

## **MEMORANDUM**

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February 24, 2014

**TO:** Honorable Mayor and City Commissioners

**VIA:** Kenneth Fields, City Manager

**FROM:** Dorothy Ecklund, Finance Director

**SUBJECT:** Ordinance 2014-03, Adjusting Compensation Pay Period for City Commissioners – 1<sup>st</sup> Reading

**SYNOPSIS:** The City Commission will consider adjusting the compensation pay period for City Commissioners to help reduce administrative payroll costs.

### **RECOMMENDATION**

It is recommended that City Commission approve Ordinance 2014-03 after first reading.

### **BACKGROUND**

The City's current ordinance (Section 2-261) requires Commissioners to be paid on monthly bases while all other City employees are paid on bi-weekly bases. The timing difference in the payroll cycles, Commissioners vs. city employees, creates additional costs relating to process payroll under this existing method.

The City would be able to reduce payroll administrative costs by an estimated \$975 per year if Commissioner Compensation was moved to the same bi-weekly payroll cycle as all other employees.

### **FISCAL IMPACT**

The estimated annual cost saving is \$975.

### **ATTACHMENTS**

Ordinance 2014-03

**ORDINANCE 2014-03**

**AN ORDINANCE ADJUSTING COMPENSATION PAY PERIOD FOR CITY COMMISSIONERS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 3.04 of the Charter of the City of Lake Wales authorizes the City Commission to determine by ordinance the annual salary of the Commission members; now,

**THEREFORE, BE IT ENACTED**, by the City Commission of the City of Lake Wales, Polk County, Florida:

**SECECTION 1.** Chapter 2, ADMINISTRATION, Lake Wales Code of Ordinance, is amended as follows:

**Section 2-261. Established.**

Effective October 1, 2013, the annual fiscal salary of commission members shall be Four Thousand Five Hundred Thirty-Eight Dollars and Seventy-Six Cents (\$4,538.76) for a commissioner who shall serve for a full twelve month period during the fiscal year. Any commission member(s) who shall serve for less than a twelve month period during a fiscal year shall be entitled to a pro-rated portion of the annual commission member salary amount. Each commission member shall receive a salary of Three Hundred Dollars (\$300.00) per month as compensation for his or her services through September 30, 2000. Effective October 1, 2000, e Commission compensation shall be adjusted annually at the same rate by which compensation for general employees is adjusted on an across-the-board basis. Commission compensation shall be paid on the same payroll cycle as general employees.

SECTION 2. If any clause, section or provision of this ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 3. This ordinance shall become effective on March 18, 2014.

CERTIFIED AS TO PASSAGE this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Mayor/Commissioner

ATTEST:

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City Clerk