
CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 9, 2024

AGENDA ITEM __

DATE: 09.04.2024

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: CONSIDER CITY COMPENSATION PLAN FOR THE 2024-25 FISCAL YEAR

BACKGROUND:

It is the policy of the City of Port Lavaca to perform a salary survey every two (2) years, to include city to city contact and survey data available through TML. At least every sixth (6th) year the City contracts with a third party to review and recommend changes to the City's job descriptions and salaries. The last Salary Survey/Compensation Plan which was performed by a third party was in 2020 with the final report dated January 2021. We have budgeted to perform during FY 2024-25 a new third-party Salary Survey/Compensation Plan and include a review and update of all job descriptions.

Staff performed a review of the current salaries paid and all full-time positions are being paid at or above the minimum pay recommended in the Compensation plan adopted by Council last year.

The attached in-house Salary Survey was performed by City staff which compares the salary range of a few select positions among the comparable cities that were used in the January 2021 Compensation plan. This information was gathered from the TML Salary survey and/or information received directly from the Cities.

The only change we are proposing to the salary structure is the addition of the Executive Assistant to the Harbor Master at a grade of 36.

RECOMMENDATIONS:

- 1) The City Council approves the Salary Structure as presented. Council approves providing budgeted funds for merit increases for all employees, except department heads, in an amount equal to 4% of their total budgeted FY 2023-24 salaries. For merit increases for department heads, budgeted funds in an amount equal to 2% of their total budgeted FY 2023-24 salaries is provided.

- 2) The City Headcount is approved as follows:

As of October 1, 2024, 101 full-time employees and 3.38 part-time FTEs.

As of January 1 after the dispatchers move to the combined Dispatch center, it will be 97 full-time employees and 2.01 part-time FTE's.

ATTACHMENTS:

- Salary Structure effective 10.1.2024
- In-house 2024 Salary Survey

**CITY OF PORT LAVACA
SALARY STRUCTURE
10/1/2024**

Pay Grade	Job Class/Title	Min	Midpoint	Max
28	Janitor	\$ 25,577.12	\$ 30,090.73	\$ 34,604.34
	Part-time Animal Shelter Attendant	\$ 12.30	\$ 14.47	\$ 16.64
33		\$ 32,930.83	\$ 38,693.72	\$ 44,456.62
		\$ 15.83	\$ 18.60	\$ 21.37
34	Accounting Clerk			
	CVB Maintenance Worker			
	Dispatcher			
	Meter Technician			
	Municipal Court Clerk			
	Parks Maintenance Worker	\$ 34,577.37	\$ 40,628.41	\$ 46,679.45
	Street Maintenance Worker	\$ 16.62	\$ 19.53	\$ 22.44
	Utilities Maintenance - WWTP			
	Utility Billing Customer Service Representative			
	Utility Maintenance Worker			
Utility Maintenance-Construction				
35	Animal Control Officer			
	Development Coordinatior/Permit Technician	\$ 36,306.24	\$ 42,659.83	\$ 49,013.42
	Heavy Equipment Operator			
	Police Cadet	\$ 17.45	\$ 20.51	\$ 23.56
36	Administrative Assistant			
	Code Enforcement Officer			
	Lead Dispatcher/Administrative Assistant	\$ 38,121.55	\$ 44,792.82	\$ 51,464.09
	Records Clerk/Dispatcher	\$ 18.33	\$ 21.54	\$ 24.74
	Ports & Harbors Admin Assistant			
Utilities Operator - WWTP C				
37	Customer Service Supervisor			
	Parks Crew Leader			
	Streets Crew Leader			
	Senior Animal Control Officer	\$ 40,027.63	\$ 47,032.46	\$ 54,037.30
	Utilities Crew Leader -WWTP	\$ 19.24	\$ 22.61	\$ 25.98
	Utilities Operator - WWTP B			
	Utilities Operator - WWTP B			
Utility Crew Leader				
38	Exec. Assistant to CM / HR Coordinator	\$ 42,029.01	\$ 49,384.08	\$ 56,739.16
	Utilities Operator - WWTP A	\$ 20.21	\$ 23.74	\$ 27.28
40	Accountant	\$ 46,336.98	\$ 54,445.95	\$ 62,554.92
	Assistant City Secretary	\$ 22.28	\$ 26.18	\$ 30.07
	Office Manager			
41	Firefighter/Engineer (2912 hours)	\$ 48,593.01	\$ 57,168.25	\$ 65,743.49
		\$ 16.69	\$ 19.63	\$ 22.58

New hires exceeding 5% above minimum require City Manager Approval.

**CITY OF PORT LAVACA
SALARY STRUCTURE
10/1/2024**

Pay Grade	Job Class/Title	Min	Midpoint	Max
42	Patrol Officer (2236 hours)	\$ 51,086.52	\$ 60,026.66	\$ 68,966.80
	Senior Accountant (2080 hours)	\$ 22.85	\$ 26.85	\$ 30.84
	Capital Projects / Grants Coordinator	\$ 24.56	\$ 28.86	\$ 33.16
44	Fire Lieutenant (2912 hours)	\$ 56,322.89	\$ 66,179.40	\$ 76,035.90
	Police Corporal (2080 hours)	\$ 19.34	\$ 22.73	\$ 26.11
	Police Corporal (2236 hours)	\$ 27.08	\$ 31.82	\$ 36.55
		\$ 25.19	\$ 29.60	\$ 34.01
45	Parks Superintendent			
	Streets Superintendent	\$ 59,139.03	\$ 69,488.37	\$ 79,837.70
	Utilities Superintendent	\$ 28.43	\$ 33.41	\$ 38.38
46	Detective-Sergeant (2080 hours)	\$ 62,095.99	\$ 72,962.78	\$ 83,829.58
	Patrol Sergeant (2236 hours)	\$ 29.85	\$ 35.08	\$ 40.30
	Harbor Master (2080 hours)	\$ 27.77	\$ 32.63	\$ 37.49
		\$ 29.85	\$ 35.08	\$ 40.30
47	Fire Captain (2912 hours)	\$ 65,119.28	\$ 76,610.92	\$ 88,102.56
		\$ 22.36	\$ 26.31	\$ 30.26
48	Patrol Lieutenant (2080 hours)	\$ 68,375.25	\$ 80,441.47	\$ 92,507.69
	CID Lieutenant (2080 hours)	\$ 32.87	\$ 38.67	\$ 44.47
49	City Secretary/Court Manager	\$ 71,794.01	\$ 84,463.54	\$ 97,133.07
		\$ 34.52	\$ 40.61	\$ 46.70
53	Director of Finance			
	Director of Development Svs	\$ 87,375.29	\$ 102,665.96	\$ 117,956.64
	Director of Public Works	\$ 42.01	\$ 49.36	\$ 56.71
54		\$ 91,629.37	\$ 107,799.26	\$ 123,969.15
55	Police Chief	\$ 96,210.84	\$ 113,189.22	\$ 130,167.61
	Fire Chief	\$ 46.26	\$ 54.42	\$ 62.58
61	City Manager	\$ 135,378.31	\$ 159,268.61	\$ 183,158.90
		\$ 65.09	\$ 76.57	\$ 88.06

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