


## INTER-DEPARTMENTAL COMMUNICATION

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL

FROM: KAREN HOSKINS, CITY MANAGER 

DATE: MAY 4, 2018

RE: MEMO REFERENCE COMPENSATION STUDY/PAYROLL  
TRANSPARENCY

The purpose of this memo is to address the concerns of the Finance Director expressed in his memorandum regarding the compensation study.

On April 23, 2018, I sent an email to Councilperson Miller-Anderson, notifying her that "I am still reviewing input related to salary adjustments: and I had communicated and consulted with MAG and received instruction "as it related to the variables in consultation with the Finance Director and the HR Director, regarding the issue raised by Councilperson Miller-Anderson.

Councilperson Miller-Anderson requested to know "who manages the relationship with the consultant to modify the variables used in the compensation study." I informed her that "after the contract was approved with MAG, the former city manager, former HR Director, Randy Sherman, Eureka Irvin, Shavona Booker met with the consultant to provide the list of positions that were used to benchmark and identify the agencies who are our competitors." The Finance Director was well aware and knew from his active participation in the meeting and the email in which he is copied on that I was reviewing the variables.

Pursuant to my review, irregularities appeared in the implementation process, and I made clear, in the April 23 meeting, with the HR Director and the Finance Director that changes would need to be corrected.

The Finance Director has stated that inappropriate increases have been given to certain employees within the Human Resources Department, Parks and Recreation Department, and the Civil Drug Court Division. He has concentrated his efforts on the fact that he believes employee classifications have been artificially adjusted to take advantage of the study. What he has failed to address is that one of the study's focus is to make adjustments based on equity in years of class.

To address these concerns first raised by the councilperson, and yesterday, by the Finance Director, I have contacted the MAG consultant and posed these questions regarding the classification for the positions as it relates to the Human Resources Department. The MAG Consultant explained that the reason the salaries were higher for the HR employees is that the study gives managerial employees five years to reach the midpoint. This is study-wide.

After reviewing the study and the consultant's information, it is apparent that the management group includes all mid-level employees, and not just the department heads and assistants. The MAG consultant is looking into this matter and will provide additional information.

In response to the Finance Director's concern regarding the longevity benefits I am receiving pursuant to my contract, I will reiterate that the contract provides me with all the benefits accruing to City employees in administrative positions. Further, former City Manager, Gloria Shuttlesworth received longevity, and her situation was the same as mine.

Moreover, I find it very alarming that this assertion from the Finance Director that I am receiving a benefit I am not entitled to receive has come months after my contract was executed. In fact, it has come immediately following my exercise of authority on March 28, 2018, in issuing a verbal warning to the Finance Director following the results of an investigation of his actions against one of his subordinates. Pursuant to these findings, the Torcivia law firm recommended this disciplinary action given the Finance Director's conduct in the matter.

I hope this provides clarity on the issues.

## EMPLOYMENT CONTRACT – INTERIM CITY MANAGER

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2008, by and between the CITY OF RIVIERA BEACH, State of Florida (hereinafter referred to as "City") and GLORIA SHUTTLESWORTH (hereinafter referred to as Ms. Shuttlesworth).

### WITNESSETH:

IN CONSIDERATION of the mutual promises hereinafter set forth, and such other good and valuable consideration, the sufficiency of which is hereby acknowledged, the City and Ms. Shuttlesworth do mutually agree as follows:

1. **EMPLOYMENT AND SALARY:** The City shall employ Ms. Shuttlesworth as Interim City Manager of the City of Riviera Beach, Florida, pursuant to the Charter of the City of Riviera Beach for a period commencing on September 11, 2008, and ending either when a permanent City Manager is hired and begins work or when either party elects to terminate this agreement. Ms. Shuttlesworth shall receive a 20% increase to her current base pay of \$121,348.26, plus any other salary increases granted to other administrative personnel.
2. **SERVE AT THE PLEASURE:** In the capacity of Interim City Manager, Ms. Shuttlesworth shall serve at the pleasure of the City Council. However, it is recognized by both parties to this agreement that Ms. Shuttlesworth has been temporarily promoted to this position from the position of Assistant City Manager, which is a position that does not serve at the pleasure of the City Council. If the City Council is not satisfied with Ms. Shuttlesworth's performance, they can, at any time by majority vote, remove her back to her current position. No recommendations or actions taken by Ms. Shuttlesworth as Interim City Manager shall be held against her when she returns to her permanent position.
3. **BENEFITS:** The City shall provide Ms. Shuttlesworth with all of the benefits accruing to City employees in administrative positions and the following increased benefits which have been afforded to prior City Managers:
  - a. Provide car allowance at \$500 per month.
  - b. The City shall pay on a bi-weekly basis to Ms. Shuttlesworth the sum of \$788.46 to a Deferred Compensation Plan.
4. **INDEMNIFICATION OF EMPLOYEE:** The City agrees, pursuant to Section 111.07, Florida Statutes, and Section 2.2, City of Riviera Beach Code, to provide reasonable attorney's fees and other expenses of litigation to defend any civil action rising from a complaint for damages or injuries suffered as a result of any act or omission of the Interim City Manager arising out and in the scope of her employment or function, as well as, costs, disbursements, claims, payments, judgments or settlements resulting from any lawsuit or claim, unless in the case of a tort action she has been determined in final judgment to have

caused the harm intentionally, in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard to human rights, safety, or property. In addition, the City agrees to provide reasonable attorney's fees and costs to defend criminal investigation or prosecution of the Interim City Manager arising out of or in the scope of her employment. Said indemnification provision to continue in effect after termination of employment.


5. GENERAL PROVISION: The text of this document constitutes the entire agreement between parties and may only be modified in writing by the parties.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the date set forth above.

APPROVAL:

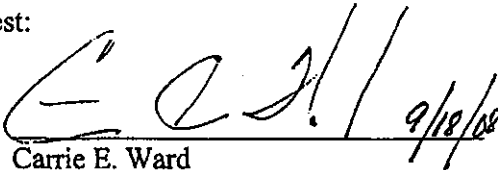
THE CITY OF RIVIERA BEACH,  
FLORIDA

EMPLOYEE

By:   
Thomas A. Masters  
MAYOR

By:   
Gloria Shuttlesworth  
INTERIM CITY MANAGER

Attest:

By:  9/18/08  
Carrie E. Ward  
CITY CLERK, MMC

REVIEWED AS TO LEGAL SUFFICIENCY

\_\_\_\_\_  
PAMALA HANNA RYAN, CITY ATTORNEY

Date: \_\_\_\_\_

CITY OF RIVIERA BEACH  
Employee Earnings History2

Employee: 4703 - SHUTTLESWORTH, GLORIA R / Period From: 09.01.2008 To: 10.01.2009

Payment Dt	Type	Payment No	Dept	Status					
Type Cd	Description	Hours	Rate	Paid	Cost Center	Exptn	G/L Account		
09.05.2008	NOD	59422	2	Cleared					
1	REG HOURS	72.0000	58.3405	4,200.52	0202	T	001-0202-512-0-1201		
1	REG HOURS	8.0000	58.3405	466.72	0202	T	001-0202-512-0-1201		
41	LONGVTY-2%	0.0000	0.0200	93.34	0202		001-0202-512-0-1201		
201	DC:NATNWID			300.00					
225	GEN PENSN			285.63					
				33.23					
				44.57					
				16.16					
				20.00					
701	FICA EPB			291.66	0202		001-0202-512-0-2101		
702	MEDICR EPB			68.21	0202		001-0202-512-0-2101		
727	LIFE INS			11.85	0202		001-0202-512-0-2302		
733	HEALTH INS			236.42	0202		001-0202-512-0-2301		
750	DENTAL INS			10.40	0202		001-0202-512-0-2301		
799	COL>50			21.50	0202		001-00-101113		
800	FEDERAL TX			900.62					
801	FICA W/H			291.66					
802	MEDICR W/H			68.21					
				400.00					
				2,200.50					
				200.00					
09.19.2008	NOD	59835	2	Cleared					
1	REG HOURS	80.0000	58.3405	4,667.24	0202	T	001-0202-512-0-1201		
41	LONGVTY-2%	0.0000	0.0200	93.34	0202		001-0202-512-0-1201		
201	DC:NATNWID			300.00					
225	GEN PENSN			285.63					
				33.23					
				44.57					
				16.16					
				20.00					
701	FICA EPB			291.67	0202		001-0202-512-0-2101		
702	MEDICR EPB			68.21	0202		001-0202-512-0-2101		
727	LIFE INS			11.85	0202		001-0202-512-0-2302		
733	HEALTH INS			317.36	0202		001-0202-512-0-2301		
750	DENTAL INS			11.02	0202		001-0202-512-0-2301		
799	COL>50			21.50	0202		001-00-101113		
800	FEDERAL TX			900.62					
801	FICA W/H			291.67					
802	MEDICR W/H			68.21					
				400.00					
				2,200.49					
				200.00					
10.03.2008	NOD	60248	2	Cleared					
1	REG HOURS	72.0000	70.0086	5,040.62	0202	T	001-0202-512-0-1201		
22	VACATION	8.0000	70.0086	560.07	0202	T	001-0202-512-0-1201		
41	LONGVTY-2%	0.0000	0.0200	112.01	0202		001-0202-512-0-1201		
201	DC:NATNWID			300.00					
225	GEN PENSN			342.76					
				33.23					
				44.57					
				16.16					
				20.00					
701	FICA EPB			350.70	0202		001-0202-512-0-2101		

CITY OF RIVIERA BEACH  
Employee Earnings History2

Employee: 4703 - SHUTTLESWORTH, GLORIA R / Period From: 09.01.2008 To: 10.01.2009

Payment Dt	Type	Payment No	Dept	Status						
Type Cd	Description		Hours	Rate	Paid	Cost Center	Exptn	G/L Account		
	702 MEDICR EPB				82.02	0202		001-0202-512-0-2101		
	727 LIFE INS				11.85	0202		001-0202-512-0-2302		
	733 HEALTH INS				317.36	0202		001-0202-512-0-2301		
	750 DENTAL INS				11.02	0202		001-0202-512-0-2301		
	799 COL>50				21.50	0202		001-00-101113		
	800 FEDERAL TX				1,151.21					
	801 FICA W/H				350.70					
	802 MEDICR W/H				82.02					
	[REDACTED]				400.00					
	[REDACTED]				2,772.05					
	[REDACTED]				200.00					
10.17.2008	NOD	60654	2	Cleared						
	1 REG HOURS		40.0000	70.0086	2,800.34	0202	T	001-0202-512-0-1201		
	22 VACATION		8.0000	70.0086	560.07	0202	T	001-0202-512-0-1201		
	22 VACATION		8.0000	70.0086	560.07	0202	T	001-0202-512-0-1201		
	22 VACATION		8.0000	70.0086	560.07	0202	T	001-0202-512-0-1201		
	22 VACATION		8.0000	70.0086	560.07	0202	T	001-0202-512-0-1201		
	22 VACATION		8.0000	70.0086	560.07	0202	T	001-0202-512-0-1201		
	22 VACATION		8.0000	70.0086	560.07	0202	T	001-0202-512-0-1201		
	41 LONGVTY-2%		0.0000	0.0200	112.01	0202		001-0202-512-0-1201		
	140 CAR ALLOW		0.0000	0.0000	461.54	0202	M	001-0202-512-0-1201		
	145 REIMB DEF		0.0000	0.0000	1,576.92	0202	M	001-0202-512-0-1201		
	201 DC:NATNWID				1,576.92		M			
	225 GEN PENSN				437.38					
	[REDACTED]				33.23					
	[REDACTED]				44.57					
	[REDACTED]				16.16					
	[REDACTED]				20.00					
	701 FICA EPB				15.99	0202		001-0202-512-0-2101		
	702 MEDICR EPB				111.57	0202		001-0202-512-0-2101		
	727 LIFE INS				11.85	0202		001-0202-512-0-2302		
	733 HEALTH INS				317.36	0202		001-0202-512-0-2301		
	750 DENTAL INS				11.02	0202		001-0202-512-0-2301		
	799 COL>50				21.50	0202		001-00-101113		
	800 FEDERAL TX				1,337.95					
	801 FICA W/H				15.99					
	802 MEDICR W/H				111.57					
	[REDACTED]				400.00					
	[REDACTED]				3,557.39					
	[REDACTED]				200.00					
10.31.2008	NOD	61069	2	Cleared						
	1 REG HOURS		80.0000	70.0086	5,600.69	0202	T	001-0202-512-0-1201		
	41 LONGVTY-2%		0.0000	0.0200	112.01	0202		001-0202-512-0-1201		
	140 CAR ALLOW		0.0000	230.7700	230.77	0202		001-0202-512-0-1201		
	145 REIMB DEF		0.0000	788.4600	788.46	0202		001-0202-512-0-1201		
	201 DC:NATNWID				788.46					
	225 GEN PENSN				390.07					
	[REDACTED]				33.23					
	[REDACTED]				44.57					
	[REDACTED]				16.16					
	[REDACTED]				20.00					
	702 MEDICR EPB				96.80	0202		001-0202-512-0-2101		
	727 LIFE INS				11.85	0202		001-0202-512-0-2302		
	733 HEALTH INS				317.36	0202		001-0202-512-0-2301		
	750 DENTAL INS				11.02	0202		001-0202-512-0-2301		