



**AGENDA INFORMATION**  
**CITY OF MIAMI SPRINGS**  
**CITY COUNCIL**

**Special Meeting**

**Monday, May 17, 2010**

**7:00 p.m.**

**Mayor Billy Bain**

**Vice Mayor George V. Lob**

**Councilman Bob Best**

**Councilman Dan Espino**

**Councilwoman Jennifer Ator**

**City Manager James R. Borgmann**

**Assistant City Manager Ronald K. Gorland**

**City Attorney Jan K. Seiden**

**City Clerk Magalí Valls**



**CITY OF MIAMI SPRINGS, FLORIDA**

**Mayor Billy Bain**

**Vice Mayor George V. Lob  
Councilman Dan Espino**

**Councilman Bob Best  
Councilwoman Jennifer Ator**

**Decorum:** "Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the City Council, shall be barred from further audience before the City Council by the Mayor, unless permission to continue or again address the City Council is granted by the majority vote of the City Council members present. In accordance with the foregoing, the City Council has determined that racial or ethnic slurs, personal attacks and comments unrelated to City matters or issues constitute prohibited comments from the podium".

**AGENDA  
SPECIAL MEETING  
Monday, May 17, 2010  
7:00 p.m.**

- 1. Call to Order/Roll Call
- 2. Invocation: Councilwoman Ator  
Salute to the Flag: Audience participation
- 3. Discussion Regarding Employee Benefits
  - a. Review of City Employee Compensation Policies
  - b. Presentation by the Human Resources Department
  - c. Part Time Employee Benefits
- 4. Adjourn

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If any person decides to appeal any decision of this Board with respect to any matter considered, s/he will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made (F. S. 286.0105), all of which the City does not provide.  
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In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the City Clerk, 201 Westward Drive, Miami Springs, Florida 33166. Telephone: (305) 805-5006, no later than (7) days prior to the proceeding.  
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Pursuant to Sec. 2-11.1 (S) of the Miami-Dade County Code and Miami Springs Code of Ordinances Chapter 33 - §33-20, all persons, firms or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the City Council; (2) any action, decision, recommendation of any City Board or Committee; or (3) any action, decision or recommendation of City personnel during the time period of the entire decision-making process on such action, decision or recommendation which will be heard or reviewed by the City Council, or a City Board or Committee shall register with the City before engaging in any lobbying activities on forms prepared for this purpose and shall state under oath his or her name, business address, the name and business address of each person or entity which has employed said registrant to lobby, and the specific issue on which he or she has been employed to lobby. A copy of the lobbyist registration form is available from the Office of the City Clerk.  
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**Attorneys at Law**

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**M E M O R A N D U M**

**TO: MAYOR AND CITY COUNCIL; CITY MANAGER  
AND FINANCE DIRECTOR**

**FROM: JAN K. SEIDEN, CITY ATTORNEY**

**DATE: NOVEMBER 16, 2009**

**RE: REVIEW OF CITY EMPLOYEE COMPENSATION  
POLICIES**

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As a continuation of the preliminary discussions conducted by the City Council during the recently completed budget process, the Mayor has requested that the following information be provided to the City Council for further review and consideration.

**CURRENT EMPLOYEE COMPENSATION STATUS**

The City currently provides "compensation" to its non-exempt employees by way of salary, cost of living (c.o.l.a.) adjustments, longevity pay and merit increases ("raises").

Salaries for non-exempt employees are initially established by the City's "pay plan" which provides ranges of pay for each position available in the City. The City pay plan, while not reviewed or revised annually, is formally adopted each fiscal year as part of the City's annual budget (see Code of Ordinance Section 34-19 and current pay plan attached).

Further, as you already know, during the annual review of the proposed City budget, the City Council determines what, if any, cost of living (c.o.l.a.) adjustment percentage will be adopted for the purpose of increasing existing employee salaries.

In addition to the foregoing, employees are also provided with longevity pay based upon an employee's years of service to the City. Most recently the City Council in September 2005, by motion, established the following scale for longevity pay, to-wit:

November 16, 2009

- Completion of 10 years of service . . . . . \$1,000.00
- Completion of 15 years of service . . . . . \$ 1,500.00
- Completion of 20 years of service (*or more*) . . . . . \$1,750.00

Despite the foregoing action by the City Council in 2005, the Code of Ordinances (Section 34-19) only requires that a "longevity plan" be part of the City's annual budget, while no other Ordinance provides any standards, requirements, or guidelines for the awarding of such additional annual compensation.

Finally, employees are also annually considered for "merit increases" in pay based upon their date of employment, date of last salary increase, and performance interview recommendation (see Code of Ordinance Sections 34-19 and 34-20). While such increases in compensation are not automatic, when awarded, such increases have traditionally been five (5%) percent, since again there are no standards, requirements or guidelines in the Code of Ordinances from which to determine the appropriate salary percentage increase.

### CITY PAY PLAN STATUS

While all of the foregoing methods of employee compensation merit review and discussion, the area of most concern is the impact of the foregoing methods of compensation on the City's Pay Plan.

Governmental entities often hire consultants every three to five years to review and evaluate their existing pay plans and to provide points of discussion and recommendations for the revision and updating of such plans. Additionally, these comprehensive reviews are often supplemented by annual internal reviews of the pay plans. As previously noted herein, Code of Ordinance Section 34-19 mandates that the City's pay plan ". . . shall be part of the annual budget. . . ." There is, however, no annual or other time frame review or evaluation requirement contained within Code Section 34.19 or any other section of the Code.

In Miami Springs, for as long as anyone can remember, the policy and practice of the City has been to internally amend the City's pay plan annually as part of the budget adoption process. While there is nothing inappropriate or improper with the aforesaid procedure, it may be prudent to review the current policy and practice due to the economic conditions currently being experienced.

By way of example, a non-exempt City Employee who is at the top of the pay plan range for his/her position, will have the "top" of the range increased automatically by the