



**City of Boiling Spring Lakes
Board of Commissioners Salary Study
Workshop Meeting
October 21, 2016
City Hall – 1:30 p.m.**

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**Please note ~ audio recording of meetings is available on our website
Under Minutes and Agendas tab**

1. Call to Order ~ Mayor Craig Caster

Mayor Caster called the workshop to order at 1:30 p.m.

2. Attendance ~ in attendance at the meeting were ~

Mayor Craig Caster
Commissioner Mary Stilwell
City Clerk Jane McMinn

Commissioner Mark Stewart
City Manager, Jeff Repp

Absent ~ Commissioner David Crawford (unexcused), Commissioner Putnam (excused)

3. Workshop Introduction ~ City Manager Repp

Mr. Repp introduced Chris May, Executive Director of the CFCOG who will review the Salary and Pay Classification with the Board today; the last time this study was done was back in 2006. Our City government has changed significantly since that time with the tax department and city water department being turned over to the county. Therefore, the study was updated to look at the job descriptions and perform updates to reflect the positions of the city employees; also looking at the compensation level of the employees with comparisons done to other municipalities in our area. Boiling Spring Lakes has a responsibility to keep salaries in place so we are not losing our employees after investment of city time, training and education are done; and then having our employees leave for other municipalities due to a higher pay structure. This seemed like an opportune time to review and update the salary schedule and to ensure the city has a reasonable pay system in place.

4. Chris May, Executive Director, CFCOG

Mr. May explained comparisons were made between communities comparing the starting salary for each position for the Regional Average Starting Salary (RASS). The Board can then decide if the salaries should be adjusted up or down from there. Judgement calls are needed for each position and some positions carry more responsibility than others. Mr. May then reviewed each department's positions, the current salary, qualifications and

certifications. Mr. May met with each department head and requested their employees to prepare a list of their current job responsibilities and review with their employees. From that information, he then created job descriptions and subsequently met with Mr. Repp and the department heads to review and discuss the job descriptions. As an employee moves up through the ranks, increases their tenure, there are certain benchmarks they should be achieving in order to maintain their efficiency and increase their value to the city.

Discussions followed on:

- Adjusting the RASS;
- Merging Buildings and Grounds into Parks & Recreation;
- Police Department reorganization; and
- Making Department adjustments for specific positions.

Mr. Repp explained that the report does a good job of coming up with a new pay table and determining which "grade" an existing employee should be in. What it does not do is recommend to the Board where an existing employee based on his/her tenure should be slotted into a "step". He stated that he would be looking at each full time employees tenure and recommending to the Board where that employee should be slotted and then the Board would have to determine whether to implement the proposed slotting and when (i.e. next fiscal year).

City Manager Repp suggested setting another workshop date at the upcoming BOC meeting to cover some of the items we need to review.

6. Adjourn ~

The Salary Study Workshop was adjourned at 2:45 p.m.




Craig Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date

