

RESOLUTION 21-18

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO IMPLEMENT THE PAY PLAN FOR CITY EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on March 12, 2020, the City Council approved a contract with Condrey & Associates for the performance of an employee classification and pay plan study; and

WHEREAS, the study was completed and recommendations were delivered to the City Manager on October 14, 2020; and

WHEREAS, the City Council desires to immediately implement the recommended adjustments to the pay plan, and a budget amendment is necessary to begin the implementation in this fiscal year.

NOW THEREFORE, BE IT RESOLVED by the City of Panama City Beach, Florida, that:

1. The following budget amendment (BA#5/BA#5MOD) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, to implement the pay plan adjustments as shown in and in accordance with the attached and incorporated Exhibit A.
2. This Resolution shall take effect beginning November 13, 2020.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this 12th day of November, 2020.

CITY OF PANAMA CITY BEACH

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk



City of Panama City Beach

October 22, 2020

TO: Mayor and City Council

FROM: City Manager Tony O'Rourke *TOP*

RE: Job Classification and Compensation Plan Report

On March 12, 2020, the City entered into a contract with Condrey & Associates Inc., to conduct a review of the City's current compensation and classification plan for the City's 130 different job positions (324 total employees), collect salary data from benchmark organizations and produce a new employee compensation and classification plan.

The Classification Plan

Condrey & Associates' classification plan analysis consists of the following steps:

1. Distributing and analyzing a position questionnaire to all City employees
2. Interviewing approximately 50% of all full-time employees to validate job duties and responsibilities
3. Evaluating each City job for a classification recommendation for each position
4. Assigning classification grades (1 to 26) to each City job based on a Factor Evaluation System (FES). FES is a point-factor comprised evaluation system that uses 10 factors for evaluation and classification of jobs. The 10 factors include:
 - ✓ Knowledge required by the position
 - ✓ Supervisory controls
 - ✓ Guidance
 - ✓ Complexity
 - ✓ Scope and Effect
 - ✓ Personal Contacts
 - ✓ Purpose of Contacts
 - ✓ Physical Demands
 - ✓ Work Environment
 - ✓ Supervisory Responsibility

The 10 functions are weighted and are not equal. For example, job complexity or required knowledge count more than physical demands. The combined score on all factors determines the total number of points for each position/job and its assignment to a classification grade.

After a preliminary grade (1 to 26) assignment of all 130 City position classifications, Condrey & Associates reviewed their findings with me. Based upon our discussion of additional information on job scope, responsibilities, complexity and supervisory responsibility, the following positions were adjusted by Condrey & Associates:

- Public Works Director – 26 to 25
- Finance Director – 25 to 26
- Deputy Chief of Police – 25 to 24
- Human Resources/Risk Director – 25 to 24
- CRA Manager – 23 to 25
- Public Information Officer/Communications Director – 21 to 23
- Fire Division Chief – Administration – 24 to 22
- Fire Division Chief – Inspections/Prevention – 24 to 22

Appendix A in the attached Condrey & Associates' report, depicts the new proposed City classification system and grade assignments of all 130 City positions.

The Compensation Plan

The compensation plan developed by Condrey & Associates is based on a salary survey of the following comparable organizations and internal value system reflected in the job classification plan.

All Benchmark Positions

City of Daytona Beach
City of Destin
City of Fort Myers
City of Fort Walton Beach
City of Jacksonville Beach
City of Lynn Haven
City of Panama City
City of Pensacola
City of Tallahassee
Bay County
Okaloosa County
Santa Rosa County
Walton County

Gulf Shores, Ala.
Dothan, Ala.

Lifeguard Positions

City of Clearwater
City of Cocoa Beach
City of Fort Lauderdale
City of Miami Beach
City of Naples
City of Sarasota

Parks & Recreation Benchmark Positions

City of Fort Myers
City of Naples
Collier County
Lee County
City of College Station, Texas
City of Virginia Beach, Virginia

Police Benchmark Positions

Atlantic Beach Police Department
Flagler Beach Police Department
North Miami Beach Police Department
St. Petersburg Police Department
West Palm Beach Police Department
Florida Highway Patrol

Fire Benchmark Positions

St. Augustine Fire Department
South Walton Fire District

Utilities and Public Works Benchmark Positions

Florida Department of Transportation
Private Organization A
Private Organization B
Private Organization C
Private Organization D

Based on the salary survey, 160 employees in 63 different positions, or approximately 50% of all City employees, are currently compensated below the minimum annual mean salary of the benchmark organizations surveyed. Many of these below market positions are entry positions

for police officers, firefighters and utility workers. To raise these City positions to the minimum annual salary of our benchmark organization, as well as reflect the internal value system of the classification plans, Condrey & Associates has recommended two compensation plan adjustments. Based on a total current payroll of \$14,688,946, excluding salaries for the City Manager, City Clerk and City Council, Plan A would cost \$715,828 and Plan B would cost \$503,333. The difference between the plans is Plan A is 103% of our benchmark organization minimum annual salaries, while Plan B is at 100%. Condrey & Associates has recommended Plan A because the benchmark organizations, like the City, will be adjusting their own compensation plans to reflect labor market conditions. Condrey & Associates believes by adjusting Panama City Beach compensation plan by 103%, we can absorb the adjustments made by our competitors, and have a more labor market relevant compensation plan for the next five years, subject to the City making annual plan maintenance cost of living adjustments. Under Plan A, the average job classification adjustment is 4.84%; under Plan B it is 3.40%.

I would recommend Plan A to ensure a more labor market relevant compensation plan for the next five years, and not have to play catch-up within a few years under Plan B.

Because many positions are effectively being moved up from the labor market basement to the first floor or minimum annual mean salary of our benchmark comparison organizations, it will trigger some wage compression with existing tenured employees. To alleviate some of that compression, Condrey & Associates has recommended two different equity adjustments.

Under Plan A Equity Adjustment, Condrey & Associates recommended salary increases of 1% for employees with 1 to 3 years of service (148 employees), a 2% increase for employees with 4-6 years of service (46 employees) and a 3% increase for employees with 7 or more years of service (131 employees). This Plan A would cost \$287,606.

Under Plan A Modified, Condrey & Associates recommends a 1% increase for employees with 1 to 3 years of service (159 employees), and a 2% increase for employees with 4 or more years of service (163 employees).

This Plan A Modified cost \$217,286, or \$70,320 less than Plan A. With FICA and pension impacts, the cost difference is \$83,314 in FY 2021. Projected over an additional four years (FY 2022-2025), the cost difference is \$390,000. Given current demands for employee training, reduction in dependent care health care costs, equipment, facility upgrades, and new positions, I recommend Plan A Modified.

Summary

The Proposed Condrey & Associates Job Classification and Compensation Plan effectively updates the City's personnel job classification plan and both internal and external market compensation. I would recommend Plan A Modified at a total cost of \$1,106,540, which consists of \$933,114 in

pay plan and equity adjustment cost, and FICA and pension contribution impacts of \$173,426. The distribution of these costs by funds in FY 2021 is attached.

We recommend City Council approval of the Plan A Modified Compensation and Classification Plan and attached FY2021 budget amendment, effective October 23, 2020. Pay adjustments to City employees would be reflected in their November 3 paycheck.

Plan A

Change in	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
	Including Merit	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola
Classification Change	740,900	778,000	816,900	857,800	900,700	900,700	900,700	900,700	900,700	900,700
Equity Adjustment	297,700	312,600	328,300	344,800	362,100	362,100	362,100	362,100	362,100	362,100
FICA	79,500	83,500	87,700	92,100	96,800	96,800	96,800	96,800	96,800	96,800
GE Retirement	49,700	52,200	54,900	57,700	60,600	60,600	60,600	60,600	60,600	60,600
Sworn Officer Retirement	25,800	27,100	28,500	30,000	31,500	31,500	31,500	31,500	31,500	31,500
FF Retirement	38,200	40,200	42,300	44,500	46,800	46,800	46,800	46,800	46,800	46,800
Total	1,231,800	1,293,600	1,358,600	1,426,900	1,498,500	1,498,500	1,498,500	1,498,500	1,498,500	1,498,500

Pay Plan	Salary	Adjustment
	715,823	
	287,606	
	76,263	
	47,942	
	24,875	
	36,840	
	1,189,854	

Plan A Mod

Change in	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
	Including 3.5% Merit	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola	Including Merit & Cola
Classification Change	740,900	778,000	816,900	857,800	900,700	900,700	900,700	900,700	900,700	900,700
Equity Adjustment	224,900	236,200	248,100	260,600	273,700	273,700	273,700	273,700	273,700	273,700
FICA	73,900	77,600	81,500	85,600	89,900	89,900	89,900	89,900	89,900	89,900
GE Retirement	46,100	48,500	51,000	53,600	56,300	56,300	56,300	56,300	56,300	56,300
Sworn Officer Retirement	23,500	24,700	26,000	27,300	28,700	28,700	28,700	28,700	28,700	28,700
FF Retirement	36,200	38,100	40,100	42,200	44,400	44,400	44,400	44,400	44,400	44,400
Total	1,145,500	1,203,100	1,263,600	1,327,100	1,393,700	1,393,700	1,393,700	1,393,700	1,393,700	1,393,700

Pay Plan	Salary	Adjustment
	715,823	
	237,285	
	91,323	
	88,757	
	22,620	
	34,945	
	1,186,540	

Assumptions

	COLA	Merit	Total
FY 2021	0.0%	3.5%	3.5%
FY 2022	2.0%	3.0%	5.0%
FY 2023	2.0%	3.0%	5.0%
FY 2024	2.0%	3.0%	5.0%
FY 2025	2.0%	3.0%	5.0%

**Budget Impact by Fund and Department
FY 2021**

	Plan A	Pian A Mod
Admin.	32,400	30,100
Comp. Planning	6,600	4,400
PD	277,700	253,900
Fire	279,100	265,100
Beach	15,400	14,700
Building	25,800	22,700
Street	46,200	41,500
Rec.	144,700	139,100
General Fund Total	827,900	771,500
CRA Fund Total	16,200	14,900
Stormwater Fund Total	27,700	24,600
Water	121,200	110,200
WW	186,400	174,800
Utility Fund Total	307,600	285,000
Pier Fund Total	17,800	15,700
Aquatic Center Fund Total	34,000	33,500
City Total	1,231,200	1,145,200

Table \$33,000						
Grade	Minimum	1st Quartile	Mid-Point	3rd Quartile	Maximum	Grade
1	20,138.94	23,159.78	26,180.62	29,201.46	32,222.31	1
2	21,158.48	24,332.25	27,506.02	30,679.79	33,853.56	2
3	22,229.62	25,564.07	28,898.51	32,232.95	35,567.40	3
4	23,355.00	26,858.25	30,361.50	33,864.75	37,368.00	4
5	24,537.34	28,217.95	31,898.55	35,579.15	39,259.75	5
6	25,779.55	29,646.48	33,513.41	37,380.34	41,247.28	6
7	27,084.64	31,147.33	35,210.03	39,272.72	43,335.42	7
8	28,455.80	32,724.17	36,992.54	41,260.91	45,529.27	8
9	29,896.37	34,380.83	38,865.28	43,349.74	47,834.19	9
10	31,409.88	36,121.36	40,832.84	45,544.32	50,255.80	10
11	33,000.00	37,950.00	42,900.00	47,850.00	52,800.00	11
12	34,670.63	39,871.22	45,071.81	50,272.41	55,473.00	12
13	36,425.83	41,889.70	47,353.57	52,817.45	58,281.32	13
14	38,269.88	44,010.37	49,750.85	55,491.33	61,231.81	14
15	40,207.30	46,238.39	52,269.48	58,300.58	64,331.67	15
16	42,242.79	48,579.21	54,915.63	61,252.05	67,588.46	16
17	44,381.33	51,038.53	57,695.73	64,352.93	71,010.13	17
18	46,628.14	53,622.36	60,616.58	67,610.80	74,605.02	18
19	48,988.69	56,336.99	63,685.29	71,033.59	78,381.90	19
20	51,468.74	59,189.05	66,909.36	74,629.67	82,349.98	20
21	56,811.86	65,333.63	73,855.41	82,377.19	90,898.97	21
22	62,709.66	72,116.11	81,522.56	90,929.01	100,335.45	22
23	69,219.73	79,602.69	89,985.65	100,368.61	110,751.57	23
24	76,405.63	87,866.47	99,327.32	110,788.16	122,249.01	24
25	84,337.52	96,988.15	109,638.78	122,289.40	134,940.03	25
26	93,092.84	107,056.77	121,020.69	134,984.62	148,948.55	26

**Final Report – Open Range
A JOB CLASSIFICATION AND
COMPENSATION PLAN
FOR THE CITY OF
PANAMA CITY BEACH
FLORIDA**

October 11, 2020

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Introduction

At the request of the City of Panama City Beach, Condrey and Associates, Inc. entered into a contract with the city for the development of a job classification and compensation plan.

The objectives of the study included:

1. Reviewing and revising the current classification system and pay plan for all city employees;
2. Collecting salary data; and
3. Producing a recommended pay plan based on job analysis, job evaluation, and wage survey data.

The process used to collect the necessary data and develop the classification and compensation plan consisted of several steps or phases. The first step involved the distribution of a position questionnaire to all city employees. The questionnaire covered major aspects of the employee's position as well as the physical demands and work environment of the position. After reviewing the information contained in the position questionnaires, Condrey and Associates interviewed employees individually and developed a classification recommendation for each position. Approximately 50% of full-time position incumbents were personally interviewed for the study. Our experience in interviewing the city's employees was a positive one. The city should take pride in its competent and professional workforce.

The next phase in the work plan involved evaluating each classification for grade assignment. In order to provide a reliable set of ratings, all positions were rated by Condrey and Associates utilizing the Factor Evaluation System (FES). An explanation of FES follows in another section of the report.

The project also involved collecting salary survey information. Condrey and Associates conducted a salary survey of selected organizations specifically for this study. The survey respondents are listed in Table I. Appendix C displays the Salary Survey Summary.

Even after completion of these phases, it will be necessary to reevaluate positions based on a change in duties or on a refocused job description. It is the intention of Condrey and Associates to provide technical assistance in this process.

Table I
Salary Survey Respondents
City of Panama City Beach Personnel Project

All Benchmark Positions

City of Daytona Beach
City of Destin
City of Fort Myers
City of Fort Walton Beach
City of Jacksonville Beach
City of Lynn Haven
City of Panama City
City of Pensacola
City of Tallahassee
Bay County
Okaloosa County
Santa Rosa County
Walton County
Gulf Shores, AL
Dothan, AL

Lifeguard Positions

City of Clearwater
City of Cocoa Beach
City of Fort Lauderdale
City of Miami Beach
City of Naples
City of Sarasota

Parks and Recreation Benchmark Positions

City of Fort Myers
City of Naples
Collier County
Lee County
City of College Station, TX
City of Virginia Beach, VA

Police Benchmark Positions

Atlantic Beach Police Department
Flagler Beach Police Department
North Miami Beach Police Department
St. Petersburg Police Department
West Palm Beach Police Department
Florida Highway Patrol

Fire Benchmark Positions
St. Augustine Fire Department
South Walton Fire District

Utilities and Public Works Benchmark Positions
Florida Department of Transportation
Private Organization A
Private Organization B
Private Organization C
Private Organization D

The Classification Plan

The system used to classify the jobs in the City of Panama City Beach is an adapted version of the Factor Evaluation System (FES). FES is considered to be a state-of-the-art system in public human resource management.

FES is a point-factor-comparison evaluation system that uses nine factors for the evaluation of jobs: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, and Work Environment. In order to adapt it to this setting, a tenth factor covering supervisory responsibility was added by Condrey and Associates. The factors are weighted (i.e., Knowledge Required by the Position "counts more" than Physical Demands). Each factor has several levels, and each level is assigned a specified number of points. The combined score on all the factors determines the total number of points for each position and its assignment to a grade in the classification plan. Appendix A depicts the grade level assigned all city positions. The assigned grade levels reflect a combination of data generated by FES, the salary surveys, and a review of organizational relationships within the government.

The Compensation Plan

The compensation plan developed for the city is based on an internal value system reflected in the classification plan and on a salary survey of comparable organizations to help assure an externally equitable and competitive pay system.

The pay plan consists of twenty-six grades. Tables II-A and II-B display the proposed salary scales. The salary range for each grade is sixty percent. The range is deliberately broad so that problems associated with employees reaching the top of their pay range will be minimized.

In order to keep the proposed salary tables current, an annual market adjustment should be considered. This adjustment should be applied as an increase to the salary schedule and as a general percentage salary increase for all employees when market conditions dictate. An excellent source to determine market conditions is the Employment Cost Index published by the United States Bureau of Labor Statistics. If the city applies 50% - 75% of this index to the salary plans on an annual basis, a review and update of the City's personnel system will not be necessary for four to five years. This market adjustment should be made in addition to employee performance increases. Thus, the City may budget for two annual personnel cost adjustments: 1) an across-the-board increase which would raise every employee salary and every pay range equally when market conditions dictate, and 2) increases linked to employee performance.

Table II – A
Proposed Salary Scale
City of Panama City Beach Personnel Project

Grade	Minimum	1st Quartile	Mid-Point	3rd Quartile	Maximum
1	20,749.21	23,861.59	26,973.98	30,086.36	33,198.74
2	21,799.64	25,069.59	28,339.53	31,609.48	34,879.43
3	22,903.25	26,338.73	29,774.22	33,209.71	36,645.20
4	24,062.72	27,672.13	31,281.54	34,890.95	38,500.36
5	25,280.90	29,073.04	32,865.17	36,657.31	40,449.44
6	26,560.75	30,544.86	34,528.97	38,513.08	42,497.19
7	27,905.38	32,091.19	36,277.00	40,462.81	44,648.61
8	29,318.09	33,715.81	38,113.52	42,511.24	46,908.95
9	30,802.32	35,422.67	40,043.02	44,663.37	49,283.72
10	32,361.69	37,215.94	42,070.20	46,924.45	51,778.70
11	34,000.00	39,100.00	44,200.00	49,300.00	54,400.00
12	35,721.25	41,079.44	46,437.63	51,795.81	57,154.00
13	37,529.64	43,159.08	48,788.53	54,417.98	60,047.42
14	39,429.58	45,344.01	51,258.45	57,172.89	63,087.32
15	41,425.70	47,639.55	53,853.41	60,067.26	66,281.12
16	43,522.87	50,051.31	56,579.74	63,108.17	69,636.60
17	45,726.22	52,585.15	59,444.09	66,303.02	73,161.95
18	48,041.11	55,247.28	62,453.44	69,659.61	76,865.78
19	50,473.19	58,044.17	65,615.15	73,186.13	80,757.11
20	53,028.40	60,982.66	68,936.92	76,891.17	84,845.43
21	58,533.43	67,313.44	76,093.46	84,873.47	93,653.48
22	64,609.95	74,301.44	83,992.94	93,684.43	103,375.92
23	71,317.30	82,014.89	92,712.49	103,410.08	114,107.68
24	78,720.95	90,529.10	102,337.24	114,145.38	125,953.52
25	86,893.20	99,927.18	112,961.16	125,995.14	139,029.12
26	95,913.84	110,300.91	124,687.99	139,075.06	153,462.14

Table II – B
Proposed Salary Scale
City of Panama City Beach Personnel Project

Grade	Minimum	1st Quartile	Mid-Point	3rd Quartile	Maximum
1	20,138.94	23,159.78	26,180.62	29,201.46	32,222.31
2	21,158.48	24,332.25	27,506.02	30,679.79	33,853.56
3	22,229.62	25,564.07	28,898.51	32,232.95	35,567.40
4	23,355.00	26,858.25	30,361.50	33,864.75	37,368.00
5	24,537.34	28,217.95	31,898.55	35,579.15	39,259.75
6	25,779.55	29,646.48	33,513.41	37,380.34	41,247.28
7	27,084.64	31,147.33	35,210.03	39,272.72	43,335.42
8	28,455.80	32,724.17	36,992.54	41,260.91	45,529.27
9	29,896.37	34,380.83	38,865.28	43,349.74	47,834.19
10	31,409.88	36,121.36	40,832.84	45,544.32	50,255.80
11	33,000.00	37,950.00	42,900.00	47,850.00	52,800.00
12	34,670.63	39,871.22	45,071.81	50,272.41	55,473.00
13	36,425.83	41,889.70	47,353.57	52,817.45	58,281.32
14	38,269.88	44,010.37	49,750.85	55,491.33	61,231.81
15	40,207.30	46,238.39	52,269.48	58,300.58	64,331.67
16	42,242.79	48,579.21	54,915.63	61,252.05	67,588.46
17	44,381.33	51,038.53	57,695.73	64,352.93	71,010.13
18	46,628.14	53,622.36	60,616.58	67,610.80	74,605.02
19	48,988.69	56,336.99	63,685.29	71,033.59	78,381.90
20	51,468.74	59,189.05	66,909.36	74,629.67	82,349.98
21	56,811.86	65,333.63	73,855.41	82,377.19	90,898.97
22	62,709.66	72,116.11	81,522.56	90,929.01	100,335.45
23	69,219.73	79,602.69	89,985.65	100,368.61	110,751.57
24	76,405.63	87,866.47	99,327.32	110,788.16	122,249.01
25	84,337.52	96,988.15	109,638.78	122,289.40	134,940.03
26	93,092.84	107,056.77	121,020.69	134,984.62	148,948.55

Cost of Implementation

The following paragraphs present two implementation plans for the city's consideration. The cost figures do not include benefit costs. Thus, the following cost figures do not represent the city's total personnel costs for these positions.

Table III depicts the cost to implement the new compensation plans. The annualized cost to implement classification changes necessitated by Plan A is \$715,828 or 4.84% of current payroll cost (approximately 103% of the relevant labor market for comparable organizations). The new plan places the city's pay scale slightly above the mean of the labor market when compared to similar organizations and should prove to be effective in attracting and retaining a quality workforce. Plan B's cost to implement is \$503,333 or 3.40% of payroll (approximately 100% of the relevant labor market for comparable organizations).

Condrey and Associates will be available to assist the City of Panama City Beach in implementing either of the plans. Implementing the new plan will result in further pay compression (position salaries grouped closely together regardless of length or quality of service to the organization). To help ameliorate this problem, Condrey and Associates recommends that a one-time equity adjustment be applied to employee salaries as outlined in Table III. The cost of the equity adjustment is approximately 1.86% of adjusted payroll cost. An alternative equity adjustment is also presented; its cost is approximately 1.40% of adjusted payroll.

Table III
Cost of Implementation
City of Panama City Beach Personnel Project

	Classification Changes¹	Equity Adjustment²	Total Implementation Cost
Plan A	\$715,828 (4.84%)	\$287,606 (1.85%)	\$1,003,434
Plan B	\$503,333 (3.40%)	\$284,544 (1.86%)	\$787,877
Plan A Modified	\$715,828 (4.84%)	\$217,286 (1.40%)	\$933,114
Plan B Modified	\$503,333 (3.40%)	\$213,254 (1.40%)	\$716,587

¹ Increases are projected based on current payroll total of \$14,794,248. Excluded from this figure are salaries for elected officials and contract employees. The figures presented are exclusive of benefit costs.

² Figures presented are the estimated cost for equity adjustment increases. The calculations for Plans A and B are based on a maximum 1% increase for employees with 1-3 year(s) of service, a 2% increase for employees with 4-6 years of service and a 3% increase for employees with 7 or more years of service as of September 30, 2020. The calculations for Plans A and B Modified are based on a maximum 1% increase for employees with 1-3 year(s) of service and a 2% increase for employees with 4 or more years of service as of September 30, 2020.

Appendix A
Position/Grade Analysis by Department
City of Panama City Beach Personnel Project

DEPT	POSITION	GRADE
CM/1	City Manager	UNC
CM/2	City Clerk	UNC
CM/3	Communications Director	23
FD/1	Fire Chief	26
FD/2	Deputy Fire Chief	24
FD/3	Fire Battalion Chief	23
FD/4	Fire Administrative Support Captain	22
FD/5	Fire Inspections/Prevention Chief	22
FD/6	Fire Captain/Paramedic	22
FD/7	Fire Beach Safety Director	21
FD/8	Fire Captain/EMT	21
FD/9	Fire Lieutenant/Paramedic	21
FD/10	Fire Lieutenant/EMT	20
FD/11	Fire Inspector	18
FD/12	Firefighter/Paramedic	17
FD/13	Fire Beach Rescue Responder Supervisor	16
FD/14	Firefighter/EMT	15
FD/15	Senior Administrative Support Specialist	14
FD/16	Firefighter	14
FD/17	Fire Beach Rescue Responder	12
FIN/1	Finance Director	26
FIN/2	Principal Accountant	21
FIN/3	Budget Analyst	19
FIN/4	Accountant	17 ¹
FIN/5	Payroll Coordinator	16
FIN/6	Accounts Payable Technician	12
HR/1	Human Resources/Risk Director	24
HR/2	IT Manager	22
HR/3	IT Systems Administrator	21
HR/4	Human Resources Analyst	17 ²
HR/5	Receptionist	7
HR/6	Building Service Worker	7

¹ May be designated "Senior Accountant" and placed at grade 19.

² May be designated Senior Human Resources Analyst and placed at grade 19.

DEPT	POSITION	GRADE
PB/1	Planning and Building Director	25
PB/2	Building Code Administrator	21
PB/3	Principal Planner	20
PB/4	Code Enforcement Manager	18
PB/5	Business Licensing Manager	18
PB/6	Planner	17 ³
PB/7	Building Inspector	17
PB/8	Business Tax Analyst	14
PB/9	Code Enforcement Officer	14
PB/10	Senior Administrative Support Specialist	14
PB/11	Administrative Support Specialist – Building Inspection	10
PB/12	Administrative Support Specialist – Code Enforcement	10
PD/1	Chief of Police	26
PD/2	Deputy Chief of Police	24
PD/3	Police Captain	23
PD/4	Police Network Engineer	21
PD/5	Police Lieutenant	22
PD/6	Police Sergeant	20
PD/7	Police Corporal	18
PD/8	Police Communications Supervisor	16
PD/9	Police Investigator	16
PD/10	Police Officer	16
PD/11	Senior Administrative Support Specialist	14
PD/12	Assistant Police Communications Supervisor	14
PD/13	Police Communications Officer	12 ⁴
PD/14	Crime Scene/Evidence Technician	12
PD/15	Procurement Technician	12
PD/16	Administrative Technician - CID	10
PD/17	Records Technician	10
PR/1	Parks and Recreation Director	25
PR/2	Assistant Parks and Recreation Director	22
PR/3	Parks and Facilities Maintenance Manager	19
PR/4	Aquatics Manager	17
PR/5	Facilities & Special Events Programs Coordinator	16
PR/6	Parks and Recreation Resources Supervisor	16
PR/7	Parks and Recreation Athletic Supervisor	16
PR/8	Parks and Facilities Maintenance Supervisor	16
PR/9	Aquatics Maintenance Mechanic	14

³ May be designated "Senior Planner" and placed at grade 19.

⁴ May be designated Senior Communications Officer and placed at grade 13.

DEPT	POSITION	GRADE
PR/10	Parks and Facilities Maintenance Mechanic	14
PR/11	Carpenter Crewleader	14
PR/12	Parks and Facilities Maintenance Crewleader - Special Events	12
PR/13	Aquatics Specialist	14
PR/14	Senior Accounting Technician	14
PR/15	Parks and Facilities Maintenance Crewleader	12
PR/16	Recreation Coordinator	12
PR/17	Carpenter I	10
PR/18	Recreation Administrative Support Specialist	10
PR/19	Parks and Facilities Maintenance Worker I	9 ⁵
PR/20	Pier Attendant	9
PR/21	Buildings/Grounds Service Worker	7
PR/22	Recreation Assistant	7
PR/23	Lifeguard	7
PW/1	Public Works Director and City Engineer	25
PW/2	Engineer III/Assistant Director	24
PW/3	CRA Manager	25
PW/4	Civil Engineer	21 ⁶
PW/5	Field Inspector III	19
PW/6	Senior Administrative Support Specialist	14
PW/ST/1	Street Superintendent	20
PW/ST/2	Assistant Street Superintendent	17
PW/ST/3	Street Crewleader	14
PW/ST/4	Heavy Equipment Operator	12
PW/ST/5	Street Maintenance Worker I	10 ⁷
PW-STW/1	Stormwater Superintendent	21
PW-STW/2	Stormwater Maintenance Worker A	12
PW-STW/3	Stormwater Maintenance Worker B	11
PW-STW/4	Stormwater Maintenance Worker C	10 ⁸
UTIL/1	Utilities Director	26
UTIL/2	Assistant Utilities Director	24

⁵ May be designated Parks and Facilities Maintenance Worker II and placed at grade 10.

⁶ Place at grade 22 with possession of Professional Engineer designation.

⁷ May be designated Street Maintenance Worker II and placed at grade 11, Street Maintenance Trainee and placed at grade 9.

⁸ If designated Trainee, place at grade 9.

DEPT	POSITION	GRADE
UTIL/3	Utilities Engineer II	23 ⁹
UTIL/4	Lift Station Supervisor	17
UTIL/5	CAD Operator I	16 ¹⁰
UTIL/6	Utilities Field Inspector II	17 ¹¹
UTIL/7	Senior Administrative Support Specialist	14
UTIL/8	Cross Connection Technician I	12 ¹²
UTIL/9	Lift Station Mechanic C	12 ¹³
UTIL-BL/1	Billing Manager	20
UTIL-BL/2	Customer Service Supervisor	14
UTIL-BL/3	Water Billing Technician	14
UTIL-BL/4	Meter Service Technician I	12 ¹⁴
UTIL-BL/5	Meter Reset Technician	11
UTIL-BL/6	Customer Service Representative I	10 ¹⁵
UTIL-BL/7	Meter Reader I	9 ¹⁶
UTIL-UG/1	Underground Utilities Superintendent	20
UTIL-UG/2	Underground Utilities Supervisor	17
UTIL-UG/3	Fleet Service Mechanic	14
UTIL-UG/4	Underground Utilities Locator I	12 ¹⁷
UTIL-UG/5	Meter Service Technician I	12 ¹⁸
UTIL-UG/6	Utilities Service Worker V	14 ¹⁹
UTIL-UG/7	Utilities Service Worker I	12 ²⁰

⁹ May be designated Engineer I and placed at grade 21 if Engineer in Training.

¹⁰ May be designated CAD Operator II and placed at grade 17.

¹¹ May be designated Utilities Field Inspector III and placed at grade 19.

¹² May be designated Cross Connection Technician II and placed at grade 13, or Cross Connection Technician III and placed at grade 14.

¹³ May be designated Lift Station Mechanic B and placed at grade 13, Lift Station Mechanic A and placed at grade 14; or Lift Station Mechanic Trainee and placed at grade 11.

¹⁴ May be designated Meter Service Technician II and placed at grade 13.

¹⁵ May be designated Customer Service Representative II and placed at grade 11.

¹⁶ May be designated Meter Reader II and placed at grade 10.

¹⁷ May be designated Underground Utilities Locator II and placed at grade 13, or Underground Utilities Locator Trainee and placed at grade 11.

¹⁸ May be designated Meter Service Technician and placed at grade 13.

¹⁹ May be designated Utilities Service Worker VI and advanced 5% within grade.

²⁰ May be designated Utilities Service Worker Trainee and placed at grade 11, Utilities Service Worker II and placed at grade 12 and advanced 5% within grade, Utilities Service Worker III and placed at grade 13, or Utilities Service Worker IV and placed at grade 13 and advanced 5% within grade.

DEPT	POSITION	GRADE
UTIL-WA/1	Water Storage and Pump Station Superintendent	20
UTIL-WA/2	Water Storage and Pump Station Operator C	12 ²¹
UTIL-WW/1	Wastewater Superintendent	21
UTIL-WW/2	Wastewater Plant Operations and Laboratory Supervisor	19
UTIL-WW/3	Wastewater Facility Maintenance Supervisor	17
UTIL-WW/4	Instrumentation and Control Technician I	16 ²²
UTIL-WW/5	Journeyman Electrician	16
UTIL-WW/6	Wastewater Facilities Maintenance Mechanic I	12 ²³
UTIL-WW/7	Wastewater Treatment Plant Operator C	12 ²⁴

²¹ May be designated Water Storage and Pump Station Operator B and placed at grade 13, Water Storage and Pump Station Operator A and placed at grade 14, or Water Storage and Pump Station Operator Trainee and placed at grade 11.

²² May be designated Instrumentation and Control Technician II and placed at grade 17, or Instrumentation and Control Technician III and placed at grade 18.

²³ May be designated Mechanic II and placed at grade 13, Mechanic III and placed at grade 14, if Mechanic Trainee and placed at grade 11.

²⁴ May be designated Operator B and placed at grade 13, Operator A and placed at grade 14, or Operator Trainee and placed at grade 11.

Appendix B
Position/Grade Analysis by Grade
City of Panama City Beach Personnel Project

DEPT	POSITION	GRADE
CM/2	City Clerk	UNC
CM/1	City Manager	UNC
PD/1	Chief of Police	26
FIN/1	Finance Director	26
FD/1	Fire Chief	26
UTIL/1	Utilities Director	26
PW/3	CRA Manager	25
PR/1	Parks and Recreation Director	25
PB/1	Planning and Building Director	25
PW/1	Public Works Director and City Engineer	25
UTIL/2	Assistant Utilities Director	24
PD/2	Deputy Chief of Police	24
FD/2	Deputy Fire Chief	24
PW/2	Engineer III/Assistant Director	24
HR/1	Human Resources/Risk Director	24
CM/3	Communications Director	23
FD/3	Fire Battalion Chief	23
PD/3	Police Captain	23
UTIL/3	Utilities Engineer II	23 ⁹
PR/2	Assistant Parks and Recreation Director	22
FD/4	Fire Administrative Support Captain	22
FD/6	Fire Captain/Paramedic	22
FD/5	Fire Inspections/Prevention Chief	22
HR/2	IT Manager	22
PD/5	Police Lieutenant	22
PB/2	Building Code Administrator	21
PW/4	Civil Engineer	21 ⁶
FD/7	Fire Beach Safety Director	21
FD/8	Fire Captain/EMT	21
FD/9	Fire Lieutenant/Paramedic	21

⁶ Place at grade 22 with procession of Professional Engineer designation.

⁹ May be designated Engineer I and placed at grade 21 if Engineer in Training.

DEPT	POSITION	GRADE
HR/3	IT Systems Administrator	21
PD/4	Police Network Engineer	21
FIN/2	Principal Accountant	21
PW-STW/1	Stormwater Superintendent	21
UTIL-WW/1	Wastewater Superintendent	21
UTIL-BL/1	Billing Manager	20
FD/10	Fire Lieutenant/EMT	20
PD/6	Police Sergeant	20
PB/3	Principal Planner	20
PW/ST/1	Street Superintendent	20
UTIL-UG/1	Underground Utilities Superintendent	20
UTIL-WA/1	Water Storage and Pump Station Superintendent	20
FIN/3	Budget Analyst	19
PW/5	Field Inspector III	19
PR/3	Parks and Facilities Maintenance Manager	19
UTIL-WW/2	Wastewater Plant Operations and Laboratory Supervisor	19
PB/5	Business Licensing Manager	18
PB/4	Code Enforcement Manager	18
FD/11	Fire Inspector	18
PD/7	Police Corporal	18
FIN/4	Accountant	17 ¹
PR/4	Aquatics Manager	17
PW/ST/2	Assistant Street Superintendent	17
PB/7	Building Inspector	17
FD/12	Firefighter/Paramedic	17
HR/4	Human Resources Analyst	17 ²
UTIL/4	Lift Station Supervisor	17
PB/6	Planner	17 ³
UTIL-UG/2	Underground Utilities Supervisor	17
UTIL/6	Utilities Field Inspector II	17 ¹¹
UTIL-WW/3	Wastewater Facility Maintenance Supervisor	17
UTIL/5	CAD Operator I	16 ¹⁰
PR/5	Facilities & Special Events Programs Coordinator	16

¹ May be designated "Senior Accountant" and placed at grade 19.

² May be designated Senior Human Resources Analyst and placed at grade 19.

³ May be designated "Senior Planner" and placed at grade 19.

¹⁰ May be designated CAD Operator II and placed at grade 17.

¹¹ May be designated Utilities Field Inspector III and placed at grade 19.

DEPT	POSITION	GRADE
FD/13	Fire Beach Rescue Responder Supervisor	16
UTIL-WW/4	Instrumentation and Control Technician I	16 ²²
UTIL-WW/5	Journeyman Electrician	16
PR/8	Parks and Facilities Maintenance Supervisor	16
PR/7	Parks and Recreation Athletic Supervisor	16
PR/6	Parks and Recreation Resources Supervisor	16
FIN/5	Payroll Coordinator	16
PD/8	Police Communications Supervisor	16
PD/9	Police Investigator	16
PD/10	Police Officer	16
FD/14	Firefighter/EMT	15
PR/9	Aquatics Maintenance Mechanic	14
PR/13	Aquatics Specialist	14
PD/12	Assistant Police Communications Supervisor	14
PB/8	Business Tax Analyst	14
PR/11	Carpenter Crewleader	14
PB/9	Code Enforcement Officer	14
UTIL-BL/2	Customer Service Supervisor	14
FD/16	Firefighter	14
UTIL-UG/3	Fleet Service Mechanic	14
PR/10	Parks and Facilities Maintenance Mechanic	14
PR/14	Senior Accounting Technician	14
FD/15	Senior Administrative Support Specialist	14
PB/10	Senior Administrative Support Specialist	14
PD/11	Senior Administrative Support Specialist	14
PW/6	Senior Administrative Support Specialist	14
UTIL/7	Senior Administrative Support Specialist	14
PW/ST/3	Street Crewleader	14
UTIL-UG/6	Utilities Service Worker V	14 ¹⁹
UTIL-BL/3	Water Billing Technician	14
FIN/6	Accounts Payable Technician	12
PD/14	Crime Scene/Evidence Technician	12
UTIL/8	Cross Connection Technician I	12 ¹²
FD/17	Fire Beach Rescue Responder	12
PW/ST/4	Heavy Equipment Operator	12

¹² May be designated Cross Connection Technician II and placed at grade 13, or Cross Connection Technician III and placed at grade 14.

¹⁹ May be designated Utilities Service Worker VI and advanced 5% within grade.

²² May be designated Instrumentation and Control Technician II and placed at grade 17, or Instrumentation and Control Technician III and placed at grade 18.

DEPT	POSITION	GRADE
UTIL/9	Lift Station Mechanic C	12 ¹³
UTIL-BL/4	Meter Service Technician I	12 ¹⁴
UTIL-UG/5	Meter Service Technician I	12 ¹⁸
PR/15	Parks and Facilities Maintenance Crewleader	12
PR/12	Parks and Facilities Maintenance Crewleader - Special Events	12
PD/13	Police Communications Officer	12 ⁴
PD/15	Procurement Technician	12
PR/16	Recreation Coordinator	12
PW-STW/2	Stormwater Maintenance Worker A	12
UTIL-UG/4	Underground Utilities Locator I	12 ¹⁷
UTIL-UG/7	Utilities Service Worker I	12 ²⁰
UTIL-WW/6	Wastewater Facilities Maintenance Mechanic I	12 ²³
UTIL-WW/7	Wastewater Treatment Plant Operator C	12 ²⁴
UTIL-WA/2	Water Storage and Pump Station Operator C	12 ²¹
UTIL-BL/5	Meter Reset Technician	11
PW-STW/3	Stormwater Maintenance Worker B	11
PB/11	Administrative Support Specialist – Building Inspection	10
PB/12	Administrative Support Specialist – Code Enforcement	10
PD/16	Administrative Technician - CID	10
PR/17	Carpenter I	10
UTIL-BL/6	Customer Service Representative I	10 ¹⁵

⁴ May be designated Senior Communications Officer and placed at grade 13.

¹³ May be designated Lift Station Mechanic B and placed at grade 13, Lift Station Mechanic A and placed at grade 14; or Lift Station Mechanic Trainee and placed at grade 11.

¹⁴ May be designated Meter Service Technician II and placed at grade 13.

¹⁵ May be designated Customer Service Representative II and placed at grade 11.

¹⁷ May be designated Underground Utilities Locator II and placed at grade 13, or Underground Utilities Locator Trainee and placed at grade 11.

¹⁸ May be designated Meter Service Technician and placed at grade 13.

²⁰ May be designated Utilities Service Worker Trainee and placed at grade 11, Utilities Service Worker II and placed at grade 12 and advanced 5% within grade, Utilities Service Worker III and placed at grade 13, or Utilities Service Worker IV and placed at grade 13 and advanced

²¹ May be designated Water Storage and Pump Station Operator B and placed at grade 13, Water Storage and Pump Station Operator A and placed at grade 14, or Water Storage and Pump Station Operator Trainee and placed at grade 11.

²³ May be designated Mechanic II and placed at grade 13, Mechanic III and placed at grade 14, if Mechanic Trainee and placed at grade 11.

²⁴ May be designated Operator B and placed at grade 13, Operator A and placed at grade 14, or Operator Trainee and placed at grade 11.

DEPT	POSITION	GRADE
PD/17	Records Technician	10
PR/18	Recreation Administrative Support Specialist	10
PW-STW/4	Stormwater Maintenance Worker C	10 ⁸
PW/ST/5	Street Maintenance Worker I	10 ⁷
UTIL-BL/7	Meter Reader I	9 ¹⁶
PR/19	Parks and Facilities Maintenance Worker I	9 ⁵
PR/20	Pier Attendant	9
HR/6	Building Service Worker	7
PR/21	Buildings/Grounds Service Worker	7
PR/23	Lifeguard	7
HR/5	Receptionist	7
PR/22	Recreation Assistant	7

⁵ May be designated Parks and Facilities Maintenance Worker II and placed at grade 10.

⁷ May be designated Street Maintenance Worker II and placed at grade 11, Street Maintenance Trainee and placed at grade 9.

⁸ If designated Trainee, place at grade 9.

¹⁶ May be designated Meter Reader II and placed at grade 10.

Appendix C						
Salary Survey Summary						
City of Panama City Beach Personnel Project						
Position Title	Minimum Annual Rate Mean	Minimum Annual Rate Median	Maximum Annual Rate Mean	Maximum Annual Rate Median	Average Annual Mean	Average Annual Median
Accounts Payable Technician	\$33,917	\$33,152	\$57,871	\$53,976	\$38,559	\$39,873
Aquatics Manager	\$44,638	\$44,678	\$73,937	\$73,240	\$57,964	\$62,018
Billing Manager	\$52,525	\$53,539	\$85,131	\$85,811	\$54,020	\$51,948
Building Inspector	\$40,989	\$41,133	\$67,663	\$66,487	\$49,780	\$50,908
Chief of Police	\$100,714	\$93,860	\$160,224	\$156,812	\$135,855	\$123,116
Civil Engineer	\$60,112	\$60,279	\$98,837	\$100,502	\$76,535	\$75,746
Customer Service Representative I	\$29,237	\$30,056	\$48,751	\$47,004	\$33,595	\$34,784
Finance Director	\$81,048	\$78,919	\$135,108	\$131,512	\$105,074	\$106,162
Fire Battalion Chief	\$77,147	\$71,639	\$111,632	\$110,000	\$89,396	\$88,786
Fire Beach Rescue Responder	\$34,092	\$32,115	\$48,912	\$44,598	\$31,829	\$31,829
Fire Beach Safety Director	\$73,265	\$73,265	\$101,758	\$101,758	\$72,768	\$72,768
Fire Chief	\$89,537	\$90,674	\$149,132	\$148,369	\$118,465	\$115,422
Fire Lieutenant/EMT	\$55,387	\$55,852	\$76,720	\$79,598	\$64,523	\$65,752
Firefighter/EMT	\$39,558	\$39,612	\$60,189	\$59,557	\$43,629	\$39,080
Firefighter/Paramedic	\$45,867	\$44,557	\$70,494	\$71,651	\$56,018	\$54,000
Heavy Equipment Operator	\$32,666	\$31,619	\$50,475	\$48,277	\$38,978	\$37,191
Human Resources Director	\$77,713	\$75,618	\$128,619	\$127,613	\$99,572	\$95,670
IT Manager	\$63,121	\$61,745	\$101,878	\$98,885	\$87,951	\$79,158
Journeyman Electrician	\$37,158	\$33,534	\$61,854	\$58,138	\$51,105	\$48,945
Lifeguard	\$27,591	\$27,040	\$42,442	\$43,353	\$30,222	\$27,833
Lift Station Mechanic C	\$36,077	\$35,485	\$56,688	\$56,763	\$40,532	\$39,813
Meter Reader I	\$29,404	\$29,931	\$47,414	\$46,716	\$35,519	\$36,386
Parks and Recreation Direction	\$79,037	\$79,278	\$129,386	\$129,040	\$103,140	\$100,409
Parks Maintenance Worker I	\$26,452	\$25,678	\$42,466	\$40,897	\$30,042	\$29,950
Planning and Building Director	\$79,601	\$75,695	\$135,833	\$129,183	\$107,385	\$99,368
Police Captain	\$65,989	\$68,853	\$111,663	\$111,699	\$94,786	\$96,376
Police Communications Officer	\$35,588	\$33,152	\$57,532	\$54,902	\$36,438	\$36,442

Position Title	Minimum Annual Rate Mean	Minimum Annual Rate Median	Maximum Annual Rate Mean	Maximum Annual Rate Median	Average Annual Mean	Average Annual Median
Police Lieutenant	\$64,485	\$60,118	\$92,798	\$95,451	\$74,486	\$75,691
Police Officer	\$42,736	\$41,018	\$68,386	\$66,004	\$50,195	\$45,915
Police Sergeant	\$58,559	\$55,443	\$83,120	\$82,305	\$63,927	\$64,854
Public Works Director and City Engineer	\$92,347	\$87,620	\$143,710	\$137,264	\$124,107	\$114,732
Records Technician	\$31,028	\$29,931	\$49,800	\$50,125	\$38,389	\$38,480
Recreation Coordinator	\$39,822	\$35,516	\$67,465	\$57,352	\$52,310	\$49,992
Senior Administrative Support Specialist	\$36,168	\$35,823	\$61,231	\$59,717	\$45,451	\$45,177
Street Maintenance Worker	\$27,318	\$28,654	\$43,034	\$42,910	\$32,239	\$30,609
Street Superintendent	\$51,742	\$50,363	\$87,130	\$80,581	\$67,643	\$68,000
Underground Utilities Supervisor	\$45,442	\$45,594	\$76,732	\$76,691	\$58,741	\$56,196
Utilities Director	\$92,987	\$91,326	\$155,303	\$159,172	\$128,952	\$132,828
Utilities Engineer II	\$69,630	\$68,518	\$110,403	\$109,629	\$87,475	\$92,674
Wastewater Facilities Maintenance Mechanic	\$35,238	\$36,223	\$62,513	\$60,526	\$42,485	\$42,485
Wastewater Superintendent	\$60,385	\$60,257	\$105,082	\$100,973	\$73,387	\$77,300
Wastewater Treatment Plant Operator C	\$35,359	\$34,570	\$58,657	\$59,186	\$44,818	\$44,734

CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10

No. BA # 5 - Plan A

FUND	General	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-1300-513.12-10	Salaries Regular	714,000.00	28,100.00	742,100.00
TO	001-1300-513.21-10	Matching FICA	59,600.00	2,100.00	61,700.00
TO	001-1300-513.22-10	Retirement	47,800.00	2,200.00	50,000.00
TO	001-1500-515.12-10	Salaries Regular	189,000.00	5,700.00	194,700.00
TO	001-1500-515.21-10	Matching FICA	15,100.00	400.00	15,500.00
TO	001-1500-515.22-10	Retirement	16,000.00	500.00	16,500.00
TO	001-2101-521.12-10	Salaries Regular	4,655,000.00	230,700.00	4,885,700.00
TO	001-2101-521.21-10	Matching FICA	393,500.00	17,600.00	411,100.00
TO	001-2101-521.22-10	Retirement Non-Sworn	59,000.00	3,700.00	62,700.00
TO	001-2101-521.22-20	Retirement Sworn	591,800.00	25,700.00	617,500.00
TO	001-2201-522.12-10	Salaries Regular	2,941,000.00	223,500.00	3,164,500.00
TO	001-2201-522.21-10	Matching FICA	260,900.00	17,100.00	278,000.00
TO	001-2201-522.22-10	Retirement GE	5,000.00	400.00	5,400.00
TO	001-2201-522.22-25	Retirement FF	559,000.00	38,100.00	597,100.00
TO	001-2202-522.12-10	Salaries Regular	165,000.00	13,300.00	178,300.00
TO	001-2202-522.21-10	Matching FICA	37,200.00	1,000.00	38,200.00
TO	001-2202-522.22-10	Retirement GE	16,000.00	1,100.00	17,100.00
TO	001-2400-524.12-10	Salaries Regular	664,000.00	22,300.00	686,300.00
TO	001-2400-524.21-10	Matching FICA	52,600.00	1,700.00	54,300.00
TO	001-2400-524.22-10	Retirement	55,000.00	1,800.00	56,800.00
TO	001-4100-541.12-10	Salaries Regular	739,000.00	39,900.00	778,900.00
TO	001-4100-541.21-10	Matching FICA	58,210.00	3,100.00	61,310.00
TO	001-4100-541.22-10	Retirement	52,000.00	3,200.00	55,200.00
TO	001-7201-572.12-10	Salaries Regular	989,000.00	113,400.00	1,102,400.00
TO	001-7201-572.13-10	Salaries No Pension	112,300.00	12,600.00	124,900.00
TO	001-7201-572.21-10	Matching FICA	87,600.00	9,600.00	97,200.00
TO	001-7201-572.22-10	Retirement	83,000.00	9,100.00	92,100.00
FROM	001-8100-999.96-00	RESERVES AVAILABLE FOR EXPENDITURES	9,665,840.00	(827,900.00)	8,837,940.00
					0.00
					0.00
TO	160-5901-559.12-10	Salaries Regular	322,000.00	14,000.00	336,000.00
TO	160-5901-559.21-10	Matching FICA	26,720.00	1,100.00	27,820.00
TO	160-5901-559.22-10	Retirement	26,400.00	1,100.00	27,500.00
FROM	160-5901-559.95-00	RESTRICTED RESERVES	43,898,549.00	(16,200.00)	43,882,349.00
					0.00
					0.00
TO	180-3800-538.12-10	Salaries Regular	459,000.00	24,000.00	483,000.00
TO	180-3800-538.21-10	Matching FICA	36,210.00	1,800.00	38,010.00
TO	180-3800-538.22-10	Retirement	34,000.00	1,900.00	35,900.00
FROM	180-8100-999.95-00	RESTRICTED RESERVES	282,037.00	(27,700.00)	254,337.00
					0.00
					0.00
TO	401-3300-533.12-10	Salaries Regular	2,087,000.00	104,800.00	2,191,800.00
TO	401-3300-533.21-10	Matching FICA	172,500.00	8,000.00	180,500.00
TO	401-3300-533.22-10	Retirement	151,000.00	8,400.00	159,400.00

CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10

No. BA # 5 - Plan A

FUND	General	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	401-3500-535.12-10	Salaries Regular	2,477,000.00	161,200.00	2,638,200.00
TO	401-3500-535.21-10	Matching FICA	204,000.00	12,300.00	216,300.00
TO	401-3500-535.22-10	Retirement	199,000.00	12,900.00	211,900.00
FROM	401-8100-999.96-00	RESERVES AVAILABLE FOR EXPENDITURES	38,011,718.00	(307,600.00)	37,704,118.00
		Pier			0.00
TO	402-7500-575.12-10	Salaries Regular	289,000.00	12,300.00	301,300.00
TO	402-7500-575.13-10	Salaries No Pension	81,860.00	3,300.00	85,160.00
TO	402-7500-575.21-10	Matching FICA	29,900.00	1,200.00	31,100.00
TO	402-7500-575.22-10	Retirement	24,590.00	1,000.00	25,590.00
FROM	402-7500-575.96-00	RESERVES AVAILABLE FOR EXPENDITURES	457,633.00	(17,800.00)	439,833.00
		Aquatic Center			0.00
TO	403-0000-572.12-10	Salaries Regular	196,000.00	28,800.00	224,800.00
TO	403-0000-572.13-10	Salaries No Pension	91,500.00	600.00	92,100.00
TO	403-0000-572.21-10	Matching FICA	22,430.00	2,300.00	24,730.00
TO	403-0000-572.22-10	Retirement	17,000.00	2,300.00	19,300.00
FROM	403-0000-999.96-00	RESERVES AVAILABLE FOR EXPENDITURES	291,389.00	(34,000.00)	257,389.00
		Check Adjustment Totals:	113,171,886.00	0.00	113,171,886.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

ROUTING FOR APPROVAL

DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE _____

FINANCE DIRECTOR _____ DATE _____

EXHIBIT A

CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10

No. BA # 5 - Plan A Mod

FUND	General	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-1300-513.12-10	Salaries Regular	714,000.00	26,000.00	740,000.00
TO	001-1300-513.21-10	Matching FICA	59,600.00	2,000.00	61,600.00
TO	001-1300-513.22-10	Retirement	47,800.00	2,100.00	49,900.00
TO	001-1500-515.12-10	Salaries Regular	189,000.00	3,800.00	192,800.00
TO	001-1500-515.21-10	Matching FICA	15,100.00	300.00	15,400.00
TO	001-1500-515.22-10	Retirement	16,000.00	300.00	16,300.00
TO	001-2101-521.12-10	Salaries Regular	4,655,000.00	210,900.00	4,865,900.00
TO	001-2101-521.21-10	Matching FICA	393,500.00	16,100.00	409,600.00
TO	001-2101-521.22-10	Retirement Non-Sworn	59,000.00	3,500.00	62,500.00
TO	001-2101-521.22-20	Retirement Sworn	591,800.00	23,400.00	615,200.00
TO	001-2201-522.12-10	Salaries Regular	2,941,000.00	212,300.00	3,153,300.00
TO	001-2201-522.21-10	Matching FICA	260,900.00	16,200.00	277,100.00
TO	001-2201-522.22-10	Retirement GE	5,000.00	400.00	5,400.00
TO	001-2201-522.22-25	Retirement FF	559,000.00	36,200.00	595,200.00
TO	001-2202-522.12-10	Salaries Regular	165,000.00	12,700.00	177,700.00
TO	001-2202-522.21-10	Matching FICA	37,200.00	1,000.00	38,200.00
TO	001-2202-522.22-10	Retirement GE	16,000.00	1,000.00	17,000.00
TO	001-2400-524.12-10	Salaries Regular	664,000.00	19,600.00	683,600.00
TO	001-2400-524.21-10	Matching FICA	52,600.00	1,500.00	54,100.00
TO	001-2400-524.22-10	Retirement	55,000.00	1,600.00	56,600.00
TO	001-4100-541.12-10	Salaries Regular	739,000.00	35,900.00	774,900.00
TO	001-4100-541.21-10	Matching FICA	58,210.00	2,700.00	60,910.00
TO	001-4100-541.22-10	Retirement	52,000.00	2,900.00	54,900.00
TO	001-7201-572.12-10	Salaries Regular	989,000.00	108,500.00	1,097,500.00
TO	001-7201-572.13-10	Salaries No Pension	112,300.00	12,600.00	124,900.00
TO	001-7201-572.21-10	Matching FICA	87,600.00	9,300.00	96,900.00
TO	001-7201-572.22-10	Retirement	83,000.00	8,700.00	91,700.00
FROM	001-8100-999.96-00	RESERVES AVAILABLE FOR EXPENDITURES	9,665,840.00	(771,500.00)	8,894,340.00
					0.00
					0.00
					0.00
TO	160-5901-559.12-10	Salaries Regular	322,000.00	12,900.00	334,900.00
TO	160-5901-559.21-10	Matching FICA	26,720.00	1,000.00	27,720.00
TO	160-5901-559.22-10	Retirement	26,400.00	1,000.00	27,400.00
FROM	160-5901-559.95-00	RESTRICTED RESERVES	43,898,549.00	(14,900.00)	43,883,649.00
					0.00
					0.00
					0.00
TO	180-3800-538.12-10	Salaries Regular	459,000.00	21,300.00	480,300.00
TO	180-3800-538.21-10	Matching FICA	36,210.00	1,600.00	37,810.00
TO	180-3800-538.22-10	Retirement	34,000.00	1,700.00	35,700.00
FROM	180-8100-999.95-00	RESTRICTED RESERVES	282,037.00	(24,600.00)	257,437.00
					0.00
					0.00
					0.00
TO	401-3300-533.12-10	Salaries Regular	2,087,000.00	95,300.00	2,182,300.00
TO	401-3300-533.21-10	Matching FICA	172,500.00	7,300.00	179,800.00
TO	401-3300-533.22-10	Retirement	151,000.00	7,600.00	158,600.00

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 5 - Plan A Mod

FUND	General	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	401-3500-535.12-10	Salaries Regular	2,477,000.00	151,100.00	2,628,100.00
TO	401-3500-535.21-10	Matching FICA	204,000.00	11,600.00	215,600.00
TO	401-3500-535.22-10	Retirement	199,000.00	12,100.00	211,100.00
FROM	401-8100-999.96-00	RESERVES AVAILABLE FOR EXPENDITURES	38,011,718.00	(285,000.00)	37,726,718.00
	Pier				0.00
TO	402-7500-575.12-10	Salaries Regular	289,000.00	10,500.00	299,500.00
TO	402-7500-575.13-10	Salaries No Pension	81,860.00	3,300.00	85,160.00
TO	402-7500-575.21-10	Matching FICA	29,900.00	1,100.00	31,000.00
TO	402-7500-575.22-10	Retirement	24,590.00	800.00	25,390.00
FROM	402-7500-575.96-00	RESERVES AVAILABLE FOR EXPENDITURES	457,633.00	(15,700.00)	441,933.00
	Aquatic Center				0.00
TO	403-0000-572.12-10	Salaries Regular	196,000.00	28,400.00	224,400.00
TO	403-0000-572.13-10	Salaries No Pension	91,500.00	600.00	92,100.00
TO	403-0000-572.21-10	Matching FICA	22,430.00	2,200.00	24,630.00
TO	403-0000-572.22-10	Retirement	17,000.00	2,300.00	19,300.00
FROM	403-0000-999.96-00	RESERVES AVAILABLE FOR EXPENDITURES	291,389.00	(33,500.00)	257,889.00
		Check Adjustment Totals:	113,171,886.00	0.00	113,171,886.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

ROUTING FOR APPROVAL

DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE _____

FINANCE DIRECTOR _____ DATE _____

EXHIBIT A MOD