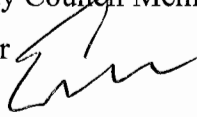


MEMORANDUM

TO: Honorable Mayor Strickland and City Council Members
FROM: Eugene Miller, Interim City Manager 
DATE: March 23, 2010
SUBJECT: Mechanic Assistant

MAR 16 2010


Introduction: Resolution No. 601-10 will amend the City's Classification and Pay Plan by adding a Mechanic Assistant position.

Background: The City contracted with DeBary in December 2009 for the City to provide public work services to DeBary. At that time staff informed Council that the budget would need to be amended and that they anticipated adding 1.5 positions to the public works budget.

Discussion: As previously mentioned, when Council was presented with the DeBary Public Works contract, and subsequently approved the contract, staff proposed the need to add 1.5 [maintenance specialist] positions to the FY 2009/10 Budget. However, after the Public Works Director analyzed the current staffing and department needs, he determined and now recommends that the City create and add a mechanic assistant position to the Classification and Pay Plan.

As reported in Exhibit "B" various work load considerations were reviewed, such as; outsourcing routine maintenance (i.e. oil changes, brake services, and tire rotation, and other routine inspections). However, based on the analysis, the finding proved that this option was not cost effective (please refer to the detailed explanation found in Exhibit "B").

Further, the Public Works Director contends by hiring a mechanic assistant; the City will retain the ability to maintain our high quality of standards, by ensuring the personnel assigned to perform fleet maintenance are either certified to do so, or are supervised by a certified mechanic.

Budget Impact: Resolution No. 600-10 (which was presented just before this item) funded 1.5 positions. The recommended "hire" rate for the Mechanic Assistant is the same as a Maintenance Specialist, and therefore, does not have a monetary impact on the FY 2009/10 budget.

Recommendation: Staff recommends Council adopt Resolution No. 601-10, which will amend the City's Classification and Pay Plan by adding a Mechanic Assistant position.

Prepared By: Pennie Traber, H/R Risk Manager

Reviewed By: Eugene Miller, Interim City Manager

Attachments: 1. Resolution No. 601-10
2. Exhibit "A"
3. Exhibit "B" Interoffice Memorandum

RESOLUTION NO. 601-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE CITY, FLORIDA, AMENDING THE CLASSIFICATION AND PAY PLAN FOR THE CITY OF ORANGE CITY BY ADDING THE POSITION OF MECHANIC ASSISTANT TO THE PUBLIC WORKS DEPARTMENT; CONTAINING A REPEALER PROVISION, A SEVERABILITY CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Orange City adopted a revised Classification and Pay plan via the adoption of Ordinance No. 278 on July 25, 2006; and

WHEREAS, Ordinance No. 278 provides that the Classification and Pay Plan may be amended from time to time by Resolution as needed; and

WHEREAS, the City Council desires to add the position of "Mechanic Assistant" in the Public Works Department to the Classification and Pay Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE CITY, FLORIDA:

SECTION 1. The classification and pay plan attached hereto as Exhibit "A" and by reference incorporated herein as if fully set forth, is hereby formally adopted.

SECTION 2. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 3. That this resolution shall take effect immediately upon its adoption by the City Council of the City of Orange City, Florida.

ROLL CALL VOTE AS FOLLOWS:

Gary A. Blair	_____	Jeff H. Allebach	_____
O. William Crippen	_____	Tom Abraham	_____
Anthony Pupello	_____	Tom Laputka, Vice Mayor	_____
Harley Strickland, Mayor	_____		

ADOPTED THIS _____ DAY OF _____, 2010.

ATTEST:

Deborah J. Renner, CMC, City Clerk

AUTHENTICATED:

Harley Strickland, Mayor

Approved as to form and legal sufficiency:

W. E. Reischmann, City Attorney

**CITY OF ORANGE CITY
STEP PAY PLAN
3% increase to hire minimum on 10/01/2009**

GENERAL

09/10

Title	Hire	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	Step 26	Step 27	Step 28	Step 29	Step 30
Chief Mechanic	11.35	11.69	12.04	12.40	12.78	13.16	13.55	13.96	14.38	14.81	15.26	15.71	16.18	16.67	17.17	17.69	18.22	18.76	19.33	19.91	20.50	21.12	21.75	22.40	23.08	23.77	24.48	25.22	25.97	26.75	27.55
Community Service Aide	11.35	11.69	12.04	12.40	12.78	13.16	13.55	13.96	14.38	14.81	15.26	15.71	16.18	16.67	17.17	17.69	18.22	18.76	19.33	19.91	20.50	21.12	21.75	22.40	23.08	23.77	24.48	25.22	25.97	26.75	27.55
Crew Leader	10.82	11.15	11.48	11.82	12.18	12.54	12.92	13.31	13.71	14.12	14.54	14.98	15.43	15.89	16.37	16.86	17.36	17.89	18.42	18.98	19.54	20.13	20.73	21.36	22.00	22.66	23.34	24.04	24.76	25.50	26.27
Cross Connection Control Supervisor	11.35	11.69	12.04	12.40	12.78	13.16	13.55	13.96	14.38	14.81	15.26	15.71	16.18	16.67	17.17	17.69	18.22	18.76	19.33	19.91	20.50	21.12	21.75	22.40	23.08	23.77	24.48	25.22	25.97	26.75	27.55
Custodian	8.32	8.57	8.82	9.09	9.36	9.64	9.93	10.23	10.54	10.85	11.18	11.51	11.86	12.21	12.58	12.96	13.35	13.75	14.16	14.58	15.02	15.47	15.94	16.42	16.91	17.41	17.94	18.48	19.03	19.60	20.19
Customer Service Specialist I	10.29	10.60	10.92	11.24	11.58	11.93	12.29	12.66	13.04	13.43	13.83	14.24	14.67	15.11	15.57	16.03	16.51	17.01	17.52	18.04	18.59	19.14	19.72	20.31	20.92	21.55	22.19	22.86	23.54	24.25	24.98
Customer Service Specialist II	11.35	11.69	12.04	12.40	12.78	13.16	13.55	13.96	14.38	14.81	15.26	15.71	16.18	16.67	17.17	17.69	18.22	18.76	19.33	19.91	20.50	21.12	21.75	22.40	23.08	23.77	24.48	25.22	25.97	26.75	27.55
Executive Assistant	10.29	10.60	10.92	11.24	11.58	11.93	12.29	12.66	13.04	13.43	13.83	14.24	14.67	15.11	15.57	16.03	16.51	17.01	17.52	18.04	18.59	19.14	19.72	20.31	20.92	21.55	22.19	22.86	23.54	24.25	24.98
Financial Specialist I	10.29	10.60	10.92	11.24	11.58	11.93	12.29	12.66	13.04	13.43	13.83	14.24	14.67	15.11	15.57	16.03	16.51	17.01	17.52	18.04	18.59	19.14	19.72	20.31	20.92	21.55	22.19	22.86	23.54	24.25	24.98
Financial Specialist II	11.35	11.69	12.04	12.40	12.78	13.16	13.55	13.96	14.38	14.81	15.26	15.71	16.18	16.67	17.17	17.69	18.22	18.76	19.33	19.91	20.50	21.12	21.75	22.40	23.08	23.77	24.48	25.22	25.97	26.75	27.55
Fire Safety Inspector	13.81	14.23	14.65	15.09	15.55	16.01	16.49	16.99	17.50	18.02	18.56	19.12	19.69	20.28	20.89	21.52	22.17	22.83	23.52	24.22	24.95	25.70	26.47	27.26	28.08	28.92	29.79	30.68	31.60	32.55	33.53
Maintenance Specialist I	9.35	9.63	9.92	10.21	10.52	10.84	11.16	11.50	11.84	12.20	12.56	12.94	13.33	13.73	14.14	14.56	15.00	15.45	15.91	16.39	16.88	17.39	17.91	18.45	19.00	19.57	20.16	20.76	21.38	22.03	22.69
Maintenance Specialist II	10.47	10.79	11.11	11.44	11.79	12.14	12.50	12.88	13.26	13.66	14.07	14.49	14.93	15.38	15.84	16.31	16.80	17.31	17.83	18.36	18.91	19.48	20.06	20.67	21.29	21.92	22.58	23.26	23.96	24.68	25.42
Mechanic Assistant	9.35	9.63	9.92	10.22	10.52	10.84	11.16	11.50	11.84	12.20	12.57	12.94	13.33	13.73	14.14	14.57	15.00	15.45	15.92	16.40	16.89	17.39	17.92	18.45	19.01	19.58	20.16	20.77	21.39	22.03	22.69
Office Assistant	8.07	8.32	8.57	8.82	9.09	9.36	9.64	9.93	10.23	10.53	10.85	11.18	11.51	11.86	12.21	12.58	12.96	13.34	13.74	14.16	14.58	15.02	15.47	15.93	16.41	16.90	17.41	17.93	18.47	19.03	19.60
Permit Specialist	10.29	10.60	10.92	11.24	11.58	11.93	12.29	12.66	13.04	13.43	13.83	14.24	14.67	15.11	15.57	16.03	16.51	17.01	17.52	18.04	18.59	19.14	19.72	20.31	20.92	21.55	22.19	22.86	23.54	24.25	24.98
PT Fire Safety Inspector	12.95	13.34	13.74	14.15	14.58	15.02	15.47	15.93	16.41	16.90	17.41	17.93	18.47	19.02	19.59	20.18	20.79	21.41	22.05	22.71	23.40	24.10	24.82	25.57	26.33	27.12	27.94	28.77	29.64	30.53	31.44
Records Specialist	10.29	10.60	10.92	11.24	11.58	11.93	12.29	12.66	13.04	13.43	13.83	14.24	14.67	15.11	15.57	16.03	16.51	17.01	17.52	18.04	18.59	19.14	19.72	20.31	20.92	21.55	22.19	22.86	23.54	24.25	24.98
Service Worker/Meter Reader I	9.35	9.63	9.92	10.21	10.52	10.84	11.16	11.50	11.84	12.20	12.56	12.94	13.33	13.73	14.14	14.56	15.00	15.45	15.91	16.39	16.88	17.39	17.91	18.45	19.00	19.57	20.16	20.76	21.38	22.03	22.69
Service Worker/Meter Reader II	10.47	10.79	11.11	11.44	11.79	12.14	12.50	12.88	13.26	13.66	14.07	14.49	14.93	15.38	15.84	16.31	16.80	17.31	17.83	18.36	18.91	19.48	20.06	20.67	21.29	21.92	22.58	23.26	23.96	24.68	25.42
Water Plant Operator A	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28	18.83	19.39	19.97	20.57	21.19	21.83	22.48	23.15	23.85	24.56	25.30	26.06	26.84	27.65	28.48	29.33	30.21	31.12	32.05	33.01
Water Plant Operator B	12.48	12.85	13.24	13.63	14.04	14.46	14.90	15.34	15.80	16.28	16.77	17.27	17.79	18.32	18.87	19.44	20.02	20.62	21.24	21.88	22.53	23.21	23.91	24.62	25.36	26.12	26.91	27.71	28.54	29.40	30.28
Water Plant Operator C	11.35	11.69	12.04	12.40	12.78	13.16	13.55	13.96	14.38	14.81	15.26	15.71	16.18	16.67	17.17	17.69	18.22	18.76	19.33	19.91	20.50	21.12	21.75	22.40	23.08	23.77	24.48	25.22	25.97	26.75	27.55
Water Plant Operator Trainee	10.82	11.15	11.48	11.82	12.18	12.54	12.92	13.31	13.71	14.12	14.54	14.98	15.43	15.89	16.37	16.86	17.36	17.89	18.42	18.98	19.54	20.13	20.73	21.36	22.00	22.66	23.34	24.04	24.76	25.50	26.27

MANAGERIAL and/or SALARIED

09/10

Title	Hire	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	Step 26	Step 27	Step 28	Step 29	Step 30
Administrative Services Coordinator	16.78	17.29	17.81	18.34	18.89	19.46	20.04	20.64	21.26	21.90	22.56	23.23	23.93	24.65	25.39	26.15	26.93	27.74	28.57	29.43	30.31	31.22	32.16	33.12	34.12	35.14	36.20	37.28	38.40	39.55	40.74
Assistant Planner	17.61	18.14	18.68	19.24	19.82	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.64	27.44	28.26	29.11	29.98	30.88	31.81	32.76	33.74	34.76	35.80	36.87	37.98	39.12	40.29	41.50	42.75
Community Improvement Sergeant	13.81	14.23	14.65	15.09	15.55	16.01	16.49	16.99	17.50	18.02	18.56	19.12	19.69	20.28	20.89	21.52	22.17	22.83	23.52	24.22	24.95	25.70	26.47	27.26	28.08	28.92	29.79	30.68	31.60	32.55	33.53
Community Relations Coordinator	16.78	17.29	17.81	18.34	18.89	19.46	20.04	20.64	21.26	21.90	22.56	23.23	23.93	24.65	25.39	26.15	26.93	27.74	28.57	29.43	30.31	31.22	32.16	33.12	34.12	35.14	36.20	37.28	38.40	39.55	40.74
Deputy City Clerk	13.14	13.54	13.95	14.36	14.79	15.24	15.70	16.17	16.65	17.15	17.67	18.20	18.74	19.30	19.88	20.48	21.09	21.73	22.38	23.05	23.74	24.45	25.19	25.94	26.72	27.52	28.35	29.20	30.07	30.98	31.91
Development Service Director	22.49	23.17	23.86	24.58	25.31	26.07	26.86	27.66	28.49	29.35	30.23	31.13	32.07	33.03	34.02	35.04	36.09	37.17	38.29	39.44	40.62	41.84	43.10	44.39	45.72	47.09	48.50	49.96	51.46	53.00	54.59
Financial Services Supervisor	12.52	12.89	13.28	13.68	14.09	14.51	14.95	15.40	15.86	16.33	16.82	17.33	17.85	18.38	18.94	19.50	20.09	20.69	21.31	21.95	22.61	23.29	23.99	24.71	25.45	26.21	27.00	27.81	28.64	29.50	30.39
Finance Director	19.43	20.01	20.61	21.23	21.86	22.52	23.19	23.89	24.61	25.35	26.11	26.89	27.70	28.53	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.14	37.22	38.34	39.49	40.67	41.89	43.15	44.44	45.78	47.15
Fire Captain/Marshal	16.78	17.29	17.81	18.34	18.89	19.46	20.04	20.64	21.26	21.90	22.56	23.23	23.93	24.65	25.39	26.15	26.93	27.74	28.57	29.43	30.31	31.22	32.16	33.12	34.12	35.14	36.20	37.28	38.40	39.55	40.74
Deputy Chief	16.78	17.29	17.81	18.34	18.89	19.46	20.04	20.64	21.26	21.90	22.56	23.23	23.93	24.65	25.39	26.15	26.93	27.74	28.57	29.43	30.31	31.22	32.16	33.12	34.12	35.14	36.20	37.28	38.40	39.55	40.74
Fire Chief	20.39	21.00	21.63	22.28	22.95	23.64	24.35	25.08	25.83	26.60	27.40	28.23	29.07	29.94	30.84	31.77	32.72	33.70	34.71	35.75	36.83	37.93	39.07	40.24	41.45	42.69	43.97	45.29	46.65	48.05	49.49
Human Resources/Risk Manager	11.94	12.29	12.66	13.04	13.43	13.84	14.25																								

MEMORANDUM

TO: Honorable Mayor Strickland and City Council Members
FROM: Eugene Miller, Interim City Manager
DATE: March 23, 2010
SUBJECT: Mechanic's Assistant

Introduction: As our fleet continues to grow, it is necessary to do something to ensure the continued maintenance of it under the auspices of our Certified EVT. The most efficient, cost effective means to accomplish this is to provide Darren with an assistant.

Background: Since the hiring of Chief Mechanic, Darren Romero, in April of 2001, the City's fleet of vehicles and equipment has expanded dramatically. In April 2001 we had 58 vehicles and pieces of equipment and currently have 85 units which equates to a 45% increase in equipment. (These numbers do not include small equip such as chain saws, weed-eaters, edger's, blowers, portable pumps, generators and the like) Darren has done an outstanding job of keeping the City's equipment in good repair.

With the expansion of Fire Services and Public Works Services to DeBary, additional equipment has come on line and needs to be maintained. (Additional Fire Truck, Tender, etc.) Darren has been called out to DeBary to perform maintenance on Fire equipment already and it is anticipated equipment service in DeBary will continue.

Modernizing and updating our service equipment over the years has allowed Darren to be able to maintain the quality of service needed for our fleet and be productive. However, over the last year or so we have had to supplement Darren with some help from our Public Works Maintenance Specialists. They have assisted him with oil changes, brake services, and other minor repairs. The time has come where we need to consider a permanent solution to our "growing" problem.

Discussion: At first glance it would appear by sub-contracting some of the maintenance (Oil changes, brake service, etc.) we would give Darren the needed time to focus on repairs of our ever growing fleet. Having discussed this option with Darren and from my own experience in the fleet maintenance sector, we would suggest that this option would neither be productive or cost effective. We feel that by hiring a Mechanic Assistant, we would be able to maintain the high standard of service we experience now and allow Darren the time to focus on pressing fleet issues.

As far as “minor” service, we currently average about 500 oil changes, 50 brake jobs, and 24 belt replacements per year on our fleet vehicles plus other minor/major repairs. Please remember that an “Oil Change” includes removal of all 4 tires, brake inspection, other inspections, as well as tire rotation.

Our current cost for an “oil change” is \$7.65 for parts plus in house labor. A brake job costs us \$54.00, and a belt replacement is \$19.99. Annually this adds up to about \$7,000. If we hired a part-time helper for Darren, the cost of his salary would be about \$10,000. In comparison, the cost of an “oil change” with tire rotation at market price is about \$40.00. A brake job would be about \$200.00, and belt service runs about \$60.00. This would make the annual cost to sub contract those services about \$31,500.00. We must also consider about one man hour of salary and benefits for drop-off and pick-up of each vehicle. This adds about 500 hours to the equation or about \$8,000.00 for a total cost of \$39,500.00 to “farm-out” minor maintenance. Additionally, these services would not be performed by, or under the supervision of, a certified Emergency Vehicle Technician such as Darren and would result in the loss of productivity of ¼ of an employee for delivery and pick-up.

As many of the services are performed on “Emergency Vehicles” I would not be comfortable with a non-certified service and the potential liability it could create for the City.

Budget Impact: As this was not a budgeted position for this year, there would be an impact of about \$6,400 to the salary line for the remainder of this year. This position is the half-position that was discussed in our manpower needs when we contracted with DeBary to provide Public Works Services and will be covered by revenues generated from that agreement.

Recommendation: I recommend we add a part-time Mechanic Assistant position to help the Chief Mechanic maintain the integrity and safety of our fleet of equipment.