, providing for a supplemental appropriation to the General Fund for Fiscal Year ending September 30, 2015; providing for funding; providing for an effective date. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

9. Resolutions

There were no resolutions submitted.

10. Audience Comments

An unidentified speaker spoke about a pedestrian crossing light at 75th Avenue and Blind Pass Road.

11. City Clerk, City Manager, City Attorney and City Commission Reports

City Clerk Haynes reported on the following items:

- The Qualification Period for the March Municipal Election in Districts 1 and 3 is set for noon on Monday, December 7, 2015 through noon on Friday, December 11, 2015; additional information is on the City's website and will be printed in *The Gabber* newspaper
- Candidate handbooks will be available December 2, 2015
- Request to consider changing the March 22, 2015 Commission meeting to coincide with receipt of the official election results from the Supervisor of Elections Office

City Manager Saunders reported on the following items:

- The December 3, 2015 Commission meeting is cancelled
- A special meeting is scheduled for December 17, 2015 at 6:00 p.m.

City Attorney Dickman did not provide a report.

Commissioner Premier reported on the following items:

- A Red Tide Alert warning has been issued
- Noise complaints in regard to roof-top music at the Hotel Zamora
- Wrote a letter in opposition to concealed weapons on college campuses
- Belle Vista annual garage sale will be held November 21, 2015

Commissioner Falkenstein reported on the following items:

- Lack of lighting for the palm trees along Gulf Boulevard
- Wished everyone a great Thanksgiving Day holiday

Commissioner Pletcher reported on the following items:

- The Vina del Mar annual garage sale was successful
- Chowder Challenge at Horan Park was very successful
- Weddings with illegal fireworks on the beach

Vice Mayor Finnerty reported on the following items:

- Shells Restaurant won the "People's Choice" award at the Chowder Challenge
- Bike lane striping by Florida Department of Transportation

- Appointed Michael Lehman as her representative on the Planning Board
- "Teach-In Day" at Gulf Beaches Elementary School is scheduled for Wednesday
- Attended a Florida League of Cities day conference in regard to Urban Administration
- Attended a beach clean-up event sponsored by two students from the University of Florida
- Pass-A-Grille Women's Club donated to Support Our Troops
- Parking at Egan Park
- Wished everyone a great Thanksgiving Day holiday

Mayor Lowe reported on the following items:

- Thanked the Veterans of South Pinellas for supporting the Fish Broil events
- Attended the Chowder Challenge event
- Thanked the volunteers for the beach clean-up event
- Participated on a nomination panel for West Point candidate
- Monarca's restaurant is open for business
- Attended three events in honor of Veterans' Day

12. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 10:50 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Maria Lowe, Mayor

Minutes approved on: _____

CITY COMMISSION MEETING

MINUTES

DECEMBER 1, 2015

6:00 P.M.

CALL TO ORDER

Mayor Lowe called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Maria Lowe, Mayor
Terri Finnerty, Vice Mayor
Rick Falkenstein, Commissioner
Gregory Premer, Commissioner
Melinda Pletcher, Commissioner (departed at 8:35 p.m.)

ALSO PRESENT:

Wayne Saunders, City Manager
Andrew Dickman, City Attorney
Rebecca C. Haynes, City Clerk
Jennifer Bryla, Community Development Director
John Kretzer, Interim Public Services Director

1. Presentations

There were no presentations.

2. Changes to the Agenda

There were no changes to the agenda.

3. Audience Comments

Rosemary Manning, 1st Avenue, commented on the following: not receiving an agenda for the meeting, the turn signal at 75th Avenue and Gulf Boulevard, the status of the Blind Pass Reconstruction Project and on the completion date of the Gulf Boulevard re-paving project.

Lorraine Huhn, Blind Pass Road, commented on the holiday lighting on Blind Pass Road.

Deborah Schechner, Boca Ciega Isle Drive, commented on transient taxes and the increased number of chairs at the Pinellas County beach access site.

Bill Pyle, Sunset Way, commented on audience comments during a public meeting.

Mayor Lowe recessed the Commission meeting and called the CRA meeting to order at 6:20 p.m.

4. Recess for Community Redevelopment Agency (CRA) Meeting

- a. Authorization for the Community Redevelopment Agency (CRA) to submit to the governing authority recommendations concerning the Community Redevelopment Plan

Community Development Director, Jennifer Bryla, reported that the Planning Board, sitting as the Local Planning Agency (LPA), reviewed and unanimously approved the plan.

Ms. Bryla recommended the CRA continue this item to December 15, 2015 in order to incorporate comments from the LPA and Pinellas County representatives into the document. The plan will then be transmitted to the taxing authorities and the governing body if approved by the CRA.

The CRA formally cancelled the City Commission special meeting scheduled for December 17, 2015.

Bill Pyle, Sunset Way, expressed appreciation for responding to residents' comments. Mr. Pyle expressed concerns about the definition of "blighted areas," affordable housing and a potential increase in ad valorem taxes.

Penny Davis, Sunset Way, requested the definition of "blighted" and commented that no blighted areas exist in the City.

Jim Anderson, 41st Avenue, commented on the 1993 Master Drainage Plan, the 1998 Future Land Use and the Inflow & Infiltration (I&I) Report.

Deborah Schechner, Boca Ciega Isle Drive, spoke about a poverty study, transparency, and the Racketeer Influenced and Corrupt Organizations (RICO) Act.

Brian Edgar, 75th Avenue, discussed affordable housing in the City.

It was the consensus of the Community Redevelopment Agency to continue Item 4(a) to December 15, 2015.

Mayor Lowe adjourned the CRA Meeting at 6:50 p.m.

5. Reconvene City Commission Meeting

The City Commission Meeting was reconvened at 7:00 p.m.

6. Consent

- a. Approval of minutes for the November 4, 2015 Workshop and Regular City Commission meetings
- b. Request that Commission approves the ranking as presented and authorize the City Manager to enter into negotiations with Cribb, Philbeck, Weaver Group, Inc., (CPWG) for design engineering services for the proposed Phase II (south) of the Pass-A-Grille Way Reconstruction Project (from 19th Avenue to 1st Avenue)
- c. Authorize the City Manager to sign a project order agreement with Kimley-Horn and Associates, Inc., for \$24,950.00 to perform design engineering and consulting services for Lift Station #8 rehabilitation

City Manager Saunders reviewed the Consent items and recommended approval.

Commissioner Pletcher moved to approve Consent Items (a), (b) and (c) as presented. The motion was seconded by Commissioner Premer.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

7. Action Items

There were no action items submitted.

8. Ordinances

- a. Ordinance 2015-22, First Reading and Public Hearing amending the Land Development Code for compliance with Ordinance 2015-05; Settlement Agreement

Ms. Bryla reported that the proposed ordinance is the direct result of the remedial action agreement and brings the City into compliance with the Comprehensive Plan. Ms. Bryla explained that the Comprehensive Plan is the guiding document for growth in the City and contains the criteria for density, intensity and land uses. The Land

Development Code implements the Comprehensive Plan and contains more detailed information such as setback requirements, height requirements, landscaping and performance criteria.

Commissioner Premier moved to approve Item 8(a), Ordinance 2015-22, upon first reading, and to place the ordinance on the December 15, 2015 agenda for a final reading. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Bill Pyle, Sunset Way, commented on the large hotel district and how it relates to the Silver Sands Condominiums.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

9. Resolutions

- a. Resolution 2015-15, Appointing the Special Magistrate, Parking Citation Hearing Officer and Administrative Appeals Hearing Officer

City Attorney Andrew Dickman reviewed the process for the Request for Qualifications; review of the six applications received; and the selection of Ms. Amber Ashton with the firm of deBeaubien, Knight, Simmons, Mantzaris & Neal, LLP.

Vice Mayor Finnerty moved to approve Item 9(a), Resolution 2015-15, a resolution of the City of St. Pete Beach, Pinellas County, Florida, appointing Amber E. Ashton as the Parking Citation Hearing Officer, Administrative Appeals Hearing Officer and Special Magistrate and to authorize the City Manager to execute the Special Magistrate agreement. The motion was seconded by Commissioner Premier.

Mayor Lowe called for audience comments.

Rosemary Manning, 1st Avenue, requested clarification on the position and the code enforcement citation process.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

10. Items for Discussion

- a. Discussion of obstructions on the public sidewalks

Vice Mayor Finnerty explained the rationale in bringing forth a discussion in regard to potential misinterpretation of the phrase, “obstruction on public sidewalks,” contained in the Code of Ordinances. Vice Mayor Finnerty questioned the impression of disparity between Corey Avenue and 8th Avenue in Pass-A-Grille.

It was the consensus of the Commission to forward the item to staff and to the Planning Board for review, discussion and recommendation.

b. Bryant, Miller and Olive

City Attorney Dickman provided an update on possible malpractice by the City’s former legal counsel.

11. Audience Comments

There were no audience comments.

12. City Clerk, City Manager, City Attorney and City Commission Reports

City Clerk Haynes reported on the following item:

- The League of Women Voters is scheduled to present a Candidate Night Forum for Districts 1 and 3 in the Commission Chambers with a tentative timeframe between February 8 and February 26, 2016

City Manager Saunders reported on the following items:

- The December 17, 2015 meeting is cancelled
- The City’s Community Rating System has been adjusted to a Class 6, which allows for a 20% insurance discount for residents effective May 1, 2016

City Attorney Dickman reported on the following items:

- Working with the City Clerk’s Office to provide a training class for all advisory boards on the Sunshine Law and the conduct of public meetings. The class is scheduled for Tuesday, February 16, 2016, immediately following the Planning Board meeting
- Provided an update on the Anderson and Chmielewski cases

Vice Mayor Finnerty reported on the following items:

- Work at Egan Park is progressing well
- Attended a Florida League of Cities class on Urban Administration
- The Sunset Celebration is scheduled for December 12th at Upham Beach
- PSTA shelters
- The Great American Teach-In Day is December 5th at Gulf Beaches Elementary School
- Appointed Tom DeYampert to the Board of Adjustment subsequent to the resignation of George Scribano

Commissioner Falkenstein reported on the following items:

- Palm trees on 55th Avenue
- Possible meeting with residents of Silver Sands and employees of Pinellas County in regard to T-groin placement
- Status of ordinance addressing an updated fee schedule
- Potable water break along Gulf Winds Drive
- Identification markers along the beach

Commissioner Premier reported on the following items:

- Clearwater and Clearwater Beach hired a private investigator to research illegal vacation rentals
- Vehicle thefts are on the rise
- The Belle Vista Christmas Party is scheduled for December 10, 2015
- The Boat Parade is Friday, December 4th, at Horan Park
- Lido Beach subdivision donated new bicycles to the Salvation Army
- An electronic marquee along the Pinellas Bayway entrance to the City
- Challenged residents of District 3 to run in the March 15, 2016 election

Mayor Lowe reported on the following items:

- The Great American Teach-In Day is December 5th at Gulf Beaches Elementary School
- A proclamation honoring Mr. Tom Prichard, co-owner of the Salt Rock Grill
- Boat parade at Horan Park on Friday, December 4th
- Boat parade at Merry Pier on Saturday, December 5th
- Pass-A-Grille bonfire on Thursday, December 10th
- Land parade on Sunday, December 13th
- The Florida Orchestra in Madeira Beach on December 18th

13. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 9:05 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Maria Lowe, Mayor

Minutes approved on: _____

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Authorize the City Manager to enter into a contract with Management Advisory Group International, Inc. to conduct a Classification and Compensation Study in the amount of \$20,000.

Date: January 12, 2016

Prepared By: Colette Graston, Human Resources Administrator

Through: Wayne Saunders, City Manager

Summary of Issue: The Fiscal Year 2016 budget provides for a Classification and Compensation study to be completed. We reviewed the seven proposals that were submitted and based on the review criteria recommend Management Advisory Group International, Inc. as the most qualified to perform the study. The review criteria included experience with similar projects involving municipalities and/or other municipal agencies; knowledge of compensation systems and related human resources practices including federal and state employment laws; experience designing and implementing pay plans and overall compensation systems, gathering data, performing job analysis and evaluation and conducting and analyzing salary survey data; ability to manage and coordinate the project including the ability to train the human resources staff in administering the program; qualifications of key personnel; thoroughness of material submitted, including the proposed work plan and the quality, amount and type of service provided; proposed fees for the project; reports from references; contract terms acceptable to the City; projected time frame, from beginning to a prompt project completion date. Attached is a listing of the firms that submitted proposals.

Funding: 001-5201-512-5310 – City Manager Professional/Contractual

Requested Motion: “I move to authorize the City Manager to enter into a contract with Management Advisory Group International, Inc. to conduct a Classification and Compensation Study in the amount of \$20,000.

Attachments: Contract with Management Advisory Group
List of firms submitting proposal

**Reviewed by
City Manager:** WS

REQUEST FOR PROPOSALS

Comprehensive Classification & Compensation Study

Firms submitting proposals

Condrey & Associates, Inc.
P.O. Box 7907
Athens, GA 30606-7907

Burris & Associates
3800 Bruce Blvd – Lot 69
Lake Wales, FL 33898

Evergreen Solutions, LLC
2878 Remington Green Circle
Tallahassee, FL 32308

HR Compensation Consultants, LLC
P.O. Box 741210
Boynton Beach, FL 33474-1210

Cody & Associates
305 Jack Drive
Cocoa Beach, FL 32931-3824

Management Advisory Group
International, Inc.
13580 Groupe Drive, Suite 200
Woodbridge, VA 22192

Hillsborough County Civil Service Board
601 E. Kennedy Blvd., 17th floor
Tampa, FL 33602

AGREEMENT TO PROVIDE PROFESSIONAL MANAGEMENT CONSULTING SERVICES

THIS AGREEMENT, entered into this _____ day of January 2016, and effective immediately by and between **Management Advisory Group International, Inc.** (hereinafter called the "Consultant") and City of St. Pete Beach, Florida (hereinafter called the "Client"), **WITNESSETH THAT:**

WHEREAS, the Client is interested in obtaining professional human resource and management consulting services to assist in developing plans and programs that conform to Federal, State, and local requirements and that will be approved by their representatives,

WHEREAS, the Consultant is staffed with personnel knowledgeable and experienced in the development of human resource and management systems and

NOW THEREFORE, the parties hereto mutually agree as follows:

1. **Employment of Consultant.** The Client agrees to engage the Consultant and the Consultant hereby agrees to perform the services described in the "Scope of Services" listed below.

2. **Scope of Services.** The Consultant shall do, perform and carry out in a good and professional manner human resource and management consulting services as may be requested by the Client, which may include, but are not limited to, the following:

Included by reference herein is the Consultant's Proposal to the Client dated December 14, 2015 which details the proposed study timeline, work plan, and deliverables.

3. **Time of Performance.** The services to be performed hereunder by the Consultant shall be undertaken and completed in such sequence so as to ensure their expeditious completion and best carry out the purposes of the agreement. The project will commence within ten (10) days of notification to proceed and will be completed within a 120 day time period or as agreed to by the Consultant and the Client. It is expected that the time period will be approximately four months.

4. **Method of Payment.** Total cost of the proposed services is \$20,000. An initiation invoice of twenty percent (20%) will be requested. Monthly amounts will be invoiced as the work proceeds. Ten percent (10%) of the total contract amount shall be held back - payable upon successful completion of the project. Additional payments shall be due and payable in accordance with monthly invoices based upon work performed toward delivery of final reports and products as described herein.

5. **Compensation.** The Client agrees to pay the Consultant a sum as designated in item 4 above or, for services not included in the **Scope of Services**, at a rate of \$200 per professional hour expended and \$55 per clerical hour expended, plus expenses. Any on-site requirements shall include directly related travel expenses and professional time.

6. **Changes.** The Client may, from time to time, require changes in the scope of services of the Consultant to be performed hereunder. Such changes, which are mutually agreed upon by and between the Client and the Consultant, shall be incorporated in written amendment to this agreement.

7. **Services and Materials to be Furnished by the Client.** The Client shall furnish the Consultant with all available necessary information pertinent to the execution of this agreement. The Client shall cooperate with the Consultant in scheduling and carrying out the work herein.

8. **Rights to Terminate Contract.** The terms of this contract shall be in effect through July 30, 2016. Either party shall have the right to terminate this agreement with or without cause, by giving written notice to the other party of such termination at least thirty (30) days before the effective date of such termination. Consultant shall be entitled to compensation for services rendered and expenses incurred through the effective date of termination.

9. **Indemnification.** Subject to Section 10., **Limitation of Liability**, set forth herein, Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless Client for any amounts (including reasonable attorney's fees) for which the Client shall become legally obligated to pay as damages for negligent acts, errors and/or omissions of the Consultant arising out of the Consultant's performance under this Agreement.

10. **Limitation of Liability.** The Client agrees that the Consultant's total aggregate of liability hereunder (whether contractual, statutory, tortious or otherwise) for damages on any one or more or all claims (regardless of the number of different or other claims, claimants or occurrences) shall not exceed the total of professional fees actually paid under this Agreement. The Client further agrees that the Consultant shall not be liable to the Client for any indirect, incidental, special or consequential damages, any lost profits or any claim or demand against the Client by any other party, arising out of or in connection with the performance of services hereunder.

11. **Copyright, Trade Secrets and Security.** The Client acknowledges that certain report formats to be provided by the Consultant are copyrighted. However, in accordance with applicable "Public Records" laws, each file and all papers pertaining to any activities performed for or on behalf of the Schools are public records available for inspection by any person even if the file or paper resides in the Consultant's office or facility. The Client shall agree, to the extent permitted by law, to protect any information deemed a trade secret as that term is used within applicable statutes. Consultant asserts that its **Classification Manager®** software, Job Analysis Questionnaire (JAQ), methodology section of the proposal, and software development manuals and related documentation for the software are trade secrets and as such are not subject to disclosure. Consultant further represents that the copyrighted report formats constitute trade secrets of Consultant as the term "trade secrets" is defined in the appropriate Sections of the Federal Statutes. Consultant claims exemption from disclosure of the copyrighted materials as is provided under appropriate sections of the State's Public Records Act and Federal copyright laws.

12. **Information and Reports.** The Consultant shall, at such time and in such form as the Client may require, furnish such periodic reports concerning the status of the project as may be requested by the Client. The Consultant shall furnish the Client, upon request, with copies of all documents and other materials prepared or developed in relation with or as a part of the project.

13. **Matters to be Disregarded.** The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.

14. **Completeness of Contract.** This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all of the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

15. **Personnel.** The Consultant represents that he has, or will secure at his own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the Client. All of the personnel engaged in the work shall be fully qualified to perform such services.

16. **Notices.** Any notices, bills, invoices, or reports required by this agreement shall be sufficient if sent by the parties hereto in the United States mail, postage paid, to the address noted below.

Management Advisory Group International, Inc.
13580 Groupe Drive, Suite 200
Woodbridge, Virginia 22192
(703) 590-7250

IN WITNESS WHEREOF, the Client and the Consultant have executed this agreement as of the date first written above.

Management Advisory Group International, Inc.

CLIENT

By: Donald C. Long

Donald C. Long
President
Management Advisory Group International, Inc.
13580 Groupe Drive, Suite 200
Woodbridge, Virginia 22192

By: _____

Print Name _____

Title _____

Proposal for a Classification and Compensation Study December 2015



13580 Groupe Drive, Suite 200
Woodbridge, Virginia 22192
703-590-2750 – phone
703-590-0366 - Fax



MANAGEMENT ADVISORY GROUP INTL., INC.

MANAGEMENT CONSULTING SERVICES

December 14, 2015

Ms. Colette Graston, Human Resources Administrator
City of St. Pete Beach
c/o City Clerk's Office
155 Corey Avenue
St. Pete Beach, FL 33706
727-363-9233

Dear Ms. Graston:

Management Advisory Group International, Inc. (MAG) is pleased to present this *Proposal for a Classification and Compensation Study* for the City of St. Pete Beach.

MAG is a national, full-service human resources consulting firm with extensive experience in classification and compensation projects, job analysis and evaluation, personnel policy manual development, productivity studies, and human resources software. Principals of the firm have conducted over 500 similar studies in over 25 years of municipal consulting in 24 states. Nearly all of these projects have been in the public sector.

MAG has substantial experience in the state of Florida (over 75 studies), including current projects for the City of Deltona, the City of Oviedo, City of Jacksonville, and Broward County. Jacksonville is submitting the draft report to top management at this time and Broward County is in the process of implementing MAG's report.

MAG is a private corporation (incorporated in the state of Florida) with administrative functions in Woodbridge, Virginia. We complete projects in all areas of the country.

We believe our software is the most progressive in the business for the purpose of conducting classification and compensation studies. We will enable the City to maintain its system properly following completion of the project, without additional cost.

We produce personalized implementation plans so that the City, management, and staff are able to evaluate various strategies according to financial limitations. One of our strengths is our ability to produce customized plans that ultimately result in implementation.

Management Advisory Group International, Inc.

Ms. Colette Graston
Human Resources Administrator
City of St. Pete Beach, FL
December 14, 2015
Page Two

Our consultant services are supported by a full complement of personnel, office space, and technological equipment required to meet our clients' needs. MAG is also a certified M/WBE (States of Florida and Virginia). Our FEID# is 88-0495510.

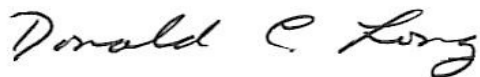
You will find that we have excellent experience and qualifications, a highly defensible methodology that is creative and effective, a solid management plan, an ability to meet the timeline to provide budgetary estimates of impact, a high quality level of service, and a reasonable budget for the project.

MAG's proposal is valid for a period of one hundred twenty (120) calendar days from date of opening.

MAG is prepared to modify the scope of services as needed, and we will be glad to discuss your needs in further detail as necessary. Please feel free to contact me if you have any questions, or require clarification on any aspect of our proposal.

Management Advisory Group International, Inc. appreciates the opportunity to be of service to you and look forward to working with you on this important project.

Sincerely,



Donald C. Long, Ph.D.
President
Management Advisory Group International, Inc.
13580 Groupe Drive, Suite 200
Woodbridge, VA 22192
Phone: (703) 590-7250
Fax: (703) 590-0366
Email: don@maginc.org

CITY OF ST. PETE BEACH, FLORIDA
CLASSIFICATION AND COMPENSTION STUDY

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Attachments

Sample Documents

Sample Agreement



Executive Summary

Summary of Services Offered to the City...

MAG will provide a classification and compensation study for the City, to result in a classification and compensation plan and related HR training. You will receive a comprehensive and balanced report that includes substantial compensation tables detailing recommendations. We have read the RFP and are able to offer and fully complete, in a timely manner, all of the components of the project.

Customer Service...Enable the Client

MAG is committed to providing the highest level of professional human resources consulting services to our clients. As part of that commitment, we license our software to you, and train HR staff in its use, thus allowing you to maintain your classification system and database of employees without continuing or excessive consultant costs. Our staff responds to emails within minutes 90% of the time, and will respond to any questions or clarifications at no cost for up to a year.

Expertise of Staff Members...

MAG principals and staff have successfully completed over 500 similar studies over a 25-year period. You can be assured of depth of experience in municipal matters, thus ensuring your success. Our primary partners include an expert witness in HR who has managed national HR practices for many years, a Ph.D. in Public Administration, and a partner who has conducted consulting studies for 30 years.

Experience in Providing Similar Services...

MAG has the resources, staff and financial capacity to successfully complete your study. MAG has completed recent studies with thousands of employees. We have completed hundreds of compensation and classification studies, and have considerable success in the field. Our clients are all public sector agencies, including many in Florida.

Tools to Complete Your Study...

The software system we have developed is specific to your interests, and includes a highly defined and progressive system of job evaluation. The software is specific to the conduct of classification studies and sets us apart from our competitors. It has been proven in scores of similar studies to add value to your project. We will exchange files in Excel to ensure ease of coordination with the City and the employee data needed to have a successful study.

Your Consideration is Appreciated...

Donald C. Long, President, MAG International, Inc.

SECTION 1.0

INTRODUCTION AND CAPABILITIES



Section 1.0 – Introduction and Capabilities

Time in Business and Business Specialties

The Principals of MAG International, Inc. have a proven track record in providing in-depth human resource management and consulting services for over 30 years in 24 states. Our services for local governments include a focus on classification and compensation studies. Our work also includes performance management evaluation, compensation and pay equity and analysis, benefits, personnel policies, training, and procedures manuals.

Our clients range from cities and counties, various state and local government agencies, to many school and library districts, as well as, constitutional offices such as Sheriffs, Supervisor of Elections, and Property Appraisers. MAG principals have completed over 75 Florida projects for municipalities, counties, and public agencies.

MAG International, Inc. Selected Areas of Expertise

➤ Compensation and Classification

- Pay Equity and Comparable Worth
- Point Factor Evaluation systems
- Broad Banding
- Benefits
- Career Ladders and Lattices

➤ Performance Management and Compensation Systems

- Pay-for-Performance Systems
- Performance Based Salary Administration
- Alternative Reward Programs
- Self-Managed Teams
- Individual & Group Recognition Programs
- Management/Executive Compensation

➤ Policies, Procedures and Training

- Personnel Ordinances and Policy Manuals
- Recruiting and Hiring Guidelines

Management Advisory Group International, Inc. is a privately held corporation located in Woodbridge, Virginia. MAG International, Inc. is a woman-owned firm incorporated in the state of Florida in 2001 and continues to maintain corporation status in the states of Florida, Louisiana and Virginia. Staff for your project are primarily in North Carolina.

MAG is one of three sister companies. MAG, Inc. focuses on state, county and local government; MAG LLC, focuses on federal contracts; and, MAG- DS primarily handles international projects. MAG's home offices are located in Northern Virginia, with satellite offices in North Carolina and Texas. Your project would be managed from our North Carolina office. There are over seventy staff in the domestic offices and over 600 worldwide.



MAG International, Inc. Philosophy

MAG is committed to providing the highest level of professional human resource management and consulting services to our clients. Our team of business and management professionals possesses extensive experience, education, and skill sets in a variety of study areas -- allowing us to assist our clients in meeting their organizational mission, vision, and goals on a variety of fronts.

MAG believes that organizational efficiency and effectiveness is, in large part, dependent on recruitment, hiring, and retention of quality, skilled personnel and staff – comprehensive human resources management systems are an absolute essential in today's world to accomplish organization mission, vision, goals, and objectives.

Unlike our competition, in support of this philosophy, packaged along with our special client tailored services, is our comprehensive classification and compensation study software. MAG licenses its clients who engage in this service with the state-of-the-art human resource management software and training to ensure that our clients have the knowledge, skills and abilities to maintain their human resource systems from our study forward.

Project Initiation and Timetables

While MAG has other current clients, the company has established a priority for the initiation, scope, and timetable of this project. We are prepared to initiate this project immediately and complete a high quality study within the desired time period as established in the RFP.

Current Clients

Some of our current clients, with projects at various stages of completion, include:

- ✓ City of Deltona, Florida;
- ✓ City of Oviedo, Florida;
- ✓ Broward County, Florida;
- ✓ City of Jacksonville, Florida;
- ✓ Manatee County Sheriff, Florida;
- ✓ Charlotte County Sheriff, Florida
- ✓ City of Fairfax, Virginia;
- ✓ City of Petersburg, Virginia;
- ✓ City of Hampton, Virginia;
- ✓ Town of Ocean City, Maryland;
- ✓ Prince George's Schools, MD;
- ✓ Greenwood County, SC;
- ✓ City of Brownsville, Texas;
- ✓ City of Rock Hill, South Carolina;
- ✓ Virginia Beach, VA;
- ✓ Jefferson County Schools, KY;
- ✓ Queen Anne's County, Maryland;
- ✓ City of Frederick, Maryland.



Excellent Outcomes

Successful outcomes in our compensation and classification projects have been diverse. They include:

- ✓ revised compensation structures;
- ✓ creation of management or executive pay structures and benefits packages;
- ✓ comprehensive job/class descriptions where none have existed;
- ✓ adjustment to internal relationships to recognize changes in duties and responsibilities;
- ✓ revisions to compensation policies to be marketable, fair, and equitable;
- ✓ adjustment to pay structures to recognize market changes for selected employment groups;
- ✓ assignment of geographic differential to a pay structure where appropriate;
- ✓ integration of multiple pay structures into a unified schedule;
- ✓ identifying compression across the organization.

MAG's Special Human Resource Management Software

Because MAG is committed to providing effective and efficient human resources consulting services, MAG has developed a suite of custom human resources software solutions, providing MAG's clients with the cutting edge ability to maintain an integrated, high-quality compensation, classification, performance evaluation and employee rewards systems long after completion of this project.

MAG has developed and uses the following software applications: **Market Manager®**, **Classification Manager®**, and **Performance Manager®**.

The flagship of our software package, Classification Manager®, is like having a human resources department on your PC. **Classification Manager®** designs custom pay structures, assigns employees to job classes, documents your FLSA decisions ensuring compliance with due diligence requirements, and provides extensive reports and forecasting scenarios to assist in developing management or labor compensation strategies. **Classification Manager®** is an invaluable tool for forecasting, as well as, proving internal pay equity. **Classification Manager®** can be used with our proprietary system or easily adapted to use your existing system of job classifications.



Market Manager® is MAG's custom survey software that is designed to electronically collect job class, pay practice and related data from organizations that may compete with our clients for like classes of employees. **Each survey instrument is customized to reflect and collect the specific data requested by our client, ensuring that the unique needs of the client organization are addressed as an integral part of each of MAG's studies.**

To ensure that all data analysis activity compares "apples to apples," ***Market Manager®*** has internal controls that normalize survey data for employee groups that work non-standard work hours, such as instructional/educational personnel, ***allowing the client to directly compare compensation packages for either work hours or work days of employees within the agency and across the competitive marketplace. This is especially critical when evaluating work within agencies with varying work hours.***

In addition to implementing targeted surveys, ***Market Manager®*** maintains an extensive data mine of current market information that can be accessed to support any market survey study undertaken on behalf of our clients. This powerful tool provides the information necessary to design compensation packages that reflect reality in the marketplace, and ***putting the client's***

organization in a competitive posture to recruit, retain and motivate employees.

The third prong to our unique approach to human resources management targets employee performance.

MAG understands that managing performance is one of the toughest challenges faced by public sector employers and, in response, has designed and developed ***Performance Manager®*** to effortlessly link people, pay and performance.

MAG has committed to maintaining state of the art tools to assist our clients in the conduct of human resources projects.

Data is able to be easily used in Excel formats to ensure ease of use by our clients.



SECTION 2.0

QUALIFICATIONS OF PROFESSIONAL PERSONNEL



Section 2.0 – Qualifications of Professional Personnel

Our Professional Consulting Staff

MAG will provide total project management and administrative oversight and will be the primary consulting team. Principals bring 30 years of directly related public service consulting experience to your project.

MAG's team of professional consultants have worked extensively together for the past 15 years to design, develop, and implement highly competitive, innovative, state-of-the-art compensation management and rewards, pay and classification systems.

Donald C. Long, Ph.D., President, Authorized Representative, MAG. Dr. Long has over 25 years of experience providing management assistance to elected and appointed officials in the areas of human resources, staffing and organizational reviews, program evaluations, public policy/productivity, strategic planning, public safety services, and other related management areas. He has provided public sector management and financial consulting assistance to over 250 governmental and nonprofit agencies in a variety of service areas, including management research studies for cities, counties, and public agencies in the area of organization and management, human resource systems, program evaluations and productivity studies, staffing and cost-benefit analysis, and strategic planning. He has

substantial consulting experience with all local government functions. Dr. Long possesses a Ph.D. in Public Administration and Finance from Florida Atlantic University. He is Asheville based.

David Lookingbill, Associate Vice-President, MAG. Mr. Lookingbill has 40 years of experience providing human resource management expertise in a variety of public sector organizations, including state, city and tribal jurisdictions. He has provided public sector human resource management consulting services to over 125 governmental organizations in the areas of classification/compensation, selection device development/validation, organizational structure, ADA compliance, policy/procedure development, employee performance planning/appraisal and staffing needs identification. Mr. Lookingbill has been a certified public sector instructor in compensation for WorlDatWork. He is Asheville based.

James Brittain, Senior Consultant, has over twenty years of extensive organizational expertise in support of MAG's client work. He has provided consulting assistance to many of MAG's clients including school districts, municipalities, counties and state agencies. His work has included job analysis, market review and analysis, and the development of compensation programs. He has served as both a



Director of Faculty Development and as a Director of Distance Learning in which he gained extensive experience in management, human resource issues and concerns, strategic planning and compensation structure development. James has a Master's degree and has completed course work for his doctoral degree. He is Asheville based.

Carolyn Long, CPC, Executive Vice President, Authorized Representative, MAG. Ms. Long has extensive experience in public management consulting and has served as project director for more than 300 human resources management studies; successfully directing over 50 studies in the last three years. Prior to joining MAG, Ms. Long was a Partner with MGT of America, Inc. as well as the Partner-in-Charge of the firm's Human Resources Management Consulting Division. In this role, she developed the company's human resources practice area, its forms, software, and processes, and directly managed all large human resources management projects. She was also vice president of David M. Griffith (DMG, now Maximus), a national management consulting firm, and served as the Vice-President of the Human Resources Management Consulting Division and directed scores of major compensation and classification and general management studies across the nation.

Ms. Long is recognized by the courts as an expert witness in the area of pay equity and comparable worth, and is a Certified Professional Consultant. Ms. Long served on the senior staff of the

International City Management Association (ICMA) in Washington, D.C., and as national director of conferences and membership for ASPA, also in Washington, D.C. Ms. Long was an assistant professor in charge of Government Career Development Programs for Florida Atlantic University. Ms. Long holds a bachelor's degree from Florida Atlantic University, where she has also completed graduate studies in public administration. She is Asheville based.

Eric Nieves, Senior Project Consultant, MAG. Mr. Nieves is a Human Resources leader with documented success in fast-paced multicultural environments. He has expertise in labor relations and conflict resolution, to include union avoidance and union negotiation experience. He is a seasoned recruiter with solid expertise in assessing staffing needs, and transforming them into long-term placements. He served for a number of years as a Human Resources Director for a municipality in the Orlando area. Mr. Nieves has a Bachelor of Arts in Human Resource Administration and a Master of Arts in Organizational Management from the University of Phoenix. Mr. Nieves is bi-lingual (English/Spanish).

Ken McConnell, Director of Internet Services and Databank Administration for MAG. Mr. McConnell brings over twenty years of experience in both the public and private sector. His broad IT background provides a wide range of support for MAG clients, including the ability to assist them in interfacing from their HRIS system to MAG's software. He



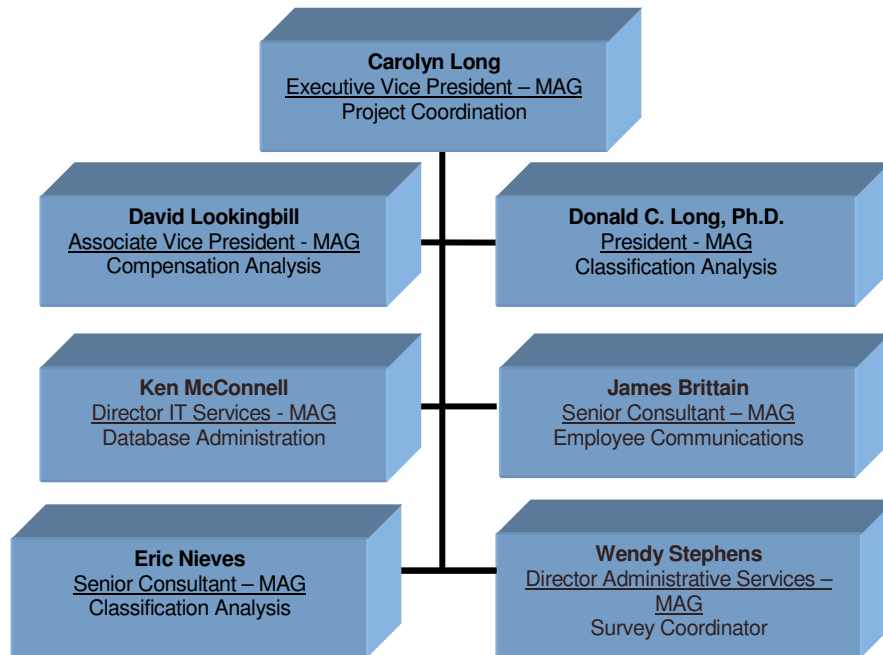
also designed MAG's proprietary online performance system, Performance Manager®. His experience includes application software, SQL Server, Access, COGNOS, Delphi, FEA Apps, CAD/CAM Apps, Crystal Reports, Fast Report, various ERP and accounting applications as well as the development of custom programs and reports for MAG's clients. Mr. Sofford has an undergraduate degree in engineering and is completing his MBA. He is Asheville based.

Wendy Stephens, Director Administrative Services MAG. Ms. Stephens holds two AA Degrees (Business Administration and Legal Studies) and a BA in Political Science with a minor in Psychology. She has over 20 years experience owning and running her own successful business (TX/NC), as well as, provides a wide range of experience in business management analysis for MAG's clients. Ms. Stephens coordinates market reviews and compensation analysis. Ms. Stephens ensures that consultants at MAG International, Inc. stay abreast of client needs and requirements as changes evolve. She is Asheville based.

Jennifer Huber, Esq., General Counsel, MAG. Ms. Huber has provided direct services to numerous municipalities in a variety of functional areas. Ms. Huber serves as MAG's General Counsel providing expertise in legal compliance and contract management both, domestic and internationally.



**MANAGEMENT ADVISORY GROUP
PROPOSED PROJECT CONSULTANTS**



Client Staff Responsibilities

MAG, in all of its studies, expects to produce all products in a turnkey fashion, performing all necessary technical and professional work. Staff will be expected to assist MAG's team only in scheduling meetings, transferring data collected for the study, reviewing draft questionnaires, survey instruments, survey target lists, and reports, and providing input into philosophical issues pertaining to the development of a human resource classification and compensation system to meet the needs and preferences of the client.

MAG will request that the client provide at the outset of the study a database of current payroll information for positions to be included in the study. *It is*

important that these data are supplied in the format required for manipulation by MAG's analysts. This data will be necessary to determine costs to implement the newly developed pay plan(s). All records and databases are kept strictly confidential, and are returned to you or maintained upon project completion.

MAG Customer Focus

MAG's focus is on delivering quality studies quickly and efficiently to our clients.

We want to continue to be name that you think of when you need Human Resources consulting.



SECTION 3.0

REFERENCES AND RELATED INFORMATION



Section 2.0 – REFERENCES AND RELATED INFORMATION

Our Experience

MAG's partners have successfully managed more than 500 client engagements in 24 states, including agencies with as many as 16,000 employees. MAG principals have completed over 75 classification and compensation projects within Florida.

The proposed project team in MAG's human resources practice has worked together for 15 years and has provided human resources services nationwide, as a team, for such varied government agencies as: (nearly every one of these successful projects were similar to the services and scope of work being requested). MAG principals and staff have over 30 years of successful experience in working with very large public organizations on job classification and compensation projects.

Selected Project Descriptions

- **Broward County, Florida.** MAG is completing a Comprehensive Classification and Compensation Study for the County's 5,000 plus employees. MAG conducted orientation sessions, a comprehensive market survey, and several thousand employees completed MAG's online Job Analysis Questionnaire. The report is being implemented at this time. A four hour meeting with the County Administrator to confirm results was done to discuss findings. Descriptions are being finalized.
- **Jacksonville/Duval County, Florida.** MAG is currently completing a Comprehensive Classification and Compensation Study for this major municipal government, following a MAG 2009 study of top level management positions. MAG has conducted orientation sessions, a comprehensive market survey, and several thousand employees completed MAG's online Job Analysis Questionnaire. A draft report is being reviewed at this time for the 2,500 positions in the scope of the study. Several implementation scenarios are being evaluated and considered.
- **City of Deltona, Florida.** MAG is currently conducting a Comprehensive Classification and Compensation Study for the City of Deltona. MAG conducted orientation sessions, a market survey, and all employees are completing MAG's online Job Analysis Questionnaire.
- **City of Oviedo, Florida.** MAG is currently conducting a Comprehensive Classification and Compensation Study for the City of Oviedo. MAG conducted orientation sessions, a market survey, and all employees are completing MAG's online Job Analysis Questionnaire. A draft report is being sent this week.



- **Charlotte County Sheriff's Office, Florida.** MAG is currently conducting a Comprehensive Classification and Compensation Study for the Sheriff's Office. MAG conducted orientation sessions, a market survey, and all employees completed MAG's online Job Analysis Questionnaire. A draft report is being reviewed by the Sheriff at this time.
- **City of Rock Hill, South Carolina.** MAG is currently conducting a Comprehensive Classification and Compensation Study for the City of Rock Hill. MAG conducted orientation sessions, a market survey, and all employees are completing MAG's online Job Analysis Questionnaire.
- **Lexington Fayette Urban Consolidated Government, Kentucky.** MAG recently completed a Comprehensive Classification and Compensation Study for the consolidated government of Lexington. MAG conducted orientation sessions, a comprehensive market survey, and several thousand employees completed MAG's online Job Analysis Questionnaire. A report was issued and presented to City Council for current implementation by City staff. The study was approved and is being implemented. Follow up training in description writing is being done this week. Additional classification determinations were completed in March 2015.
- **Philadelphia.** The City completed a lengthy review process and checking of references. The focus in this project was on executive positions, ensuring their accurate and appropriate classification and placement within the pay structure. Recommendations were also developed to establish appropriate staffing levels for the Human Resources Department.
- **Bibb County, Georgia.** This is a very recent Human Resources Audit. The HR function was reviewed for major policies, procedures, and practices with a series of improvements identified, including a total reorganization of the HR function. Recommendations were developed for teacher recruitment and retention, human resource information systems and recordkeeping, and methods to improve HR service delivery to schools and principals. A presentation was made in April 2013. The client requested additional follow up work for a comprehensive classification and compensation study, completed in 2014
- **Virginia Beach, Virginia.** MAG conducted a Comprehensive Personnel Study for Virginia Beach. The study included analyzing individual jobs to develop an internal ranking and classification of over 10,000 employees, surveying the labor market to develop competitive salary ranges for each position, as well as doing a labor market review to assist in designing a competitive structure. This was a six-month project. A recent (January 2015) project was completed on staffing and organization.



- **Jefferson Parish, Louisiana.** This is a 2011 MAG project, in which all departments were reviewed for overall efficiency and effectiveness. A new proposed organizational structure was developed and used as a model by the incoming manager, hired from the University of New Orleans during the project. This agency was experiencing budgetary challenges due to changing demographics. Reductions in staffing levels were recommended. This organization has over 8,000 employees.
- **Fayette County, Kentucky.** MAG recently conducted a Comprehensive Classification and Compensation Study for Fayette County, in the Lexington area. MAG conducted orientation sessions, a market survey, and several thousand employees recently completed MAG's online Job Analysis Questionnaire.
- **Atlanta, Georgia.** MAG conducted a Comprehensive Classification and Compensation Study for the Atlanta Public Schools. The study included analyzing individual jobs to develop an internal ranking and classification of several thousand employees, surveying the labor market to develop competitive salary ranges for each position, as well as doing a labor market review to assist in designing a market competitive structure for the Schools' instructional staff.
- **Memphis, Tennessee.** MAG assisted in a review of the organizational structure and opportunities for cost savings/reduction for this 16,000 employee organization. The City worked with MAG on a series of follow-up projects that spanned four additional years. MAG provided HR and organizational consulting assistance from 2006 to 2011.
- **DeKalb County, Georgia.** This is a 2012 MAG project, sponsored by the Superintendent, Cheryl Atkinson, in which all departments were reviewed for overall efficiency and effectiveness. A new proposed organizational structure was developed for implementation by the Superintendent. Particularly, the Human Resources function received special consulting review and was reorganized for increased efficiency and effectiveness in support of human resources objectives. There are over 10,000 employees. This school district was experiencing budgetary challenges. Reductions in staffing levels in central office functions were recommended and presented.
- **Lubbock, Texas.** MAG just completed a Comprehensive Classification and Compensation Study for the City of Lubbock. MAG conducted orientation sessions, a comprehensive market survey, and 1,800 employees completed MAG's online Job Analysis Questionnaire. A report was issued and presented to City Council for current implementation by City staff. Class specifications were finalized in addition to training in MAG's Classification Manager software.



- **Brownsville, Texas.** MAG just completed a Comprehensive Classification and Compensation Study for the City of Brownsville. MAG has conducted orientation sessions, a comprehensive market survey, and 1,000 employees completed MAG's online Job Analysis Questionnaire. A report was issued and was presented to City Council in February 2015 for implementation by City staff. Class specifications were finalized in addition to training in MAG's Classification Manager software.
- **Petersburg, Virginia.** MAG is currently completing a Comprehensive Classification and Compensation Study for this municipal government, following a MAG 2014 City-wide staffing study. MAG conducted employee and supervisory orientation sessions, a comprehensive market survey, and approximately one thousand employees completed MAG's online Job Analysis Questionnaire. Class specifications were finalized in addition to training in MAG's Classification Manager software.
- **Greenwood County, South Carolina.** A comprehensive classification and compensation study was completed for the County government. In addition, MAG is currently finalizing the development of an online performance evaluation system for County employees at the request of the County Manager.
- **Queen Anne's County, Maryland.** MAG is currently completing a Comprehensive Classification and Compensation Study for this government. A complete draft report was provided in December 2015.
- **City of Hampton, Virginia.** MAG just completed a Comprehensive Classification and Compensation Study for the City of Hampton. MAG conducted orientation sessions, a comprehensive market survey, and 1,300 employees completed MAG's online Job Analysis Questionnaire. A report was issued and presented to City Council for current implementation by City staff. Class specifications were finalized in addition to training in MAG's Classification Manager software.
- **Jefferson County Schools, Kentucky.** MAG conducted a Classification and Compensation Study for this major district in the Louisville area. The study included analyzing individual jobs to develop an internal ranking and classification of over 5,000 employees, surveying the labor market to develop competitive salary ranges for each position, as well as doing a labor market review to assist in designing a market competitive structure for the Schools' instructional staff.
- **Richmond Public Schools, Virginia.** MAG conducted a Comprehensive Classification and Compensation Study for this major district. The study included several thousand employees, surveying the labor market to develop competitive salary ranges for each position, as well as doing a labor market review to assist in designing a market competitive structure for the Schools' instructional staff.



Additional HR Projects

- Charleston County, South Carolina;
- Town of Vienna, Virginia; (2013)
- Portsmouth, Virginia;
- Baltimore County, Maryland;
- New Braunfels (utilities), Texas;
- San Antonio, Texas;
- Cherokee Nation Enterprises (OK);
- City of Daytona Beach, Florida;
- Sedgwick County, Kansas;
- Nashville/Davidson County Schools, Tennessee;
- Oklahoma City, Oklahoma;
- Washington Council of Governments (WASHCOG);
- Travis County, Texas;
- State of Florida, Office of the State Courts Administrator - study of all Court positions – 3,300 employees;
- City of Philadelphia, PA;
- Atlanta, Georgia;
- Richmond, Virginia – 3,000 employees;
- Chesapeake, Virginia – 2,500 employees;
- Parish of East Baton Rouge, Louisiana;



- State of Connecticut;
- Detroit/Wayne County Airport Authority.
- Maryland Health Care Commission;
- Maryland Health Care Cost Review Commission;
- Maryland Board of Nursing;
- Round Rock, Texas;
- Texas Woman's University;
- University of North Texas;
- Dallas Area Rapid Transit;
- Bastrop County, Texas;
- Corpus Christi (airport), Texas;
- Dallas Independent School District, Texas;
- Ysleta Independent School District, Texas;
- Fairfax County Public Schools, Virginia;
- State of Massachusetts Community College System;



Partial Client List for MAG Principals

Alachua County, Florida	Baltimore County Public Schools, Maryland
Baltimore County Community College, Maryland	Bastrop County, Texas
Black Hawk College, Illinois	Brevard County Sheriff's Office, Florida
Brevard County, Florida	Broward County, Florida, Sheriff's Office
Broward County, Florida	Charleston County, South Carolina
Carson Products, North Carolina	Charlotte County, Florida
Charleston Housing Authority, South Carolina	Cherokee County, North Carolina
Chatham County, North Carolina	Citrus County, Florida
Chester County, Pennsylvania	Citrus Hills Investment Corporation
Citrus County, Florida, Sheriff's Department	City of Acton, Massachusetts
City of Grand Prairie, Texas	City of Altamonte Springs, Florida
City of Alexandria, Louisiana	City of Atlanta, Georgia
City of Asheville, North Carolina	City of Baton Rouge, Louisiana
City of Bal Harbour, Florida	City of Belle Glade, Florida
City of Bay Harbor Islands, Florida	City of Boynton Beach, Florida
City of Belleview, Florida	City of Bowling Green, Kentucky
City of Brooksville, Florida	City of Brownsville, Texas
City of Cape Coral, Florida	City of Casselberry, Florida
City of Cayce, South Carolina	City of Chesapeake, Virginia
City of Cocoa Beach, Florida	City of Colonie, New York
City of Columbia, Missouri	City of Cooper City, Florida
	City of Dania, Florida
City of Davie, Florida	City of Daytona Beach, Florida
City of Destin, Florida	City of Dover, Delaware
City of Eustis, Florida	City of Dunedin, Florida
City of Greenacres, Florida	City of Fairborn, Ohio
City of Hammond, Louisiana	City of Gulfport, Florida
City of Holly Hill, Florida	City of Highland Beach, Florida
City of Indian River Shores, Florida	City of Hollywood, Florida
City of Johnson City, Tennessee	City of Jacksonville Beach, Florida
City of Kalispell, Montana	City of Juno Beach, Florida
City of Lake Park, Florida	City of Kenosha, Wisconsin
City of La Porte, Texas	City of Lake Worth, Florida
City of Oak Ridge, Tennessee	City of Mount Dora, Florida
City of Franklin, Tennessee	City of Mount Pleasant, South Carolina
City of Palm Bay, Florida	City of Naples, Florida
City of Pascagoula, Mississippi	City of Ocala, Florida
City of Pointe Coupee, Louisiana	City of Ormond Beach, Florida
City of Portsmouth, Virginia	City of Pantego, Texas
City of Riviera Beach, Florida	City of Pembroke Pines, Florida
City of San Francisco, California	City of Port Orange, Florida
City of Sarasota, Florida	City of Richmond, Virginia
City of Satellite Beach, Florida	City of Safety Harbor, Florida
City of Sevierville, Tennessee	City of Sanibel, Florida
City of Stuart, Florida	City of South Daytona, Florida
City of Tamarac, Florida	City of Tallahassee, Florida
City of Wilton Manors, Florida	City of Wellington, Florida
Collier County, Florida, Sheriff's Office	City of Williston, Florida
Dallas Independent School District, Texas	City of Winter Park, Florida
Dougherty County, Georgia	Corpus Christi Airport, Texas
Fairfax County Public Schools, Virginia	Davidson County, North Carolina
Florida Department of Citrus	Escambia County, Florida, Utilities
Haywood County, North Carolina	Florida Community College at Jacksonville
Huntsville City Schools, Alabama	G.E.O. Services, Inc
Jacksonville, Florida, Transportation Authority	Hernando County, Florida
Lake County, Florida, Sheriff's Office	Iberia Parish, Louisiana
Lee County, Florida, Tax Collector	Lake County, Florida
Manatee County, Florida	Lake Worth, Florida, Utilities
Marion County, Florida, Tax Collector	Levy County, Florida, Property Appraiser
Montgomery County, Virginia	Los Angeles Housing Authority, California
Nez Perce Indian Tribe, Idaho	Marion County, Florida, Sheriff's Office
Massachusetts Community Colleges, Mass.	Nineteenth District Court, East Baton Rouge, Louisiana
North Carolina Department of Juvenile Justice	Northampton County, Virginia
North Miami, Florida	North Miami Beach, Florida
Okaloosa County, Florida	Orange County, Florida, Public Schools
Ouachita Parish, Louisiana	Palm Beach County, Florida Clerk of the Circuit Court
Palm Beach County, Florida, Schools	Palm Beach County, Florida, Sheriff's Department
St. Johns County, Florida, Property Appraiser	Tift County, Georgia
Town of Ponce Inlet, Florida	Town of Lauderdale by the Sea, Florida
Wayne County Airport Authority	



References and Points of Contact

➤ **Jacksonville, Florida.** MAG concluded a comprehensive classification and pay plan study of appointed officials and employees for the (consolidated) City of Jacksonville. These are the top positions in this major city. The study included a salary survey, job analysis, recommendations for a pay and classification plan that is both internally and externally equitable, the development of several implementation cost scenarios, and training for City human resources personnel in MAG's HR software. A current study of all 3,000 City positions is in progress at this time.

Contact: Diane F. Moser
Division Chief of Talent Management
Employee Services Department
117 W. Duval Street
Jacksonville, FL 32202
904-630-2427
dmoser@coj.net

➤ **Washington Council of Governments.** MAG has conducted several Compensation and Classification projects for the Washington (D.C.) Council of Governments. The objectives of the 2006 study included developing a compensation plan to help maintain externally equitable and competitive salaries for all classifications. The labor market included local governments in the greater Washington area. Studies were also performed in 2009 and 2011. A current update was completed in May 2012. MAG recently finalized a study in May 2013.

Contact: Imelda Roberts
Human Resources Director
777 North Capitol Street, N.E. Suite 300
Washington, D.C. 20002-4239
(202) 962-3240
iroberts@mwkog.org

➤ **Virginia Beach, Virginia.** MAG conducted a Comprehensive Personnel Study for the Virginia Beach City Public Schools. The study included analyzing individual jobs to develop an internal ranking and classification of over 10,000 employees, surveying the labor market to develop competitive salary ranges for each position, as well as doing a labor market review to assist in designing a market competitive structure for the Schools' 5,000 instructional staff. This was a six-month project.



Contact: Judith Wood
Human Resources
Virginia Beach City Public Schools
Virginia Beach, VA
757-263-1041
JudithR.Wood@vbschools.com

➤ **Falls Church, VA: (recent 2015 study).**

- Richard Parker is HR Director, at 703-248-5129 (direct line)

➤ **City of Hampton, VA: (current study)**

Nicole M. Clark, MSHRM, SPHR, IPMA-CP
Director of Human Resources
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
757.727.6522 phone

➤ **City of Frederick, MD: (current study)**

Shawn Ross
Director of Human Resources
301-600-1879
sross@cityoffrederick.com

➤ **City of Deltona, Florida: (current study)**

Cara Burgess PHR
Human Resources Manager
City of Deltona
2345 Providence Blvd
Deltona, FL 32725
386-878-8753
cburgess@deltonafl.gov



SECTION 4.0

PROJECT APPROACH/METHODOLOGY

(Confidential Section)



Section 4.0 – Project Approach/Methodology

This section is considered confidential and not subject to public disclosure.

Project Understanding and Scope of Services

We have read the City's RFP and we are able to firmly state that we have the experience from hundreds of similar projects to ensure success in your study. We have accomplished all of the elements of the RFP over many years of municipal consulting. Supplementing the experienced MAG staff are software tools that enable us, and ultimately the HR Department as well, to both create and maintain your compensation system with accuracy and efficiency. *You will be assured of both internal and external equity in the system.*

MAG acknowledges that the comprehensive compensation and classification study will include:

- a) Recommendations regarding necessary changes to the compensation plan.
 - 1) MAG will provide a revised Classification and Compensation Plan for all job classifications and grades.
 - 2) We will make recommendations for resolving differences between internal worth for positions and market data for the same job.
 - 3) MAG will make recommendations regarding the correct number of pay grades, and if necessary, discuss the consolidation, addition, and/or elimination of any of the City's grades.
 - 4) We will provide recommendations regarding the width from minimum to maximum of pay ranges.
- b) Perform a comprehensive study, evaluation and analysis of City classifications (managerial, exempt, non-exempt, and part time) to ensure that all positions are graded appropriately with respect to internal equity.
 - 1) The job evaluation procedures used will be readily acceptable, verifiable, and satisfy comparable worth issues.
 - 2) The study will ensure that all jobs are in compliance with federal and state laws, particularly the Fair Labor Standards Act (FLSA) and the Americans with Disability Act (ADA).
 - 3) The study will determine and correct, if necessary, the consolidation, addition, and/or elimination of any of the City's classifications.



- c) MAG will conduct a pay plan study to ensure that the compensation of City classifications is fair and equitable by determining competitive pay ranges with respect to both the public and private employment markets locally, regionally, and if applicable, nationally.
- d) We will make recommendations regarding the placement of all executive/managerial, exempt, non-exempt, and part time classifications in the appropriate grade/pay range in conjunction with the aforementioned salary survey, thus ensuring all positions are slotted correctly with respect to both internal and external equity.
- e) We will suggest a methodology to maintain fairness and competitiveness of the City's compensation and classification system (i.e. internal equity).
- f) MAG will make a formal presentation to senior staff and City Commission as needed.

Other Related Services

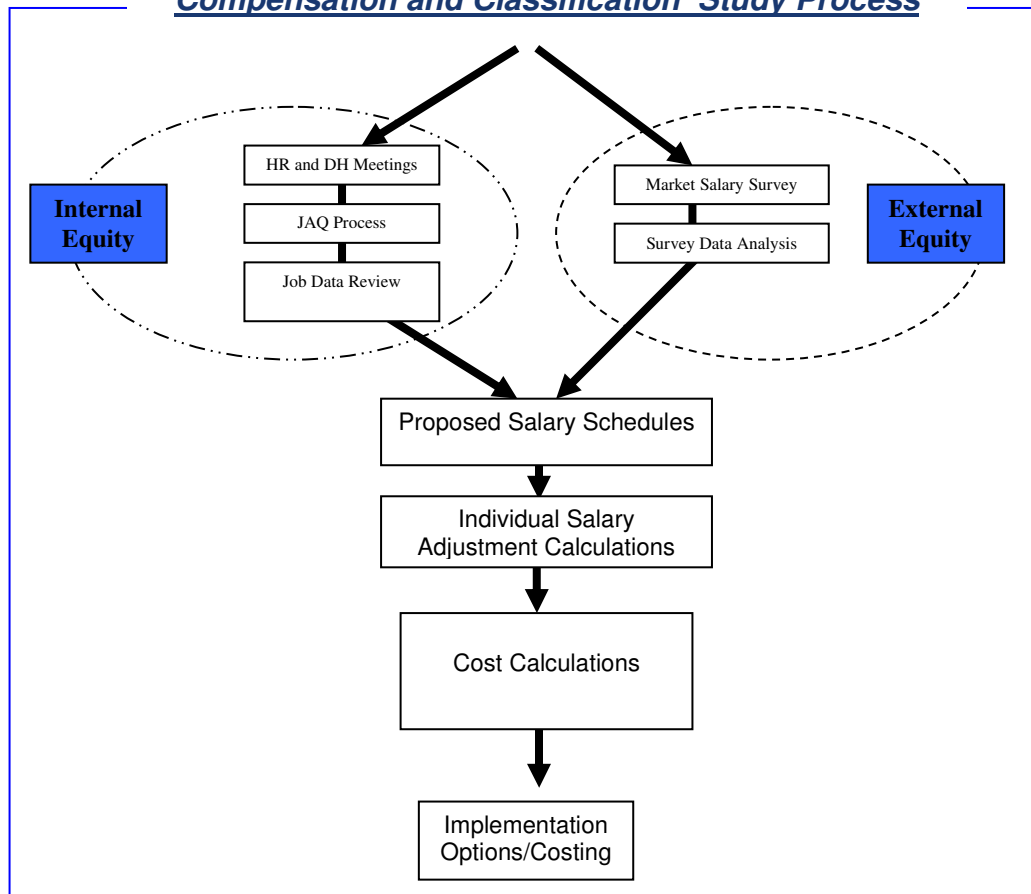
- a. MAG will meet with the appropriate City staff to make an initial presentation of the classification and pay plan study process.
- b. MAG will meet with the appropriate City staff to discuss preliminary study results related to classification and wage issues and incorporate necessary revisions prior to finalization.
- c. An executive briefing will be presented upon completion of the study. After completion and acceptance of the results and MAG's recommendations, the results and implementation plan will be presented to the City Commission for final approval and adoption.
- d. MAG will provide eleven (11) printed copies and one (1) copy on USB of the final report. All reports, plans, charts, tables and other documents will be prepared and reproduced at the expense of MAG.

These services are consistent with the services MAG principals have provided to hundreds of local government agencies over a 30-year period.



PROPOSED PROJECT METHODOLOGY FLOWCHART

Compensation and Classification Study Process



Project Initiation and Data Requirements

Initial Meetings

Upon agreement to proceed, MAG's study team will meet with management, HR and departmental staff, and other appropriate personnel to request background information, review the objectives of the study, and discuss concerns and issues.

MAG's representatives will meet with Department Heads to discuss the strengths and limitations of the current human resource system and identify any classification and compensation concerns that exist within each of their departments. Department Heads will have significant input into identifying their issues as the project moves forward. We will also discuss the elements of a compensation philosophy for the City. Input from these meetings and subsequent meetings will allow MAG to assist with refining and articulating a sound compensation philosophy that can be used to drive future decisions.



Department Head Input	At the outset of the study MAG representatives will	Data Required
meet with HR Executive Leadership staff, and Department Heads to communicate goals and objectives. Supervisors will also be provided with an “Administrative Issues” forms, which will guide them in providing feedback on problem areas or concerns and to identify positions in need of review.		➤ Current Employee & Payroll Data
		➤ Organization Charts
		➤ Pay and Classification Plan
		➤ Salary Schedules
		➤ Personnel Policies

We will discuss:

- The City’s positive efforts in conducting a compensation study are communicated at the outset of the study, thereby gaining the support and cooperation necessary to conduct a successful study;
- An overview of the study goals and objectives, thereby ensuring staff are apprised of the City’s intentions to maintain a competitive salary system;
- The study approach and critical aspects of the project so staff is made aware of and understands the project’s important milestones and schedule, as well as their contribution to adhering to established timelines; and,
- An opportunity to ask general questions pertaining to the project so that concerns can be addressed at the outset of the study.

Internal Equity

As a tool in supporting MAG’s comprehensive and professional approach, we have developed and utilize a Windows™ based system, **Classification Manager®**, an evaluation system that integrates current market data through Linear Regression Modeling. ***When the City sees the efficiency and effectiveness of the software tool developed by MAG specifically to accomplish compensation projects and to support the goals and vision of our clients, you will see that there is no true comparison on the market by any of our competitors. The software will be licensed to HR at no additional cost for ongoing use to maintain the system for many years to come.***



Job Questionnaires – Full Documentation in an Easy to Use Format

MAG has developed a highly efficient online job questionnaire process for employees. Supervisors access their employees' questionnaires for review and comment. Supervisors are advised in the orientation sessions not to alter employee submissions. Job questionnaires can be printed at any time following completion of the questionnaire.

Your project will include the completion of job analysis questionnaires and use of the software to generate reports. ***You will see that MAG's online Job Questionnaire is comprehensive and easy to complete, and has been successfully completed by over 250,000 employees at all levels in school districts and local/state government agencies.***

We utilize and propose to client organizations that the position evaluation process be conducted by means of a quantitative job evaluation system. We have developed and utilize a Windows™ based system, ***Classification Manager®***, an evaluation system that utilizes Point Factor Analysis and integrates current market data through Linear Regression Modeling. This evaluation tool provides accurate, defensible analyses with multiple reporting and tracking options. The system is used to evaluate each job classification in ***Classification Manager®*** to determine a point value. The evaluations provide a quantitative score and identify similar jobs in the current plan(s). **The system is an outgrowth of the federal FES system and has been tailored to the needs of local government.**

For each job, the following factors are measured to establish internal equity:

Data Responsibility	Judgment
People Responsibility	Complexity of Work
Assets Responsibility	Impact of Decisions
Experience	Physical Demands
Education	Unavoidable Hazards
Math	Safety of Others
Communications	Equipment Usage



City of St. Pete Beach SAMPLE JOB ANALYSIS SCREEN

EMPLOYEE LOOKUP
MAKES IT EASY TO:

Sample Data with 40,000 employees
Proposed Job Class Evaluation

Lookup By Position Lookup By Employee JAQ Record Position Supervisor

Position: 13005130007000002 Base Salary: \$41,600

Employee: Parker, Peter Grade: 70 Min: \$1 Mid: \$50,000 Max: \$103,000

Title: CITY ASSESSOR 00070

Position FTE: 1 Exempt: ☒ Pay Plan: ST Unit: TAX ASSESSOR

Department: Tax Assessor

Degree of Involvement

Data Responsibility	3
People Responsibility	9
Assets Responsibility	1
Experience	6
Education	6
Math	4
Communications	5
Judgment	10
Complexity of Work	9
Impact of Decisions	8
Physical Demands	3
Equipment Usage	7
Unavoidable Hazards	1
Safety Of Others	4

General Description

To discover list and appraise all real property in the City. This position is appointed by and reports to the City Council. research and formulate long range goals for the organization. I develop and position papers and negotiate with

Qualifications

Autonomy: I research and formulate long range goals for the organization. I develop policy and position papers and negotiate with chief administrative officers and/or elected officials.

Primary Responsibilities / Tasks required of Positions Within This Class

Task	Frequency	Importance
Assess new construction	1	10
Maintain Property cards	2	10
Oversee billing and collections	1	10
Meet with council members	1	10
Provide in-house assessment and updates	1	10

Total Points 932

Notes:

This job class is appointed by the city council each budget year. This is a single-member-incumbent position.

The software is used for the integration of current market data and employee information to produce informative, innovative, and budget projection reports.

The information submitted in the online job questionnaire is downloaded by MAG International, Inc. for review and analysis.

MAG is often able to assist clients in streamlining the classification system by grouping jobs that are substantially similar into a consolidated job class.

MAG's unique software system, *Classification Manager*®, also retains the employees' "working title" thus reducing any resistance to migrating from a wider number of "working titles" to a more streamlined number of classification titles. Simplification increases understanding and improves the efficiency of administering the plan. In addition to consolidating positions, MAG groups positions into occupational categories.



Review of Progression in the System

MAG will identify whether there is an opportunity for advancement within the different occupational families. This will assist you in identifying career ladders/promotional opportunities that logically occur within the organization.

Review and Evaluation of Salary Structure

In developing an effective salary structure, the overriding goal is to establish a system that is internally equitable and externally competitive. To ensure internal equity, each position must be reviewed by evaluating effort, skill, responsibility, and working conditions in accordance with the Equal Pay Act of 1963. External competitiveness must be achieved through the analysis of current competing labor market data. The pay plan(s) should be evaluated for vertical and horizontal consistency according to these criteria. Equal pay for equal work and equal pay for comparable work must be established within the pay structure to ensure internal equity.

Salary Plan Design

At the outset and during the course of the study, we discuss specific pay plan design so as to ascertain goals and objectives. Consequently, the most appropriate plan design is determined and applied to your proposed pay plan. [During the market analysis and classification analysis process, the following goals are accomplished:](#)

1. Economic anomalies in the marketplace are identified and addressed.
2. Internal classification/jobs are confirmed, thereby establishing an internally equitable organizational hierarchy.
3. External market data is integrated into the pay structure, thereby establishing an externally competitive pay plan.
4. The feasibility of various pay plan designs are evaluated, and pay ranges are established for each job, to include minimum, midpoint, and maximum range values.
5. All study group employees are allocated to the recommended pay plan, to include pay range, job title, and (where applicable) any recommended salary adjustments.



External Market Review of Position Classifications

We develop the market salary survey instrument, provide the survey instrument and target list to HR for review, comment, and suggestions, and contact target organizations to solicit survey participation. The survey instrument will be customized to meet your needs.

MAG prefers to conduct salary surveys on-line via our custom internet survey, but alternative formats (hard copy, email & facsimile) are also available. For your study, MAG will use the identified sources of data and manage the input directly into our *Market Manager*® software program.

MAG also has a large, current database of compensation data which can also serve as a resource. Private sector data for jobs that are competitive in that market is normally collected through published sources.

Survey Instrument Content

Each survey instrument is pre-populated with the following information for review by the target organization:

- Job class title.
- A brief description of the job class.
- Required qualifications of the job class.

We will then enter the following survey data into *Market Manager*®:

- The respondents matching title and degree of match;
- Minimum, mid-point and maximum pay ranges;
- Notes regarding differences between the City's and respondent's job class.



City of St. Pete Beach

SAMPLE SALARY SURVEY

A Salary Survey for Valued Client

Respondent : Select Organizations
Address : Regional and National Locations
City : U.S. Cities
State :
Zip :
Contact : Select Representatives
Title : H.R. Officers
Phone :
Email : repondent@rsvp.org

Job Class Title : Appraiser II - Commercial

Description
Obtains/reviews plans of large residential dwellings with construction angles. Measures and lists existing and new commercial structures. Works with annual income and expense questionnaire mailing. Performs assessment/valuations on applicable properties using the income approach/methodology. Measures and classifies

Qualifications
Requires HS Diploma (or equivalent) and three years of technical experience and/or training (appraisals, surveying, real estate, etc.). Requires current Florida Drivers

Your Matching Title : Place Matching Title Here
Pay Frequency : ☒ Annual ☐ Semi-Annual ☐ Hourly
Pay Range : Minimum Mid-Point Maximum
Duty Days Annual Hours CFE Bonus

NOTES : Please describe any differences below.
Place Notes about Title Here

Save Changes Submit
Reset Form Reset

Data is automatically saved when selecting a new title or when using the Next or Previous buttons.

Management Advisory Group, Inc. PHONE: (850)386-2711 EMAIL: info@maginc.org
MAG, Inc. Home

Selected Benchmark Classifications

Brief Class Description & Qualifications

Enter Salary/Pay Information

At the close of the survey phase, we analyze the received survey response data and compile market study results for your review, evaluation, and comment. Once final results are calculated, we submit the completed market report and recommendations.



City of St. Pete Beach

SAMPLE SURVEY RESULTS

Salary Survey Results												
Emergency Communications Officer												
Descrip	Employees in this class receive and transfer messages by telephone or two-way radio on an assigned rotating shift. Serves as a police telephone operator. Calls are received for general information, police personnel and police, or other emergency equipment where the incumbent provides the general information, transfers calls to police personnel and transfers calls for police emergency equipment to shift Sergeant. Calls are received by two-way radio from police vehicles for general information and obtained from teletype or other source and requested information transmitted. Operator records all information concerning calls and complaints. Does related work as needed.											
Quals	Experience and training in radio communications. Completion of a standard high school course, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Radio operator's license prescribed by the Federal Communications Commission.											
Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Entry	Avg Pay	Actual Pay	# Ees	Avg Yrs
Ormond Beach			\$17,932	\$22,432	\$28,061	56.5%	☐					
South Daytona	Dispatcher/Records Clerk		\$19,935	\$24,919	\$29,903	50.0%	☐					
Daytona Beach	Emergency Communications Officer I		\$20,217	\$26,018	\$31,819	57.4%	☐					
Port Orange	Dispatcher		\$20,385	\$26,021	\$31,657	61.6%	☐					
New Smyrna Beach	Emergency Communications Officer		\$20,700	\$25,572	\$30,444	47.1%	☐					
Deltona	Telecommunicator		\$21,623	\$25,874	\$31,569	46.0%	☐					
Lake Mary		Identical	\$22,235	\$27,000	\$33,322	49.9%	☐					
Casselberry	Telecommunicator I		\$22,405	\$27,467	\$32,528	45.2%	☐					
Loughboat Key	Police Dispatcher		\$23,754	\$30,275	\$36,795	54.9%	☐					
Apopka	Communications Technician		\$25,976	\$33,120	\$40,263	55.0%	☐					
Average			\$21,516	\$26,995	\$32,886	52.8%						
Town of Ponce Inlet			\$15,996	\$19,832	\$23,667	-48.0%						
\$ Difference			(\$5,520)	(\$7,163)	(\$9,219)							
% Difference			-34.5%	-36.1%	-39.0%							

Benchmark Classification

Survey Respondent(s)

Results Comparison

The market report includes:

- Overall raw data and response from the survey participants and our analyses of the received data;
- Our recommendations for use of the received data in the development of the subsequent pay plan(s) and salary schedule recommendations; and
- Discussion regarding any observations by analysis staff during the market survey that are deemed applicable to the overall objectives of the study.

Report of Study Conclusions and Implementation Options Prepared for You

Because *we tailor plans to the specific needs of each organization*, several cost analyses for implementing proposed study recommendations can be considered. The cost by employee to bring staff up to the proposed pay range minimums is the most conservative option and is always provided. Other options, such as length of time in classification and performance histories, can also be used as criteria to assign employees to the proposed plan.



Our program generates analysis reports for each scenario under consideration for implementation.

The analysis reports detail statistical data for each employee according to the selected implementation scenario. The report details each incumbent by employee number, job code, position number, division, department, proposed pay grade and pay range, proposed salary, and dollar amount (if any) of proposed salary adjustment. Thus, you are provided with an in-depth budget review and forecasting tool to facilitate selection of the most viable and appropriate implementation strategy.

Once an implementation strategy is determined, we initiate the final reporting phase of the project and provide you with a proposed pay and classification plan report that presents:

- Revised pay rates and salary schedules for all classifications in the scope of the study,
- Study findings, statistical detail reports, and detailed financial impact scenarios based on your identified goals and objectives,
- Implementation options and strategies regarding maintenance and costs of the proposed elements of the plan,
- Recommendations for pay administration practices for all issues and elements identified as useful to during the course of study,
- Recommendations regarding segregation of employees with respect to entry level compression or other agreed upon criteria (if applicable).



City of St. Pete Beach SAMPLE IMPLEMENTATION REPORT

Sample Data with 40,000 employees Implementation Report																
Proposed Pay Plan 6																
AGRICULTURE (Dept Code 83100)																
Original Proposed	Class		Grade				Step	FTE Duty Days	Experience		Salary	Adjustments				Position # Employee Name
	Title	Code	Min	Mkt	Max	#			Hire Date Promoted	Exper. Date Days All'd		Flat % Min	Mkt Over Mkt	Step Merit	Bonus	
	POLICE SERGEANT	00620	52,626	55,520	58,413	SG 20	1	03/02/1981	03/02/1981	58,413	1,168	0	0	0	17005430062000007-0	
	POLICE SERGEANT	00620	13,914	16,697	20,871	5	0	03/02/1981	1825	59,581	0	0	0	0	0 UNTERHOFFER, JAY	
	SPECIAL SERVICES SUPERVISOR	00639	29,766	34,406	39,046	G 1	1	03/06/2000	03/06/2000	34,691	694	0	0	0	17005420063900001-0	
	SPECIAL SERVICES SUPERVISOR	00639	13,914	16,697	20,871	5	0	03/06/2000	817	35,365	0	0	0	0	0 GERALD, TO MARCUS	
Summary for Department: Police																
Current Payroll							\$56,378,706		# Positions		1,287					
Flat% Adjustment							\$1,127,574									
Adjustment To Minimum							\$593,177		# Adjusted To Minimum		66					
Adjustment To Market							\$55,125		# Adjusted To Market		55					
Adjustment Above Market							\$0		# Adjusted Above Market		0					
Adjustment To Step							\$0		# Adjusted To Step		0					
Merit Adjustment							\$0		# Merit Adjustments		0					
Bonus Adjustment							\$0		# Bonus Adjustments		0					
Proposed Payroll							\$58,154,582									
Summary for Sample Data with 40,000 employees																
Current Payroll							\$1,242,152,146		# Positions		40,029					
Flat% Adjustment							\$26,267,693									
Adjustment To Minimum							\$57,456,106		# Adjusted To Minimum		15,983					
Adjustment To Market							\$63,903,944		# Adjusted To Market		23,485					
Adjustment Above Market							\$0		# Adjusted Above Market		0					
Adjustment To Step							\$0		# Adjusted To Step		0					
Merit Adjustment							\$0		# Merit Adjustments		0					
Bonus Adjustment							\$96,569		# Bonus Adjustments		11					
Proposed Payroll							\$1,461,012,380									
Sunday, April 28, 2002 11:13:20 PM ReportID 4 Page 2328 of 2328																

All implementation recommendations and other reports such as the above sample can be exported into multiple software formats, including Microsoft Excel, Microsoft Word, Microsoft Access and PDF formats. All other project related reports/documentation are provided in the client's in-use formats, e.g., Microsoft Word or Excel. These files are provided electronically and in hard copy.



Salary Plan Administration, Maintenance, and Training

We will provide and install a licensed version of the automated ***Classification Manager***[®] system. The system will contain the completed study data and pay plan, and HR staff will receive comprehensive training in the use, administration, and automated maintenance of the plan. The system includes comprehensive user-friendly documentation manuals with step-by-step procedures for the on-going administration of the plan.

We ensure you are provided with the tools and training necessary to administer/maintain the plan. MAG will train HR staff in proper procedures and methods to ensure the plan remains in line with market indicators and organizational changes and/or growth. Thus, your plan will remain fair and competitive with the competing labor market. We remain available as a resource during the transition in the administration of the plan.

Staff Responsibilities

MAG, in all of its studies, expects to produce all products in a turnkey fashion, performing all necessary technical and professional work. Staff will be expected to assist MAG's team only in scheduling meetings, transferring data collected for the study, reviewing draft questionnaires, survey instruments, survey target lists, and reports, and providing input into philosophical issues pertaining to the development of a human resource classification and compensation system to meet your needs and preferences.

MAG will request a database of current payroll information for positions to be included in the study. *It is important that these data are supplied in the format required for manipulation by MAG's analysts.* This data will be necessary to determine costs to implement the newly developed pay plan(s). All records and databases are kept strictly confidential, and are returned to or maintained upon project completion.

Project Work Plan

MAG has developed a proposed work-plan and project timeline in order to accomplish the scope of services described above.



PROJECT PHASES & WORKPLAN

In order to meet the project's timeline, some of the proposed project activities and tasks indicated below will occur simultaneously.

Phase I: Project Initiation

Objective: To develop a project plan acceptable to all parties, gather pertinent project related data, finalize contractual negotiations, and establish a timeline for project activities and deliverables.

Activities:

- Meet with HR and departmental staff to discuss the project's goals and objectives, and to coordinate on-site activities.
- Execute Project Contract.
- Gather required project data/information, such as current class descriptions, current pay plan, administration policies and procedures, and organization charts.
- Gather employee information in required database format.
- Establish a mutually agreed-upon project work plan, time lines, deliverables, and monitoring procedures that will lead to the successful accomplishment of all project objectives.

Deliverable(s):

- Finalized Project Work Plan.
- Project Contract.



***Phase II: Development of Compensation Survey Instrument;
Review Current Practices***

Objective: To develop a salary/compensation survey instrument to gather compensation data from survey targets, establish a list of classifications for inclusion in the survey, and define target respondent organizations/published surveys. Review practices for current pay and recommend any needed changes.

Activities:

- Select appropriate market survey target employers for selected positions that offer comparable employment opportunities.
- Develop draft market salary survey instrument to gather compensation data.
- Review Draft Survey with the Project Manager; revise as necessary and appropriate.
- Develop Final Salary Survey Instrument.
- Conduct survey via internet, telephone, published data, and e-mail for benchmarks; review best practices for supplemental pay.
- Review/clean collected compensation data and compare to current data.
- Develop market compensation summary by classification.
- Review compensation structure and develop recommendations.

Deliverable(s):

- Market Survey Targets and Classifications.
- Survey Instrument.
- Recommendations on compensation design



Phase III: Conduct Classification Review

Objective: To conduct a review of included classifications for appropriate internal equity and to identify functional overlap and efficiencies in departmental structures and relationships; reviewing the top level reporting relationships; review JAQ's for internal equity.

Activities:

- Conduct orientation meetings and distribute information on the ***Job Analysis Questionnaires®*** (JAQ) and data gathering instrument. The JAQ is written in an understandable and easy-to-read format. Employees can list the job duties and responsibilities that they regularly perform and any recent changes in work routine. The questionnaire will capture job data for such factors as education levels, experience, decisions, guidelines, complexity, scope and effect, physical demands, and work environment. This will ensure that the entire proposed pay and classification plan “fits” together in a coordinated manner.
- Provide Administrative Issues forms to managers, supervisors, and key staff for their concerns regarding salary, and recruitment/retention issues. This will be a key component to the communications process, whereby key staff will be able to identify problems and clarify their own roles and responsibilities during the study process.
- Review the Administrative Issues forms completed by administrators, managers, and supervisors to identify comments concerning position levels.
- Conduct required interviews and review completed JAQ's.
- Evaluate each job class according to key criteria.
- Make assignments and allocations for classes
- Develop pay structure.

Deliverable(s):

- Classification Reviews



Phase IV: Analyze Compensation Study Survey Data

Objective: To gather, compile and analyze salary/compensation data in order to develop a proposed compensation plan.

Activities:

- Review and analyze market compensation data; compare to current data.
- Recommend any needed compensation adjustments to the current system.
- Create a salary design that meets the varying needs of different groups of employees.
- Adjust the compensation architecture as needed to ensure that both the current and future needs are met.
- Provide for internal executive/administrative review.

Deliverable(s):

- Survey Responses.
- Draft Salary Survey Results.

Phase V: Develop Revised Pay Plan

Objective: To develop a revised pay plan.

Activities:

- Conduct analysis and evaluate the structure of the current classification plan(s) in terms of:
 1. supporting the overall goals and objectives;
 2. its ability to provide compensation comparability between and among various groups and classes of positions;



3. its ability to provide a meaningful salary level that not only recognizes the external market, but also recognizes credentials, certifications and experience;
 4. developing an initial set of recommended changes in the structure of the current classification system.
- Review recommended changes with the Project Manager and appropriate management staff and make appropriate revisions.
 - Develop revised pay plan(s).
 - Develop guidelines for maintaining the classification system.
 - Provide for internal review.

Deliverable(s):

- Revised Grade Order List and Pay Plan(s).
- Reclassification recommendations (if applicable).

Phase VI: Develop & Submit Draft Project Report

Objective: To develop a draft report based on previous study activities and tasks.

Activities:

- Integrate project data and deliverables from previous project tasks into a draft report for internal review.
- Provide draft project findings to management for technical review.

Deliverable(s):

- Draft Report.



Phase VII: Develop & Submit Final Project Report

Objective: To develop a final report of project results, findings and recommendations.

Activities:

- Revise draft report as necessary and appropriate based on technical review, database additions/update and administrative review; develop and deliver final report.
- Present project findings.
- Provide all study documentation.

Deliverable(s):

- Final Report.
- All Study Documentation.

Phase VIII: Conduct Software Training & Technology Transfer

Objective: To provide the results of the project, software system, and training for HR staff.

Activities:

- Provide for technology transfer of project related data and materials.
- Conduct software and plan training for selected HR personnel.

Deliverable(s):

- MAG's ***Classification Manager***[®] software (licensed for selective use internally).
- ***Classification Manager***[®] Training/User Manual.
- Training seminar for selected HR staff on ***Classification Manager***[®] software, plan polices, and guidelines for maintenance.



Project Timeline

Management Advisory Group's (MAG) ability to adhere to defined timetables will be to some extent dependent on timely action by management and staff in providing necessary data, determining philosophical approaches to be taken, and the acceptance or need for revisions to draft instruments or study products. A three to four month timeline is typical for a project of this size. An estimate of potential budgetary impact can be provided within 10 weeks if accurate employee data is provided relatively quickly in the process. MAG has worked with many agencies to identify potential implementation impact to meet budgetary demands. We are able to complete your project within the 90 time period noted in the RFP.



SECTION 5.0

COSTS FOR SERVICES



Section 5.0 – Budget

MAG has developed a project budget for the City of St. Pete Beach, FL based on the scope of services. **The total estimated budget is \$ 24,350.** This proposed budget includes anticipated travel and related operational expenses during the course of the project. Hourly rates for services beyond the scope would be \$200 for professional staff, and \$55 for support positions. There are an estimated 51 job class titles.

Payment

An initiation invoice of twenty percent (20%) will be requested. Monthly amounts will be invoiced as the work proceeds. Ten percent (10%) of the total contract amount shall be held back - payable upon successful completion of the project. Additional payments shall be due and payable in accordance with monthly invoices based upon work performed toward delivery of final reports and products as described herein.

The fees to be provided do not include services provided by MAG following submission of its final report and recommendations. In the event MAG is required to provide documents or testimony in response to claims, demands or actions by third parties, MAG shall bill for services rendered based on then-current professional fees and expenses incurred, including reasonable attorney's fees. No tasks shall be undertaken without prior notification to you. This provision is intended to apply only to third-party actions based on implementation of MAG's report and findings.

Indemnification Language Suggested:

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client from any amounts (including reasonable attorney's fees) for which the City shall become legally obligated to pay as damages for negligent acts, errors, and/or omissions of the Consultant arising out of the Consultant's performance under this Agreement; however, the amount Consultant will pay for damages is limited to \$1,000,000, which number is intended to reflect the limits set forth in Consultant's liability insurance.



Proprietary Rights Suggested:

The City acknowledges that certain report formats to be provided by the Consultant are copyrighted. However, in accordance with applicable “Public Records” laws, each file and all papers pertaining to any activities performed for or on behalf of the Client are public records available for inspection by any person even if the file or paper resides in the Consultant’s office or facility. The City shall agree, to the extent permitted by law, to protect any information deemed a trade secret as that term is used within applicable statutes. Consultant asserts that its ***Classification Manager®***, ***Performance Manager®*** and ***Market Manager®*** software, Job Analysis Questionnaire (JAQ), methodology section of the proposal, and software development manuals and related documentation for the software are trade secrets and as such are not subject to disclosure.



LETTERS OF REFERENCE “QUOTES”





MANAGEMENT ADVISORY GROUP, INC.

Virginia

The City of Hammond, Loretta Severan, Human Resources Director....

"Thank you for a fantastic job."

The City of Kirkland, Jeff Blake, Director of Fire & Building....

"Thanks so much for your great work... I really did appreciate the way in which you handled our process; it was a short timeframe to complete the project and you did a great job."

Virginia Department of Fire Programs, Brook M. Pittinger, MPA & CPM Director of Administration....

"Thus far the work products developed by MAG have been very useful and have required very little modification. The modular study format has also proven to provide the committee with a better approach."

The City of Daytona Beach, Linda Pellicer, Employee Relations Administrator....

"Thank you so much for your prompt attention and excellent customer service."

Columbia Daily Tribune, Thursday, Aug. 18, 2007 By Janese Heavin Publisher

"Some board members said they needed more time to digest the data but indicated they liked the idea of the proposed pay plan."

"I think teachers and staff are going to be excited about this," said Michelle Gadbois, a former Hickman High School teacher.

Okaloosa-Walton College, Nancy Murphy, Director of Human Resources....

"MAG was in our local newspaper today! I see where you are working with the City of Fort Walton Beach... Gives OWC more creditability that we selected the right company to conduct our compensation study!

Thanks again for all you did..."

City of Oviedo, Barbara Faulk, Employment Coordinator....

"...It's really nice to know that we can pick up the phone and get answers to our questions. Please make sure Alan knows how grateful I am for his cooperation and assistance."

Newton County Board of Commissioners, John Middleton, Administrative Officer....

"We appreciate the work MAG has done for us and look forward to working with you all in the near future once again."

City of Roswell, Diane Taylor, HR Programs Manager....

"Your system is so easy to use."

Virginia Beach Public Schools, David Staley,

"I have nothing but great things to say about MAG. Despite a challenging timetable, they provided a high quality product which exceeded my expectations."

City of Opelika, Honorable Mayor Gary Fuller....

"I'm writing to express how pleased we are with the services your company recently provided to the City of Opelika."

"This task could not have been accomplished without the diligent efforts of... Mr. Calvin Grissett. I was pleased with the professionalism that these individuals demonstrated throughout the process."

"I appreciate the extra effort your company gave in ensuring the Opelika City Council was briefed and made comfortable with the new system."

"The City of Opelika looks forward to future projects with your company."

City of Moultrie, Dale V. Williams, CHRM, Director of HR/Risk Management....

"I found the MAG employees responsible for the City of Moultrie project, to be very professional and knowledgeable."

"They were adapt at keeping us on task and meeting deadlines."

"Because of their proactive approach, I would recommend the MAG Agency without question."

Louisiana Community & Technical College System, Laura A. Kamiya, SPHR, Director or Human Resources....

"The review committee felt that Management Advisory Group, Inc. (MAG) proposal contained all the required elements, experience in conducting similar studies, an understanding of the scope of the project, sound design and methodology, and a responsible cost for effort to be expended."

"MAG is the highest scorer out of the eleven proposers."

Daytona Beach Community College, Laurance R. Sandstorm, Associate Vice President of Human Resources....

"...the study remained within appropriate scope and was completed on a timely basis."

"The entire team was receptive and responsive to ideas and feedback from Human Resources staff, college employees, and senior administrators."

"Our experiencehas proven that the original project was not only well designed but is also very cost effective."

Baltimore County Public Schools, Michael J. Goodhues....

"Ms. Long and her project team worked with Baltimore County Public Schools to complete a demanding project in a short time. The recommendations of the project team were adopted by Baltimore County Public Schools. Software provided by the project team is still in use by the BCPS."

"I would recommend Ms. Long and her staff be considered by any public school system interested in conducting an employee compensation and classification study."

Dover Post, Wednesday, Aug. 21, 2002
By Jim Flood Sr.
Publisher

“Dover’s City Council did the right thing last March in hiring Management Advisory Group, Inc., to review the organization of Dover’s government. It showed foresight and a certain amount of courage. Who could tell what the recommendations of this outside body might be?”

“With that said, how well did the expert examiners do their job? Quite well, in this corner’s opinion. While it is a given that the report has no chance of being adopted in to, there is sound logic to many of the recommendations and city council should carefully examine all of them before making decisions. There is logic and reason in the approach of the Management Advisory Group staff.”

The City of Oklahoma City, Dianna L. Berry, Personnel Director....

“Thank you for the professional services you provided to us in conducting the comprehensive compensation, classification, and benefits study for the City of Oklahoma City.”

“Your interest in our organization was evident from the outset of the project to the end, and we wish to express our sincere appreciation.”

“... we were impressed with your enthusiasm, flexibility, and creativity in responding to our expectations and providing viable recommendations to us.”

“We believe that the study recommendations will result in better recruitment and retention of employees.”

Columbia County Property Appraiser, J. Doyle Crews, CFA....

“The Salary Survey has proved to be an excellent tool in requesting salary increases for my staff. I have been impressed with the whole process involved in the survey, from the initial meeting ... “

“I want to also tell you I was especially pleased with Calvin Grissett and the professionalism he has shown throughout the business relationship we have had with your company.”

“I am looking forward to future business with your company.”

Cherokee County Commission Board, Barbara P. Vicknair, Chairman....

“We are finalizing our review of the draft documents at this time and have found both reports to be quality products that are responsive to the County’s needs.”

“We appreciate the timeliness of the work and your willingness to incorporate suggestions and recommendations from the Board into the report.”

“We look forward to completing this study and the opportunity to work together in the future.”

Citrus County Board of County Commissioners, Dwight L. Small, Human Resources Director....

“Mr. Grissett was unfailingly responsive and cooperative by going well beyond normal expectations in his willingness to help us. He was always pleasant and concerned and never displayed the slightest impatience with our demands.”

“Please convey our sincere appreciation to Calvin for his invaluable contributions.”

Citrus County Florida Tax Collector, Norine S. Gilstrap, CFC....

“The study itself was very thorough and extensive, the few times that changes were requested they were resolved quickly.”

“Based on my association with Carolyn Long over the past few years I have found her to be most professional, knowledgeable and competent in her approach to her work.”

Dougherty County Georgia Board of Commissioners, Alice Goseer-Jenkins....

“We have received the draft report of the Compensation and Classification for Dougherty County. Following our internal review, we find this to be a very comprehensive document, and on that specifically addresses to our local concerns and issues.”

“It is apparent the work done for us has not been just an “off the shelf” piece of work already done for someone else.”

“You have continued to be flexible, offering us several options on most issues instead of only one recommended outcome.”

SECTION 3.0
Sample Client
Salary Survey Information

Salary Survey Results for SAMPLE CLIENT

Job Class Title	Averages For Each Job Class					SAMPLE CLIENT								
	Min	Mid	Max	Start	Avg	Actual	Range Width	Min	Mid	Max	Range Width			
SCHOOL NUTRITION ASSISTANT I	\$11,861	\$15,239	\$18,617				57.0%	\$8,098	·46.5%	\$12,782	·19.2%	\$17,465	·6.6%	115.7%
TRANSPORTATION - BUS DRIVER	\$15,607	\$19,422	\$23,238				48.9%	\$9,689	·61.1%	\$15,605	·24.5%	\$21,522	·8.0%	122.1%
PARAPROFESSIONAL I	\$16,108	\$21,857	\$27,605				71.4%	\$11,189	·44.0%	\$17,308	·26.3%	\$23,427	·17.8%	109.4%
NURSE - LICENSED PRACTICAL NURSE	\$21,564	\$25,938	\$30,311				40.6%	\$14,279	·51.0%	\$19,659	·31.9%	\$25,038	·21.1%	75.4%
SECRETARY - ELEMENTARY SCHOOL	\$20,612	\$26,498	\$32,383				57.1%	\$15,093	·36.6%	\$27,997	·5.4%	\$40,900	·20.8%	171.0%
SECRETARY - HIGH SCHOOL	\$21,377	\$27,492	\$33,608				57.2%	\$14,338	·49.1%	\$27,619	·0.5%	\$40,900	·17.8%	185.3%
BOOKKEEPER - HIGH SCHOOL	\$24,056	\$29,960	\$38,302				59.2%	\$18,413	·30.7%	\$29,657	·1.0%	\$40,900	·6.4%	122.1%
DISPATCHER	\$23,457	\$31,577	\$39,696				69.2%							
ADMINISTRATIVE ASSISTANT I	\$26,293	\$34,078	\$41,864				59.2%	\$18,413	·42.8%	\$29,657	·14.9%	\$40,900	·2.4%	122.1%
NURSE - REGISTERED NURSE	\$27,483	\$34,184	\$40,884				48.8%	\$22,520	·22.0%	\$31,005	·10.3%	\$39,489	·3.5%	75.4%
MAINTENANCE - CARPENTER I	\$30,326	\$37,779	\$45,232				49.2%	\$25,234	·20.2%	\$40,642	·7.0%	\$56,051	·19.3%	122.1%
INTERPRETER II	\$31,215	\$41,327	\$52,017				66.6%	\$24,809	·25.8%	\$39,959	·3.4%	\$55,109	·5.6%	122.1%
SPECIALIST HUMAN RESOURCES II	\$32,744	\$41,645	\$50,545				54.4%	\$20,941	·56.4%	\$33,728	·23.5%	\$46,516	·8.7%	122.1%
MECHANIC I	\$33,546	\$43,600	\$53,654				59.9%	\$25,234	·32.9%	\$40,642	·7.3%	\$56,051	·4.3%	122.1%
MAINTENANCE - HVAC III	\$35,497	\$44,830	\$54,164				52.6%	\$22,719	·56.2%	\$36,583	·22.5%	\$50,446	·7.4%	122.0%
COMPUTER TECHNICIAN	\$37,108	\$44,974	\$58,710				58.2%	\$31,759	·16.8%	\$51,152	·12.1%	\$70,545	·16.8%	122.1%
SPECIALIST - PAYROLL II	\$35,816	\$45,655	\$55,493				54.9%	\$23,473	·52.6%	\$37,806	·20.8%	\$52,140	·6.4%	122.1%
MAINTENANCE - FOREMAN GROUNDS	\$38,642	\$50,225	\$61,808				60.0%	\$25,234	·53.1%	\$44,392	·13.1%	\$63,551	·2.7%	151.9%
PHYSICAL THERAPIST (PT)	\$43,607	\$55,962	\$68,317				56.7%	\$48,452	·10.0%	\$69,293	·19.2%	\$90,134	·24.2%	86.0%
MAINTENANCE - SUPERVISOR	\$54,041	\$67,623	\$81,205				50.3%	\$79,612	·32.1%	\$85,112	·20.5%	\$90,612	·10.4%	13.8%
MANAGER - PURCHASING	\$54,102	\$68,013	\$81,924				51.4%	\$71,105	·23.9%	\$76,605	·11.2%	\$82,105	·0.2%	15.5%
ADMINISTRATOR - NETWORK	\$53,821	\$68,462	\$83,102				54.4%	\$31,759	·69.5%	\$51,152	·33.8%	\$70,545	·17.8%	122.1%
DATA MANAGER	\$57,858	\$70,473	\$90,802				56.9%	\$71,105	·18.6%	\$76,605	·8.0%	\$82,105	·10.6%	15.5%
COORDINATOR - SPECIAL EDUCATION	\$62,634	\$79,831	\$97,028				54.9%	\$92,374	·32.2%	\$97,874	·18.4%	\$103,374	·6.1%	11.9%
FEDERAL (TITLE) PROGRAMS COORDINATOR	\$70,446	\$86,145	\$101,845				44.6%	\$92,374	·23.7%	\$97,874	·12.0%	\$103,374	·1.5%	11.9%
TRANSPORTATION DIRECTOR/MANAGER	\$74,312	\$86,878	\$108,332				45.8%	\$99,180	·25.1%	\$104,680	·17.0%	\$110,180	·1.7%	11.1%
DIRECTOR - FINANCE	\$78,326	\$92,095	\$114,754				46.5%	\$99,180	·21.0%	\$104,680	·12.0%	\$110,180	·4.2%	11.1%
DIRECTOR - TECHNOLOGY SERVICES	\$78,600	\$97,425	\$116,251				47.9%	\$99,180	·20.8%	\$104,680	·6.9%	\$110,180	·5.5%	11.1%
DIRECTOR - HUMAN RESOURCES	\$79,728	\$98,404	\$117,079				46.8%	\$99,180	·19.6%	\$104,680	·6.0%	\$110,180	·6.3%	11.1%
ASSISTANT SUPERINTENDENT	\$106,712	\$125,031	\$143,350				34.3%	\$119,598	·10.8%	\$125,098	·0.1%	\$130,598	·9.8%	9.2%

Survey Averages	\$43,250	\$53,754	\$65,404					53.83 %	\$46,018 6.02%	\$56,363 4.63%	\$66,707 1.95%			44.96%
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SECTION 4.0
Sample Client
Proposed Pay Plan

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Proposed Pay Plans

Sample Client

			100 % Of Market					
	Code	Proposed Class Title	Ann Min		Ann Max	Hrly Min	Hrly Max	
Unified								
102			\$15,313	\$18,375	\$22,969	\$7.84	\$9.41	\$11.77
	960	SCHOOL NUTRITION ASSISTANT						
103			\$16,078	\$19,294	\$24,117	\$8.24	\$9.88	\$12.36
	412	CLINIC AIDE						
104			\$16,882	\$20,258	\$25,323	\$8.65	\$10.38	\$12.97
	442	MEDIA AIDE 1						
105			\$17,726	\$21,271	\$26,589	\$9.08	\$10.90	\$13.62
	900	PARAPROFESSIONAL 1						
	436	PARAPROFESSIONAL-SPECIAL ED. 1						
106			\$18,612	\$22,335	\$27,919	\$9.54	\$11.44	\$14.30
	059a	GROUND MAINTENANCE WORKER						
	442b	MEDIA AIDE II						
	023	SCHOOL CLERK						
107			\$19,543	\$23,452	\$29,315	\$10.01	\$12.01	\$15.02
	900b	PARAPROFESSIONAL 2						
	436b	PARAPROFESSIONAL-SPECIAL ED. 2						
109			\$21,546	\$25,855	\$32,319	\$11.04	\$13.25	\$16.56
	059c	CREW LEADER						
	906	WAREHOUSE WORKER						
110			\$22,624	\$27,148	\$33,935	\$11.59	\$13.91	\$17.38
	044	DRIVER						
111			\$23,755	\$28,506	\$35,632	\$12.17	\$14.60	\$18.25
	005a	ACCOUNT CLERK I						
	910	TRANSPORTATION - BUS DRIVER 1						
112			\$24,942	\$29,931	\$37,414	\$12.78	\$15.33	\$19.17
	097	ADMINISTRATIVE ASST I						
	018a	SCHOOL BOOKKEEPER						
	478	SCHOOL NUTRITION MANAGER 1						
	076b	SCHOOL SECRETARY						
113			\$26,190	\$31,427	\$39,284	\$13.42	\$16.10	\$20.13
	909	DRIVER/TRAINER						
114			\$27,499	\$32,999	\$41,249	\$14.09	\$16.91	\$21.13
	022	ACCOUNT CLERK II						
	052	LICENSED PRACTICAL NURSE						
	478b	SCHOOL NUTRITION MANAGER 2						
	042	TRANSPORTATION DISPATCHER						
115			\$28,874	\$34,649	\$43,311	\$14.79	\$17.75	\$22.19
	005	ADMINISTRATIVE ASST II						
116			\$30,318	\$36,381	\$45,477	\$15.53	\$18.64	\$23.30
	073	PURCHASING ASST						
	016	SPECIALIST - BENEFITS I						
	047	SPECIALIST - HUMAN RESOURCES I						
	067	SPECIALIST - PAYROLL I						
	080	SPECIALIST - SUBFINDER						
117			\$31,834	\$38,200	\$47,750	\$16.31	\$19.57	\$24.46
	098	ADMINISTRATIVE ASST III						
	084	FINANCE SPECIALIST						
118			\$33,425	\$40,110	\$50,138	\$17.12	\$20.55	\$25.69
	057a	ELECTRICIAN						

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Proposed Pay Plans

Sample Client

						100 % Of Market	
	Code	Proposed Class Title	Ann Min	Ann Max	Hrly Min	Hrly Max	
Unified							
118			\$33,425	\$40,110	\$50,138	\$17.12	\$20.55
	310	LIBRARIAN/MEDIA SPECIALIST					
	915	TRANSPORTATION ROUTE SUPV 1					
119			\$35,097	\$42,116	\$52,645	\$17.98	\$21.58
	006	ADMINSTRATOR - APPLITRACK					
	054	SKILLED TRADES WORKER					
	017	SPECIALIST - BENEFITS II					
	048	SPECIALIST - HUMAN RESOURCES II					
	051	SPECIALIST - LEAVE					
	068	SPECIALIST - PAYROLL II					
120			\$36,851	\$44,222	\$55,277	\$18.88	\$22.65
	057	ELECTRICIAN - JOURNEYMAN					
	062	HVAC MECHANIC					
	912	MECHANIC					
	064	PLUMBER					
	074	REGISTERED NURSE					
	124	TRANSLATION AND INTERPRETATION SPECIALIST					
123			\$44,515	\$51,192	\$63,990	\$22.80	\$26.23
	045	EXECUTIVE SECRETARY					
	061	MAINTENANCE FOREMAN					
124			\$46,741	\$53,752	\$67,190	\$23.94	\$27.54
	443	COMPUTER TECH - 180					
	445	COMPUTER TECH - 244					
	996a	INTERPRETER 2					
	075	REGISTERED NURSE LEAD					
125			\$49,078	\$56,439	\$70,549	\$25.14	\$28.91
	478c	SCHOOL NUTRITION MANAGER 3					
126			\$51,531	\$59,261	\$74,077	\$26.40	\$30.36
	444	COMPUTER TECH ITS					
	398	GRAD SPECIALIST-HIGH SCH					
	046	GRAD SPECIALIST-MIDDLE SCHOOL					
	996	INTERPRETER 4					
	634	RESIDENCY OFFICE MANAGER					
127			\$54,108	\$62,224	\$77,780	\$27.72	\$31.88
	325	PARENT ENGAGEMENT SPECIALIST - TITLE I					
	568	PHYSICAL THERAPIST ASST. (PTA) 1					
	959	SCHOOL NUTRITION PURCHASING MANAGER					
	250	SCHOOL SOCIAL WORKER					
128			\$56,813	\$65,335	\$81,669	\$29.11	\$33.47
	210	COUNSELOR - ELEMENTARY					
	220	COUNSELOR - SECONDARY					
	215	COUNSELOR -MIDDLE SCHOOL					
	007	DATA FACILITATOR					
	087	DISTRICT LILT					
	086	DISTRICT MILT					
	996b	INTERPRETER 5					
	562	OCCUPATIONAL THERAPIST (OT) 1					
129			\$62,366	\$68,602	\$85,753	\$31.95	\$35.14
	448	DISCIPLINARY HEARING OFFICER					
	396	MANAGER - ASEP					

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Proposed Pay Plans

Sample Client

		<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Ann Max</i>	<i>Hrly Min</i>	100 % Of Market <i>Hrly Max</i>
Unified							
129				\$62,366	\$68,602	\$85,753	\$31.95
	093		MANAGER - FEDERAL ACCOUNTING				\$35.14
	351		MANAGER - PURCHASING				\$43.93
	916		SUPERVISOR - TRANSPORTATION OPERATIONS				
130				\$65,484	\$72,032	\$90,040	\$33.55
	667		DATA MANAGER				\$36.90
	126		NETWORK ADMINISTRATOR				\$46.13
	561		PHYSICAL THERAPIST (PT) 1				
	230		SCHOOL PSYCHOLOGIST				
	665		SPECIALIST - SP ED PROGRAM				
	081		SUPERVISOR - EMPLOYMENT				
	331		SUPERVISOR - FACILITIES				
	918		SUPERVISOR - MAINTENANCE				
	456		SUPERVISOR - PERFORMING ARTS				
	082		SUPERVISOR - TESTING				
	083		SUPERVISOR - WORK BASED LRNG				
132				\$72,196	\$79,416	\$99,270	\$36.99
	630		ASST DIR - SCHOOL NUTRITION				\$40.68
	008		ASST DIR - TRANSPORTATION				\$50.86
133				\$75,806	\$83,386	\$104,233	\$38.83
	009		ASST PRINCIPAL- ACAD ADV STUDY				\$42.72
	011		ASST PRINCIPAL-ALTERNATIVE SCH				\$53.40
	012		ASST PRINCIPAL-ELEM SCHOOL 6				
	014		ASST PRINCIPAL-MIDDLE SCHOOL 6				
	025		COORD - ADMIN SERVICES				
	026		COORD - COMMUNICATIONS/RELATIONS				
	027		COORD - COMPLIANCE				
	028		COORD - CTAE				
	345		COORD - DATA MANAGEMENT				
	030		COORD - ELA				
	311		COORD - FEDERAL PROGRAMS				
	032		COORD - FINE ARTS/FOREIGN LANG				
	033		COORD - INFORMATION SYSTEMS				
	034		COORD - INSTRUCTIONAL TECH				
	035		COORD - MATH				
	095		COORD - PR & BENEFITS				
	036		COORD - PROFESSIONAL LEARNING				
	038		COORD - S.S./GIFTED				
	039		COORD - SCIENCE/HEALTH/PE				
	099		COORD - SECONDARY PRGRM				
	620		COORD - SPECIAL PROJECTS				
	040		COORD - SPED				
	041		COORD - STUDENT SERVICES				
	127		FACILITATOR - STUDENT SUPPORT				
	644		NETWORK COORDINATOR				
134				\$79,596	\$87,556	\$109,445	\$40.78
	013		ASST PRINCIPAL-HIGH SCHOOL 6				\$44.85
	096		PSYCHOLOGIST - LEAD				\$56.07
136				\$87,755	\$96,530	\$120,663	\$44.96
	125		DIRECTOR - ADMIN SERVICES				\$49.45
							\$61.81

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Sample Client

			100 % Of Market					
	Code	Proposed Class Title	Ann Min		Ann Max	Hrly Min	Hrly Max	
Unified								
136			\$87,755	\$96,530	\$120,663	\$44.96	\$49.45	\$61.81
	085	DIRECTOR - FACILITIES & MAINTENANCE						
	092	DIRECTOR - FINANCE						
	340	DIRECTOR - FOOD SERVICE						
	602	DIRECTOR - HUMAN RESOURCES						
	603	DIRECTOR - LEARNING & LEADERSHIP						
	375	DIRECTOR - SPECIAL EDUCATION						
	641	DIRECTOR - STUDENT SERVICES						
	643	DIRECTOR - TECHNOLOGY SERV.						
	335	DIRECTOR - TRANSPORTATION						
	299	PRINCIPAL - ACADEMY OF ADV STUDIES						
	069	PRINCIPAL - ELEMENTARY SCHOOL						
	049	PRINCIPAL - IMPACT ACADEMY						
	071	PRINCIPAL - MIDDLE SCHOOL						
137			\$96,530	\$101,357	\$126,696	\$49.45	\$51.92	\$64.91
	004	ASST TO THE SUPERINTENDENT						
	072	PRINCIPAL - ALTERNATIVE SCHOOL						
	070	PRINCIPAL - HIGH SCHOOL						
138			\$101,357	\$106,425	\$133,031	\$51.92	\$54.52	\$68.15
	601	AREA SUPERINTENDENT						
141			\$117,333	\$123,200	\$154,000	\$60.11	\$63.11	\$78.89
	002	ASSISTANT SUPERINTENDENT						

135 Active Proposed Classes in the Unified Pay Plan

135 Active Proposed Classes in Sample Client

SECTION 5.0
Sample Client
Class Comparison List

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Class Comparison List by Proposed Pay Grade
Sample Client

Grade	Pay Plan	Annual Range								
		Min			Max					
Proposed Class Title		Original Class Title		Working Class Title	Code	Grade	% Of Market			
102	Unified						\$15,313	\$18,375	\$22,969	100.00%
SCHOOL NUTRITION ASSISTANT		SCHOOL NUTRITION ASSISTANT			960	SNAS1	\$14,319	\$20,053	\$30,880	
		1								
103	Unified						\$16,078	\$19,294	\$24,117	100.00%
CLINIC AIDE		CLINIC AIDE			412	CLAID1	\$16,104	\$16,104	\$16,104	
104	Unified						\$16,882	\$20,258	\$25,323	100.00%
MEDIA AIDE 1		PARAPROFESSIONAL-MEDIA/LIBRARY			442	PARAPR	\$14,368	\$22,226	\$30,084	
105	Unified						\$17,726	\$21,271	\$26,589	100.00%
PARAPROFESSIONAL 1		PARAPROFESSIONAL 1			900	PARAPR	\$14,368	\$22,226	\$30,084	
PARAPROFESSIONAL-SPECIAL ED. 1		PARAPROFESSIONAL-SPECIAL ED. 1			436	PARAPR	\$14,368	\$22,226	\$30,084	
106	Unified						\$18,612	\$22,335	\$27,919	100.00%
GROUNDS MAINTENANCE WORKER		MAIN-GROUNDS 230 1230			059a	M1	\$15,140	\$24,385	\$33,630	
GROUNDS MAINTENANCE WORKER		MAIN-GROUNDS 230 2230			059b	M2	\$20,186	\$32,513	\$44,840	
GROUNDS MAINTENANCE WORKER		MAIN-GROUNDS 230 4230			059d	M4	\$25,233	\$40,642	\$56,050	
MEDIA AIDE II		PARAPROFESSIONAL-MEDIA/LIBRARY			442b	PARAPR	\$14,627	\$23,559	\$32,491	
SCHOOL CLERK		CLERK - ELEMENTARY SCHOOL			023	PARAPR	\$14,368	\$22,226	\$30,084	
SCHOOL CLERK		CLERK - HIGH SCHOOL			024	PARAPR	\$14,368	\$22,226	\$30,084	
107	Unified						\$19,543	\$23,452	\$29,315	100.00%
PARAPROFESSIONAL 2		PARAPROFESSIONAL 2			900b	PARAPR	\$14,627	\$23,559	\$32,491	
PARAPROFESSIONAL 2		PARAPROFESSIONAL- S E AGES 3-5 1			453	PARAPR	\$14,368	\$22,226	\$30,084	
PARAPROFESSIONAL 2		PARAPROFESSIONAL- S E AGES 3-5 2			453b	PARAPR	\$14,627	\$23,559	\$32,491	
PARAPROFESSIONAL 2		PARAPROFESSIONAL- CROSSROADS 2			439	PARAPR	\$14,627	\$23,559	\$32,491	
PARAPROFESSIONAL-SPECIAL ED. 2		PARAPROFESSIONAL-SPECIAL ED. 2			436b	PARAPR	\$14,627	\$23,559	\$32,491	
108	Unified						\$20,520	\$24,624	\$30,780	100.00%
109	Unified						\$21,546	\$25,855	\$32,319	100.00%
CREW LEADER		MAIN-GROUNDS 230 3230			059c	M3	\$22,719	\$36,582	\$50,445	
CREW LEADER		MAIN-GROUNDS 230 4230			059d	M4	\$25,233	\$40,642	\$56,050	
WAREHOUSE WORKER		WAREHOUSE MAINTENANCE			906	CUST21	\$14,894	\$23,508	\$32,122	
110	Unified						\$22,624	\$27,148	\$33,935	100.00%
DRIVER		DRIVER - COURIER 11			043	MAINT1	\$20,186	\$32,513	\$44,840	

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Class Comparison List by Proposed Pay Grade

Sample Client

Grade	Pay Plan	Annual Range							
		Min		Max		% Of Market			
Proposed Class Title	Original Class Title	Working Class Title	Code	Grade					
110	Unified	DRIVER	DRIVER - DISTRIBUTION 11	044	MAINT1	\$22,624	\$27,148	\$33,935	100.00%
111	Unified	ACCOUNT CLERK I	ADMINISTRATIVE ASST II	005a	PAY3	\$18,412	\$29,656	\$40,900	
		TRANSPORTATION - BUS DRIVER 1	TRANSPORTATION - BUS DRIVER	910	BUS 1	\$9,688	\$15,605	\$21,521	
112	Unified	ADMINISTRATIVE ASST I	ADMINISTRATIVE ASST - I	097	PAY3	\$18,412	\$29,656	\$40,900	
		ADMINISTRATIVE ASST I	SPECIALIST - HUMAN RESOURCES I	047	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL BOOKKEEPER	BOOKKEEPER-ELEM SCHOOL	018a	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL BOOKKEEPER	BOOKKEEPER-ELEM SCHOOL	018c	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL BOOKKEEPER	BOOKKEEPER-ELEM SCHOOL	018d	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL BOOKKEEPER	BOOKKEEPER-HIGH SCHOOL	019	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL BOOKKEEPER	BOOKKEEPER-MIDDLE SCHOOL	021b	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL BOOKKEEPER	BOOKKEEPER-MIDDLE SCHOOL	021c	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL BOOKKEEPER	BOOKKEEPER-MIDDLE SCHOOL	021d	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL NUTRITION MANAGER 1	SCHOOL NUTRITION MANAGER 1	478	SNMGR	\$23,285	\$37,504	\$51,723	
		SCHOOL SECRETARY	SECRETARY - ELEMENTARY SCHOOL	076	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - ELEMENTARY SCHOOL	076b	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - ELEMENTARY SCHOOL	076c	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - HIGH SCHOOL	077	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - HIGH SCHOOL	077a	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - HIGH SCHOOL	077b	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - HIGH SCHOOL	077c	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - HIGH SCHOOL	077f	FLAT4	\$41,057	\$41,057	\$41,057	
		SCHOOL SECRETARY	SECRETARY - MIDDLE SCHOOL	079a	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - MIDDLE SCHOOL	079b	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - MIDDLE SCHOOL	079c	PAY3	\$18,412	\$29,656	\$40,900	
		SCHOOL SECRETARY	SECRETARY - MIDDLE SCHOOL	079d	PAY3	\$18,412	\$29,656	\$40,900	
113	Unified	DRIVER/TRAINER	DRIVER/TRAINER 5	909	PAY5	\$26,190	\$31,427	\$39,284	100.00%
114	Unified	ACCOUNT CLERK II	ADMINISTRATIVE ASST II	005	PAY4	\$20,940	\$32,999	\$41,249	100.00%
		ACCOUNT CLERK II	CLERK- ACCOUNTS PAYABLE	022	PAY4	\$20,940	\$33,728	\$46,515	

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Class Comparison List by Proposed Pay Grade
Sample Client

Grade	Pay Plan	Annual Range				
		Proposed Class Title	Original Class Title	Working Class Title	Code	Grade
114	Unified					
		LICENSED PRACTICAL NURSE	NURSE LICENSED PRACTICAL NURSE		052	NURS-L
						\$18,832 \$25,964 \$33,024
		SCHOOL NUTRITION MANAGER 2	SCHOOL NUTRITION MANAGER 2		478b	SNMGR
		TRANSPORTATION DISPATCHER	DISPATCHER 1		042	FLAT1
						\$23,790 \$38,318 \$52,846
						\$25,005 \$25,005 \$25,005
115	Unified					
		ADMINISTRATIVE ASST II	ADMINISTRATIVE ASST II		005	PAY4
						\$20,940 \$33,728 \$46,515
116	Unified					
		PURCHASING ASST	PURCHASING ASST 4		073	PAY4
		SPECIALIST - BENEFITS I	SPECIALIST - BENEFITS I		016	PAY4
		SPECIALIST - HUMAN RESOURCES I	SPECIALIST HUMAN RESOURCES II		048	PAY4
						\$20,940 \$33,728 \$46,515
		SPECIALIST - PAYROLL I	SPECIALIST - PAYROLL I		067	PAY4
		SPECIALIST - SUBFINDER	SPECIALIST - SUBFINDER 4		080	PAY4
						\$20,940 \$33,728 \$46,515
117	Unified					
		ADMINISTRATIVE ASST III	ADMINISTRATIVE ASST - III		098	PAY5
		FINANCE SPECIALIST	BOOKKEEPER - SYSTEM		084	PAY5
						\$23,472 \$37,806 \$52,139
118	Unified					
		ELECTRICIAN	MAIN-ELECTRICIAN 111		057a	M3
		LIBRARIAN/MEDIA SPECIALIST	LIBRARIAN/MEDIA SPECIALIST		310	NCERO
		TRANSPORTATION ROUTE SUPV 1	TRANSPORTATION ROUTE SUPV		915	TRANSS
						\$22,719 \$36,582 \$50,445
						\$31,586 \$40,935 \$50,285
						\$23,265 \$37,471 \$51,678
119	Unified					
		ADMINISTRATOR - APPLITRACK	ADMINSTRATOR - APPLITRACK		006	PAY5
		SKILLED TRADES WORKER	MAIN-CARPENTER 1		054	M4
		SKILLED TRADES WORKER	MAIN-CARPENTER 111		054a	M3
		SKILLED TRADES WORKER	MAIN-HVAC		062a	M1
		SKILLED TRADES WORKER	MAIN-PAINTER 1		063	M4
		SPECIALIST - BENEFITS II	SPECIALIST - BENEFITS II		017	PAY5
		SPECIALIST - HUMAN RESOURCES II	SPECIALIST HUMAN RESOURCES II		048	PAY4
						\$20,940 \$33,728 \$46,515
		SPECIALIST - LEAVE	SPECIALIST - LEAVE		051	PAY4
		SPECIALIST - PAYROLL II	SPECIALIST - PAYROLL II		068	PAY5
						\$20,940 \$33,728 \$46,515
120	Unified					
		ELECTRICIAN - JOURNEYMAN	MAIN-ELECTRICIAN 1		057	M4
		HVAC MECHANIC	MAIN-HVAC 1		062	M4
		HVAC MECHANIC	MAIN-HVAC 11		062b	MAINT1
		HVAC MECHANIC	MAIN-HVAC 111		062c	M3
						\$25,233 \$40,642 \$56,050
						\$25,233 \$40,642 \$56,050
						\$20,186 \$32,513 \$44,840
						\$22,719 \$36,582 \$50,445

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Class Comparison List by Proposed Pay Grade
Sample Client

Grade	Pay Plan	Annual Range				
		Min	Max	% Of Market		
Proposed Class Title		Original Class Title	Working Class Title	Code	Grade	
120	Unified					
	MECHANIC	MAIN-GROUNDS 230 2230		059b	M2	
	MECHANIC	MECHANIC 1		912	M4	
	MECHANIC	MECHANIC 111		912a	M3	
	PLUMBER	MAIN-PLUMBER 1		064	M4	
	PLUMBER	MAIN-PLUMBER 111		064a	M3	
	REGISTERED NURSE	NURSE - REGISTERED NURSE		074	NUR-RN	
	TRANSLATION AND INTERPRETATION SPECIALIST	FACILITATOR-FMLY LANG ACCESS		124	PAY7	
121	Unified					
				\$40,376	\$46,433	
					\$58,041	
					100.00%	
122	Unified					
				\$42,395	\$48,754	
					\$60,943	
					100.00%	
123	Unified					
	EXECUTIVE SECRETARY	SECRETARY - EXECUTIVE			PAY7	
	MAINTENANCE FOREMAN	MAIN-FOREMAN CARPENTRY 1		045	MAINTF	
	MAINTENANCE FOREMAN	MAIN-FOREMAN ELECTRICAL		055	MAINTF	
	MAINTENANCE FOREMAN	MAIN-FOREMAN GROUNDS		058	MAINTF	
	MAINTENANCE FOREMAN	MAIN-FOREMAN GROUNDS 1		061	MAINTF	
	MAINTENANCE FOREMAN	MAIN-FOREMAN HVAC		061a	MAINTF	
	MAINTENANCE FOREMAN	MAIN-FOREMAN PLUMBING/KITCHEN		053	MAINTF	
	MAINTENANCE FOREMAN			056	MAINTF	
124	Unified					
	COMPUTER TECH - 180	COMPUTER TECH - 180		443	TECH1	
	COMPUTER TECH - 244	COMPUTER TECH - 244		445	TECH1	
	INTERPRETER 2	INTERPRETER 2		996a	ITER2	
	REGISTERED NURSE LEAD	NURSE - REGISTERED NURSE LEAD		075	NUR-RN	
125	Unified					
	SCHOOL NUTRITION MANAGER 3	SCHOOL NUTRITION MANAGER 3		478c	FLAT3	
126	Unified					
	COMPUTER TECH ITS	COMPUTER TECH ITS - 190		444	SRS-5	
	GRAD SPECIALIST-HIGH SCH	GRAD SPECIALIST-HIGH SCH		398	SRS-5	
	GRAD SPECIALIST-MIDDLE SCHOOL	GRAD SPECIALIST-MIDDLE SCHOOL		046	GRAD1	
	INTERPRETER 4	INTERPRETER 4		996	ITER4	

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Class Comparison List by Proposed Pay Grade
Sample Client

Grade	Pay Plan	Annual Range								
		Proposed Class Title	Original Class Title	Working Class Title	Code	Grade	Min	Max	% Of Market	
126	Unified	RESIDENCY OFFICE MANAGER	SOCIAL SERVICES CASE MANAGER		634	FLAT5	\$51,531	\$59,261	\$74,077	100.00%
127	Unified	PARENT ENGAGEMENT SPECIALIST - TITLE I	Parent Engagement Specialist - Title I		325	SRS-5	\$54,108	\$62,224	\$77,780	100.00%
		PHYSICAL THERAPIST ASST. (PTA) 1	PHYSICAL THERAPIST ASST. (PTA) 1		568	PTA	\$40,084	\$57,326	\$74,568	
		SCHOOL NUTRITION PURCHASING MANAGER	SCHOOL NUTRITION ADMINISTRATOR 2		959	FLAT2	\$56,881	\$56,881	\$56,881	
		SCHOOL SOCIAL WORKER	SCHOOL SOCIAL WORKER		250	SRS-5	\$54,491	\$78,999	\$103,508	
128	Unified	COUNSELOR - ELEMENTARY	COUNSELOR - ELEMENTARY (P-5)		210	NCERO	\$56,813	\$65,335	\$81,669	100.00%
		COUNSELOR - SECONDARY	COUNSELOR - SECONDARY (9-12)		220	NCERO	\$31,586	\$40,935	\$50,285	
		COUNSELOR - MIDDLE SCHOOL	COUNSELOR -MIDDLE SCHOOL (6-8)		215	NCERO	\$31,586	\$40,935	\$50,285	
		DATA FACILITATOR	FACILITATOR - ASSESS/DATA RESP		007	PRLC6	\$52,990	\$66,354	\$79,718	
		DISTRICT LILT	DISTRICT LILT		087	SRS-5	\$54,491	\$78,999	\$103,508	
		DISTRICT MILT	DISTRICT MILT		086	SRS-5	\$54,491	\$78,999	\$103,508	
		INTERPRETER 5	INTERPRETER 5		996b	ITER5	\$43,888	\$70,688	\$97,488	
		OCCUPATIONAL THERAPIST (OT) 1	OCCUPATIONAL THERAPIST (OT) 1		562	OCCTH	\$54,755	\$78,308	\$101,861	
129	Unified	DISCIPLINARY HEARING OFFICER	DISCIPLINARY HEARING OFFICER		448	SRS-5	\$62,366	\$68,602	\$85,753	100.00%
		MANAGER - ASEP	MANAGER - ASEP		396	ADMIN	\$71,104	\$76,604	\$82,104	
		MANAGER - FEDERAL ACCOUNTING	MANAGER - FEDERAL ACCOUNTING		093	ADMIN	\$71,104	\$76,604	\$82,104	
		MANAGER - PURCHASING	MANAGER - PURCHASING		351	ADMIN	\$71,104	\$76,604	\$82,104	
		SUPERVISOR - TRANSPORTATION OPERATIONS	SHOP FOREMAN		916	ADMIN	\$71,104	\$76,604	\$82,104	
130	Unified	DATA MANAGER	DATA MANAGER		667	ADM7a	\$65,484	\$72,032	\$90,040	100.00%
		NETWORK ADMINISTRATOR	ADMINISTRATOR - NETWORK		126	TECH1	\$78,861	\$84,961	\$91,061	
		PHYSICAL THERAPIST (PT) 1	PHYSICAL THERAPIST (PT) 1		561	PHYSTH	\$31,758	\$51,151	\$70,545	
		SCHOOL PSYCHOLOGIST	SCHOOL PSYCHOLOGIST		230	SRT61	\$62,222	\$88,986	\$115,751	
							\$43,435	\$54,389	\$65,343	

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Class Comparison List by Proposed Pay Grade
Sample Client

Grade	Pay Plan	Annual Range								
		Proposed Class Title	Original Class Title	Working Class Title	Code	Grade	Min	Max	% Of Market	
130	Unified	SPECIALIST - SP ED PROGRAM	SPECIALIST - SP ED PROGRAM		665	SRT-6	\$65,484	\$72,032	\$90,040	100.00%
		SUPERVISOR - EMPLOYMENT	SUPERVISOR - EMPLOYMENT		081	ADMIN	\$43,435	\$54,389	\$65,343	
		SUPERVISOR - FACILITIES	SUPERVISOR - FACILITIES		331	ADMIN	\$79,612	\$85,112	\$90,612	
		SUPERVISOR - MAINTENANCE	MAINT- SUPERVISOR		918	ADMIN	\$79,612	\$85,112	\$90,612	
		SUPERVISOR - PERFORMING ARTS	SUPERVISOR - PERFORMING ARTS		456	ADMIN	\$79,612	\$85,112	\$90,612	
		SUPERVISOR - TESTING	SUPERVISOR - TESTING		082	ADMIN	\$79,612	\$85,112	\$90,612	
		SUPERVISOR - WORK BASED LRNG	SUPERVISOR - WORK BASED LRNG		083	ADMIN	\$79,612	\$85,112	\$90,612	
131	Unified						\$68,758	\$75,634	\$94,542	100.00%
132	Unified						\$72,196	\$79,416	\$99,270	100.00%
		ASST DIR - SCHOOL NUTRITION	ASST DIR - SCHOOL NUTRITION		630	ADMIN	\$93,649	\$99,149	\$104,649	
		ASST DIR - TRANSPORTATION	ASST DIR - TRANSPORTATION		008	ADMIN	\$93,649	\$99,149	\$104,649	
133	Unified						\$75,806	\$83,386	\$104,233	100.00%
		ASST PRINCIPAL - ACAD ADV STUDY	ASST PRINCIPAL - ACAD ADV STUDY		009	SRS-5	\$54,491	\$78,999	\$103,508	
		ASST PRINCIPAL-ALTERNATIVE SCH	ASST PRINCIPAL-ALTERNATIVE SCH		011	SRS-5	\$54,491	\$78,999	\$103,508	
		ASST PRINCIPAL-ELEM SCHOOL 6	ASST PRINCIPAL-ELEM SCHOOL		012	SRS-5	\$54,491	\$78,999	\$103,508	
		ASST PRINCIPAL-MIDDLE SCHOOL 6	ASST PRINCIPAL-MIDDLE SCHOOL		014	SRS-5	\$54,491	\$78,999	\$103,508	
		COORD - ADMIN SERVICES	COORD-ADMIN SERVICES		025	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - COMMUNICATIONS/RELATIONS	COORD- COMMUNICATIONS/RELATIONS		026	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - COMPLIANCE	COORD-COMPLIANCE		027	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - CTAE	COORD-CTAE		028	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - DATA MANAGEMENT	Coordinator, Data Management		345	SRS-5	\$54,491	\$78,999	\$103,508	
		COORD - ELA	COORD-ELA		030	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - FEDERAL PROGRAMS	FINANCE & BUSINESS PERSONNEL		311	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - FINE ARTS/FOREIGN LANG	COORD-FINE ARTS/FOREIGN LANG		032	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - INFORMATION SYSTEMS	COORD-INFORMATION SYSTEMS		033	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - INSTRUCTIONAL TECH	COORD-INSTRUCTIONAL TECH		034	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - MATH	COORD-MATH		035	ADMIN	\$92,373	\$97,875	\$103,373	
		COORD - PR & BENEFITS	COORD-PR & BENEFITS		095	ADMIN	\$92,373	\$97,875	\$103,373	

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Class Comparison List by Proposed Pay Grade

Sample Client

Grade	Pay Plan	Annual Range				
		Proposed Class Title	Original Class Title	Working Class Title	Code	Grade
133	Unified				Min	Max
		COORD - PROFESSIONAL LEARNING	COORD-PROFESSIONAL LEARNING		036	ADMIN
		COORD - S.S./GIFTED	COORD-S.S./GIFTED		038	ADMIN
		COORD - SCIENCE/HEALTH/PE	COORD-SCIENCE/HEALTH/PE		039	ADMIN
		COORD - SECONDARY PRGRM	COORD-SECONDARY PRGRM		099	ADMIN
		COORD - SPECIAL PROJECTS	COORD-SPECIAL PROJECTS		620	ADMIN
		COORD - SPED	COORD-SPED		040	ADMIN
		COORD - STUDENT SERVICES	COORD-STUDENT SERVICES		041	ADMIN
		FACILITATOR - STUDENT SUPPORT	FACILITATOR - STUDENT SUPPORT		127	ADMIN
		NETWORK COORDINATOR	NETWORK COORDINATOR		644	ADMIN
134	Unified				\$79,596	\$87,556
		ASST PRINCIPAL-HIGH SCHOOL 6	ASST PRINCIPAL-HIGH SCHOOL		013	SRS-5
		PSYCHOLOGIST - LEAD	PSYCHOLOGIST - LEAD		096	SRS-7
135	Unified				\$83,576	\$91,934
136	Unified				\$87,755	\$96,530
		DIRECTOR - ADMIN SERVICES	DIRECTOR - ADMIN SERVICES		125	ADMIN
		DIRECTOR - FACILITIES & MAINTENANCE	EXEC DCTR FACILITIES & MAIN		085	ADMIN
		DIRECTOR - FINANCE	DIRECTOR - FINANCE		092	ADMIN
		DIRECTOR - FOOD SERVICE	DIRECTOR - FOOD SERVICE		340	ADMIN
		DIRECTOR - HUMAN RESOURCES	DIRECTOR - HUMAN RESOURCES		602	ADMIN
		DIRECTOR - LEARNING & LEADERSHIP	DIRECTOR-LEARNING & LEADERSHIP		603	ADMIN
		DIRECTOR - SPECIAL EDUCATION	DIRECTOR - SPECIAL EDUCATION		375	ADMIN
		DIRECTOR - STUDENT SERVICES	DIRECTOR - STUDENT SERVICES		641	ADMIN
		DIRECTOR - TECHNOLOGY SERV.	DIRECTOR - TECHNOLOGY SERV.		643	ADMIN
		DIRECTOR - TRANSPORTATION	TRANSPORTATION		335	ADMIN
			DIRECTOR/MGR.			
		PRINCIPAL - ACADEMY OF ADV STUDIES	CEO OF ACADEMY OF ADV STUDIES		299	ADMIN
		PRINCIPAL - ELEMENTARY SCHOOL	PRINCIPAL-ELEMENTARY SCHOOL		069	ESP
		PRINCIPAL - IMPACT ACADEMY	ADMINISTRATOR - IMPACT ACADEMY		049	ADMIN
		PRINCIPAL - MIDDLE SCHOOL	PRINCIPAL-MIDDLE SCHOOL		071	MSP
137	Unified				\$96,530	\$101,357

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Class Comparison List by Proposed Pay Grade

Sample Client

Grade	Pay Plan	Annual Range				
		Proposed Class Title	Original Class Title	Working Class Title	Code	Grade
137	Unified					
		ASST TO THE SUPERINTENDENT	ASST TO THE SUPERINTENDENT		004	ADMIN
		PRINCIPAL - ALTERNATIVE SCHOOL	PRINCIPAL-ALTERNATIVE SCHOOL		072	HSP
		PRINCIPAL - HIGH SCHOOL	PRINCIPAL-HIGH SCHOOL		070	HSP
138	Unified					
		AREA SUPERINTENDENT	EXECUTIVE OFFICER		601	ADMIN
139	Unified					
140	Unified					
141	Unified					
		ASSISTANT SUPERINTENDENT	ASSISTANT SUPERINTENDENT		002	ADMIN
142	Unified					
143	Unified					
144	Unified					
145	Unified					
146	Unified					
147	Unified					
148	Unified					
149	Unified					
150	Unified					

Min	Max	% Of Market
\$96,530	\$101,357	\$126,696
\$99,179	\$104,679	\$110,179
\$115,343	\$120,843	\$126,343
\$115,343	\$120,843	\$126,343
\$101,357	\$106,425	\$133,031
\$107,261	\$112,761	\$118,261
\$106,425	\$111,746	\$139,682
\$111,746	\$117,333	\$146,666
\$117,333	\$123,200	\$154,000
\$119,597	\$125,097	\$130,597
\$123,200	\$129,360	\$161,700
\$129,360	\$135,828	\$169,785
\$135,828	\$142,619	\$178,274
\$142,619	\$149,750	\$187,188
\$149,750	\$157,238	\$196,547
\$157,238	\$165,100	\$206,374
\$165,100	\$173,355	\$216,693
\$173,355	\$182,022	\$227,528
\$182,022	\$191,123	\$238,904

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SECTION 6.0
Sample Client
Alpha Class List

Sample Client

Proposed Class Title	Code	Pay Plan	Grade	Min		Max	#
A							
ACCOUNT CLERK I	005a	Unified	111	\$23,755	\$28,506	\$35,632	<u>1</u>
ACCOUNT CLERK II	022	Unified	114	\$27,499	\$32,999	\$41,249	<u>4</u>
ADMINISTRATIVE ASST I	097	Unified	112	\$24,942	\$29,931	\$37,414	<u>4</u>
ADMINISTRATIVE ASST II	005	Unified	115	\$28,874	\$34,649	\$43,311	<u>36</u>
ADMINISTRATIVE ASST III	098	Unified	117	\$31,834	\$38,200	\$47,750	<u>1</u>
ADMINSTRATOR - APPLITRACK	006	Unified	119	\$35,097	\$42,116	\$52,645	<u>1</u>
AREA SUPERINTENDENT	601	Unified	138	\$101,357	\$106,425	\$133,031	<u>4</u>
ASSISTANT SUPERINTENDENT	002	Unified	141	\$117,333	\$123,200	\$154,000	<u>4</u>
ASST DIR - SCHOOL NUTRITION	630	Unified	132	\$72,196	\$79,416	\$99,270	<u>1</u>
ASST DIR - TRANSPORTATION	008	Unified	132	\$72,196	\$79,416	\$99,270	<u>1</u>
ASST PRINCIPAL- ACAD ADV STUDY	009	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
ASST PRINCIPAL-ALTERNATIVE SCH	011	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
ASST PRINCIPAL-ELEM SCHOOL 6	012	Unified	133	\$75,806	\$83,386	\$104,233	<u>30</u>
ASST PRINCIPAL-HIGH SCHOOL 6	013	Unified	134	\$79,596	\$87,556	\$109,445	<u>29</u>
ASST PRINCIPAL-MIDDLE SCHOOL 6	014	Unified	133	\$75,806	\$83,386	\$104,233	<u>21</u>
ASST TO THE SUPERINTENDENT	004	Unified	137	\$96,530	\$101,357	\$126,696	<u>1</u>
C							
CLINIC AIDE	412	Unified	103	\$16,078	\$19,294	\$24,117	<u>29</u>
COMPUTER TECH - 180	443	Unified	124	\$46,741	\$53,752	\$67,190	<u>3</u>
COMPUTER TECH - 244	445	Unified	124	\$46,741	\$53,752	\$67,190	<u>25</u>
COMPUTER TECH ITS	444	Unified	126	\$51,531	\$59,261	\$74,077	<u>4</u>
COORD - ADMIN SERVICES	025	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - COMMUNICATIONS/RELATIONS	026	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - COMPLIANCE	027	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - CTAE	028	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - DATA MANAGEMENT	345	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - ELA	030	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - FEDERAL PROGRAMS	311	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - FINE ARTS/FOREIGN LANG	032	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - INFORMATION SYSTEMS	033	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - INSTRUCTIONAL TECH	034	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - MATH	035	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - PR & BENEFITS	095	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - PROFESSIONAL LEARNING	036	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - S.S./GIFTED	038	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - SCIENCE/HEALTH/PE	039	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - SECONDARY PRGRM	099	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - SPECIAL PROJECTS	620	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COORD - SPED	040	Unified	133	\$75,806	\$83,386	\$104,233	<u>5</u>
COORD - STUDENT SERVICES	041	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
COUNSELOR - ELEMENTARY	210	Unified	128	\$56,813	\$65,335	\$81,669	<u>35</u>
COUNSELOR - SECONDARY	220	Unified	128	\$56,813	\$65,335	\$81,669	<u>37</u>
COUNSELOR -MIDDLE SCHOOL	215	Unified	128	\$56,813	\$65,335	\$81,669	<u>25</u>
CREW LEADER	059c	Unified	109	\$21,546	\$25,855	\$32,319	<u>7</u>
D							
DATA FACILITATOR	007	Unified	128	\$56,813	\$65,335	\$81,669	<u>2</u>
DATA MANAGER	667	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
DIRECTOR - ADMIN SERVICES	125	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - FACILITIES & MAINTENANCE	085	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>

Sample Client

Proposed Class Title	Code	Pay Plan	Grade	Min		Max	#
DIRECTOR - FINANCE	092	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - FOOD SERVICE	340	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - HUMAN RESOURCES	602	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - LEARNING & LEADERSHIP	603	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - SPECIAL EDUCATION	375	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - STUDENT SERVICES	641	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - TECHNOLOGY SERV.	643	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DIRECTOR - TRANSPORTATION	335	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
DISCIPLINARY HEARING OFFICER	448	Unified	129	\$62,366	\$68,602	\$85,753	<u>2</u>
DISTRICT LILT	087	Unified	128	\$56,813	\$65,335	\$81,669	<u>1</u>
DISTRICT MILT	086	Unified	128	\$56,813	\$65,335	\$81,669	<u>1</u>
DRIVER	044	Unified	110	\$22,624	\$27,148	\$33,935	<u>3</u>
DRIVER/TRAINER	909	Unified	113	\$26,190	\$31,427	\$39,284	<u>1</u>
E							
ELECTRICIAN	057a	Unified	118	\$33,425	\$40,110	\$50,138	<u>5</u>
ELECTRICIAN - JOURNEYMAN	057	Unified	120	\$36,851	\$44,222	\$55,277	<u>13</u>
EXECUTIVE SECRETARY	045	Unified	123	\$44,515	\$51,192	\$63,990	<u>1</u>
F							
FACILITATOR - STUDENT SUPPORT	127	Unified	133	\$75,806	\$83,386	\$104,233	<u>22</u>
FINANCE SPECIALIST	084	Unified	117	\$31,834	\$38,200	\$47,750	<u>1</u>
G							
GRAD SPECIALIST-HIGH SCH	398	Unified	126	\$51,531	\$59,261	\$74,077	<u>11</u>
GRAD SPECIALIST-MIDDLE SCHOOL	046	Unified	126	\$51,531	\$59,261	\$74,077	<u>11</u>
GROUND MAINTENANCE WORKER	059a	Unified	106	\$18,612	\$22,335	\$27,919	<u>27</u>
H							
HVAC MECHANIC	062	Unified	120	\$36,851	\$44,222	\$55,277	<u>17</u>
I							
INTERPRETER 2	996a	Unified	124	\$46,741	\$53,752	\$67,190	<u>1</u>
INTERPRETER 4	996	Unified	126	\$51,531	\$59,261	\$74,077	<u>6</u>
INTERPRETER 5	996b	Unified	128	\$56,813	\$65,335	\$81,669	<u>1</u>
L							
LIBRARIAN/MEDIA SPECIALIST	310	Unified	118	\$33,425	\$40,110	\$50,138	<u>50</u>
LICENSED PRACTICAL NURSE	052	Unified	114	\$27,499	\$32,999	\$41,249	<u>8</u>
M							
MAINTENANCE FOREMAN	061	Unified	123	\$44,515	\$51,192	\$63,990	<u>6</u>
MANAGER - ASEP	396	Unified	129	\$62,366	\$68,602	\$85,753	<u>1</u>
MANAGER - FEDERAL ACCOUNTING	093	Unified	129	\$62,366	\$68,602	\$85,753	<u>1</u>
MANAGER - PURCHASING	351	Unified	129	\$62,366	\$68,602	\$85,753	<u>1</u>
MECHANIC	912	Unified	120	\$36,851	\$44,222	\$55,277	<u>13</u>
MEDIA AIDE 1	442	Unified	104	\$16,882	\$20,258	\$25,323	<u>19</u>
MEDIA AIDE II	442b	Unified	106	\$18,612	\$22,335	\$27,919	<u>11</u>
N							
NETWORK ADMINISTRATOR	126	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
NETWORK COORDINATOR	644	Unified	133	\$75,806	\$83,386	\$104,233	<u>1</u>
O							

Sample Client

Proposed Class Title	Code	Pay Plan	Grade	Min		Max	#
OCCUPATIONAL THERAPIST (OT) 1	562	Unified	128	\$56,813	\$65,335	\$81,669	<u>9</u>
P							
PARAPROFESSIONAL 1	900	Unified	105	\$17,726	\$21,271	\$26,589	<u>120</u>
PARAPROFESSIONAL 2	900b	Unified	107	\$19,543	\$23,452	\$29,315	<u>93</u>
PARAPROFESSIONAL-SPECIAL ED. 1	436	Unified	105	\$17,726	\$21,271	\$26,589	<u>134</u>
PARAPROFESSIONAL-SPECIAL ED. 2	436b	Unified	107	\$19,543	\$23,452	\$29,315	<u>151</u>
PARENT ENGAGEMENT SPECIALIST - TITLE I	325	Unified	127	\$54,108	\$62,224	\$77,780	<u>1</u>
PHYSICAL THERAPIST (PT) 1	561	Unified	130	\$65,484	\$72,032	\$90,040	<u>3</u>
PHYSICAL THERAPIST ASST. (PTA) 1	568	Unified	127	\$54,108	\$62,224	\$77,780	<u>1</u>
PLUMBER	064	Unified	120	\$36,851	\$44,222	\$55,277	<u>15</u>
PRINCIPAL - ACADEMY OF ADV STUDIES	299	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
PRINCIPAL - ALTERNATIVE SCHOOL	072	Unified	137	\$96,530	\$101,357	\$126,696	<u>1</u>
PRINCIPAL - ELEMENTARY SCHOOL	069	Unified	136	\$87,755	\$96,530	\$120,663	<u>29</u>
PRINCIPAL - HIGH SCHOOL	070	Unified	137	\$96,530	\$101,357	\$126,696	<u>10</u>
PRINCIPAL - IMPACT ACADEMY	049	Unified	136	\$87,755	\$96,530	\$120,663	<u>1</u>
PRINCIPAL - MIDDLE SCHOOL	071	Unified	136	\$87,755	\$96,530	\$120,663	<u>11</u>
PSYCHOLOGIST - LEAD	096	Unified	134	\$79,596	\$87,556	\$109,445	<u>1</u>
PURCHASING ASST	073	Unified	116	\$30,318	\$36,381	\$45,477	<u>2</u>
R							
REGISTERED NURSE	074	Unified	120	\$36,851	\$44,222	\$55,277	<u>6</u>
REGISTERED NURSE LEAD	075	Unified	124	\$46,741	\$53,752	\$67,190	<u>1</u>
RESIDENCY OFFICE MANAGER	634	Unified	126	\$51,531	\$59,261	\$74,077	<u>1</u>
S							
SCHOOL BOOKKEEPER	018a	Unified	112	\$24,942	\$29,931	\$37,414	<u>48</u>
SCHOOL CLERK	023	Unified	106	\$18,612	\$22,335	\$27,919	<u>31</u>
SCHOOL NUTRITION ASSISTANT	960	Unified	102	\$15,313	\$18,375	\$22,969	<u>244</u>
SCHOOL NUTRITION MANAGER 1	478	Unified	112	\$24,942	\$29,931	\$37,414	<u>24</u>
SCHOOL NUTRITION MANAGER 2	478b	Unified	114	\$27,499	\$32,999	\$41,249	<u>28</u>
SCHOOL NUTRITION MANAGER 3	478c	Unified	125	\$49,078	\$56,439	\$70,549	<u>1</u>
SCHOOL NUTRITION PURCHASING MANAGER	959	Unified	127	\$54,108	\$62,224	\$77,780	<u>1</u>
SCHOOL PSYCHOLOGIST	230	Unified	130	\$65,484	\$72,032	\$90,040	<u>17</u>
SCHOOL SECRETARY	076b	Unified	112	\$24,942	\$29,931	\$37,414	<u>115</u>
SCHOOL SOCIAL WORKER	250	Unified	127	\$54,108	\$62,224	\$77,780	<u>10</u>
SKILLED TRADES WORKER	054	Unified	119	\$35,097	\$42,116	\$52,645	<u>21</u>
SPECIALIST - BENEFITS I	016	Unified	116	\$30,318	\$36,381	\$45,477	<u>2</u>
SPECIALIST - BENEFITS II	017	Unified	119	\$35,097	\$42,116	\$52,645	<u>1</u>
SPECIALIST - HUMAN RESOURCES II	048	Unified	119	\$35,097	\$42,116	\$52,645	<u>3</u>
SPECIALIST - HUMAN RESOURCES I	047	Unified	116	\$30,318	\$36,381	\$45,477	<u>2</u>
SPECIALIST - LEAVE	051	Unified	119	\$35,097	\$42,116	\$52,645	<u>1</u>
SPECIALIST - PAYROLL I	067	Unified	116	\$30,318	\$36,381	\$45,477	<u>4</u>
SPECIALIST - PAYROLL II	068	Unified	119	\$35,097	\$42,116	\$52,645	<u>2</u>
SPECIALIST - SP ED PROGRAM	665	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
SPECIALIST - SUBFINDER	080	Unified	116	\$30,318	\$36,381	\$45,477	<u>1</u>
SUPERVISOR - EMPLOYMENT	081	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
SUPERVISOR - FACILITIES	331	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
SUPERVISOR - MAINTENANCE	918	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
SUPERVISOR - PERFORMING ARTS	456	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
SUPERVISOR - TESTING	082	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>
SUPERVISOR - TRANSPORTATION OPERATIONS	916	Unified	129	\$62,366	\$68,602	\$85,753	<u>1</u>
SUPERVISOR - WORK BASED LRNG	083	Unified	130	\$65,484	\$72,032	\$90,040	<u>1</u>

Sample Client

Proposed Class Title	Code	Pay Plan	Grade	Min		Max	#
T							
TRANSLATION AND INTERPRETATION SPECIALIST	124	Unified	120	\$36,851	\$44,222	\$55,277	<u>1</u>
TRANSPORTATION - BUS DRIVER 1	910	Unified	111	\$23,755	\$28,506	\$35,632	<u>277</u>
TRANSPORTATION DISPATCHER	042	Unified	114	\$27,499	\$32,999	\$41,249	<u>1</u>
TRANSPORTATION ROUTE SUPV 1	915	Unified	118	\$33,425	\$40,110	\$50,138	<u>5</u>
W							
WAREHOUSE WORKER	906	Unified	109	\$21,546	\$25,855	\$32,319	<u>1</u>

135 Job Classes

SECTION 7.0
Sample Client
Implementation Cost by Job Class

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Implementation Cost By Proposed Classification

Sample Client

Proposed Pay Plan Unified

100 % Of Market

Proposed	Class		Orig Avg	Adjustment Amounts and # of Employees Receiving Adjustments												Prop Avg	%
	Title	Code		# EES	Flat %	#	Min	#	Max	#	Step	#	Merit	#	Total Adjust		
Proposed Pay Plan Unified																	
ACCOUNT CLERK I		005a	17,179	1	515	1	803	1	0	0	593	1	510	1	2,422	19,601	2,422 14.1%
ACCOUNT CLERK II		022	32,328	4	2,640	3	0	0	0	0	9,362	3	2,099	3	14,100	35,853	3,525 10.9%
ADMINISTRATIVE ASST I		097	24,846	4	2,982	4	7,815	2	0	0	7,857	4	2,442	4	21,097	30,120	5,274 21.2%
ADMINISTRATIVE ASST II		005	32,958	36	29,559	32	37,478	14	0	0	56,785	19	18,446	31	142,268	36,910	3,952 12.0%
ADMINISTRATIVE ASST III		098	29,734	1	892	1	1,207	1	0	0	573	1	363	1	3,035	32,769	3,035 10.2%
ADMINISTRATOR - APPLITRACK		006	35,504	1	1,065	1	0	0	0	0	8,279	1	699	1	10,043	45,547	10,043 28.3%
AREA SUPERINTENDENT		601	118,094	4	14,171	4	0	0	0	0	0	0	6,917	4	21,089	123,366	5,272 4.5%
ASSISTANT SUPERINTENDENT		002	124,848	4	14,982	4	0	0	0	0	5,846	1	5,951	4	26,778	131,542	6,695 5.4%
ASST DIR - SCHOOL NUTRITION		630	93,650	1	2,809	1	0	0	0	0	0	0	2,810	1	5,620	99,270	5,620 6.0%
ASST DIR - TRANSPORTATION		008	96,650	1	2,620	1	0	0	0	0	0	0	0	0	2,620	99,270	2,620 2.7%
ASST PRINCIPAL - ACAD ADV STUDY		009	84,111	1	2,523	1	0	0	0	0	0	0	2,059	1	4,582	88,693	4,582 5.4%
ASST PRINCIPAL-ALTERNATIVE SCH		011	54,492	1	1,635	1	6,010	1	0	0	5,382	1	256	1	13,282	67,774	13,282 24.4%
ASST PRINCIPAL-ELEM SCHOOL 6		012	72,557	30	55,069	27	5,809	2	0	0	32,203	9	28,669	26	121,750	76,616	4,058 5.6%
ASST PRINCIPAL-HIGH SCHOOL 6		013	82,525	29	65,966	28	14,843	2	0	0	54,945	11	30,827	27	166,581	88,269	5,744 7.0%
ASST PRINCIPAL-MIDDLE SCHOOL 6		014	71,344	21	42,377	20	6,010	1	0	0	14,112	3	24,122	20	86,621	75,469	4,125 5.8%
ASST TO THE SUPERINTENDENT		004	106,180	1	3,185	1	0	0	0	0	9,301	1	601	1	13,087	119,266	13,087 12.3%
CLINIC AIDE		412	10,684	29	8,975	28	239	1	0	0	5,024	14	6,746	28	20,984	11,408	724 6.8%
COMPUTER TECH - 180		443	38,525	3	3,467	3	0	0	0	0	2,101	2	2,184	3	7,752	41,109	2,584 6.7%
COMPUTER TECH - 244		445	57,922	25	29,024	19	14,242	4	0	0	18,564	6	14,161	17	75,991	60,962	3,040 5.2%
COMPUTER TECH ITS		444	55,068	4	5,304	4	0	0	0	0	0	0	1,770	2	7,074	56,836	1,769 3.2%
COORD - ADMIN SERVICES		025	94,374	1	2,831	1	0	0	0	0	0	0	1,164	1	3,995	98,368	3,995 4.2%
COORD - COMMUNICATIONS/RELATIONS		026	92,374	1	2,771	1	0	0	0	0	0	0	417	1	3,188	95,562	3,188 3.5%
COORD - COMPLIANCE		027	94,374	1	2,831	1	0	0	0	0	0	0	1,164	1	3,995	98,368	3,995 4.2%
COORD - CTAE		028	92,374	1	2,771	1	0	0	0	0	0	0	417	1	3,188	95,562	3,188 3.5%
COORD - DATA MANAGEMENT		345	48,684	1	1,461	1	0	0	0	0	0	0	904	1	2,365	51,049	2,365 4.9%
COORD - ELA		030	96,374	1	2,891	1	0	0	0	0	0	0	1,993	1	4,884	101,258	4,884 5.1%
COORD - FEDERAL PROGRAMS		311	100,374	1	3,011	1	0	0	0	0	0	0	848	1	3,860	104,233	3,860 3.8%
COORD - FINE ARTS/FOREIGN LANG		032	96,374	1	2,891	1	0	0	0	0	0	0	1,993	1	4,884	101,258	4,884 5.1%
COORD - INFORMATION SYSTEMS		033	92,374	1	2,771	1	0	0	0	0	0	0	417	1	3,188	95,562	3,188 3.5%
COORD - INSTRUCTIONAL TECH		034	96,374	1	2,891	1	0	0	0	0	0	0	1,993	1	4,884	101,258	4,884 5.1%
COORD - MATH		035	96,374	1	2,891	1	0	0	0	0	0	0	1,993	1	4,884	101,258	4,884 5.1%
COORD - PR & BENEFITS		095	95,374	1	2,861	1	0	0	0	0	0	0	134	1	2,995	98,368	2,995 3.1%
COORD - PROFESSIONAL LEARNING		036	94,374	1	2,831	1	0	0	0	0	0	0	1,164	1	3,995	98,368	3,995 4.2%
COORD - S.S./GIFTED		038	94,374	1	2,831	1	0	0	0	0	0	0	1,164	1	3,995	98,368	3,995 4.2%
COORD - SCIENCE/HEALTH/PE		039	94,374	1	2,831	1	0	0	0	0	0	0	1,164	1	3,995	98,368	3,995 4.2%
COORD - SECONDARY PRGRM		099	96,374	1	2,891	1	0	0	0	0	0	0	1,993	1	4,884	101,258	4,884 5.1%
COORD - SPECIAL PROJECTS		620	92,374	1	2,771	1	0	0	0	0	9,088	1	0	0	11,860	104,233	11,860 12.8%
COORD - SPED		040	95,174	5	14,276	5	0	0	0	0	0	0	4,588	5	18,864	98,946	3,773 4.0%
COORD - STUDENT SERVICES		041	94,374	1	2,831	1	0	0	0	0	0	0	1,164	1	3,995	98,368	3,995 4.2%

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Implementation Cost By Proposed Classification

Sample Client

Proposed Pay Plan Unified

100 % Of Market

Class			Orig Avg	Adjustment Amounts and # of Employees Receiving Adjustments												Prop Avg	%			
Proposed	Title	Code		# EES	Flat %	#	Min	#	Max	#	Step	#	Merit	#	Total Adjust					
Proposed Pay Plan Unified																				
	COUNSELOR - ELEMENTARY	210	54,610	35	42,533	28	11,606	6	0	0	8,214	6	22,432	28	0	0	84,785	57,033	2,422	4.4%
	COUNSELOR - SECONDARY	220	68,526	37	35,091	20	8,534	3	0	0	2,386	3	12,971	19	0	0	58,983	70,120	1,594	2.3%
	COUNSELOR -MIDDLE SCHOOL	215	70,509	25	24,592	14	7,675	2	0	0	2,725	3	8,830	11	0	0	43,822	72,262	1,753	2.5%
	CREW LEADER	059c	36,545	7	1,622	2	0	0	0	0	0	0	14	1	0	0	1,637	36,778	234	0.6%
	DATA FACILITATOR	007	69,565	2	4,174	2	0	0	0	0	0	0	1,774	2	0	0	5,948	72,539	2,974	4.3%
	DATA MANAGER	667	65,914	1	1,977	1	0	0	0	0	0	0	347	1	0	0	2,325	68,239	2,325	3.5%
	DIRECTOR - ADMIN SERVICES	125	104,180	1	3,125	1	0	0	0	0	0	0	163	1	0	0	3,288	107,468	3,288	3.2%
	DIRECTOR - FACILITIES & MAINTENANC	085	118,262	1	2,401	1	0	0	0	0	0	0	0	0	0	0	2,401	120,663	2,401	2.0%
	DIRECTOR - FINANCE	092	101,180	1	3,035	1	0	0	0	0	0	0	186	1	0	0	3,222	104,401	3,222	3.2%
	DIRECTOR - FOOD SERVICE	340	106,180	1	3,185	1	0	0	0	0	11,298	1	0	0	0	0	14,483	120,663	14,483	13.6%
	DIRECTOR - HUMAN RESOURCES	602	101,180	1	3,035	1	0	0	0	0	0	0	186	1	0	0	3,222	104,401	3,222	3.2%
	DIRECTOR - LEARNING & LEADERSHIP	603	104,180	1	3,125	1	0	0	0	0	0	0	163	1	0	0	3,288	107,468	3,288	3.2%
	DIRECTOR - SPECIAL EDUCATION	375	101,180	1	3,035	1	0	0	0	0	0	0	186	1	0	0	3,222	104,401	3,222	3.2%
	DIRECTOR - STUDENT SERVICES	641	110,552	1	3,317	1	0	0	0	0	0	0	5	1	0	0	3,322	113,874	3,322	3.0%
	DIRECTOR - TECHNOLOGY SERV.	643	99,180	1	2,975	1	0	0	0	0	0	0	2,246	1	0	0	5,222	104,401	5,222	5.3%
	DIRECTOR - TRANSPORTATION	335	99,180	1	2,975	1	0	0	0	0	0	0	2,246	1	0	0	5,222	104,401	5,222	5.3%
	DISCIPLINARY HEARING OFFICER	448	68,778	2	2,004	1	0	0	0	0	0	0	1,491	1	0	0	3,494	70,526	1,747	2.5%
	DISTRICT LILT	087	53,473	1	1,604	1	0	0	0	0	0	0	756	1	0	0	2,360	55,833	2,360	4.4%
	DISTRICT MILT	086	55,164	1	1,655	1	0	0	0	0	0	0	729	1	0	0	2,384	57,548	2,384	4.3%
	DRIVER	044	29,459	3	2,651	3	0	0	0	0	0	0	1,725	3	0	0	4,376	30,918	1,459	5.0%
	DRIVER/TRAINER	909	27,211	1	816	1	0	0	0	0	0	0	539	1	0	0	1,356	28,567	1,356	5.0%
	ELECTRICIAN	057a	39,243	5	5,886	5	2,064	2	0	0	2,570	2	3,849	5	0	0	14,370	42,116	2,874	7.3%
	ELECTRICIAN - JOURNEYMAN	057	49,615	13	11,076	9	0	0	0	0	4,315	2	6,200	7	0	0	21,590	51,276	1,661	3.3%
	EXECUTIVE SECRETARY	045	55,523	1	1,666	1	0	0	0	0	0	0	1,251	1	0	0	2,917	58,440	2,917	5.3%
	FACILITATOR - STUDENT SUPPORT	127	71,634	22	45,211	22	24,836	5	0	0	53,519	12	23,346	21	0	0	146,912	78,311	6,678	9.3%
	FINANCE SPECIALIST	084	32,492	1	975	1	0	0	0	0	4,607	1	914	1	0	0	6,496	38,988	6,496	20.0%
	GRAD SPECIALIST-HIGH SCH	398	71,886	11	5,173	4	0	0	0	0	0	0	3,390	3	0	0	8,563	72,665	778	1.1%
	GRAD SPECIALIST-MIDDLE SCHOOL	046	31,673	11	10,452	11	82,547	11	0	0	26,684	11	6,348	11	0	0	126,032	43,130	11,457	36.2%
	GROUPS MAINTENANCE WORKER	059a	27,706	27	9,010	16	16,879	8	0	0	4,000	8	2,577	15	0	0	32,466	28,908	1,202	4.3%
	HVAC MECHANIC	062	49,360	17	10,040	8	6,290	2	0	0	10,422	4	6,534	8	0	0	33,285	51,318	1,958	4.0%
	INTERPRETER 2	996a	45,504	1	1,365	1	0	0	0	0	0	0	565	1	0	0	1,931	47,434	1,931	4.2%
	INTERPRETER 4	996	33,543	6	6,038	6	29,658	4	0	0	10,635	5	2,771	6	0	0	49,102	41,727	8,184	24.4%
	INTERPRETER 5	996b	70,919	1	0	0	0	0	0	0	0	0	0	0	0	0	0	70,919	0	0.0%
	LIBRARIAN/MEDIA SPECIALIST	310	61,227	50	604	1	0	0	0	0	0	0	0	0	0	0	604	61,239	12	0.0%
	LICENSED PRACTICAL NURSE	052	20,890	8	5,014	8	5,375	3	0	0	6,287	7	3,213	8	0	0	19,889	23,376	2,486	11.9%
	MAINTENANCE FOREMAN	061	63,551	6	2,635	6	0	0	0	0	0	0	0	0	0	0	2,635	63,990	439	0.7%
	MANAGER - ASEP	396	71,105	1	2,133	1	0	0	0	0	0	0	958	1	0	0	3,091	74,196	3,091	4.3%
	MANAGER - FEDERAL ACCOUNTING	093	71,105	1	2,133	1	0	0	0	0	0	0	958	1	0	0	3,091	74,196	3,091	4.3%
	MANAGER - PURCHASING	351	71,105	1	2,133	1	0	0	0	0	7,744	1	2,324	1	0	0	12,200	83,305	12,200	17.2%

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Implementation Cost By Proposed Classification

Sample Client

Proposed Pay Plan Unified

100 % Of Market

Proposed	Class		Orig Avg	Adjustment Amounts and # of Employees Receiving Adjustments												Prop Avg	%			
	Title	Code		# EES	Flat %	#	Min	#	Max	#	Step	#	Merit	#	Total Adjust					
Proposed Pay Plan Unified																				
MECHANIC		912	48,809	13	7,398	7	9,164	1	0	0	4,534	3	2,903	5	0	0	23,999	50,655	1,846	3.8%
MEDIA AIDE 1		442	15,169	19	6,089	16	7,179	6	0	0	10,180	11	2,937	15	0	0	26,385	16,558	1,389	9.2%
MEDIA AIDE II		442b	13,363	11	3,693	9	5,243	4	0	0	5,313	7	2,761	9	0	0	17,011	14,909	1,546	11.6%
NETWORK ADMINISTRATOR		126	80,492	1	2,415	1	0	0	0	0	0	0	2,067	1	0	0	4,482	84,974	4,482	5.6%
NETWORK COORDINATOR		644	92,374	1	2,771	1	0	0	0	0	0	0	417	1	0	0	3,188	95,562	3,188	3.5%
OCCUPATIONAL THERAPIST (OT) 1		562	67,152	9	6,244	4	0	0	0	0	0	0	2,668	3	0	0	8,912	68,142	990	1.5%
PARAPROFESSIONAL 1		900	14,387	120	42,637	107	107,004	69	0	0	77,617	87	26,467	103	0	0	253,724	16,501	2,114	14.7%
PARAPROFESSIONAL 2		900b	14,209	93	34,944	88	165,317	67	0	0	68,534	76	24,521	86	0	0	293,316	17,363	3,154	22.2%
PARAPROFESSIONAL-SPECIAL ED. 1		436	13,803	134	50,052	126	132,032	79	0	0	97,552	110	34,343	125	0	0	313,979	16,146	2,343	17.0%
PARAPROFESSIONAL-SPECIAL ED. 2		436b	13,232	151	57,700	148	324,129	126	0	0	103,012	137	41,389	148	0	0	526,230	16,717	3,485	26.3%
PARENT ENGAGEMENT SPECIALIST - TI		325	68,781	1	1,349	1	0	0	0	0	0	0	0	0	0	0	1,349	70,130	1,349	2.0%
PHYSICAL THERAPIST (PT) 1		561	73,373	3	1,033	1	0	0	0	0	0	0	0	0	0	0	1,033	73,717	344	0.5%
PHYSICAL THERAPIST ASST. (PTA) 1		568	51,591	1	1,548	1	0	0	0	0	0	0	527	1	0	0	2,075	53,665	2,075	4.0%
PLUMBER		064	50,460	15	11,844	9	0	0	0	0	10,355	2	5,035	8	0	0	27,234	52,275	1,816	3.6%
PRINCIPAL - ACADEMY OF ADV STUDIES		299	101,180	1	3,035	1	0	0	0	0	0	0	186	1	0	0	3,222	104,401	3,222	3.2%
PRINCIPAL - ALTERNATIVE SCHOOL		072	109,262	1	3,278	1	0	0	0	0	3,030	1	147	1	0	0	6,455	115,717	6,455	5.9%
PRINCIPAL - ELEMENTARY SCHOOL		069	101,973	29	88,716	29	0	0	0	0	33,533	6	36,259	29	0	0	158,508	107,438	5,466	5.4%
PRINCIPAL - HIGH SCHOOL		070	116,544	10	34,963	10	0	0	0	0	0	0	14,212	10	0	0	49,175	121,461	4,918	4.2%
PRINCIPAL - IMPACT ACADEMY		049	93,650	1	2,809	1	0	0	0	0	0	0	2,069	1	0	0	4,879	98,528	4,879	5.2%
PRINCIPAL - MIDDLE SCHOOL		071	109,443	11	36,116	11	0	0	0	0	0	0	13,000	11	0	0	49,116	113,909	4,465	4.1%
PSYCHOLOGIST - LEAD		096	72,070	1	2,162	1	0	0	0	0	0	0	1,672	1	0	0	3,834	75,904	3,834	5.3%
PURCHASING ASST		073	32,639	2	1,958	2	0	0	0	0	5,370	1	657	2	0	0	7,985	36,632	3,993	12.2%
REGISTERED NURSE		074	37,339	6	6,721	6	0	0	0	0	0	0	1,053	6	0	0	7,774	38,635	1,296	3.5%
REGISTERED NURSE LEAD		075	39,860	1	1,196	1	0	0	0	0	0	0	168	1	0	0	1,364	41,223	1,364	3.4%
RESIDENCY OFFICE MANAGER		634	60,112	1	1,803	1	0	0	0	0	0	0	1,765	1	0	0	3,568	63,681	3,568	5.9%
SCHOOL BOOKKEEPER		018a	24,026	48	30,100	44	89,715	26	0	0	79,803	40	14,959	44	0	0	214,578	28,496	4,470	18.6%
SCHOOL CLERK		023	14,118	31	11,724	29	39,194	19	0	0	32,515	27	7,197	29	0	0	90,630	17,042	2,924	20.7%
SCHOOL NUTRITION ASSISTANT		960	10,112	244	63,477	221	11,197	61	0	0	23,473	105	19,811	215	0	0	117,958	10,596	483	4.8%
SCHOOL NUTRITION MANAGER 1		478	21,839	24	10,896	20	653	1	0	0	6,999	7	3,747	18	0	0	22,295	22,768	929	4.3%
SCHOOL NUTRITION MANAGER 2		478b	20,667	28	15,373	26	11,817	9	0	0	43,279	21	9,732	26	0	0	80,201	23,532	2,864	13.9%
SCHOOL NUTRITION MANAGER 3		478c	47,765	1	1,433	1	0	0	0	0	298	1	1,103	1	0	0	2,834	50,599	2,834	5.9%
SCHOOL NUTRITION PURCHASING MAN		959	56,882	1	1,706	1	0	0	0	0	19,192	1	0	0	0	0	20,899	77,780	20,899	36.7%
SCHOOL PSYCHOLOGIST		230	58,126	17	18,231	12	9,823	2	0	0	2,452	2	6,990	11	0	0	37,496	60,331	2,206	3.8%
SCHOOL SECRETARY		076b	20,780	115	67,771	110	202,817	74	0	0	180,059	95	38,137	107	0	0	488,785	25,031	4,250	20.5%
SCHOOL SOCIAL WORKER		250	56,872	10	10,424	7	1,230	1	0	0	2,419	1	3,673	7	0	0	17,745	58,646	1,775	3.1%
SKILLED TRADES WORKER		054	46,604	21	14,372	12	20,298	2	0	0	3,816	3	10,915	12	0	0	49,402	48,956	2,352	5.0%
SPECIALIST - BENEFITS I		016	33,143	2	1,989	2	0	0	0	0	0	0	866	2	0	0	2,854	34,571	1,427	4.3%
SPECIALIST - BENEFITS II		017	52,140	1	505	1	0	0	0	0	0	0	0	0	0	0	505	52,645	505	1.0%
SPECIALIST - HUMAN RESOURCES II		048	36,450	3	3,280	3	0	0	0	0	27,976	2	516	3	0	0	31,772	47,040	10,591	29.1%

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Implementation Cost By Proposed Classification
Sample Client

Proposed Pay Plan Unified

100 % Of Market

Proposed	Class		Orig Avg	Adjustment Amounts and # of Employees Receiving Adjustments												Prop Avg		%		
	Title	Code		# EES	Flat %	#	Min	#	Max	#	Step	#	Merit	#	Total Adjust					
Proposed Pay Plan Unified																				
	SPECIALIST - HUMAN RESOURCES I	047	26,574	2	1,594	2	5,894	2	0	0	7,942	2	506	2	0	0	15,936	34,542	7,968	30.0%
	SPECIALIST - LEAVE	051	27,323	1	820	1	6,954	1	0	0	5,803	1	858	1	0	0	14,434	41,757	14,434	52.8%
	SPECIALIST - PAYROLL I	067	28,988	4	3,479	4	12,083	2	0	0	2,575	3	1,901	4	0	0	20,038	33,997	5,009	17.3%
	SPECIALIST - PAYROLL II	068	47,020	2	2,821	2	0	0	0	0	772	1	1,771	2	0	0	5,365	49,703	2,682	5.7%
	SPECIALIST - SPED PROGRAM	665	82,692	1	0	0	0	0	0	0	0	0	0	0	0	0	0	82,692	0	0.0%
	SPECIALIST - SUBFINDER	080	25,755	1	773	1	3,791	1	0	0	4,208	1	515	1	0	0	9,287	35,042	9,287	36.1%
	SUPERINTENDENT	600	202,417	1	0	0	0	0	0	0	0	0	0	0	0	0	0	202,417	0	0.0%
	SUPERVISOR - EMPLOYMENT	081	83,612	1	2,508	1	0	0	0	0	0	0	1,350	1	0	0	3,858	87,470	3,858	4.6%
	SUPERVISOR - FACILITIES	331	79,612	1	2,388	1	0	0	0	0	0	0	549	1	0	0	2,937	82,550	2,937	3.7%
	SUPERVISOR - MAINTENANCE	918	86,612	1	2,598	1	0	0	0	0	0	0	830	1	0	0	3,428	90,040	3,428	4.0%
	SUPERVISOR - PERFORMING ARTS	456	97,374	1	0	0	0	0	0	0	0	0	0	0	0	0	0	97,374	0	0.0%
	SUPERVISOR - TESTING	082	62,115	1	1,863	1	0	0	0	0	0	0	422	1	0	0	2,285	64,400	2,285	3.7%
	SUPERVISOR - TRANSPORTATION OPER	916	78,105	1	2,343	1	0	0	0	0	2,345	1	512	1	0	0	5,200	83,305	5,200	6.7%
	SUPERVISOR - WORK BASED LRNG	083	79,612	1	2,388	1	0	0	0	0	0	0	549	1	0	0	2,937	82,550	2,937	3.7%
	TCHR - ASSISTIVE TECH	157	58,405	2	0	0	0	0	0	0	0	0	0	0	0	0	0	58,405	0	0.0%
	TCHR - EIP (GRADES 1-3)	132	67,838	2	0	0	0	0	0	0	0	0	0	0	0	0	0	67,838	0	0.0%
	TCHR - EIP (GRADES 4-5)	133	45,729	2	0	0	0	0	0	0	0	0	0	0	0	0	0	45,729	0	0.0%
	TCHR - GRADES 6-8 COMBINATION	113	60,657	3	0	0	0	0	0	0	0	0	0	0	0	0	0	60,657	0	0.0%
	TCHR - GRADES 9-12 COMBINATION	114	53,473	1	0	0	0	0	0	0	0	0	0	0	0	0	0	53,473	0	0.0%
	TCHR - GRADES K-5 COMBINATION	100	57,469	27	0	0	0	0	0	0	0	0	0	0	0	0	0	57,469	0	0.0%
	TCHR - LEAD ESOL	050	72,375	1	0	0	0	0	0	0	0	0	0	0	0	0	0	72,375	0	0.0%
	TCHR - REG GRADE 6	106	60,421	1	0	0	0	0	0	0	0	0	0	0	0	0	0	60,421	0	0.0%
	TCHR - REG GRADE 7	107	51,377	1	0	0	0	0	0	0	0	0	0	0	0	0	0	51,377	0	0.0%
	TCHR - REG GRADE 8	108	68,429	1	0	0	0	0	0	0	0	0	0	0	0	0	0	68,429	0	0.0%
	TCHR - S E RELATED VOCATIONAL	576	67,828	1	0	0	0	0	0	0	0	0	0	0	0	0	0	67,828	0	0.0%
	TCHR - S E SI	540	55,379	47	0	0	0	0	0	0	0	0	0	0	0	0	0	55,379	0	0.0%
	TRANSLATION AND INTERPRETATION S	124	35,664	1	1,070	1	117	1	0	0	592	1	491	1	0	0	2,270	37,934	2,270	6.4%
	TRANSPORTATION - BUS DRIVER 1	910	13,614	277	79,149	219	32,099	61	0	0	37,677	115	43,000	213	0	0	191,924	14,307	693	5.1%
	TRANSPORTATION DISPATCHER	042	18,446	1	553	1	1,286	1	0	0	2,076	1	416	1	0	0	4,331	22,778	4,331	23.5%
	TRANSPORTATION ROUTE SUPV 1	915	42,867	5	4,880	4	0	0	0	0	1,030	1	762	4	0	0	6,671	44,201	1,334	3.1%
	WAREHOUSE WORKER	906	20,018	1	601	1	928	1	0	0	3,952	1	137	1	0	0	5,618	25,635	5,618	28.1%

Summary for Pay Plan: Unified

# Job Classes	148
Pay Plan Totals	2,107 ##### ### ##### 692 0 0 ##### 687,933 ### 0 0 4,881,484

Implementation Cost By Proposed Classification

Sample Client

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Summary for Sample Client

Current Payroll	\$67,286,745	# Employees	2,107
Flat 3% Adjustment	\$1,397,958		
Adjustment To Minimum	\$1,489,887	# Adjusted To Minimum	692
Adjustment To Market	\$0	# Adjusted To Market	0
Adjustment To Maximum	\$1,305,706	# Adjusted To Maximum	1,018
Adjustment To Step	\$687,933	# Adjusted To Step	1,645
Merit Adjustment	\$0	# Merit Adjustments	0
Stipends / Supplements	\$0	# Stipends / Supplements	0
Total Applied Adjustments	\$4,881,483		
Proposed Payroll	\$72,168,228		

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SECTION 8.0
Sample Client
Implementation Cost Detail

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Sample Client Implementation Report

Proposed Pay Plan Unified

Dept Name: AUSTIN ROAD ELEMENTARY Dept Code: 20

Unit Name: Unit Code:

100 % Of Market

Original	Class		Grade		Step	Experience		FTE	Adjustments		Salary	Compa	
	Title	Code	Min	Max		Hire Date	Promotion		Flat %	Mkt	Step	% Chg	Ratio
Proposed				#		Exper.Date	Days All'd	Duty	Min	Max	OrgExp	Asgn	Employee Name
	PRINCIPAL-ELEMENTARY SCHOOL	069	99,180	104,680	110,180	ESP	16	1,000	07/28/2008	08/14/2012	101,180	186 3.18%	96.66% 06920
	PRINCIPAL - ELEMENTARY SCHOOL	069	87,755	96,530	120,663	136	7	244	08/14/2012	2529	104,401	0 0 0	0
	ASST PRINCIPAL-ELEM SCHOOL	012	54,492	79,000	103,508	SRS-	23	0.820	07/28/2008	09/11/2012	70,660	0 1,143 4.62%	109.12% 01220
	ASST PRINCIPAL-ELEM SCHOOL 6	012	75,806	83,386	104,233	133	7	200	09/11/2012	2529	73,923	0 0 0	0
	COUNSELOR - ELEMENTARY (P-5)	210	31,586	40,936	50,285	NCE	16	0.779	07/27/2006	07/27/2006	55,914	0 487 3.87%	175.41% 21020
	COUNSELOR - ELEMENTARY	210	56,813	65,335	81,669	128	10	190	07/27/2006	3261	58,079	0 0 0	0
	LIBRARIAN/MEDIA SPECIALIST	310	31,586	40,936	50,285	NCE	22	0.779	07/29/2013	07/29/2013	68,429	0 0 0.00%	214.67% 31020
	LIBRARIAN/MEDIA SPECIALIST	310	33,425	40,110	50,138	118	0	190	07/29/2013	702	68,429	0 0 0	0
	NURSE LICENSED PRACTICAL NURSE	052	18,833	25,964	33,024	NUR	31	0.758	11/01/2000	11/01/2000	25,038	0 338 4.98%	127.19% 05220
	LICENSED PRACTICAL NURSE	052	27,499	32,999	41,249	114	9	185	11/01/2000	5355	26,286	0 158 0	0
	SCHOOL NUTRITION MANAGER 2	478b	23,791	38,318	52,846	SNM	6	0.681	08/18/1998	08/18/1998	18,337	0 308 32.61%	70.23% 47820
	SCHOOL NUTRITION MANAGER 2	478b	27,499	32,999	41,249	114	10	190	08/18/1998	6161	24,316	0 5,121 0	0
	BOOKKEEPER-ELEM SCHOOL	018c	18,413	29,657	40,900	PAY3	2	0.902	09/08/2014	09/22/2014	17,613	0 371 31.44%	65.87% 01820
	SCHOOL BOOKKEEPER	018a	24,942	29,931	37,414	112	2	220	09/22/2014	296	23,150	290 0	0
	SECRETARY - ELEMENTARY SCHOOL	076c	18,413	29,657	40,900	PAY3	5	1,000	07/27/2009	12/07/2009	19,246	0 749 45.51%	64.90% 07620
	SCHOOL SECRETARY	076b	24,942	29,931	37,414	112	5	244	12/07/2009	2165	28,006	5,119 2,314	0 0
	PARAPROFESSIONAL-CROSSROADS 2	439	14,627	23,560	32,492	PAR	0	0.779	12/01/2014	08/19/2014	11,390	0 228 37.53%	62.09% 43920
	PARAPROFESSIONAL 2	900b	19,543	23,452	29,315	107	2	190	08/19/2014	316	15,665	220 0	0
	PARAPROFESSIONAL-SPECIAL ED. 2	436b	14,627	23,560	32,492	PAR	0	0.779	10/20/2014	10/20/2014	11,390	0 271 37.53%	62.09% 4362002
	PARAPROFESSIONAL-SPECIAL ED. 2	436b	19,543	23,452	29,315	107	2	190	10/20/2014	254	15,665	3,486 177	0 0
	CLERK - ELEMENTARY SCHOOL	023	14,369	22,227	30,085	PAR	8	0.779	07/27/2006	07/27/2006	13,360	0 100 25.39%	77.19% 02320
	SCHOOL CLERK	023	18,612	22,335	27,919	106	6	190	07/27/2006	3261	16,752	733 2,158	0 0
	PARAPROFESSIONAL 1	900	14,369	22,227	30,085	PAR	0	0.779	10/23/2014	10/23/2014	11,189	0 247 26.99%	64.65% 9002004
	PARAPROFESSIONAL 1	900	17,726	21,271	26,589	105	2	190	10/23/2014	251	14,209	2,279 158	0 0
	PARAPROFESSIONAL 1	900	14,369	22,227	30,085	PAR	1	0.779	08/20/2013	08/20/2013	11,524	0 395 26.92%	66.59% 9002001
	PARAPROFESSIONAL 1	900	17,726	21,271	26,589	105	3	190	08/20/2013	680	14,626	1,933 429	0 0
	PARAPROFESSIONAL 1	900	14,369	22,227	30,085	PAR	0	0.779	08/14/2014	08/14/2014	11,189	0 203 26.99%	64.65% 9002002
	PARAPROFESSIONAL 1	900	17,726	21,271	26,589	105	2	190	08/14/2014	321	14,209	2,279 202	0 0
	PARAPROFESSIONAL 1	900	14,369	22,227	30,085	PAR	14	0.779	07/30/2007	07/30/2007	15,952	0 474 5.97%	92.17% 9002005
	PARAPROFESSIONAL 1	900	17,726	21,271	26,589	105	8	190	07/30/2007	2893	16,905	0 0 0	0
	PARAPROFESSIONAL 1	900	14,369	22,227	30,085	PAR	0	0.779	08/11/2014	08/11/2014	11,189	0 201 26.99%	64.65% 9002003
	PARAPROFESSIONAL 1	900	17,726	21,271	26,589	105	2	190	08/11/2014	324	14,209	2,279 204	0 0
	PARAPROFESSIONAL-SPECIAL ED. 1	436	14,369	22,227	30,085	PAR	17	0.779	08/18/1997	08/18/1997	17,432	0 485 5.78%	100.72% 4362003
	PARAPROFESSIONAL-SPECIAL ED. 1	436	17,726	21,271	26,589	105	11	190	08/18/1997	6526	18,440	0 0 0	0
	PARAPROFESSIONAL-SPECIAL ED. 1	436	14,369	22,227	30,085	PAR	3	0.779	11/26/2012	11/26/2012	11,524	0 226 26.92%	66.59% 4362001
	PARAPROFESSIONAL-SPECIAL ED. 1	436	17,726	21,271	26,589	105	3	190	11/26/2012	947	14,626	1,933 597	0 0

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Sample Client Implementation Report

Proposed Pay Plan Unified

Dept Name: AUSTIN ROAD ELEMENTARY Dept Code: 20

Unit Name: Unit Code:

100 % Of Market

Original	Proposed	Class		Grade			Step		FTE		Experience			Adjustments					Compa																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
											Title	Code	Min	Max	#	Hire Date	Promotion	Salary	Flat %	Mkt	Step	% Chg	Ratio																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Summary for

Current Payroll

Flat 3% Adjustment		\$539,233	# Positions	22
Adjustment To Minimum	\$14,124		# Positions Adjusted (any type)	21
Adjustment To Market	\$28,260		# Adjusted To Minimum	12
Adjustment Toward Maximum	\$0		# Adjusted To Market	0
Adjustment To Step	\$12,382		# Adjusted Toward Maximum	14
OrgExp Adjustment	\$6,915		# Adjusted To Step	21
Stipends / Supplements	\$0		# OrgExp Adjustments	0
	\$0		# Assignment	0

Total Applied Adjustments
Proposed Payroll

\$61,681 **\$600,915** **% Change** **11.44%**

DRAFT

Sample Client Implementation Report

Proposed Pay Plan Unified

Dept Name: AUSTIN ROAD ELEMENTARY Dept Code: 20

Unit Name: Unit Code:

100 % Of Market

Original Proposed	Class		Grade			Step	FTE		Experience			Salary			Adjustments			Compa Ratio	Position #
	Title	Code	Min		Max	#	Duty	Exper.Date	Hire Date	Promotion	Days All'd	Min	Max	Flat %	Mkt	Step	% Chg		

Summary for AUSTIN ROAD ELEMENTARY

Current Payroll

Flat 3% Adjustment							\$539,233	# Positions									22		
Adjustment To Minimum							\$14,124	# Positions Adjusted (any type)									21	# Not Adj	1
Adjustment To Market							\$28,260	# Adjusted To Minimum									12		
Adjustment Toward Maximum							\$0	# Adjusted To Market									0		
Adjustment To Step							\$12,382	# Adjusted Toward Maximum									14		
OrgExp Adjustment							\$6,915	# Adjusted To Step									21		
Stipends / Supplements							\$0	# OrgExp Adjustments									0		
							\$0	# Assignment									0		

Total Applied Adjustments

Proposed Payroll							\$61,681	% Change									11.44%		
------------------	--	--	--	--	--	--	----------	----------	--	--	--	--	--	--	--	--	--------	--	--

DRAFT

Sample Client Implementation Report

DRAFT

Summary for Sample Client

Current Payroll		# Positions	2,017	
Flat 3% Adjustment	\$1,397,958	# Positions Adjusted (any type)	1,707	# Not Adj 310
Adjustment To Minimum	\$1,489,887	# Adjusted To Minimum	692	
Adjustment Toward Mkt	\$0	# Adjusted Toward Market	0	
Adjustment Toward Maximum	\$1,305,706	# Adjusted Toward Maximum	1,018	
Adjustment To Step	\$687,933	# Adjusted To Step	1,645	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	

Total Applied Adjustments

\$4,881,483

Proposed Payroll

\$66,911,518

% Change in Total Payroll

7.87%

FICA Rate: 0

Proposed Payroll plus FICA

\$66,911,518

DRAFT

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Resolution 2016-02, offering no objection to a variance request for a dock adjacent to City property.

Date: January 12, 2015

Prepared By: Mike Larimore – Zoning Tech II

Through: Jennifer Bryla– Community Development Director

Summary of Issue

The applicant submitted a dock permit application and variance request for a dock on November 11, 2015. The proposed dock is located at 8647 Boca Ciega Drive and is adjacent to the City-owned property at 8665 Boca Ciega Drive, which is currently being used as a pump station.

The City’s Land Development Code requires residential docks be located in the center one-half portion of the width of the lot at waterfront. The applicant is requesting that the dock be located further north, towards the City-owned property. The Code allows an applicant to receive an administrative variance from this requirement by obtaining signed statements of no objection from adjacent property owners. The City owns the property to the north so it is required to give permission for this deviation from the code. The adjacent property owner to the south has provided “no objection”. Upon approval by the city for this deviation the dock as presented will be permitted

Requested Motion: “I move to approve Resolution 2016-01 permitting the City Manager to sign the variance request form on behalf of the City; permitting the construction of a residential dock at 8647 Boca Ciega Drive.”

Attachment: Dock Permit Application, Variance Request Form, Relevant Code Provision, and Resolution 2016-02.

Reviewed by the City Manager WS

	St. Pete Beach City Commission 155 Corey Avenue St. Pete Beach, FL 33706 727-367-2735
1/12/16	
Item Number Resolution #2016-02 Type of Application Variance Request Form Applicant City of St. Pete Beach Location 8647 Boca Ciega Drive Project Planner Jennifer Bryla, AICP Mike Larimore Staff Recommendation Approval Findings In its review of the proposed application, staff has determined: 1. The proposed application is consistent with Florida Statutes. 2. The proposed application is consistent with the Pinellas County Regional Policy Plan.	 ITEM SUMMARY: A Resolution of the City of St. Pete Beach authorizing the City Manager to sign a variance request form to permit the construction of a residential dock. The City owns the property adjacent to the subject property and as property owner the City Commission has the authority to sign the variance request form. PUBLIC NOTICE: Notice of public hearing has been noticed as required by State Statutes. As of the date of this report, no written comments have been received. Oral and written comments may be presented at the public hearing. COMPREHENSIVE PLAN/LAND DEVELOPMENT CODE: The proposed resolution is consistent with the City Comprehensive Plan. The property has a future land use designation of RU (Residential Urban), which allows residential as a primary use and the following secondary uses:

3. The proposed application is consistent with the St. Pete Beach Comprehensive Plan. 4. The proposed application is consistent with the intent of the LDC.	public/semi-public, educational facilities, ancillary non-residential, and recreation/open space. The property is zoned RU-1 (Residential District) in the City's Development Code, which allows residential uses and their accessories, including docks. Conditional uses include: Recreational uses, public schools, and utility substations. The LDC outlines various requirements for docks in Section 6.23. BACKGROUND: The City received a permit application for the construction of a residential dock at 8647 Boca Ciega Drive (Permit #2015-1578), for the proposed dock, along with a variance request form. The variance request form provides that if a proposed dock is encroaching outside the buildable area (center one-half of seawall), the adjacent property owner being encroached upon may sign a statement of no objection (also called a variance request form) allowing the proposed dock to be administratively varied instead of going through the formal variance and public hearing process through the Board of Adjustment. The City owns and operates the property to the north (8665 Boca Ciega Drive) which is a utility pump station site. Residential docks are required to be constructed so that all of the components of the dock lie within the center one-half of the lot width along the seawall. In this case the seawall width is 50 feet; therefore the proposed dock must lie wholly within the center 25 feet of the seawall. A proposed boat lift will encroach 7 feet, 10 inches outside of this 25 foot zone toward the adjacent City-owned property line. The dock will also be encroaching toward the other adjacent property owner's property line. The other affected owner has already signed the variance request form which is included in the packet. JUSTIFICATION / TECHNICAL REVIEW: The City property is currently being used as a pump station managed by the Public Services Department. The City has no use of the waterfront at the property and has no intentions at this time of building a dock. STAFF RECOMMENDATION: Upon review of the above guiding documents for the City of St. Pete Beach, staff recommends approval of Resolution 2016-02.
---	--

Q:\Boards & Committees\CityCommissionItems\Resolutions\2016-02



City of St. Pete Beach, Florida

APPLICATION FOR CONSTRUCTION WITHIN A FLOOD ZONE

PERMIT NUMBER: 20151578

- Please COMPLETE this application in INK or TYPE WRITTEN

SECTION 1: GENERAL PROVISIONS (APPLICANT TO READ AND SIGN):

- The permit may be revoked if any false statements are made herein.
- If revoked, all work must cease until permit is re-issued.
- Development shall not be used or occupied until a Certificate of Occupancy is issued, if applicable.
- The permit will expire if no work is commenced within six months of issuance.
- No work of any kind may start until a permit is issued.
- Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
- Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
- THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND ANY ATTACHMENTS TO THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE TRUE AND ACCURATE.

WARNING TO PROPERTY OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. A NOTICE OF COMMENCEMENT MUST BE RECORDED BEFORE ANY WORK ON A PROPERTY THAT EXCEEDS \$2,500.00 PER FLORIDA STATUTE 713.135 (CONSTRUCTION LIEN LAW).

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT):

PROPERTY ADDRESS: 8647 Boca Ciega Dr.

Watson's Replat of Tract 5 Lot 4

LEGAL DESCRIPTION

John Lawrick	8647 Boca Ciega Dr. St. Pete Beach, FL. 33706	407-619-1355
OWNER	ADDRESS	TELEPHONE
FEE SIMPLE TITLEHOLDERS NAME (IF OTHER THAN OWNER)	ADDRESS	TELEPHONE
Speeler Foundations, Inc.	6111 142nd Ave. N. Clearwater, FL. 33760	727-535-5735
BUILDER/CONTRACTOR	ADDRESS	TELEPHONE
ENGINEER/ARCHITECT	ADDRESS	TELEPHONE
BONDING COMPANY	ADDRESS	TELEPHONE
MORTGAGE LENDER NAME	ADDRESS	TELEPHONE

DESCRIPTION OF WORK: Remove existing dock. Set piling and construct a new 41' dock as follows: a 6' X 26' walkway connected to a 12' X 12' head with a 3' X 12' lower dock on the front. Install a 10,000# capacity boatlift to the left of the dock. Set piling to create a wet slip to the right of the dock.

(Check all applicable boxes below):

STRUCTURAL DEVELOPMENT:

A. ACTIVITY

- ☐ New Structure
- ☐ Addition
- ☐ Renovation/Alteration
- ☐ Relocation
- ☐ Demolition
- ☐ Replacement/Restoration



B. STRUCTURAL TYPE:

- ☐ Residential (Single-Family)
- ☐ Residential (Multi-Family)
- ☐ Non-residential (Flood-proofing?) (Yes)
- ☐ Commercial
- ☐ Combined Use (Residential & Commercial)

OFFICE USE ONLY

FLOOD ZONE _____
ELEVATION _____

ESTIMATED COST OF PROJECT: \$ 18,000.00

C. OTHER DEVELOPMENT ACTIVITIES:

- | | | | | | | | |
|---|-------------------------------------|--|---|--|--|-----------------------------------|--|
| ☐ Electrical | ☐ Mechanical | ☐ Plumbing | ☐ Gas | ☐ Roofing | ☒ Docks & Lifts | ☐ Seawalls | ☐ Water or Sewer System |
| ☐ Fill | ☐ Grading | ☐ Excavation | ☐ Clearing/Site Demo | ☐ Drainage Improvements | ☐ Pool Installation/Finishing | | |
| ☐ Fire Sprinkler | ☐ Fire Alarm | ☐ Hood Suppression System | ☐ Sign | ☐ Other: _____ | | | |

(ISSUED BY) _____ (DATE) _____

1. OWNER or AGENT (If Agent, Power of Attorney or Agency Letter Required): Signed: _____ Date: _____ Printed Name: _____ State of Florida, County of _____ Sworn to and subscribed before me this _____ day of _____, 20____ Notary Public, State of Florida, County of _____ Personally Known _____ or Produced Identification _____ Notary Seal: _____	2. CONTRACTOR or AGENT (If Agent, Notarized Authorization Form MUST be on file with the City): Signed: <u>On</u> Date: <u>11/12/15</u> Printed Name: <u>Doug Speeler, Jr</u> License # <u>C8853</u> State of Florida, County of <u>Pinellas</u> Sworn to and subscribed before me this <u>12th</u> day of <u>November</u> , 20 <u>15</u> <u>Christina S. Cashman</u> Notary Public, State of Florida, County of <u>Pinellas</u> Personally Known <u>X</u> or Produced Identification _____ Notary Seal: CHRISTINA S. CASHMAN Notary Public, State of Florida My Comm. Expires June 26, 2017 No. FF 31265
--	--

SUB-CONTRACTOR SIGN ON (If Applicable)

3. Electrical Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this _____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature

4. Plumbing Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this _____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature

5. Mechanical Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this _____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature

6. Roofing Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this _____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature

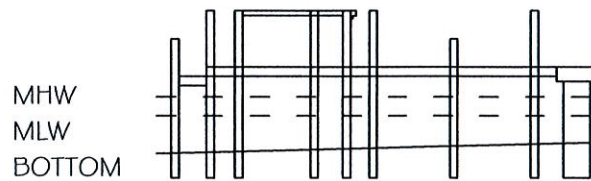
PRIVATE DOCK

NAME: Lawrick, John

8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

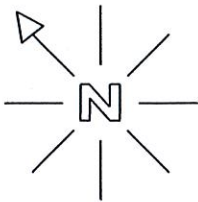
Application # _____

(OFFICIAL USE ONLY)



Profile View

ENG. SCALE: 1" = 20'



TOTAL SQUARE FEET

336'

NEW SQUARE FEET

336'

WATERWAY WIDTH

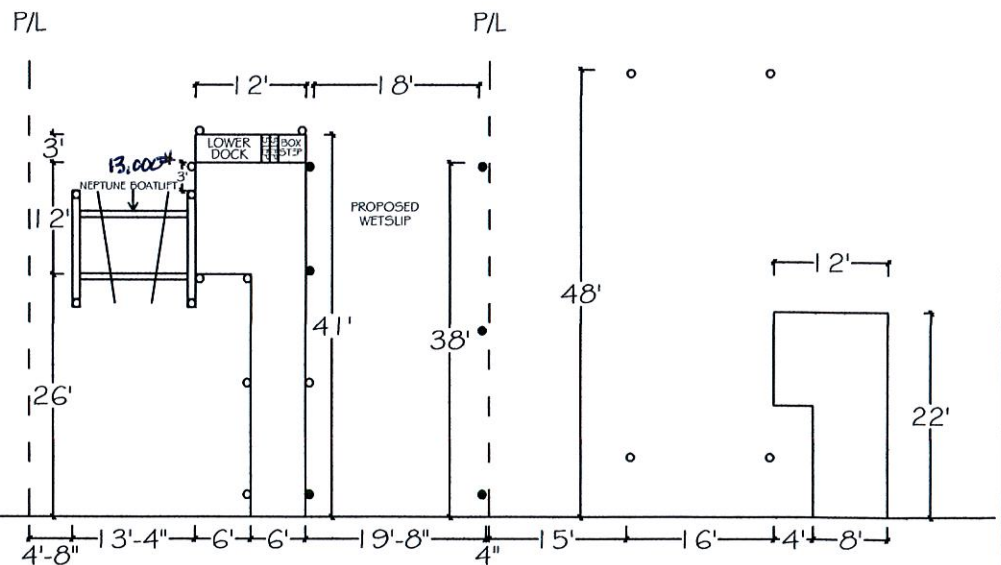
Over 400'

WATERFRONT WIDTH

50'

Plan View
(applicant and adjacent docks)

NO DOCK



The undersigned does not object to the proposed dock and requested variances as drawn in the space provided above.

Left Owner: City of St. Pete Beach

Signature

Date

Right Owner: Manuel R. Perea

Signature

Date

Municipality Approval

Water and Navigation Approval

VARIANCE REQUEST FORM

Application # _____

Left Lot Owners Name: City of St. Pete Beach

Mailing Address: 155 Corey Ave. St. Pete Beach, FL. Zip: 33706

I Certify that I am the owner of Lot 5 which adjoins the property owned by the applicant who proposes to construct a Commercial ☐ Multi-use ☐ Private ☒ dock at the following address:

8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

I have seen the plans of the proposed structure(s) with any requested variances (see Section IVB of Application) and therefore: **DO OBJECT** ☐ **DO NOT OBJECT** ☒ to the construction.

OWNERS SIGNATURE:

X _____

Date: _____

NOTARY: STATE OF FLORIDA, PINELLAS COUNTY, BEFORE ME the undersigned authority, personally appeared _____, well known to me, or who provided a valid Florida Driver's License to be the person who executed the foregoing instrument and that he/she acknowledged to me, under oath, that he/she signed the same freely and voluntarily for the purposes expressed therein.

Witness my hand and official seal this _____ day of _____, 20 ____

Notary Public

My commission expires: _____

Right Lot Owners Name: Manuel R. Perea

Mailing Address: 8645 Boca Ciega Dr. St. Pete Beach, FL. Zip: 33706

I Certify that I am the owner of Lot 3 which adjoins the property owned by the applicant who proposes to construct a : Commercial ☐ Multi-use ☐ Private ☒ dock at the following address:

8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

I have seen the plans of the proposed structure(s) with any requested variances (see Section IVB of Application) and therefore: **DO OBJECT** ☐ **DO NOT OBJECT** ☒ to the construction.

OWNERS SIGNATURE:

X _____

Date: 11/4/2015

NOTARY: STATE OF FLORIDA, PINELLAS COUNTY, BEFORE ME the undersigned authority, personally appeared MANUEL PEREA, well known to me, or who provided a valid Florida Driver's License to be the person who executed the foregoing instrument and that he/she acknowledged to me, under oath, that he/she signed the same freely and voluntarily for the purposes expressed therein.

Witness my hand and official seal this 24TH day of Nov., 20 15

Christian E. Rowland

Notary Public

State of Florida

My Commission Expires 12/15/2017

Commission No. FF 76599

Notary Public

My commission expires: 12-15-2017.

DISCLOSURE FORM

In order to alleviate any potential conflicts of interest with Pinellas County staff, it is required the Authority be provided with a listing of PERSONS being party to a trust, corporation, or partnership, as well as anyone who may have beneficial interest in the application which would be affected by any decision rendered by the Authority. (Attach additional sheets if necessary.)

A. PROPERTY OWNERS:

Name: John Lawrick
Address: 8647 Boca Ciega Dr.
St. Pete Beach, FL. 33706

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

B. REPRESENTATIVES:

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

C. OTHER PERSONS HAVING OWNERSHIP INTEREST IN THE SUBJECT PROPERTY:

Interest is: contingent ☐ absolute ☐

Name: N/A Specific interest held _____

D. DOES A CONTRACT FOR SALE EXIST FOR THE SUBJECT PROPERTY? YES ☐

NO ☒

If so, the contract is: contingent ☐ absolute ☐

Name of parties to the contract: _____

E. DOES AN OPTION TO PURCHASE EXIST FOR THE SUBJECT PROPERTY? YES ☐

NO ☒

Name of parties to the option: _____

F. OWNERS SIGNATURE:

I hereby certify that the information stated above is complete, accurate, and true to the best of my knowledge.

X 

Date 11/4/15

ST. PETE BEACH
VARIANCE REQUEST FORM FOR DOCKS

The applicant is requesting a variance to the required dock regulations. As the adjacent property owner, the applicant is requesting your signature of approval to construct the dock, as depicted on the attached application. As an affected adjacent property owner, your approval may allow the applicant to construct the dock without the necessity of a public hearing. Should you choose to sign this variance request, your signature shall become part of the application record. Your approval is binding and may not be revoked once a construction permit for the dock has been issued.

Left/Right Lot Owner's Name:

Manuel R. Perea

Mailing Address: 8645 Boca Ciega Dr. St. Pete Beach, FL. Zip Code 33706

I certify that I am the owner of Lot 3 which adjoins the property owned by the applicant who proposes to construct a Commercial Multi-Use Private X dock at the following address:

8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

I have examined the plans of the proposed structure(s) with any requested variances and **do not object** to the construction. I understand that this approval cannot be revoked once a building permit has been issued for the requested dock.

Owner's Signature

X 

Date:

NOTARY:

STATE OF FLORIDA, PINELLAS COUNTY, BEFORE ME, the undersigned authority, personally appeared Manuel Perea, well known to me, or who provided a valid Florida Driver's License to be the person who executed the foregoing instrument and that he/she acknowledged to me, under oath, that he/she signed the same freely and voluntarily for the purposes expressed therein.

Witness my hand and official seal this 4th day of Nov., 20 15


Notary Public

My Commission expires: 12-15-2017

Christian E. Rowland
Notary Public
State of Florida
My Commission Expires 12/15/2017
Commission No. FF 76599

ST. PETE BEACH
VARIANCE REQUEST FORM FOR DOCKS

The applicant is requesting a variance to the required dock regulations. As the adjacent property owner, the applicant is requesting your signature of approval to construct the dock, as depicted on the attached application. As an affected adjacent property owner, your approval may allow the applicant to construct the dock without the necessity of a public hearing. Should you choose to sign this variance request, your signature shall become part of the application record. Your approval is binding and may not be revoked once a construction permit for the dock has been issued.

Left/Right Lot Owner's Name:

City of St. Pete Beach

Mailing Address: 155 Corey Ave. St. Pete Beach, FL. Zip Code 33706

I certify that I am the owner of Lot 5 which adjoins the property owned by the applicant who proposes to construct a Commercial _____ Multi-Use _____ Private X dock at the following address:

8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

I have examined the plans of the proposed structure(s) with ay requested variances and **do not object** to the construction. I understand that this approval cannot be revoked once a building permit has been issued for the requested dock.

Owner's Signature

X _____ Date: _____

NOTARY:

STATE OF FLORIDA, PINELLAS COUNTY, BEFORE ME, the undersigned authority, personally appeared _____, well known to me, or who provided a valid Florida Driver's License to be the person who executed the foregoing instrument and that he/she acknowledged to me, under oath, that he/she signed the same freely and voluntarily for the purposes expressed therein.

Witness my hand and official seal this _____ day of _____, 20____.

Notary Public

My Commission expires: _____

STATE OF FLORIDA-PINELLAS COUNTY



I hereby certify that the foregoing is
a true copy as the same appears among
the files and records of this Court.

This day of NOV 12 2015, 20

KEN BURKE
Clerk of Circuit Court & Comptroller

By *[Signature]*
Deputy Clerk

Permit Number _____
Parcel ID Number 25-31-15-95202-000-0040

NOTICE OF COMMENCEMENT

State of Florida
County of Pinellas

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

1. Description of property (legal description): WATSON'S REPLAT OF TRACT 5 LOT 4

a) Street (job) Address: 8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

2. General description of improvements: Remove existing dock. Set piling and construct a new dock, install a boatlift, and create a wet slip.

3. Owner Information or Lessee information if the Lessee contracted for the improvement

a) Name and address: John Lawrick - 8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

b) Name and address of fee simple titleholder (if different than Owner listed above) _____

c) Interest in property: _____

4. Contractor Information

a) Name and address: Speeler Foundations, Inc. - 6111 142nd Ave. N. Clearwater, FL. 33760

b) Telephone No.: 727-535-5735

Fax No.: (optional) 727-535-6041

5. Surety (if applicable, a copy of the payment bond is attached)

a) Name and address: _____

b) Telephone No.: _____

c) Amount of Bond: \$ _____

6. Lender

a) Name and address: _____

b) Telephone No.: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

a) Name and address: _____

b) Telephone No.: _____

Fax No.: (optional) _____

8a. In addition to himself or herself, Owner designates _____ of _____

to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b) Phone Number of Person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): _____, 20

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713 PART I, SECTION 713.13 FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner or Lessee, or Owner's or Lessee's (Authorized Officer/Director/Partner/Manager))

(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me this 12 day of Nov.

20 15

by JOHN M LAWRIK as SELF

(type of authority, e.g. officer, trustee, attorney in fact)

for

(Name of Person)

(type of authority, e.g. officer, trustee, attorney in fact)

for

(name of party on behalf of whom instrument was executed)

Personally Known ☐

Produced ID ☒

Type of ID

Christian E. Rowland
Notary Public
State of Florida

(Signature)
Print name

My Commission Expires 12/15/2017
Commission No. FF 76599

PRIVATE DOCK PERMIT APPLICATION
PINELLAS COUNTY WATER AND NAVIGATION CONTROL AUTHORITY

*Please type, or hand print in **BLACK** ink*

1. PROPERTY OWNER INFORMATION:

- A. Applicant's Name: **John Lawrick**
- B. Mailing Address: **8647 Boca Ciega Dr.**
City: **St. Pete Beach, FL 33706**
- C. Telephone No.(s): **407-619-1355**
- D. Email Address: **lawricks@aol.com**

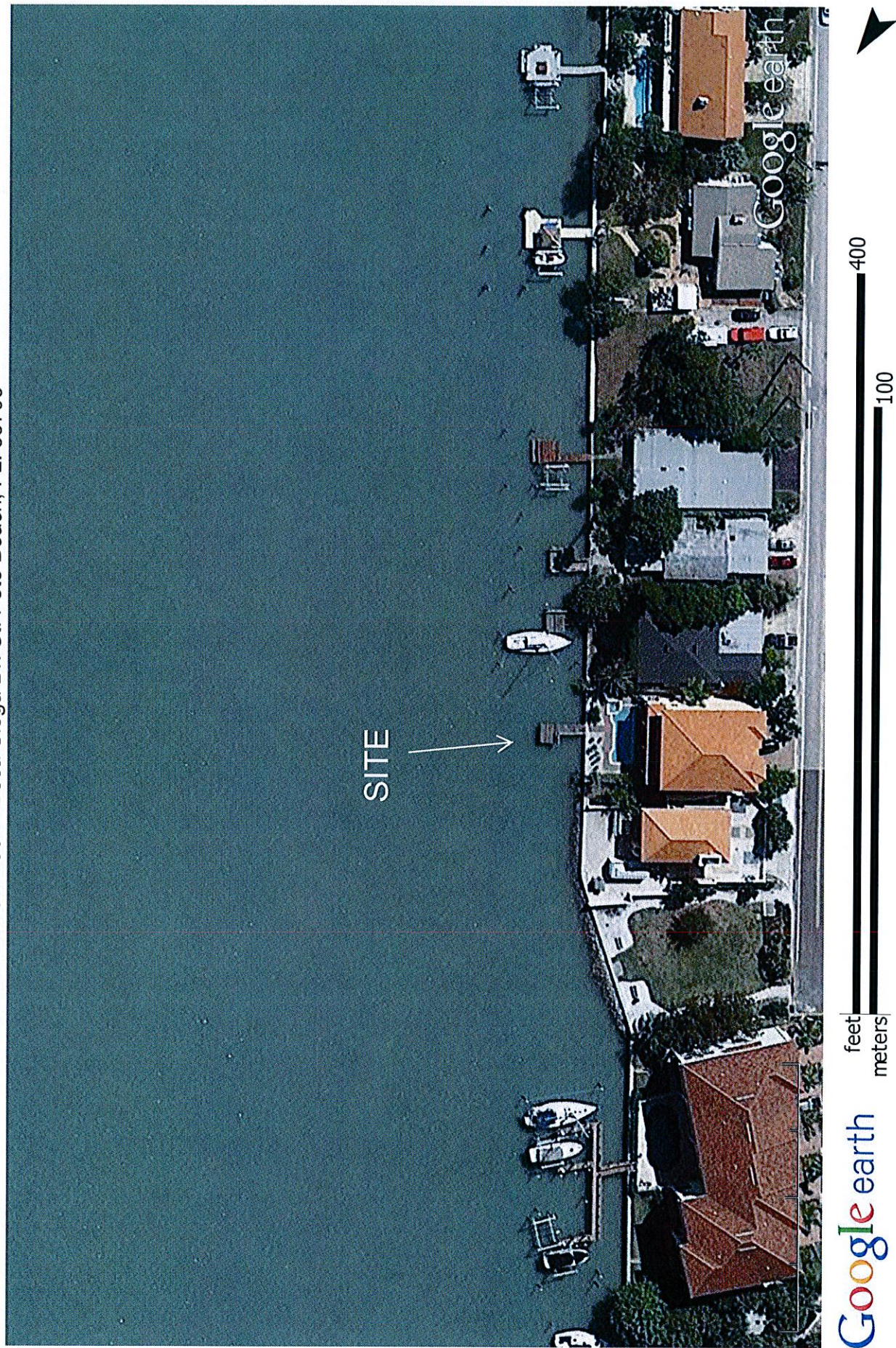
2. AGENT INFORMATION:

- A. Name: **SPEELER FOUNDATIONS, INC.**
- B. Address: **6111 142ND Ave. N.**
City: **Clearwater, FL 33760**
- C. Telephone No.(s): **(727)535-5735**
- D. Email Address: **heather@speeler.com**

3. SITE INFORMATION:

- A. Construction Site Address: **8647 Boca Ciega Dr.**
City: **St. Pete Beach, FL 33706**
- B. Parcel ID Number: **25/31/15/95202/000/0040**
- C. Incorporated: ☒ Unincorporated: ☐ City: **St. Pete Beach**
- D. Affected waterbody: **Blind Pass/Boca Ciega Bay**
- E. Previous Permits: **P38349-07**
- F. Date applicant assumed property ownership: **September 17, 2015**
- G. Obstructions: (dogs, fences, etc.)
- H. Attach 8-1/2"X11" vicinity map showing specific project location.
- I. All other information pursuant to P.C.O. 90-19 (amended), Section 10.8, as needed.
- J. For projects requiring a public hearing, attach a copy of the complete legal description.

John Lawrick - 8647 Boca Ciega Dr. St. Pete Beach, FL. 33706

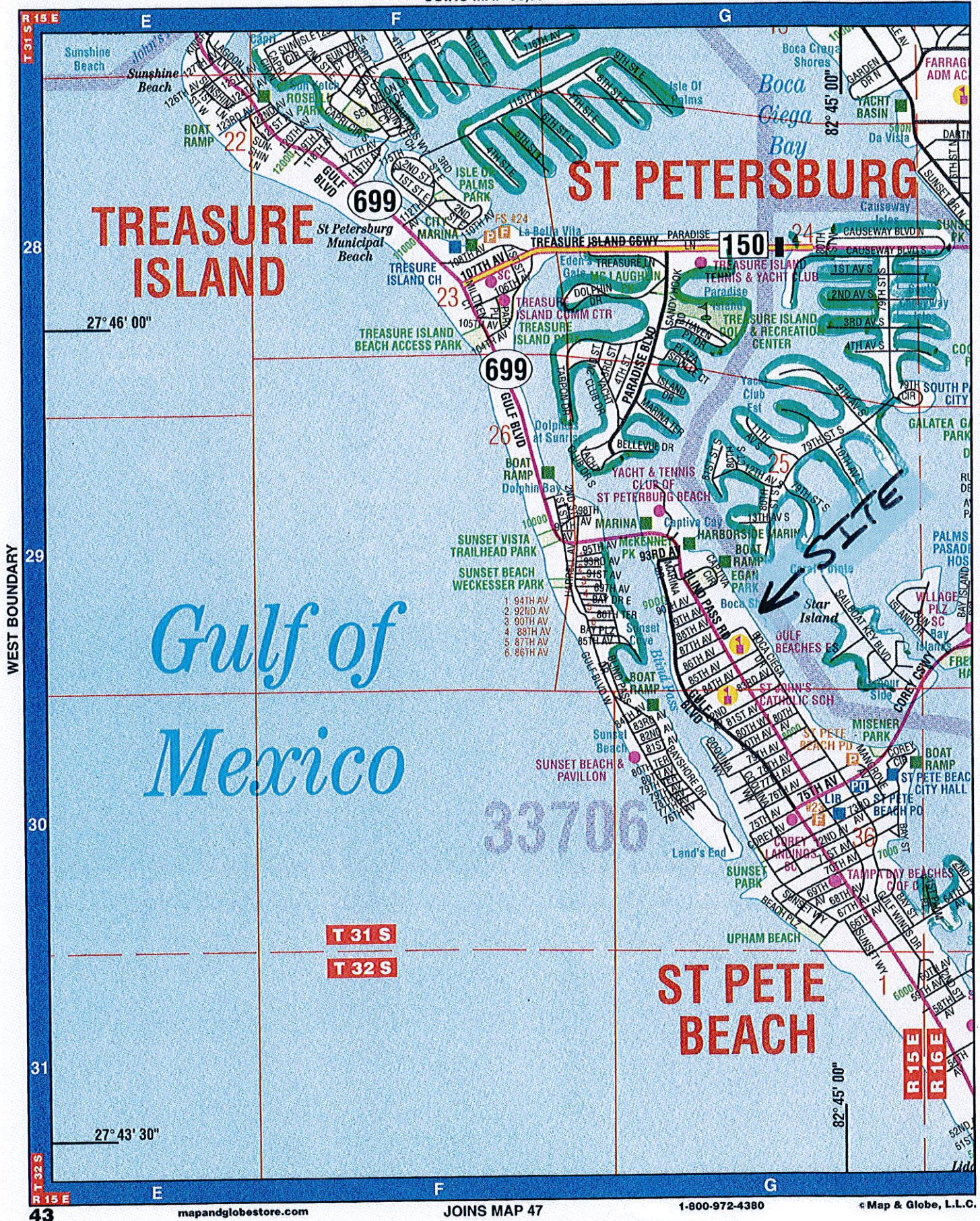
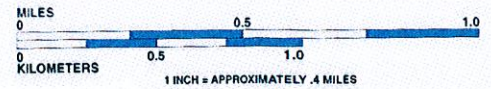


38	39	40
43	44	
47	48	



Map 43

JOINS MAP 38,39



43

mapandglobe.com

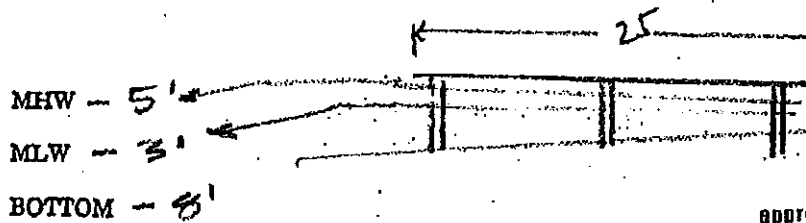
JOINS MAP 47

1-800-972-4380

© Map & Globe, L.L.C.

PRIVATE DOCK

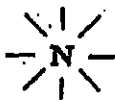
Application # P38349-07
(OFFICIAL USE ONLY)



Profile View

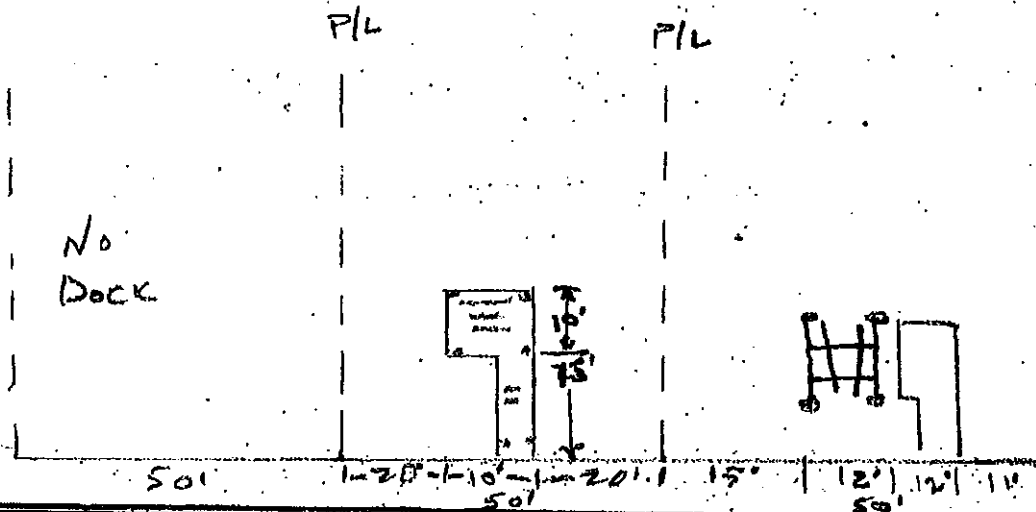
This project may also require approvals from the Florida Dept of Environmental Protection (813-632-7600) and the U.S. Army Corps of Engineers (813-769-7080).

ENG. SCALE: 1" =



TOTAL SQUARE FEET	160
NEW SQUARE FEET	160
WATERWAY WIDTH	155'
WATERFRONT WIDTH	50'

Plan View
(applicant and adjacent docks)



SHORELINE

The undersigned does not object to the proposed dock and requested variances as drawn in the space provided above.

Left Owner		Right Owner	
Signature	Date	Signature	Date
Municipality Approval		Water and Navigation Approval	

**APPROVED
ZONING**

DATE 5-29-07 am

APPROVED
PINELLAS COUNTY
ENVIRONMENTAL MANAGEMENT
Brian R. Jones 6-12-2007
FOR WILLIAM M. DAVIS, DIRECTOR

Resolution 2016-02

Relevant Code Provision

City of St. Pete Beach Land Development Code (6.23.d.4)

Section 6.23 – Docks

d) *Additional requirements for residential docks.* In addition to the preceding general requirements, residential docks shall adhere to the following:

(4) Residential dock, davits, boatlifts or tie poles shall be located within the center one-half of the width of the appurtenant upland property at the waterfront. For the purpose of this regulation, side lot lines of a lot shall be deemed to extend into the adjacent water body perpendicular to the shoreline which they intersect. This requirement may be varied administratively provided that a signed statement of "no objection" from the property owner encroached upon has been submitted with the permit application.

RESOLUTION 2016-02

**A RESOLUTION OF THE CITY OF ST. PETE BEACH, FLORIDA
AUTHORIZING THE CITY MANAGER TO SIGN A VARIANCE
REQUEST FORM FOR THE CONSTRUCTION OF A RESIDENTIAL
DOCK.**

WHEREAS, residential docks are required to be located within the center one-half of the width at waterfront unless a statement of no objection from the property owner encroached upon has been submitted, herein referred to as “VARIANCE REQUEST FORM”; and

WHEREAS, it has been determined that the City Manager may sign a Variance Request Form as an authorized agent representing the City; and

WHEREAS, the City Commission of the City of St. Pete Beach, Florida has determined that the proposed residential dock at 8647 Boca Ciega Drive, will have no negative effect on the City property at 8665 Boca Ciega Drive immediately adjacent to said dock.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ST PETE BEACH, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED THAT:

SECTION 1. PROPOSED VARIANCE REQUEST FORM:

The City Manager is hereby authorized to sign the proposed Variance Request Form attached hereto and incorporated herein as Exhibit “A”.

SECTION 2. EFFECTIVE DATE:

This resolution shall take effect immediately upon its adoption by the City Commission.

INTRODUCED AND PASSED by the City Commission of St. Pete Beach, Pinellas County, Florida on this 12th day of January, 2016.

Maria Lowe, Mayor

ATTEST:

Rebecca C. Haynes, City Clerk