



### Meeting Name

Meeting Date: November 7, 2023

### Central Services - Exceptional Circumstance Salary Increases

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<b>Department:</b>	Central Services Department
<b>Presenter:</b>	Ron Lampkin
<b>Caption:</b>	Request for approval for Exceptional Circumstance Salary Increases to designated Central Services employees.
<b>Background:</b>	<p>Central Services department has abolished three (3) vacant positions to assist in funding the retention of current employees. Despite the increases offered through the retention bonus and retention plans I and II, Central Services has been facing significant turnover rates due to staff transfers to nearby City departments and external companies.</p> <p>Furthermore, numerous Central Services personnel have taken up the responsibilities of other vacancies within the department without additional compensation.</p> <p>Numerous facilities would be impacted significantly if any current Central Services employees were to separate or transfer.</p> <p>Subsequently, HVAC, Electrical and Plumbing related requests would have to be contracted out to a vendor to provide the required services. This would not only have a financial impact to the department and the City's budgets, but the department's response times to service requests.</p>
<b>Analysis:</b>	Central Services recommends these increases to the specified personnel to ensure their retention within their current positions.
<b>Financial Impact:</b>	<p>Phase One:</p> <p>\$32,389.00 – Building Maintenance Technician abolished</p> <p>10% increase for the following positions: Administrative Assistant II, Facilities Maintenance Manager, Building Maintenance Worker, Electrician I, HVAC Technician I, Grounds Maintenance Supervisor, Facilities Maintenance Supervisor, and Deputy Director, Facilities</p> <p>Phase Two: \$28,088.61 – Carpenter and Building Maintenance Worker abolished</p> <p>7% increase for the following positions: Painter, Facilities Maintenance Supervisor, Facilities Maintenance Manager, Custodian (9)</p>

**Alternatives:** A -Approve increases

B -Do not approve increases

**Recommendation:** Request for approval for Exceptional Circumstance Salary Increases to designated Central Services employees.

**Funds are available** Building Maintenance Technician - 101016420

**in the following** Carpenter - 101016420

**accounts:** Building Maintenance Worker - 101016420

**REVIEWED AND**  
**APPROVED BY:**