

AS AMENDED ON FEBRUARY 11, 2013

ORDINANCE NO. 2232

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 13 GENERAL FUND AND WATER AND SEWER FUND BUDGETS TO APPROPRIATE FUNDS TO COVER THE CITY'S COST FOR A PAY/COMPENSATION AND CLASSIFICATION STUDY.

WHEREAS, the Mayor and Council of the City of Salisbury believe that it would be in the best interests of the City to have a Pay/Compensation and Classification Study conducted to determine if the positions held by City employees are properly classified based on their duties and responsibilities and whether they are paid salaries that are competitive in the labor market; and

WHEREAS, the City of Salisbury has requested and received proposals for a Pay/Compensation and Classification Study; and

WHEREAS, the City has selected Evergreen Solutions, LLC to perform this Study; and

WHEREAS, the City's FY13 approved budget does not include an appropriation for this expense;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2013 General Fund Budget be and hereby is amended as follows:

- 1) Increase General Fund Current Surplus Available (01000-469810) by \$36,760.
- 2) Increase General Fund Mayor's Office/Community Promotions by \$36,760.

AND, BE IT FURTHER ORDAINED, that the City's Fiscal Year 2013 Water and Sewer Fund Budget be and hereby is amended as follows:

- 1) Increase Water and Sewer Fund Current Surplus Available (60100-469810) by \$7,740.
- 2) Increase Water Fund by \$2,840.
- 3) Increase Sewer Fund by \$4,900.

AND, BE IT FURTHER ORDAINED, that these funds are restricted to use for their intended purpose only, as stated herein, and that any unused portion of these funds shall be returned to surplus.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 28th day of January 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 11 day of Feb., 2013.

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ATTEST:

Kimberly R. Nichols

Kimberly R. Nichols, City Clerk

Terry E. Cohen


Terry E. Cohen, President
Salisbury City Council

Approved by me this 14th day of February
2013.

James Ireton, Jr.

James Ireton, Jr., Mayor

Memo

To: City Council
From: John Pick, City Administrator 
Date: January 2, 2013
Re: Pay and Classification Study and Recommendation Costs

Based on interest expressed by Council members at the October 1 work session, the Mayor began the process to conduct a Pay and Classification Study for all City employees. A Request for Proposals was developed and sent to various consulting firms that specialize in such work for municipalities. The following is the list of firms that responded:

Singer Group
D I Jacobs Consulting Company
Evergreen Solutions, LLC
Hendricks & Associates, Inc.
Management Advisory Group International
Condrey & Associates, Inc.

An administrative committee was formed to review the responses. This committee was comprised of: John Pick, City Administrator; Lore Chambers, Assistant City Administrator; Tom Tengman, Sr. Buyer; and Jeanne Loyd, Human Resources Associate. Each firm was rated on completeness of their response to the scope of the project, the size and breadth of the projects performed in the past, their commitment to meet the scheduled deadline for project completion and the price for the project. The Committee reached consensus to recommend to the Mayor that the bid be awarded to Evergreen Solutions, LLC. The Mayor concurred in the recommendation.

When this matter was discussed at the January 7 work session the Council requested that we ask the vendors to amend their proposals to add a provision for a survey of benefits as well as salary. The vendors responded to this request and the Council reviewed the resulting cost proposals at the January 22 work session. Following that discussion, the Council reached a

consensus to award the bid to Evergreen Solutions at a total cost of \$44,500 and to adopt the necessary budget amendment to appropriate the funds for this study.

We continue to be concerned that if the Council is uncertain whether it will be able to implement the recommendations of the study, we suggest that the City not undertake this study at this time.

cc: Mayor Ireton
Lore' Chambers
Jeanne Loyd
Tom Tengman
Catrice Parsons
Keith Cordrey

[H:/humanresources/memoBudgetAmendmentPayandClassificationStudy](#)