




M E M O R A N D U M

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: September 18, 2023

SUBJECT: **Pay Increases – Police & Fire Pension Board Secretaries**

Request:

The attached action increases the salaries of the Pension Board secretaries. On behalf of the Police and Fire Pension Board of Trustees, a motion was approved at the September 13, 2023 board meeting to grant a 16% salary increase to the two board secretaries, Susan Redmon and Tonia Walters. This percentage does not pose an issue for Ms. Walters; however, for Ms. Redmon, the proposed percentage would exceed maximum of the grade. Therefore, we are requesting approval to increase Ms. Walters' salary by 16% and increase Ms. Redmon's salary to the maximum amount allowed for this job classification, effective the beginning of next pay period following passage of Council.

What is the cost in this budget year and future budget year?

This action has a 12-month future impact of a cost of \$14,825.05. Funds are not yet budgeted. If approved, a budget adjustment will be initiated.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Sr. - Redmon	\$69,338.88	\$74,212.32	\$4,873.44
Administrative Specialist Sr. - Walters	\$54,770.56	\$63,533.85	\$8,763.29
Total Annual Impact/ Salary and Benefits \$14,825.05			

File Number:

Director/Commissioner:

Tamara Walters/Sally Hamilton

If you have any questions, or additional information is warranted, please contact Alana Morton at (859) 258-3037.

