

RESOLUTION 16-42

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO IMPLEMENT PAY RAISES FOR CITY EMPLOYEES RESULTING FROM THE PERFORMANCE REVIEW PROCESS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED by the City of Panama City Beach, Florida, that:

1. The following budget amendment (BA#9) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2015, and ending September 30, 2016, to implement pay raises resulting from the performance review process, as shown in and in accordance with the attached and incorporated Exhibit A.
2. This Resolution shall take effect for the pay period beginning January 14, 2016.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this 14<sup>th</sup> day of January, 2016.

CITY OF PANAMA CITY BEACH

By   
GAYLE E. OBERST, MAYOR

ATTEST:

  
Diane Fowler, City Clerk

## MEMORANDUM

TO: CITY COUNCIL  
FROM: DIANE FOWLER  
CC: MARIO GISBERT, CITY MANAGER  
DATE: 01/07/2016  
SUBJECT: PERFORMANCE BASED PAY RAISES

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Staff was given direction to develop a performance based system to address merit based raises and was given \$0.35 per employee to work with as an ideal budget. The City currently has 248 employees of which 219 employees work 2080 hours and 29 work 2756 hours per year which equates to \$187,405.40 total budget.

Given the ability to utilize the newly approved performance evaluations which provided a system of allotting 50% for a 2-needs improvement, 100% for a 3-meets expectations, 150% for a 4-exceeds expectations, and 200% for a 5-outstanding, the staff then took each individual department's eligible salary budget and determined the percent of the total budget to allocate accordingly to each department. These three numbers were utilized to determine the amounts of each merit raise as presented in the budget amendment that accompanies this memo.

If approved the raises will take effect on January 14, 2016 and will show on the employee's January 28, 2016 pay statement.

**MEMO**

To: Mario Gisbert, City Manager

CC: Diane Fowler, City Clerk

From: Holly White, Finance Director  01/07/16

I have attached the budget amendment worksheets as requested

**SUMMARY OF TOTAL DOLLARS:**

General	170,258
CRA	1,969
Utility	80,069
Pier	5,199
Aquatic Center	<u>2,893</u>
	<u><u>260,388</u></u>

I prepared the budget amendments for each fund and department based upon the information provided to me by City Clerk, Diane Fowler, derived from the performance review process implemented by the City.

The above figures include an overtime factor when appropriate as well as FICA and retirement benefits.

It should be noted that the figures provided are on an annual basis. Assuming implementation beginning with the pay period effective 01/14/16, the actual numbers will be approximately 75% of the annualized amounts. I prepared the budgets using the annualized amounts to provide a "cushion" for any corrections that may be necessary and for promotions which may occur prior to year end.

CITY OF PANAMA CITY BEACH  
BUDGET TRANSFER FORM BF-10

No. BA # 9

FUND GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO 001-1300-513 12-10	Salaries Regular	469,380.00	2,150.00	471,530.00
TO 001-1300-513 14-10	Salaries Overtime	2,530.00	20.00	2,550.00
TO 001-1300-513 21-10	Matching FICA	37,131.00	169.00	37,300.00
TO 001-1300-513 22-10	Retirement	71,991.00	304.00	72,295.00
TO 001-1500-515 12-10	Salaries Regular	144,950.00	2,200.00	147,150.00
TO 001-1500-515 21-10	Matching FICA	11,477.00	168.00	11,645.00
TO 001-1500-515 22-10	Retirement	25,416.00	309.00	25,725.00
TO 001-2400-524 12-10	Salaries Regular	413,320.00	8,500.00	421,820.00
TO 001-2400-524 21-10	Matching FICA	34,476.00	649.00	35,125.00
TO 001-2400-524 22-10	Retirement	45,228.00	1,187.00	46,415.00
TO 001-2101-521 12-10	Salaries Regular	3,361,800.00	59,700.00	3,421,500.00
TO 001-2101-521 14-10	Salaries Overtime	577,679.00	10,300.00	587,979.00
TO 001-2101-521 21-10	Matching FICA	308,779.00	5,356.00	314,135.00
TO 001-2101-521 22-10	Retirement Non-Sworn	116,500.00	1,340.00	117,840.00
TO 001-2101 521 22-20	Retirement Sworn	586,998.00	11,567.00	598,565.00
TO 001-2200-522 12-10	Salaries Regular	1,921,676.00	27,324.00	1,949,000.00
TO 001-2200-522 14-10	Salaries Overtime	320,449.00	4,551.00	325,000.00
TO 001-2200-522 21-10	Matching FICA	174,621.00	2,439.00	177,060.00
TO 001-2200-522 22-10	Retirement	440,574.00	7,811.00	448,385.00
TO 001-4100-541 12-10	Salaries Regular	466,780.00	8,300.00	475,080.00
TO 001-4100-541 14-10	Salaries Overtime	58,855.00	1,045.00	59,900.00
TO 001-4100-541 21-10	Matching FICA	43,718.00	717.00	44,435.00
TO 001-4100-541 22-10	Retirement	83,182.00	1,303.00	84,485.00
TO 001-7201-572 12-10	Salaries Regular	778,545.00	10,400.00	788,945.00
TO 001-7201-572 14-10	Salaries Overtime	12,210.00	165.00	12,375.00
TO 001-7201-572 21-10	Matching FICA	78,734.00	811.00	79,545.00
TO 001-7201-572 22-10	Retirement	134,577.00	1,473.00	136,050.00
TO 001-8100-999 96-00	Reserves Available for Expenditures	7,058,921.00	(170,258.00)	6,888,663.00
	Check Adjustment Totals	17,780,497.00	0.00	17,780,497.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT

To amend the budget to reflect performance raises per the approved pay plan effective for the pay period beginning 01/14/16

ROUTING FOR APPROVAL

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

CITY CLERK \_\_\_\_\_ DATE \_\_\_\_\_

*Exhibita*

CITY OF PANAMA CITY BEACH  
BUDGET TRANSFER FORM BF-10

No. BA # 9

FUND	CRA	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO		160-2400-524.12-10	Salaries Regular	48,624.00	1,000.00	49,624.00
TO		160-2400-524.21-10	Matching FICA	4,045.00	80.00	4,125.00
TO		160-2400-524.22-10	Retirement	9,158.00	397.00	9,555.00
TO		160-5901-559.12-10	Salaries Regular	109,968.00	400.00	110,368.00
TO		160-5901-559.14-10	Salaries Overtime	5,045.00	0.00	5,045.00
TO		160-5901-559.21-10	Matching FICA	9,222.00	33.00	9,255.00
TO		160-5901-559.22-10	Retirement	20,281.00	59.00	20,340.00
TO		160-5901-559.95-00	Reserves Restricted	12,638,931.00	(1,969.00)	12,636,962.00
				Check Adjustment Totals:	12,845,274.00	12,845,274.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

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DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

CITY CLERK \_\_\_\_\_ DATE \_\_\_\_\_

*Exhibit A*

CITY OF PANAMA CITY BEACH  
BUDGET TRANSFER FORM BF-10

No. BA # 9

FUND UTILITY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	401-3300-533.12-10	Salaries Regular	1,656,600.00	25,000.00	1,681,600.00
TO	401-3300-533.14-10	Salaries Overtime	91,191.00	1,409.00	92,600.00
TO	401-3300-533.21-10	Matching FICA	135,781.00	2,029.00	137,810.00
TO	401-3300-533.22-10	Retirement	266,771.00	3,689.00	270,460.00
TO	401-3500-535.12-10	Salaries Regular	1,934,895.00	32,600.00	1,967,495.00
TO	401-3500-535.14-10	Salaries Overtime	126,965.00	2,145.00	129,110.00
TO	401-3500-535.21-10	Matching FICA	160,869.00	2,661.00	163,530.00
TO	401-3500-535.22-10	Retirement	329,308.00	4,852.00	334,160.00
TO	401-3800-538.12-10	Salaries Regular	284,056.00	4,400.00	288,456.00
TO	401-3800-538.14-10	Salaries Overtime	17,097.00	268.00	17,365.00
TO	401-3800-538.21-10	Matching FICA	23,425.00	365.00	23,790.00
TO	401-3800-538.22-10	Retirement	52,819.00	651.00	53,470.00
FROM	401-8100-999.96-00	Reserves Available for Expenditures	41,642,513.00	(80,069.00)	41,562,444.00
Check Adjustment Totals:			46,722,290.00	0.00	46,722,290.00

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DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

CITY CLERK \_\_\_\_\_ DATE \_\_\_\_\_

*Exhibit A*

**CITY OF PANAMA CITY BEACH  
BUDGET TRANSFER FORM BF-10**

No. BA # 9

FUND PIER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	402-7500-575.12-10	Salaries Regular	191,540.00	4,010.00	195,550.00
TO	402-7500-575.14-10	Salaries Overtime	8,151.00	249.00	8,400.00
TO	402-7500-575.21-10	Matching FICA	21,411.00	339.00	21,750.00
FROM	402-7500-575.22-10	Retirement	34,949.00	601.00	35,550.00
FROM	402-7500-575.96-00	Rsrvs Available for Expenditures	409,768.00	(5,199.00)	404,569.00
		Check Adjustment Totals:	665,819.00	0.00	665,819.00

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\_\_\_\_\_ DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ CITY CLERK \_\_\_\_\_ DATE \_\_\_\_\_

*Exhibit A*

**CITY OF PANAMA CITY BEACH  
BUDGET TRANSFER FORM BF-10**

No. BA # 9

FUND	AQUATIC CENTER ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	403-0000-572.12-10	Salaries Regular	164,410.00	2,240.00	166,650.00
TO	403-0000-572.14-10	Salaries Overtime	3,869.00	131.00	4,000.00
TO	403-0000-572.21-10	Matching FICA	24,933.00	177.00	25,110.00
FROM	403-0000-572.22-10	Retirement	30,055.00	345.00	30,400.00
FROM	403-0000-999.96-00	Rserves Available for Expenditures	77,643.00	(2,893.00)	74,750.00
		Check Adjustment Totals:	300,910.00	0.00	300,910.00

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ROUTING FOR APPROVAL

\_\_\_\_\_ DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ CITY CLERK \_\_\_\_\_ DATE \_\_\_\_\_

*Exhibit A*