
CITY OF PORT LAVACA

CITY COUNCIL MEETING: September 12, 2022

AGENDA ITEM _____

DATE: September 8, 2022

TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: CONSIDER CITY COMPENSATION PLAN FOR THE 2022-23 FISCAL YEAR

BACKGROUND:

These are annual updates to the City's compensation plan that have been discussed and generally agreed to during the budget workshops and are presented for Council final approval.

As recommended by Public Sector Personnel Consultants in their Salary survey completed in January 2021, the City has embarked on a compensation plan update for the fiscal year beginning October 1, 2023. The latest pay plans from comparator cities were obtained, benchmark job classes were re-assigned to the salary ranges whose midpoints most closely matched the prevailing rates (+/- 2%), non-benchmark job classes were adjusted by the same number of salary ranges as their linked benchmark job class, professional judgement was utilized in job class re-assignment to prevent internal inequities and relationships not supported by relative job complexity, and employees whose current salary was less than their job's new minimum were identified.

FINANCIAL IMPLICATIONS:

This year's budget included approximately \$232,888 (including benefits) earmarked for merit increases in an amount equal to 4% of the current salary and benefit expense. Additionally, we are proposing another \$73,437 (including benefits) to be utilized to update the salary ranges in the City's compensation plan. The additional amounts to be funded from the remaining balanced budget excesses are as follows: \$49,991 in the General Fund, \$22,458 in the Public Utility Fund, and \$988 in the Port & Harbors Fund. This will bring all employees to the minimum levels of the new paygrade, as well as provide an allowance for department heads to issue merit increases for their highly performing employees.

The budgeted full-time positions for FY22-23 are 99 and the full-time equivalent (FTE) part-time positions are 3.31. Note the budgeted full-time positions for FY21-22 was 98, however there was a mathematical error, and it was supposed to be 99. We are NOT adding any new positions in the FY22-23 budget. The only position being added to the FY22-23 budget is a part-time Animal Shelter Attendant in an amount equal to 0.5 FTEs. The job description is attached.

In addition, there is one (1) position being proposed for changes to title, duties and responsibilities and salary range, as shown on the attached job description.

Additionally, the Development Services Coordinator/Permit Technician job description is being provided as this substantially revised for scope and job duties in FY2022 and was not formally presented to City Council for confirmation.

Attached is a copy of the City's updated salary ranges per job classification for formal adoption.

RECOMMENDATION:

Effective October 1, 2022, staff recommends City Council approve the compensation plan for FY 2022-23 as follows:

- Confirm the Salary Structure as presented
- Confirm the amendment of the existing job positions as previously described in this memo
- Confirm the creation of a new part-time position as previously mentioned in this memo
- City Headcount is remaining the same at 99 full-time employees and 3.31 part-time FTEs

| Job Class/Title | 2020 Salary Survey Range | Proposed Range |
|---|---|---------------------------|
| BENCHMARK OCCUPATIONS | | |
| Janitor | 28 | 28 |
| Part-time Animal Shelter Attendant | - | 28 |
| CVB Maintenance Worker | 31 | 34 |
| Utility Maintenance Worker | 31 | 34 |
| Utility Billing Customer Service Representative | 31 | 34 |
| Street Maintenance Worker | 31 | 34 |
| Municipal Court Clerk | 33 | 33 |
| Dispatcher | 34 | 34 |
| Accounting Clerk | 32 | 34 |
| Parks Maintenance Worker | 31 | 34 |
| Meter Technician | 32 | 34 |
| Utility Maintenance-Construction | 31 | 34 |
| Utilities Maintenance - WWTP | 31 | 34 |
| Animal Control Officer | 32 | 35 |
| Heavy Equipment Operator | 35 | 35 |
| Utilities Operator - WWTP C | 36 | 36 |
| Lead Dispatcher/Administrative Assistant | 36 | 36 |
| Records Clerk/Dispatcher | 36 | 36 |
| Development Coordinator/Permit Technician | 34 | 35 |
| Code Enforcement Officer | 35 | 36 |
| Administrative Assistant | 34 | 36 |
| PARKS CREW LEADER | 37 | 37 |
| Utilities Operator - WWTP B | 37 | 37 |
| Utility Crew Leader | 37 | 37 |
| Utilities Crew Leader -WWTP | 37 | 37 |
| Utilities Operator - WWTP B | 37 | 37 |
| Senior Animal Control Officer | - | 37 |
| Streets Crew Leader | 37 | 37 |
| Utilities Operator - WWTP A | 38 | 38 |
| Customer Service Supervisor | 37 | 37 |
| Exec. Assistant to CM/HR Coordinator | 34 | 38 |
| Assistant City Secretary | 36 | 40 |
| Accountant | 36 | 40 |
| Firefighter/Engineer | 40 | 41 |
| Patrol Officer | 40 | 42 |
| Police Corporal | 42 | 44 |
| Senior Accountant | 40 | 42 |
| Streets Superintendent | 45 | 45 |
| Utilities Superintendent | 45 | 45 |
| Parks Superintendent | 44 | 45 |

| Job Class/Title | 2020 Salary Survey Range | Proposed Range |
|------------------------------|---|---------------------------|
| Fire Lieutenant | 43 | 44 |
| Detective-Sergeant | 44 | 46 |
| Patrol Sergeant | 44 | 46 |
| Patrol Lieutenant | 46 | 48 |
| CID LIEUTENANT | 46 | 48 |
| Fire Captain | 46 | 47 |
| Harbor Master | 46 | 46 |
| City Secretary/Court Manager | 45 | 49 |
| Director of Finance | 53 | 53 |
| Director of Development Svs | 53 | 53 |
| Director of Public Works | 53 | 53 |
| Police Chief | 53 | 55 |
| Fire Chief | 53 | 55 |
| City Manager | 61 | 61 |



CITY OF PORT LAVACA

JOB TITLE: Lead Animal Control Officer
DEPARTMENT: Animal Control (Police Department)
JOB CODE: 5130a

JOB DEFINITION:

To perform a variety of duties involved in enforcing City and state laws governing the care and upkeep of animals in the City and to impound, care for, and dispose of animals as appropriate. Investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Enforce the Port Lavaca Animal Control Ordinances and State Health Department regulations governing animal control issues.
- Respond to calls and complaints regarding dead and loose animals.
- Patrol City streets and roads, search for stray dogs and other domestic animals and livestock.
- Enforce City Animal Control laws, explain ordinances related to the care and upkeep of animals, issue citations for violations of Animal Control ordinances, appear in court on applicable cases.
- Impound, Quarantine, and dispose of animals as appropriate, transport injured animals to a veterinarian to be treated. Euthanize sick, injured or stray animals as necessary.
- Investigate reports or complaints of dogs, cats, or other animals creating nuisances, take appropriate actions, investigate reports of animal abuse, investigate animal bite reports, and prepare rabies specimens as necessary.
- Assist in conducting education programs including making presentations at schools, educating citizens in the neighborhoods and responding to questions on the telephone.
- Assist with the care and maintenance of the shelter and the animals including cleaning the shelter, feeding the animals and preparing the animals for euthanasia.
- Remove animals from inhumane conditions and drive vehicle to transport animals to shelter for treatment and care.
- Document activities through the City's tracking system.

- Coordinate with the Police Department or other legal officials as needed, sign affidavits as appropriate.
- Maintains assigned vehicle and equipment according to City standards
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff, maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.
- Perform other duties as assigned.
- Issue citations to violators and appear in Municipal Court.

Knowledge and Skills Required:

Knowledge of:

- City policies and procedures
- Applicable Texas state rules and regulations, and City ordinances.
- General safety practices, and animal capture and restraint techniques and equipment.
- Symptoms, causes, procedures, and reporting requirements for rabies control and other common animal diseases.
- Regional animal care resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.
- Basic principles of record keeping and records management.

Skill in:

- Capturing, controlling, containing, and transporting sick, injured, and diseased animals.
- Identifying various types of animals, and symptoms of abnormal behavior and animal diseases.
- Exercising patience, care, and compassion in dealing with animals.
- Care, maintenance, and safe operation of specialized animal control tools and equipment.
- Explaining City policies and procedures.
- Following and communicating verbal and written instructions.
- Dealing tactfully and courteously with the public and handling stressful situations and angry people.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing.

Supervisory Responsibilities:

Supervises Animal Shelter employees.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Animal Control Officer certification preferred. Must have supervisory experience.

Certificates, Licenses, Registrations:

Valid Class C Driver's License. Must obtain a certification as a Basic Animal Control Officer through the Texas Department of Health within six months of employment. Obtain Euthanasia certification from an accredited training agency within six (6) months of employment.

Physical Demands and Working Environment:

Work is performed outdoors, at an animal shelter, and in a standard office environment, may be exposed to wild animals and potential physical harm; required to capture and physically restrain animals.



CITY OF PORT LAVACA

JOB TITLE: Animal Shelter Attendant
DEPARTMENT: Animal Control (Police Department)
JOB CODE: 5130c

JOB DEFINITION:

To perform a variety of duties involved in enforcing City and state laws governing the care and upkeep of animals in the City and to impound, care for, and dispose of animals as appropriate. Investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Assist in conducting education programs including making presentations at schools, educating citizens in the neighborhoods and responding to questions on the telephone.
- Perform light office work including: answering phone, taking messages and complaints.
- Take lost/found reports and call owners about lost/found animals.
- Checks out humane traps and calls residents about overdue traps.
- Check-in owner surrenders, resident drop-offs, and euthanasia drop offs.
- Retrieve owner redemptions.
- Fill out and process out impoundment cards.
- Assist residents with dead animal drop offs.
- Assist with the care and maintenance of the shelter and the animals including cleaning the shelter and feeding the animals.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff, maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.
- Perform other duties as assigned.

Knowledge and Skills Required:

Knowledge of:

- City policies and procedures
- Applicable Texas state rules and regulations, and City ordinances.
- General safety practices, and animal capture and restraint techniques and equipment.
- Regional animal care resources available to citizens.
- Basic principles of record keeping and records management.

Skill in:

- Exercising patience, care, and compassion in dealing with animals.
- Basic customer service skills.
- Good working knowledge of computer operations and general office procedures.
- Care, maintenance, and safe operation of specialized animal control tools and equipment.
- Explaining City policies and procedures.
- Following and communicating verbal and written instructions.
- Dealing tactfully and courteously with the public and handling stressful situations and angry people.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing.

Education and/or Experience:

High school diploma or general education degree (GED); ability to work flexible work schedule as required by the department, some experience with animals, their care and diseases is preferred.

Certificates, Licenses, Registrations:

Valid Class C Driver's License.

Physical Demands and Working Environment:

Exposed to confined animals that may have diseases. May use hazardous chemicals in cleaning and euthanasia. Exposed to adverse environmental conditions to include, but not limited to, fumes, dust/mites, noxious odors, chemicals, solid waste substances, animal feces, urine, saliva, and blood. Ability to lift a minimum of 50 lbs.



JOB TITLE : Development Services Coordinator/Permit Technician
DEPARTMENT : Code Enforcement
JOB CODE : 1220

JOB DEFINITION:

Under basic supervision, provides administrative and clerical support for City programs.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is /LLUSTRATIVE ONLY, and is not a comprehensive listing of al/ functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

Administrative:

- Performs technical support functions for the Director of Development Services, requiring understanding of municipal government operations, open meeting procedures, and City services and priorities.
- Front counter customer service to the general public.
- Maintain and update a variety of computer databases and files; enters, edits, and retrieve data
- Complete monthly reports
- Receives complaints and responds to information requests from the general public.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff.
- Maintains absolute confidentiality of work-related issues, client records and City information.
- Maintains building files, alarm files, pet registrations and plats.
- Excellent verbal and written communication skills
- Update website and with necessary changes as needed
- Assists the Director of Development Services as directed.

Permitting:

- Review submitted site plans and permit applications for completeness, accuracy, and conformance with applicable codes and to verify complete application.
- Explain City rules, policies and procedures, requirements and provide information to permit applicants
- Issue approved building, electrical, plumbing, mechanical, and other City permits
- Prepare requests for inspections
- Issue contractor licenses and maintains files.

- Use, maintain and update segments in permitting software
- Receive telephone and in person inquiries regarding ordinances, applications, and other related matters.
- Monthly reports to Director, Census Bureau and other agencies monthly and yearly

Boards and Committees:

- Publish legal notice and prepares agenda packets for Planning Board and other committee meetings.
- Record and transcribe meeting minutes.
- Distribute planning packets to appropriate City staff and board members for variances and other zone changes.
- In absence of the Director, present projects before the Planning Board
- Maintain manual and computerized records of planning projects, prepare maps and charts exhibits for inclusion as exhibits in planning reports.
- Keep record of members attendance, service and contact information
- Assist in planning and coordinating development projects, marketing and research to implement the plan.
- Participate and coordinate various special projects involving research and data collection.
- Set up, participate/take minutes in pre-development and pre-application conferencing.
- Perform related duties as assigned or required.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City policies and procedures.
- Applicable Texas state rules and regulations, and City Ordinances.
- Geography, roads, and landmarks of City and surrounding areas.
- Basic principles of record keeping and records management.
- Setting up and running virtual meetings

Skill in:

- Customer Service
- A successful candidate will have excellent verbal, presentation, interpersonal, and writing skills, and will be exceptional at coordinating multiple priorities and deadlines
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; AND one year of customer service experience; OR an equivalent combination of education, training, and experience.

- State of Texas driver's license may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.