

**CITY OF DAPHNE  
CITY COUNCIL WORK SESSION AGENDA  
1705 MAIN STREET  
DAPHNE, AL  
MAY 15, 2013  
6:30 P.M.**

- 1. DISCUSS: ACTION ITEMS UPDATE**
- 2. DISCUSS: SIGN ORDINANCE REVIEW**
- 3. DISCUSS: EMPLOYEE PAY SCALE ORDINANCE**
- 4. DISCUSS: SRO GRANT / POLICE DEPARTMENT**
- 5. DISCUSS: ANYTHING ELSE DEEMED NECESSARY**
- 6. ADJOURN**

**ACTION ITEMS FROM RETREAT FOR UPDATE**

1. Strategic Plan
2. Annexation
3. Grant writing
4. Pay scale Adjustment
5. Explore Nicholson Center maintenance and equipment timeline
6. Work with Village Point Foundation to procure Public/Private Partnerships for a Cultural Cent and Amphitheater
  - a.) A Council liaison will work with them in this endeavor

## **ORDINANCE 2013-26**

### **Amendments to Pay Plan, Hiring Practices, and Pay Raise Policy**

**WHEREAS**, the City of Daphne utilizes a Pay and Classification Plan which establishes certain job titles for which a job description is defined and a pay grade is assigned; and

**WHEREAS**, the Pay Plan Table (the "Pay Scale") included in the Pay and Classification Plan adopted by Ordinance 2004-52, and as subsequently amended, provides for twenty steps of pay within each pay grade (the "Steps") which allow for flexibility in initial salary assignment for an employee and subsequent salary advancement; and

**WHEREAS**, there is a desire for additional steps to be created within the Pay Scale in order to provide the opportunity of further advancement for employees who have reached the maximum of a step twenty; and

**WHEREAS**, City of Daphne personnel matters are managed in accord with the Personnel Policies and Procedures Manual as originally approved and adopted heretofore by Resolution 1994-39 and all subsequent amendments thereto (the "Employee Handbook"); and

**WHEREAS**, certain procedures governing entry pay were adopted in Resolution 2001-17 and additional procedures in "Exceptional Situations" were adopted in Resolution 2006-75; and

**WHEREAS**, the City of Daphne has determined that certain amendments are necessary to better accomplish administrative goals and objectives, to provide for additional advancement of long tenured and key employees at or near the maximum pay step, to attract and retain key employees, to update the methodology utilized for pay raises to better provide performance based advancement, to combat the Pay Scale becoming outdated and non-competitive with other employment opportunities, and to slow the advancement of employees to the maximum pay step.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA AS FOLLOWS:**

#### **SECTION 1. PAY SCALE UPDATED TO TWENTY FIVE STEPS**

The Pay Scale attached as Exhibit A, and containing 25 Steps, is hereby established as the City of Daphne Pay Plan Table (the "Pay Scale"). The Pay Scale may be amended from time to time with the approval and adoption by the City Council of a Cost of Living Adjustment ("COLA").

A COLA may be approved with the adoption of the annual budget, or at any other such time as the Council may determine appropriate and necessary. Any approved and adopted COLA shall be applied uniformly to all job grades and steps and the Pay Scale shall be adjusted accordingly.

Enactment of a COLA shall not have an affect on the grade or step of employees but shall alter the pay of each step for all grades as specified in the adopted COLA.

**SECTION 2. ESTABLISHMENT OF EMPLOYEE PAY**

In order to ensure adequate opportunity for performance based salary advancement for all employees, including exceptional situations, the entry pay grade for an employee shall not exceed a Step Sixteen. The preceding shall apply to classified, unclassified, part-time, or temporary employees.

The city recognizes that there are employment hiring situations which require additional pay considerations beyond what is normally allowed. When these situations occur it will be the appointing authority's responsibility to document the applicant's qualifications and any other exceptional circumstances surrounding the hiring decision. The Mayor can review the information and decide if the pay step recommendation is appropriate. The Mayor shall have the final authority to approve entry-level pay for promoted employees not to exceed a Step Twelve, with no further action required by the City Council, provided that funds are available in the City's personnel budget. An appropriation by the City Council shall be required should adequate funds not be available. Should the pay requirements further exceed the maximum step for which the Mayor can approve, the Mayor may request the City Council to review the qualifications for step placement beyond which the Mayor has the authority to approve but not to exceed the maximum entry pay step that has been established for the City.

**SECTION 3. PROMOTION**

When an employee is promoted to another job, the default pay will be established at the entry level of the new pay grade. In the event the entry level of pay for the new pay grade is less than the pay associated with a four-step increase from the previous position, the pay established shall be the first step in the new pay grade greater than a four-step increase from the previous position.

Promotion of employees to a pay grade which requires additional pay considerations similar to those defined as "Exceptional Situations" under normal employment hiring situations shall be entitled to the same appeal procedures to the Mayor and City Council provided to non-promotional hiring.

**SECTION 4. ANNUAL SALARY INCREASES**

In order to combat the Pay Scale becoming outdated and non-competitive with other employment opportunities and to slow the advancement of employees to the maximum pay step, the City shall no longer utilize one-step pay increases as the primary means of providing salary increases to employees. Instead the Mayor and City Council shall utilize Cost of Living Adjustment ("COLA") as the means to provide salary increases to the employee base as a whole. The primary method of implementing said salary increases shall be accomplished through a COLA approved with the adoption of the budget. Said COLA for Salary Increases shall not be limited to being adopted as part of the budget process but may be approved and adopted at any such time as the Mayor and City Council may determine it appropriate and necessary. Any approved and adopted COLA shall be applied uniformly to all job grades and steps and the Pay Scale shall be adjusted accordingly, but may be implemented as a percentage based increase or an increase in a fixed amount that is applied to all pay grades and steps within the Pay Scale.

**SECTION 5. MERIT BASED PAY INCREASES**

Employee pay scale step increases shall be limited to performance or merit based pay increases.

Employees are from time to time evaluated on their job performance. A Department Head may request a merit based step increase for employees demonstrating exceptional job performance. Merit increases shall be awarded to employees in the form of a one-step pay increase.

Funding for the one-step merit pay increases shall be subject to appropriated funds in the annual budget, as adopted or amended from time to time by the City Council. The annual budget shall include a line item to provide allocation, if any, for one-step merit pay increases. The allocation amount, number of requests, and performance demonstrated by the employee shall be among the factors considered in awarding merit-based increases. Upon the award of a merit step increase by the Mayor, funding to cover the increase in salary for the award shall be transferred from the one-step merit pay allocation to the corresponding city department's personnel budget.

Documentation of approved merit step increases shall be forwarded to the Human Resource Director for inclusion in the employee's file. Such documentation shall include the basis upon which the merit pay increase is awarded.

**SECTION 6. REPEALER**

That Resolution 2006-75 be and is hereby repealed in its entirety and those parts of Resolution 2001-17 that conflict with this ordinance be and are hereby repealed as well as any other ordinance or resolution, or parts thereof, heretofore adopted by the City Council of the City of Daphne, Alabama, which is in conflict with this Ordinance be and is hereby repealed to the extent of such conflict.

**SECTION 7. DOCUMENTATION OF ACTIONS**

All circumstances outlined and included herein shall be fully documented and provided to Human Resources for inclusion in personnel files.

**SECTION 8. INTEGRATION INTO EMPLOYEE HANDBOOK**

The Human Resources Director is hereby authorized to amend the Employee Handbook to include the policies and procedures herein established and to remove all sections from such Employee Handbook which conflict with the provisions of this Ordinance.

**SECTION 9. SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 10. EFFECTIVE DATE**

This Ordinance shall take effect and be in full force and effect from and after the date of its approval by the City Council of the City of Daphne, Alabama, and upon its publication as required by law.

**ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE,  
ALABAMA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

\_\_\_\_\_  
**Dane Haygood, Mayor**

**ATTEST: \_\_\_\_\_  
Rebecca Hayes, City Clerk**

**EXHIBIT "A-1"**  
**City of Daphne**  
**Pay Table**

Effective Oct. 1, 2014  
 (Annual Salary Table)

**DRAFT**  
 May 2013

Grd	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Grd		
1	16,280	16,719	17,158	17,598	18,037	18,476	18,915	19,354	19,793	20,233	20,674	21,113	21,552	22,001	22,451	22,900	23,349	23,798	24,247	24,697	25,146	25,595	26,044	26,493	26,942	27,391	27,840	
2	17,268	17,751	18,212	18,674	19,137	19,600	20,063	20,526	20,989	21,452	21,915	22,378	22,841	23,304	23,767	24,230	24,693	25,156	25,619	26,082	26,545	27,008	27,471	27,934	28,397	28,860	29,323	29,786
3	18,278	18,783	19,288	19,793	20,298	20,803	21,308	21,813	22,318	22,823	23,328	23,833	24,338	24,843	25,348	25,853	26,358	26,863	27,368	27,873	28,378	28,883	29,388	29,893	30,398	30,903	31,408	31,913
4	19,286	19,815	20,342	20,870	21,397	21,924	22,451	22,978	23,505	24,032	24,559	25,086	25,613	26,140	26,667	27,194	27,721	28,248	28,775	29,302	29,829	30,356	30,883	31,410	31,937	32,464	32,991	33,518
5	20,277	20,828	21,387	21,946	22,505	23,064	23,623	24,182	24,741	25,300	25,859	26,418	26,977	27,536	28,095	28,654	29,213	29,772	30,331	30,890	31,449	32,008	32,567	33,126	33,685	34,244	34,803	35,362
6	21,287	21,858	22,431	23,004	23,577	24,150	24,723	25,296	25,869	26,442	27,015	27,588	28,161	28,734	29,307	29,880	30,453	31,026	31,599	32,172	32,745	33,318	33,891	34,464	35,037	35,610	36,183	36,756
7	22,275	22,860	23,445	24,030	24,615	25,200	25,785	26,370	26,955	27,540	28,125	28,710	29,295	29,880	30,465	31,050	31,635	32,220	32,805	33,390	33,975	34,560	35,145	35,730	36,315	36,900	37,485	38,070
8	23,285	23,882	24,479	25,076	25,673	26,270	26,867	27,464	28,061	28,658	29,255	29,852	30,449	31,046	31,643	32,240	32,837	33,434	34,031	34,628	35,225	35,822	36,419	37,016	37,613	38,210	38,807	39,404
9	24,295	24,904	25,513	26,122	26,731	27,340	27,949	28,558	29,167	29,776	30,385	30,994	31,603	32,212	32,821	33,430	34,039	34,648	35,257	35,866	36,475	37,084	37,693	38,302	38,911	39,520	40,129	40,738
10	25,283	25,904	26,525	27,146	27,767	28,388	29,009	29,630	30,251	30,872	31,493	32,114	32,735	33,356	33,977	34,598	35,219	35,840	36,461	37,082	37,703	38,324	38,945	39,566	40,187	40,808	41,429	42,050
11	26,294	27,018	27,742	28,466	29,190	29,914	30,638	31,362	32,086	32,810	33,534	34,258	34,982	35,706	36,430	37,154	37,878	38,602	39,326	40,050	40,774	41,498	42,222	42,946	43,670	44,394	45,118	45,842
12	27,304	28,050	28,796	29,542	30,288	31,034	31,780	32,526	33,272	34,018	34,764	35,510	36,256	37,002	37,748	38,494	39,240	39,986	40,732	41,478	42,224	42,970	43,716	44,462	45,208	45,954	46,700	47,446
13	28,322	29,082	29,842	30,602	31,362	32,122	32,882	33,642	34,402	35,162	35,922	36,682	37,442	38,202	38,962	39,722	40,482	41,242	42,002	42,762	43,522	44,282	45,042	45,802	46,562	47,322	48,082	48,842
14	29,332	30,115	30,927	31,711	32,495	33,279	34,063	34,847	35,631	36,415	37,199	37,983	38,767	39,551	40,335	41,119	41,903	42,687	43,471	44,255	45,039	45,823	46,607	47,391	48,175	48,959	49,743	50,527
15	30,312	31,147	32,003	32,838	33,673	34,508	35,343	36,178	37,013	37,848	38,683	39,518	40,353	41,188	42,023	42,858	43,693	44,528	45,363	46,198	47,033	47,868	48,703	49,538	50,373	51,208	52,043	52,878
16	31,300	32,179	33,057	33,935	34,814	35,692	36,571	37,449	38,327	39,205	40,084	40,962	41,841	42,719	43,598	44,476	45,355	46,233	47,112	47,990	48,869	49,747	50,626	51,504	52,383	53,261	54,140	55,018
17	32,310	33,241	34,111	35,033	35,934	36,834	37,734	38,634	39,534	40,434	41,334	42,234	43,134	44,034	44,934	45,834	46,734	47,634	48,534	49,434	50,334	51,234	52,134	53,034	53,934	54,834	55,734	56,634
18	33,321	34,275	35,167	36,109	37,054	37,999	38,944	39,889	40,834	41,779	42,724	43,669	44,614	45,559	46,504	47,449	48,394	49,339	50,284	51,229	52,174	53,119	54,064	55,009	55,954	56,899	57,844	58,789
19	34,309	35,275	36,241	37,207	38,174	39,140	40,107	41,074	42,041	43,008	43,974	44,941	45,908	46,875	47,842	48,809	49,776	50,743	51,710	52,677	53,644	54,611	55,578	56,545	57,512	58,479	59,446	60,413
20	35,319	36,307	37,295	38,283	39,271	40,259	41,247	42,235	43,223	44,211	45,199	46,187	47,175	48,163	49,151	50,139	51,127	52,115	53,103	54,091	55,079	56,067	57,055	58,043	59,031	60,019	61,007	61,995
21	36,307	37,339	38,349	39,381	40,413	41,445	42,477	43,509	44,541	45,573	46,605	47,637	48,669	49,701	50,733	51,765	52,797	53,829	54,861	55,893	56,925	57,957	58,989	60,021	61,053	62,085	63,117	64,149
22	37,317	38,371	39,425	40,479	41,533	42,587	43,641	44,695	45,749	46,803	47,857	48,911	49,965	51,019	52,073	53,127	54,181	55,235	56,289	57,343	58,397	59,451	60,505	61,559	62,613	63,667	64,721	65,775
23	38,322	39,401	40,480	41,549	42,618	43,687	44,756	45,825	46,894	47,963	49,032	50,101	51,170	52,239	53,308	54,377	55,446	56,515	57,584	58,653	59,722	60,791	61,860	62,929	63,998	65,067	66,136	67,205
24	39,325	40,433	41,542	42,650	43,759	44,867	45,976	47,084	48,193	49,301	50,410	51,519	52,627	53,736	54,844	55,953	57,062	58,170	59,279	60,387	61,496	62,604	63,713	64,822	65,930	67,039	68,147	69,256
25	40,327	41,464	42,601	43,738	44,875	46,012	47,149	48,286	49,423	50,560	51,697	52,834	53,971	55,108	56,245	57,382	58,519	59,656	60,793	61,930	63,067	64,204	65,341	66,478	67,615	68,752	69,889	71,026
26	41,320	42,486	43,653	44,820	45,987	47,154	48,321	49,488	50,655	51,822	52,989	54,156	55,323	56,490	57,657	58,824	59,991	61,158	62,325	63,492	64,659	65,826	66,993	68,160	69,327	70,494	71,661	72,828
27	42,331	43,527	44,722	45,917	47,112	48,307	49,502	50,697	51,892	53,087	54,282	55,477	56,672	57,867	59,062	60,257	61,452	62,647	63,842	65,037	66,232	67,427	68,622	69,817	71,012	72,207	73,402	74,597
28	43,333	44,558	45,783	47,007	48,232	49,457	50,681	51,906	53,131	54,355	55,580	56,805	58,029	59,254	60,479	61,703	62,928	64,153	65,378	66,603	67,828	69,053	70,278	71,503	72,728	73,953	75,178	76,403
29	44,335	45,588	46,842	48,095	49,348	50,601	51,854	53,107	54,360	55,613	56,866	58,119	59,372	60,625	61,878	63,131	64,384	65,637	66,890	68,143	69,396	70,649	71,902	73,155	74,408	75,661	76,914	78,167
30	45,338	46,621	47,904	49,187	50,470	51,753	53,036	54,319	55,602	56,885	58,168	59,451	60,734	62,017	63,300	64,583	65,866	67,149	68,432	69,715	71,000	72,283	73,566	74,849	76,132	77,415	78,698	79,981
31	46,340	47,651	48,963	50,274	51,585	52,896	54,207	55,518	56,829	58,140	59,451	60,762	62,073	63,384	64,695	66,006	67,317	68,628	69,939	71,250	72,561	73,872	75,183	76,494	77,805	79,116	80,427	81,738
32	47,346	48,684	50,022	51,360	52,698	54,036	55,374	56,712	58,050	59,388	60,726	62,064	63,402	64,740	66,078	67,416	68,754	70,092	71,430	72,768	74,106	75,444	76,782	78,120	79,458	80,796	82,134	83,472
33	48,346	49,715	51,085	52,454	53,823	55,192	56,561	57,930	59,299	60,668	62,037	63,406	64,775	66,144	67,513	68,882	70,251	71,620	72,989	74,358	75,727	77,096	78,465	79,834	81,203	82,572	83,941	85,310
34	49,346	50,747	52,146	53,545	54,944	56,343	57,742	59,141	60,540	61,939	63,338	64,737	66,136	67,535	68,934	70,333	71,732	73,131	74,530	75,929	77,328	78,727	80,126	81,525	82,924	84,323	85,722	87,121
35	50,350	51,777	53,204	54,631	56,058	57,485	58,912	60,339	61,766	63,193	64,620	66,047	67,474	68,901	70,328	71,755	73,182	74,609	76,036	77,463	78,890	80,317	81,744	83,171	84,598	86,025	87,452	88,879
36	51,353	52,810	54,267	55,724	57,181	58,638	60,095	61,552	63,009	64,466	65,923	67,380	68,837	70,294	71,751	73,208	74,665	76,122	77,579	79,036	80,493	81,950	83,407	84,864	86,321	87,778	89,235	90,692
37	52,355	53,840	55,326	56,811	58,296	59,781	61,266	62,751	64,236	65,721	67,206	68,691	70,176	71,661	73,146	74,631	76,116	77,601	79,086	80,571	82,056	83,541	85,026	86,511	88,000	89,489	90,978	92,467
38	53,357	54,871	56,385	57,899	59,413	6																						



EXHIBIT "A-2"  
City of Daphne  
Public Safety Pay Table

September 2011: 50hr.

GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	GRADE	
1	16,872	17,322	17,772	18,222	18,672	19,122	19,572	20,022	20,472	20,922	21,372	21,822	22,272	22,722	23,172	23,622	24,072	24,522	24,972	25,422	25,872	26,322	26,772	27,222	27,672	28,122	1
2	17,858	18,308	18,758	19,208	19,658	20,108	20,558	21,008	21,458	21,908	22,358	22,808	23,258	23,708	24,158	24,608	25,058	25,508	25,958	26,408	26,858	27,308	27,758	28,208	28,658	29,108	2
3	18,844	19,294	19,744	20,194	20,644	21,094	21,544	21,994	22,444	22,894	23,344	23,794	24,244	24,694	25,144	25,594	26,044	26,494	26,944	27,394	27,844	28,294	28,744	29,194	29,644	30,094	3
4	19,830	20,280	20,730	21,180	21,630	22,080	22,530	22,980	23,430	23,880	24,330	24,780	25,230	25,680	26,130	26,580	27,030	27,480	27,930	28,380	28,830	29,280	29,730	30,180	30,630	31,080	4
5	20,816	21,266	21,716	22,166	22,616	23,066	23,516	23,966	24,416	24,866	25,316	25,766	26,216	26,666	27,116	27,566	28,016	28,466	28,916	29,366	29,816	30,266	30,716	31,166	31,616	32,066	5
6	21,802	22,252	22,702	23,152	23,602	24,052	24,502	24,952	25,402	25,852	26,302	26,752	27,202	27,652	28,102	28,552	29,002	29,452	29,902	30,352	30,802	31,252	31,702	32,152	32,602	33,052	6
7	22,788	23,238	23,688	24,138	24,588	25,038	25,488	25,938	26,388	26,838	27,288	27,738	28,188	28,638	29,088	29,538	29,988	30,438	30,888	31,338	31,788	32,238	32,688	33,138	33,588	34,038	7
8	23,774	24,224	24,674	25,124	25,574	26,024	26,474	26,924	27,374	27,824	28,274	28,724	29,174	29,624	30,074	30,524	30,974	31,424	31,874	32,324	32,774	33,224	33,674	34,124	34,574	35,024	8
9	24,760	25,210	25,660	26,110	26,560	27,010	27,460	27,910	28,360	28,810	29,260	29,710	30,160	30,610	31,060	31,510	31,960	32,410	32,860	33,310	33,760	34,210	34,660	35,110	35,560	36,010	9
10	25,746	26,196	26,646	27,096	27,546	27,996	28,446	28,896	29,346	29,796	30,246	30,696	31,146	31,596	32,046	32,496	32,946	33,396	33,846	34,296	34,746	35,196	35,646	36,096	36,546	36,996	10
11	26,732	27,182	27,632	28,082	28,532	28,982	29,432	29,882	30,332	30,782	31,232	31,682	32,132	32,582	33,032	33,482	33,932	34,382	34,832	35,282	35,732	36,182	36,632	37,082	37,532	37,982	11
12	27,718	28,168	28,618	29,068	29,518	29,968	30,418	30,868	31,318	31,768	32,218	32,668	33,118	33,568	34,018	34,468	34,918	35,368	35,818	36,268	36,718	37,168	37,618	38,068	38,518	38,968	12
13	28,704	29,154	29,604	30,054	30,504	30,954	31,404	31,854	32,304	32,754	33,204	33,654	34,104	34,554	35,004	35,454	35,904	36,354	36,804	37,254	37,704	38,154	38,604	39,054	39,504	39,954	13
14	29,690	30,140	30,590	31,040	31,490	31,940	32,390	32,840	33,290	33,740	34,190	34,640	35,090	35,540	35,990	36,440	36,890	37,340	37,790	38,240	38,690	39,140	39,590	40,040	40,490	40,940	14
15	30,676	31,126	31,576	32,026	32,476	32,926	33,376	33,826	34,276	34,726	35,176	35,626	36,076	36,526	36,976	37,426	37,876	38,326	38,776	39,226	39,676	40,126	40,576	41,026	41,476	41,926	15
16	31,662	32,112	32,562	33,012	33,462	33,912	34,362	34,812	35,262	35,712	36,162	36,612	37,062	37,512	37,962	38,412	38,862	39,312	39,762	40,212	40,662	41,112	41,562	42,012	42,462	42,912	16
17	32,648	33,098	33,548	33,998	34,448	34,898	35,348	35,798	36,248	36,698	37,148	37,598	38,048	38,498	38,948	39,398	39,848	40,298	40,748	41,198	41,648	42,098	42,548	42,998	43,448	43,898	17
18	33,634	34,084	34,534	34,984	35,434	35,884	36,334	36,784	37,234	37,684	38,134	38,584	39,034	39,484	39,934	40,384	40,834	41,284	41,734	42,184	42,634	43,084	43,534	43,984	44,434	44,884	18
19	34,620	35,070	35,520	35,970	36,420	36,870	37,320	37,770	38,220	38,670	39,120	39,570	40,020	40,470	40,920	41,370	41,820	42,270	42,720	43,170	43,620	44,070	44,520	44,970	45,420	45,870	19
20	35,606	36,056	36,506	36,956	37,406	37,856	38,306	38,756	39,206	39,656	40,106	40,556	41,006	41,456	41,906	42,356	42,806	43,256	43,706	44,156	44,606	45,056	45,506	45,956	46,406	46,856	20
21	36,592	37,042	37,492	37,942	38,392	38,842	39,292	39,742	40,192	40,642	41,092	41,542	41,992	42,442	42,892	43,342	43,792	44,242	44,692	45,142	45,592	46,042	46,492	46,942	47,392	47,842	21
22	37,578	38,028	38,478	38,928	39,378	39,828	40,278	40,728	41,178	41,628	42,078	42,528	42,978	43,428	43,878	44,328	44,778	45,228	45,678	46,128	46,578	47,028	47,478	47,928	48,378	48,828	22
23	38,564	39,014	39,464	39,914	40,364	40,814	41,264	41,714	42,164	42,614	43,064	43,514	43,964	44,414	44,864	45,314	45,764	46,214	46,664	47,114	47,564	48,014	48,464	48,914	49,364	49,814	23
24	39,550	40,000	40,450	40,900	41,350	41,800	42,250	42,700	43,150	43,600	44,050	44,500	44,950	45,400	45,850	46,300	46,750	47,200	47,650	48,100	48,550	49,000	49,450	49,900	50,350	50,800	24
25	40,536	40,986	41,436	41,886	42,336	42,786	43,236	43,686	44,136	44,586	45,036	45,486	45,936	46,386	46,836	47,286	47,736	48,186	48,636	49,086	49,536	49,986	50,436	50,886	51,336	51,786	25
26	41,522	41,972	42,422	42,872	43,322	43,772	44,222	44,672	45,122	45,572	46,022	46,472	46,922	47,372	47,822	48,272	48,722	49,172	49,622	50,072	50,522	50,972	51,422	51,872	52,322	52,772	26
27	42,508	42,958	43,408	43,858	44,308	44,758	45,208	45,658	46,108	46,558	47,008	47,458	47,908	48,358	48,808	49,258	49,708	50,158	50,608	51,058	51,508	51,958	52,408	52,858	53,308	53,758	27
28	43,494	43,944	44,394	44,844	45,294	45,744	46,194	46,644	47,094	47,544	47,994	48,444	48,894	49,344	49,794	50,244	50,694	51,144	51,594	52,044	52,494	52,944	53,394	53,844	54,294	54,744	28
29	44,480	44,930	45,380	45,830	46,280	46,730	47,180	47,630	48,080	48,530	48,980	49,430	49,880	50,330	50,780	51,230	51,680	52,130	52,580	53,030	53,480	53,930	54,380	54,830	55,280	55,730	29
30	45,466	45,916	46,366	46,816	47,266	47,716	48,166	48,616	49,066	49,516	49,966	50,416	50,866	51,316	51,766	52,216	52,666	53,116	53,566	54,016	54,466	54,916	55,366	55,816	56,266	56,716	30
31	46,452	46,902	47,352	47,802	48,252	48,702	49,152	49,602	50,052	50,502	50,952	51,402	51,852	52,302	52,752	53,202	53,652	54,102	54,552	55,002	55,452	55,902	56,352	56,802	57,252	57,702	31
32	47,438	47,888	48,338	48,788	49,238	49,688	50,138	50,588	51,038	51,488	51,938	52,388	52,838	53,288	53,738	54,188	54,638	55,088	55,538	55,988	56,438	56,888	57,338	57,788	58,238	58,688	32
33	48,424	48,874	49,324	49,774	50,224	50,674	51,124	51,574	52,024	52,474	52,924	53,374	53,824	54,274	54,724	55,174	55,624	56,074	56,524	56,974	57,424	57,874	58,324	58,774	59,224	59,674	33
34	49,410	49,860	50,310	50,760	51,210	51,660	52,110	52,560	53,010	53,460	53,910	54,360	54,810	55,260	55,710	56,160	56,610	57,060	57,510	57,960	58,410	58,860	59,310	59,760	60,210	60,660	34
35	50,396	50,846	51,296	51,746	52,196	52,646	53,096	53,546	53,996	54,446	54,896	55,346	55,796	56,246	56,696	57,146	57,596	58,046	58,496	58,946	59,396	59,846	60,296	60,746	61,196	61,646	35
36	51,382	51,832	52,282	52,732	53,182	53,632	54,082	54,532	54,982	55,432	55,882	56,332	56,782	57,232	57,682	58,132	58,582										

**Public Safety Committee**  
*Wednesday, May 8, 2013*

Councilman Pat Rudicell  
Councilman Randy Fry  
Councilman Robin LeJeune  
Councilman Ron Scott  
Fire Chief James White  
Public Works, Melvin McCarley

Police Chief David Carpenter  
Captain Scott Taylor  
Captain Daniel Bell  
Tracy Bishop - Secretary

**Committee Members Attending:**

Councilman Pat Rudicell, Councilman Ron Scott, Councilman Randy Fry, Councilman Robin LeJeune, Chief White, Melvin McCarley, Chief Carpenter, and Captain Bell.

**CALL TO ORDER**

Councilman Rudicell convened the meeting at 4:30 p.m.

**PUBLIC PARTICIPATION** – Councilwoman Conaway was in attendance concerning speeding on Bonita Avenue. She stated that the speed limit is currently 30 mph. She drove down Bonita and stated that 30 mph is entirely too fast. Councilman Rudicell asked that we do a traffic study. Melvin McCarley said we could lower the speed limit to 25 mph to see if that helps. Councilman Rudicell asked Conaway if there were any other streets in her area that she has received complaints on. She stated not that she was aware of. Councilman Fry asked McCarley to place orange flags on the new speed limit sign to bring awareness to the change.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Minutes from April 10, 2013. Councilman Scott made a motion to accept the minutes with a second by Councilman LeJeune. Motion passed.

**POLICE DEPARTMENT**

A. New Business – Chief reported that the police department has the opportunity to ask for permission to submit an SRO Grant through the Department of Justice. It would be a three year grant with a 75/25 split. Chief stated that we are asking for permission to give the Mayor the right to sign off on the permission for us to compete for the grant. Councilman Fry asked if we would have to provide private schools with an officer? Chief said to the best of his knowledge we would. Fry asked what the SRO's would do in the summer months when school is out of session. Chief responded that they train, work on next years' curriculum, and do patrol details. Councilman Scott made the motion to allow the police department to be prepared to submit grant paperwork for the May 22<sup>nd</sup> deadline pending the council approval on May 20, 2013 and asked that the minutes be sent to Becky to be put on the council's work session for the council to grant the Mayor permission to sign giving us the right to compete for the SRO Grant. This is only giving us permission to compete for the grant.

The COPS grant is by invitation only. Chief stated that he just looking for the invite and paperwork needs to be done and to DOJ by May 22, 2013.

Captain Bell stated that the case is resolved on the homicide but the detectives are still working fervently on the case for presentation in court.

Councilman Scott asked if the PD fiber was installed? Bell answered that it was not at this time and



# COPS

Community Oriented Policing Services  
U.S. Department of Justice

# Fact Sheet

www.cops.usdoj.gov

"We are pleased to partner with local law enforcement in their efforts to enhance public safety through community policing."

Joshua A. Ederheimer, Acting Director  
Office of Community Oriented Policing Services

## 2013 COPS Hiring Program

### Strengthening Community Policing by Hiring Officers

The fiscal year (FY) 2013 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new and/or rehire career law enforcement officers, and to increase their community policing capacity and crime prevention efforts.

The FY2013 CHP grant program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

#### Supporting Local Law Enforcement

More than 15 years after the Violent Crime Control and Law Enforcement Act of 1994 was signed into law, the COPS Office continues to support the efforts of law enforcement agencies across the country as they develop creative and innovative ways of dealing with long-standing community problems and public safety issues. To date, the COPS Office has funded the addition of more than 124,000 officers to more than 13,000 state, local, and tribal law enforcement agencies to advance community policing in small and large jurisdictions across the nation.

CHP is one of several hiring programs developed by the COPS Office since its inception to support law enforcement. This is particularly important as state, local, and tribal law enforcement agencies embrace the challenges of keeping communities safe and maintaining sufficient sworn personnel levels while enduring ever shrinking budgets.

#### Funding Provisions

FY2013 CHP grants will provide up to 75 percent of the approved entry-level salaries and fringe benefits of full-time officers for a 36-month grant period, with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position. FY2013 CHP grants may be used on or after the official grant award start date to: (1) hire new officers (including filling existing officer vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of grant funding; or (3) rehire officers scheduled to be laid off (at the time of application) on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of grant funding. CHP applicants may request funding in one or more of the above-referenced hiring categories.

The COPS Office has capped the number of officers that an agency can request through the FY2013 CHP program. All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or above may apply for up to 25 officer positions; however, agencies with a service population less than 1 million may apply for up to 15 officer positions. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer. CHP grant funding will be based on the current full-time entry-level salary and fringe benefits package of an officer in the department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency.

Below are a variety of resources to better enable law enforcement agencies to recruit, hire, and retain officers. Additional resources to assist with the hiring of military veterans as law enforcement officers are also included.

- **COPS Video Cast -- Hiring in the Spirit of Service** King County Sheriff Sue Rahr explains how her agency's involvement in the "Hiring in the Spirit of Service" program helped aid organizational transformation and drastically improved recruiting and retention. <http://cops.usdoj.gov/html/COPSMediaCenter/index.html>
- **Innovations in Police Recruitment and Hiring -- Hiring in the Spirit of Service** discusses how agencies met their goals of hiring service-oriented recruits, and the challenges encountered as well as lessons learned. <http://ric-zai-inc.com/ric.php?page=detail&id=COPS-W0113>
- **Law Enforcement Recruitment Toolkit** Developed by the International Association of Chiefs of Police (IACP), this toolkit is composed of four reports, each focusing on a different area of recruitment. This toolkit is one step among many in addressing the recruitment needs of the field. The issues of police recruitment, selection, and retention are critical to the advancement of community policing and the policing profession in general. <http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P171>
- **Discover Policing** This website offers first-hand descriptions of law enforcement work and provides opportunities for potential recruits and agencies to connect. [www.discoverpolicing.org](http://www.discoverpolicing.org)
- **Police Recruitment and Retention for the New Millennium** summarizes for police practitioners lessons on recruiting and retaining diverse, effective workforces. It provides a means for local officials to identify what has been tried elsewhere and what might be applicable in their own communities. <http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P199>

- *Today's Police and Sheriff Recruits* provides the results of a recruit assessment conducted by RAND, including findings about the overall sample as well as those focused on groups often of particular interest to law enforcement recruitment professionals. <http://tlc-zal-inc.com/tlc.php?page=detail&id=COPS-W0592>
- *Combat Deployment and the Returning Police Officer* examines issues concerning police officers' transition back to work after combat zone deployment. Topics include the psychological effects of combat deployment, methods that may lessen the severity of combat stress experienced, and strategies used by police agencies to help officers returning back to work, their families, and communities. The report highlights the responses of four police agencies that have taken measures to assist returning officers, and offers recommendations for further study. <http://tlc-zal-inc.com/tlc.php?page=detail&id=COPS-P150>
- *Assigning Police Officers to Schools* Nearly half of all public schools have assigned police officers, commonly referred to as school resource officers (SRO) or education officers. This publication summarizes the typical duties of SROs, synthesizes the research pertaining to their effectiveness, and presents issues for communities to bear in mind when considering the adoption of an SRO model. <http://tlc-zal-inc.com/tlc.php?page=detail&id=COPS-P182>
- *School Safety (CD-ROM)* provides more than 110 documents and links related to school violence, gangs, bullying, and property crime as a resource to local policymakers, law enforcement, school administrators, parents, and students. Bullying, stalking, and other interpersonal crimes affect our nation's children at an alarming rate. As such, *School Safety* provides resources on bullying and interpersonal violence, youth violence prevention, alcohol and substance abuse, community partnerships, property crime and nuisance violations, school resource officers, and emergency preparedness and management. <http://tlc-zal-inc.com/tlc.php?page=detail&id=COPS-CD010>

Additional COPS publications and resources are posted online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

The COPS Office may grant a waiver of some or all of an applicant's local match requirement. During the application review process, waiver requests will be evaluated based on a demonstration of *severe fiscal distress*.

The COPS statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward sworn officer positions if federal funding had not been awarded. CHP grant funds must not be used to supplant (replace) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with state, local, or BIA funds.

At the conclusion of the 36 months of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of 12 months. The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant. Applicants are required to affirm in their CHP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant and identify their planned source(s) of retention funding.

### Differences in FY2013 CHP

Under FY2013 CHP, new hire officer positions are not required to be military veterans, as under FY2012 CHP. However, since the COPS Office supports the Attorney General's commitment to hiring military veterans whenever possible, applicants who commit to hiring or rehiring at least one military veteran under CHP will receive additional consideration for FY2013 CHP funding. These military veterans may be in any of the three hiring categories described above, not just new hires.

The COPS Office supports the Attorney General's priority goal of reducing violent crime, especially gun violence. To this end, applicants who choose "Homicide" or "Gun Violence" as their community policing problem area under 2013 CHP will receive additional consideration for CHP funding; however, if awarded CHP funding, grantees will not be able to change these problem areas post-award.

Applicants who request officer positions in order to deploy School Resource Officers (SRO) will likewise receive additional consideration for FY2013 CHP funding. Applicants who wish to do so must choose the "School Based Policing through School Resource Officers" community policing problem area in their 2013 CHP application. Note that applicants requesting officer positions(s) in order to deploy SROs must deploy **all** their officer positions as SROs. Moreover, if awarded CHP funding, CHP grantees who chose this specific community policing problem area will not be allowed to change it post-award. CHP grantees who use CHP funding to deploy SROs will also be required to submit to the COPS Office the contact information for each school partner where they intend to deploy the SROs, and to provide a Memorandum of Understanding between the CHP grantee and the school partner.

### How to Apply

Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424. Once the SF-424 has been submitted, applicants will receive an e-mail with instructions on completing the second part of the CHP application through the COPS Office Online Application System. To complete the CHP application, please go to the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) and click on the "Account Access" link in the upper right hand corner. Enter your username and password and select "COPS Hiring Program" from the menu of services.

Complete application packages for the FY2013 CHP solicitation are due by **May 22, 2013, at 7:59 PM, EDT**. Hard copies or electronic copies sent via e-mail will not be accepted.

### Contact the COPS Office

For more information about the COPS Hiring Program, please call the COPS Office Response Center at 800.421.6770, or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).