

**MAY 5, 2021
CITY COUNCIL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED REVISIONS TO THE AGENDA/PACKET:

<u>ACTION</u>	<u>ITEM</u>	<u>REQUESTED BY</u>
Add to item D.5.	Ordinance No. 3210-2021 <ul style="list-style-type: none">• Postponement Memo	City Manager



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Paul Ostrander, City Manager
DATE: May 5, 2021
SUBJECT: **Ordinance No. 3210-2021 – Salary Schedule Postponement**

Ordinance 3210-2021 addresses a long-standing concern regarding the City's employee salary schedule, which is an integral component of the budget, and would amend the process for adopting the Salary Schedule to allow adoption by the budget Ordinance or Resolution, which would ensure public notification and an opportunity to be heard concerning the salary ranges and steps for City employees prior to its effective date as well as allow for greater flexibility in timing for adopting the budget.

In addition to the salary schedule, Code requires that the job classification plan be adopted by Council by Ordinance with positions in both the Classified Service and Department Head Service established by the annual budget or classification plan. Amending Code to remove the Classification Plan to allow for adoption of the Plan through the ordinance adopting a budget for the following fiscal year or by resolution was not included in Ordinance 3210-2021 but is a necessary component in allowing greater flexibility in adopting the budget. The Classification Plan would be included in the budget with the Salary Schedule and adoption by the budget ordinance or by resolution ensures public notification and an opportunity to be heard concerning the position class, title, and range for City employees.

A Substitute Ordinance is being prepared to include an amendment to Code to remove the Classification Plan, and I request Council move to postpone Ordinance No. 3210-2021 until May 19, 2021 and hold a second public hearing at that meeting. Additionally, the budget Ordinance, Ordinance 3211-2021 will be amended to include the Classification Plan.

Your consideration is appreciated.