



AGENDA MEMORANDUM

First Reading for the City Council Meeting of April 27, 2021
Second Reading for the City Council Meeting of May 11, 2021

DATE: April 27, 2021
TO: Mayor and City Council
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Ordinance Incorporating City Pay Plans and Holiday Schedule into the City of Corpus Christi Operating Budget Ordinance to add the pay scales, pay grade 321, and holiday schedule for FY 2020-2021

CAPTION:

Ordinance amending the City of Corpus Christi Code Section 39-324 and Section 39-303 that will incorporate the City's pay plans and holiday schedule as part of the annual budget process and adding pay grade 321 for executive leadership team positions [Chief of Staff, Chief Financial Officer, Assistant City Manager].

SUMMARY:

Currently, Corpus Christi Code Sections 39-303 (Employee Compensation and Classification System) and Section 39-324 (Official Holidays) are evaluated as ordinances separate and apart from the annual budget process. Incorporating the annual evaluation of these items into the Annual Budget Process provides efficiency and transparency, ensures City pay-grades remain accurate and complete, and brings the City in-line with the standard practices of the seven largest cities in Texas.

The FY 2021 operating budget, adopted by Ordinance No. 032203, will be amended to include the official holiday schedule as currently stated in Corpus Christi Code Section 39-324 as well as the pay grades and ranges currently stated in Corpus Christi Code Section 39-303. Ordinance No. 032203 will be further modified to include executive leadership pay grade 321, a pay grade established in June 2019. Pay grade 321 is not currently captured in the revised pay scale found in Corpus Christi Code Section 39-303.

BACKGROUND AND FINDINGS:

HR Personnel recently surveyed the seven largest cities in Texas to review current personnel best practices. Six out of the seven largest Texas cities incorporate their pay plans and holiday schedules directly into each annual budget process by including the pay plans and holiday schedules as separate appendices attached to the annual budget.

This best practice creates an integration between the budgeting process and City Council approval of pay plans and annual holiday schedules, and it ensures that all City ordinances are

accurate and current. It also allows City Council to consider any modifications to pay plans or holiday schedules within the context of a balanced budget, resulting in further transparency to the annual impact of any proposed changes.

This ordinance brings the City's processes in-line with best practices and captures pay grade 321, which establishes the pay range for Executive Leadership Team members.

ALTERNATIVES:

The alternative is to continue reviewing and updating pay plans and holidays as separate ordinances outside of the budget process.

FISCAL IMPACT:

This change will not result in any costs to the City. Instead, the process will produce more accurate budget information in a more efficient and transparent manner.

RECOMMENDATION:

City Staff recommends approval of incorporating City Pay Plans and Holidays into the Budget Process, attached as appendices to the annual Budget presentation.

LIST OF SUPPORTING DOCUMENTS:

Ordinances