

**FRUITLAND PARK CITY COMMISSION  
WORKSHOP MEETING AGENDA**

**August 24, 2023**

City Hall Commission Chambers

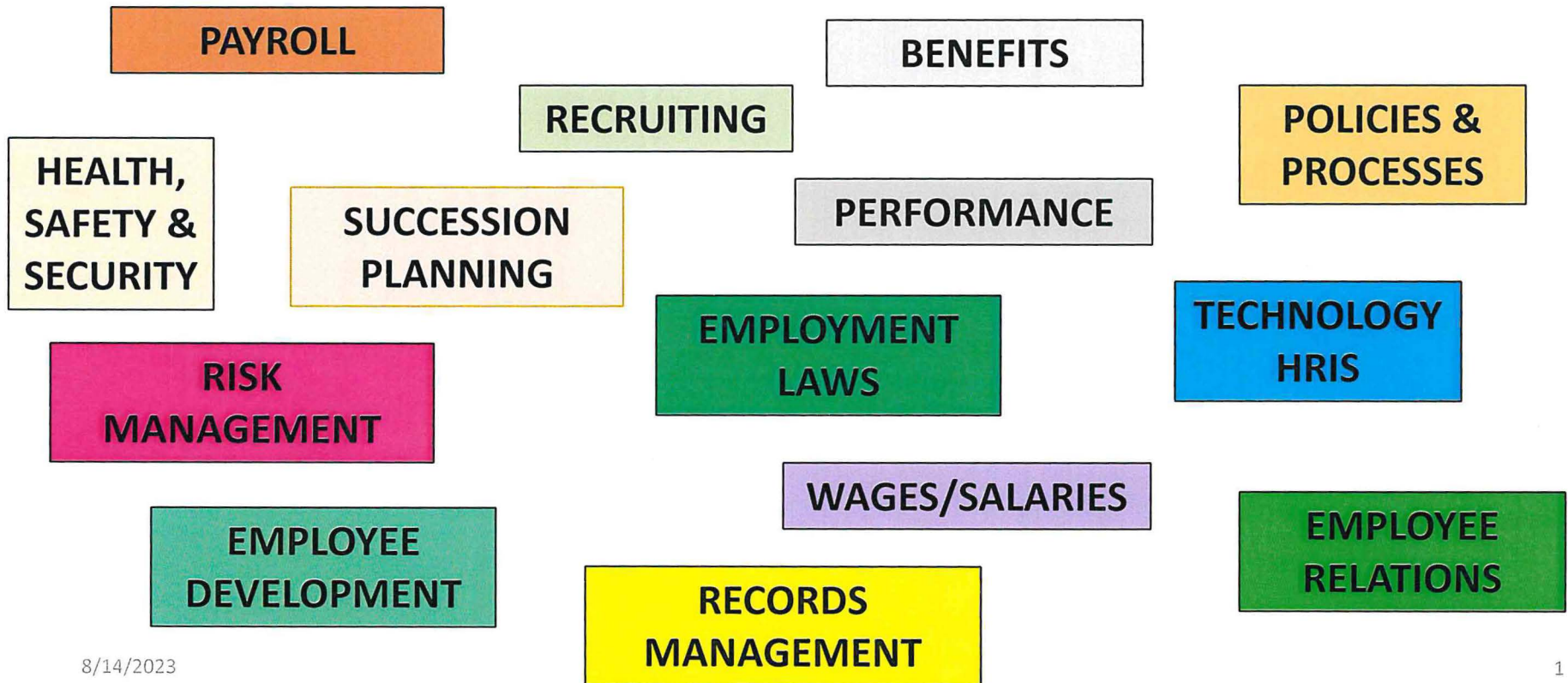
506 W. Berckman Street

Fruitland Park, Florida 34731

Upon the conclusion of the regular meeting.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PERSONNEL POLICIES AND PROCEDURES MANUAL**
- 4. CITY MANAGER RECRUITMENT - SEARCH FIRM PROPOSALS**
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

# HUMAN RESOURCES BUDGET WORKSHOP 2023-2024 August 24, 2023



## Wage & Salary Market Update

### Recap of Market Survey

<u>Participants:</u>	<u>% of Pay Incr.</u>	<u>Comments</u>
Wildwood	4% COLA + \$1.00/hr merit	Approved
Bellevue	3% COLA	Proposed
Lady Lake	4% COLA/2% merit	Decided
Leesburg	Incr. Ranges 7/1/23	NO COLA, just
Eustis	3% COLA/+\$1,000	Proposed
Umatilla	5% Merit Incr.	Proposed
Mascotte	3-4% /Admin. 11%/PD	Proposed, Sept. Approval
Fruitland Park	3.5% COLA/2% Merit	Proposed

**Current Rate of Inflation (July 2023)=3.2%**

[www.usinflationcalculator.com](http://www.usinflationcalculator.com)



# Market Results By Department

DEPARTMENT	RESULTS
B & Z	Permit Tech. I slightly lagging (\$.65/hr) but matching after COLA. Admin. Mgr. Slightly Leading
Finance	All Matching or leading with exception of Finance Dir. (with COLA, he will be about \$1.50/hr. short)
Police Dept.	Mostly matching, some experienced officers are still lagging, but the newer officers are in the market. Chief/Capt. Matching.
Library	All Matching
Public Works	Director lagging (\$1.75/hr. after COLA) Dep. Dir. Lagging (\$5.00/hr after COLA) All others matching or slightly leading
Recreation	Dir. Matching (after COLA), All others matching (after COLA except for 1 employee slightly lagging )
Crossing Guards/Reserve Officer	Leading the market (\$13.41) by \$1.59
Executive	All matching except for City Manager (Mkt. Avg.= \$160,029). 10.31% out of market.

Surveyed 14 different cities surrounding FP

# RECOMMENDATIONS

POSITION	RECOMMENDATION
FINANCE DIRECTOR	Adjust salary by \$1.50/hr. after probationary period. This puts him at the market min. of \$42.92.
POLICE OFFICERS (EXPERIENCED)	Budget more for merit increases for the officers. Work with HR to get them where they need to be in pay grade.
PUBLIC WORKS Note: Moving Terry R. to Crew Chief-Water Dept.	Decide what to do with the Dep. Director position and make a mkt. adj. when a new one is hired D.O. E. Director- A one-time market adjustment of \$1.75/hr.
RECREATION	Michele can address this if deserved at evaluation.
LIBRARY	All matching or leading.
B & Z	Permit Tech. I- higher/avg. merit increase in 2024 if deserved. Sharon can address.
EXECUTIVE (See Market Study, inside sleeve of binder)	City Manager- A Mkt. adjustment of 6-7% (In addition to COLA) puts him slightly above the midpoint of the paygrade (\$157,154/165,048) (\$75.55/hr). Suggest you begin recruiting by end of year.

## RECRUITING FIRMS CONTACTED CITY MANAGER POSITION

FIRM	PHONE #	LOCATION	CONTACT	COST
Sumter Local Gov. Consulting	404-535-0525	Johns Creek GA	Warren Hutmacher Email: <a href="mailto:warren@sumterconsulting.com">warren@sumterconsulting.com</a> Website: <a href="http://www.sumterlocalgovconsulting.com">www.sumterlocalgovconsulting.com</a> <i>Note: Have asked him to give me a proposal via email.</i>	<b>Flat Fee- \$21,750</b> <u>Does Not include:</u> Consultant Travel Advertising, Candidate Travel, Meals/other candidate expenses, candidate hospitality
Colin Baenziger & Associates.	561-707-3537	2055 S. Atlantic Ave. Daytona Beach Shore, FL 32118	Colin Baenziger <a href="http://www.cb-asso.com">www.cb-asso.com</a>  <i>Note: Charges \$32,500K includes everything but the candidates travel to Fruitland Park to interview.</i>	<b>\$32,500 Includes:</b> Travel, advertising, networking, Background checks, screening applicants, interviewing. Takes approx. 4-1/2 mos.  <u>Does not include</u> travel for candidates to come interview with commission.
Mercer Executive Group	505-466-9500	1000 Cordova Place #726 Santa Fe NM 87505	James Mercer <a href="mailto:JMercer@mercergroupinc.com">JMercer@mercergroupinc.com</a> <a href="mailto:Kprince-merc@mercergroupinc.com">Kprince-merc@mercergroupinc.com</a> Website: <a href="http://www.careersingovernment.com">www.careersingovernment.com</a> <i>Note: Have asked them to give me a proposal via email. Emailed K Prince on 8/11/23 again.</i>	



# PART-TIME EMPLOYEE BENEFITS

## PROPOSE PAYING BASED ON 4 HOURS

Holiday Pay

Safety Day

Personal

Christmas Bonus

Any other benefit for which they qualify

**Note:** I am proposing excluding part-time employees from Sick leave if new policy is approved.

# PROPOSED SICK LEAVE POLICY

## PURPOSE

To provide continued income for employees who need time off due to an illness or injury for themselves or an immediate family member.

## B. POLICY

This sick leave policy supersedes any previous sick leave policy upon approval by the City Commission. To be eligible for sick leave, an employee must be classified as a full-time employee working more than 30 hours per week. It excludes all part-time, seasonal and temporary employees.

## C. PROCEDURE

1. Sick leave hours will be cumulative from year to year without limit.
2. The hours from the employees' current sick leave bank will be rolled over into their new bank.
3. Monthly accrual of hours are as follows:

EMPLOYEE TYPE	ACCRUAL
Regular Full-time admin. employees (8 hr. workday)	8 hours per month
Police Department admin. employees (8 hr. workday)	8 hours per month
Police Department Sworn Officers (12 hr./shifts)	12 hours per month

4. Family Medical Leave will run concurrently with sick leave after the employee has been out for more than five days and if the illness/injury qualifies for FMLA (See FMLA Policy).
5. Sick leave payout will be capped at \$15,000 or at the benefit level achieved whichever is greater, and will be paid as follows:
  - 1 hour through 500 hours will be paid at 55%
  - 501-1000 hours will be paid at 45%
  - 1001 hours and above will be paid at 40%
6. To be eligible for the payout, termination must be for one of the following reasons:

8/14/2023

TERMINATION REASON	PERCENTAGE OF PAYMENT
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TERMINATION REASON	PERCENTAGE OF PAYMENT
Retirement	Payment as described in the chart in section 5 above.
Employees who resign in good standing and who have >10 years of service	Payment will be at 50% as described in the chart above.
Employees who resign in good standing and who have >5 years of service.	Payment will be made at 40% as described in the chart above.
Death- Any employee who has more than >5 years of service and who dies while employed will be eligible for the payout described above. The benefit will be paid to his/her estate, spouse, or beneficiary whichever is applicable.	Percentage that is applicable based on years of service.
Employees who terminate employment for any reasons with <5 years are not entitled to any accumulated sick leave compensation.	0%

7. When calling in sick, the employee must call at least one hour before the shift to notify the supervisor. If missing three days or more, the employee must bring a doctor's excuse upon return to work.
8. If an employee develops a pattern of abusing the sick leave policy, the following actions may occur:
  - a. Supervisor may request a doctor's excuse for every sick leave absence, or
  - b. Request the employee to obtain a "fitness for duty" exam from a City healthcare provider at the City's expense.
  - c. The Supervisor reserves the right to discipline the employee if it is determined to be an abuse of the policy (see absenteeism policy).

# MISSION STATEMENT & CORE VALUES

**We need a mission statement to serve as a guideline for employees (SEE SAMPLE).**

Informs the public of what we provide/do and how we're going to do it.

Core Values inform both the employees and the public what we value most.

- Honesty and integrity
- Compassion
- Creativity/innovation
- Diversity
- Ideas and suggestions
- Ethical behaviors

**Should be included in the employee handbook and displayed in the lobby. Every employee should understand their work is guided by these principles.**