

**CITY OF JOPLIN
COUNCIL AGENDA ITEM**

ITEM

Council Bill 2023-505 – Approving the Revised Salary Administration Plan for Classified and Unclassified positions for the newly created use tax positions and amending the FY 2023 Budget

MEETING DATE

March 20, 2023

ORIGINATING DEPT

Finance

ATTACHMENTS

CB 2023-505 Ordinance; Exhibit “A”-Salary Administration Plan for Classified and Unclassified positions; Schedule “A” Budget Amendment; Position Change Presentation

REVIEWED BY

Department Head: Leslie Haase; Human Resources Director: Michelle Ducre; City Attorney: Peter Edwards; City Manager: Nick Edwards

SUMMARY

This Council Bill approves the revised Salary Administration Plan for Classified and Unclassified positions and amends the FY 2023 Budget for the newly created positions for the remainder of the year.

BACKGROUND

In late 2020, the City Council adopted Goals from citizen input gathered through the City Manager’s Listening Tour. City staff then developed various Action Plans to achieve those goals to help improve and grow the community. In November of 2021, the voters of Joplin approved the Use Tax to fund the Action Plans. Work has been progressing on some Action Plans, while the use tax collections got underway. However, before staff could be added to carry out other Action Plans, the available amount of use tax funding needed to be determined through the actual collections.

One Action Plan that was already progressing was the Development Operations Assessment. City Council recently heard the results of that study, along with the recommendations. Based on those recommendations, an assessment of the appropriate prioritized Action Plans, and the available funding, seven additional positions in the Planning Department have been recommended for advancement currently. Those positions are a Neighborhood Improvement Supervisor, two Neighborhood Improvement Officers, an Administrative Assistant, a Project Coordinator a Lead Building Inspector and a Building Inspector. These positions will initially work on 10 different Action Plans under the goals of Address Declining Neighborhoods, Improve Community Appearance, Increase Economic Development, and Address Homelessness.

The newly created positions placed on the Salary Administration Plan are the Neighborhood Improvement Supervisor at Grade 300, a Project Coordinator at Grade 210 and a Lead Building Inspector at Grade 210. The funding source for these positions, along with the corresponding operational costs and first-time capital costs, is part of the general fund portion of the use tax proceeds. The budget is being amended in the amount of \$510,132.00 for these positions for the remainder of the fiscal year.

Additionally, in order to work on 3 different Action Plans under the goal of Reduce Crime and Increase Safety, the police department is recommending adding 4 full-time positions. The positions of Police Sergeant, Police Corporal, Bailiff (Police Officer), and Administrative Assistant will be funded by a portion of the public safety use tax proceeds. The budget is being amended in the amount of \$351,052.00 for these positions, along with the corresponding operational costs and first-time capital costs.

City Council also recently heard a presentation about a reorganization of the Parks Department. The Parks Department is eliminating the Recreation Manager position and replacing it with a Recreation Coordinator position, which is reflected on the revised Salary Administration Plan. This change results in an overall budget savings of approximately \$13,000.00.

Finally, another Action Plan that has been underway is the Communications Assessment. City Council recently heard the results of this study that recommended additional positions in order to achieve the Action Plan of Positive Marketing of the City under the goal of Increase Economic Development. Staff developed the recommendations of the study into the addition of a Director of Communications, a Webmaster, a Communications Specialist and a Multi-Media Communications Specialist. At this time, these positions are only being added to the Salary Administration Plan. City Council may direct staff to further develop the costs of these positions following this meeting or during the development of the FY 2024 budget process. The Director of Communications is being placed at Grade 370, the Webmaster at Grade 320 and both Communications Specialists at Grade 160.

The job descriptions for the new positions, along with the placement of these positions within the Salary Administration Plan, were presented to the Personnel Board on March 2nd. The Personnel Board unanimously approved recommending the creation of these positions as presented. Additionally, the Proposition Action Committee has recommended the planning positions and the police positions. The Communications positions will still need to be presented to the committee in greater detail.

FUNDING SOURCE

This council bill amends the fiscal year 2023 budget.

RECOMMENDATION

Staff recommends approval of this council bill on an emergency basis.