

# CITY OF CEDAR KEY WORKSHOP 5.15.25

Data Sharing – Cedar Key Employee Salaries

Review of Building Department – Target solutions.

# WORKSHOP RULES AND PARAMETERS

This workshop is for information and data sharing, collection, and analysis only.

In Part I, data will be reviewed impersonally, as raw data for the Commission and public to assess how we are doing with our salaries compared to other cities and national averages.

The merits of Individual employees will *not* be discussed at this workshop in Part I or Part II.

To keep the workshop moving, in Part II please provide Building Department struggles in a phrase format to be included on our workshop list, not in the form of a shared personal experience.

However, we do very much want to hear your comments and experiences in detail, and ask that you complete a “Building Department Satisfaction Survey” for our review and consideration, and for data compilation.

Items have been included in areas open for discussion, but the lists are not exhaustive. Please bring your ideas, thoughts, counterpoints, and solutions to add.

# GOALS OF THE WORKSHOP – PART I

- Review the data and facts per department (20:00 minutes)
- Target areas needing additional action (7:00 minutes)
- Share solutions (if have any, but not goal of workshop) (7:00 minutes)
- Plan of action going forward (7:00 minutes)
- Public Comment (6 minutes)

Total Time for Part I = 47:00 minutes.

	Annual Fixed Pay	Overtime Year-To-Date (5.9.25)	Total Annual Pay Plus Overtime	Hourly Rate	TOTALS (SALARY PLUS BENEFITS)	ADDITIONAL COSTS TO CITY PER EMPLOYEE (FICA, Workmen's Comp, etc.)	TOTAL COST TO CITY PER EMPLOYEE	SICK/VACATION PAY POTENTIAL LIABILITY
Legislative/Commissioner	\$ 24,120.00		\$ 24,120.00	-----	\$ 24,120.00	\$ 1,845.18	\$ 25,965.18	
Retired Commissioner	\$ 2,400.00		\$ 2,400.00					
Fire Chief (RR)	\$ 73,789.00		\$ 73,789.00	\$ 35.48	\$ 112,343.57	\$ 9,550.80	\$ 121,894.37	\$ 8,514.12
Fire Fighter II (RN)	\$ 51,300.00	\$ 1,170.53	\$ 52,470.53	\$ 24.66	\$ 68,121.27	\$ 7,919.93	\$ 76,041.20	
City Clerk (JS)	\$ 59,740.00	\$ 2,636.93	\$ 62,376.93	\$ 28.72	\$ 77,519.42	\$ 5,620.79	\$ 83,140.21	\$ 6,893.08
Billing/Deputy Clerk (T)	\$ 53,000.00	\$ 1,624.35	\$ 54,624.35	\$ 25.48	\$ 70,264.42	\$ 5,027.72	\$ 75,292.14	\$ 6,115.38
Reception/Admin (HL)	\$ 49,440.00	\$ 1,424.84	\$ 50,864.84	\$ 23.77	\$ 66,189.42	\$ 4,740.12	\$ 70,929.54	\$ 4,602.44
PWD-Director (JM)	\$ 58,000.00	\$ 939.81	\$ 58,939.81	\$ 27.88	\$ 75,605.42	\$ 9,292.02	\$ 84,897.44	\$ 6,692.31
PWD-Crew Chief (JC)	\$ 50,749.00	\$ 328.67	\$ 51,077.67	\$ 24.40	\$ 67,629.32	\$ 8,690.57	\$ 76,319.89	\$ 5,855.65
PWD-Crewman 1 (EP)	\$ 42,962.00	\$ 185.89	\$ 43,147.89	\$ 20.65	\$ 58,906.36	\$ 5,296.44	\$ 64,202.80	\$ 4,957.15
Summer Youth	\$ 5,000.00		\$ 5,000.00	\$ 16.00	\$ 5,000.00	\$ 382.50	\$ 5,382.50	
Police Chief (EJ)	\$ 70,297.00		\$ 70,297.00	\$ 33.80	\$ 110,152.97	\$ 7,387.18	\$ 117,540.15	\$ 8,111.19
Police Salary #2 (MS)	\$ 56,650.00	\$ 2,716.74	\$ 59,366.74	\$ 25.34	\$ 92,030.96	\$ 6,551.01	\$ 98,581.97	\$ 468.71
Police Salary #3 (SB)	\$ 47,374.00	\$ 2,432.45	\$ 49,806.45	\$ 21.19	\$ 79,713.63	\$ 5,819.65	\$ 85,533.28	\$ 5,084.87
Police Salary #4 (MP)	\$ 47,374.00	\$ 654.43	\$ 48,028.43	\$ 21.19	\$ 79,713.63	\$ 5,683.63	\$ 85,397.26	\$ 4,745.03
Extra police Salary(PT)	\$ 45,514.56	\$ 1,167.48	\$ 46,682.04	\$ 18.54	\$ 60,438.78	\$ 5,398.37	\$ 65,837.15	
Police Crossing Guard	\$ 3,750.00		\$ 3,750.00	\$ 13.00	\$ 3,750.00	\$ 1,158.50	\$ 4,908.50	
Marina Park Labor	\$ 32,787.00		\$ 32,787.00	\$ 19.70	\$ 32,787.00	\$ 4,009.83	\$ 36,796.83	
Cemetery Director	\$ 6,240.00		\$ 6,240.00	-----	\$ 6,240.00	\$ 477.36	\$ 6,717.36	
Totals	\$ 780,486.56	\$ 15,282.12	\$ 795,768.68		\$ 1,090,526.17	\$ 94,851.60	\$ 1,185,377.77	\$ 62,039.92

# DEPARTMENT COST COMPARISON & AVERAGE COST PER EMPLOYEE

TOTAL CLERKS/BLDG OFFICE	TOTAL PUBLIC WORKS	TOTAL POLICE DEPT	TOTAL FIRE DEPT
			\$ 121,894.37
			\$ 76,041.20
\$ 83,140.21			
\$ 75,292.14			
\$ 70,929.54			
	\$ 84,897.44		
	\$ 76,319.89		
	\$ 64,202.80		
		\$ 117,540.15	
		\$ 98,581.97	
		\$ 85,533.28	
		\$ 85,397.26	
		\$ 65,837.15	
		\$ 4,908.50	
	\$ 6,717.36		
\$ 229,361.89	\$ 232,137.49	\$ 457,798.31	\$ 197,935.57
AVERAGE EMPLOYEE COST PER DEPT			
\$ 76,453.96	\$ 75,140.04	\$ 76,299.72	\$ 98,967.78

# Why It's Important For Us To Do a Check-up On Our Cedar Key Salaries

Total Payroll= \$1,185,377

Annual Budget = \$2,876,541

Salary costs = 41% of our Annual Budget

Our current financial reporting does not provide the commission or public with a comprehensive analysis of the *total* cost per employee/department..

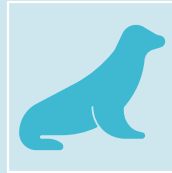
By analyzing the data and comparisons, we will be able to then assess our departments to ensure that we are spending our money wisely on salaries and obtaining a good return on our personnel investment.

# Research Basis

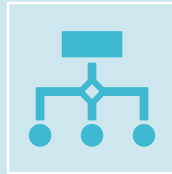
For Salary Comparison  
With Other Florida  
Municipalities and  
National Average.



First search attempt was based upon small Florida municipalities, but data was not available.



The data provided in the analysis is based on employees from Florida municipalities and national data unless otherwise indicated.



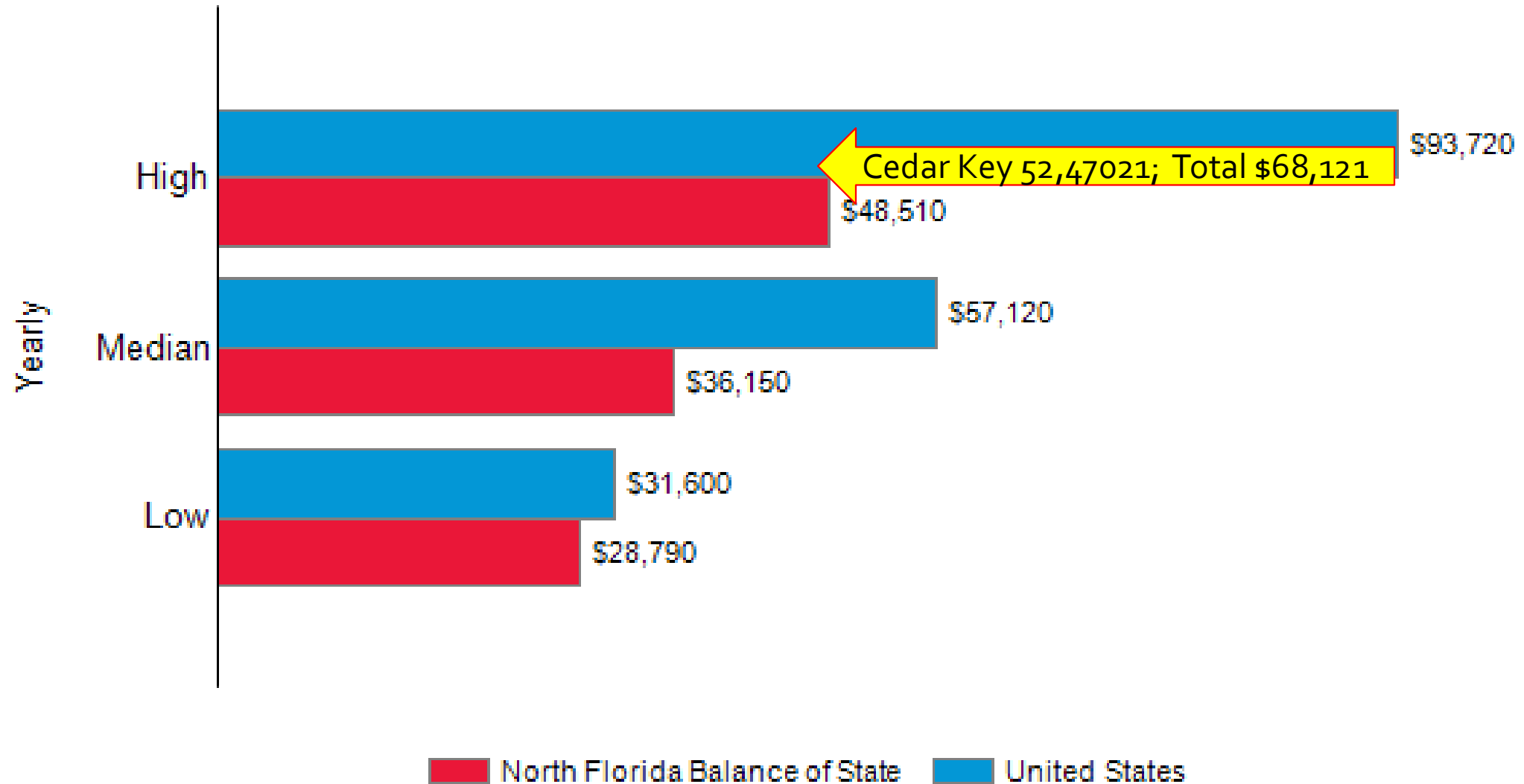
Unless otherwise stated, all data is from 2024 unless otherwise indicated.

SOURCES: Ziprecruiter.com  
Salary.com  
Dept. Labor and Statistics  
Careeronestop.org

The Fire Department						ADDITIONAL COSTS TO CITY PER EMPLOYEE (FICA, Workmen's Comp, etc.)	TOTAL COST TO CITY PER EMPLOYEE
	Annual Fixed Pay	Overtime Year-To-Date (5.9.25)	Total Annual Pay Plus Overtime	Hourly Rate	TOTALS (SALARY PLUS BENEFITS)		
Fire Chief (RR)	\$ 73,789.00		\$ 73,789.00	\$ 35.48	\$ 112,343.57	\$ 9,550.80	\$ 121,894.37
Fire Fighter II (RN)	\$ 51,300.00	\$ 1,170.53	\$ 52,470.53	\$ 24.66	\$ 68,121.27	\$ 7,919.93	\$ 76,041.20

FIRE CHIEF ANALYSIS										
			AS OF AUGUST 2, 2024							
	AVG SALARY IN FLORIDA	AVG. HOURLY FL	25TH PERCENTILE FL SALARY	25 PERCENTLE HOURLY	75 PERCENTILE FL	75 PERCENTIL E HOURLY	CITY OF CEDAR KEY F Chief SALARY	CITY OF CEDAR KEY NEW F Chief HOURLY	DIFFERENCE SALARY OVER /UNDER	DIFFERENCE HOURLY OVER/UNDER
ZIP RECRUITER										
SALARY.COM	\$ 90,938.00	\$ 43.72	\$ 83,738.00	\$ 40.26	\$ 104,920.00		\$ 73,789.00	\$ 35.48	\$ (17,149.00)	\$ (8.24)
NATIONAL MEAN	\$ 105,577.00	\$ 50.76					\$ 73,789.00	\$ 35.48	\$ (31,788.00)	\$ (15.28)
ORLANDO	\$ 89,704.00	\$ 43.13					\$ 73,789.00	\$ 35.48	\$ (15,915.00)	\$ (7.65)
BARTOW	\$ 110,729.00	\$ 53.24					\$ 73,789.00	\$ 35.48	\$ (36,940.00)	\$ (17.76)
GAINESVILLE	\$ 86,630.00	\$ 41.65					\$ 73,789.00	\$ 35.48	\$ (12,841.00)	\$ (6.17)
WILLISTON	\$77,272.00	\$ 37.15					\$ 73,789.00	\$ 35.48	\$ (3,483.00)	\$ (1.67)
FLEMING ISLAND	\$ 89,259.00	\$ 42.91					\$ 73,789.00	\$ 35.48	\$ (15,470.00)	\$ (7.44)
	\$ -	\$ -					\$ 73,789.00	\$ 35.48	\$ 73,789.00	\$ 35.48
TALLAHASSEE	\$ 86,247.00	\$ 41.46					\$ 73,789.00	\$ 35.48	\$ (12,458.00)	\$ (5.99)

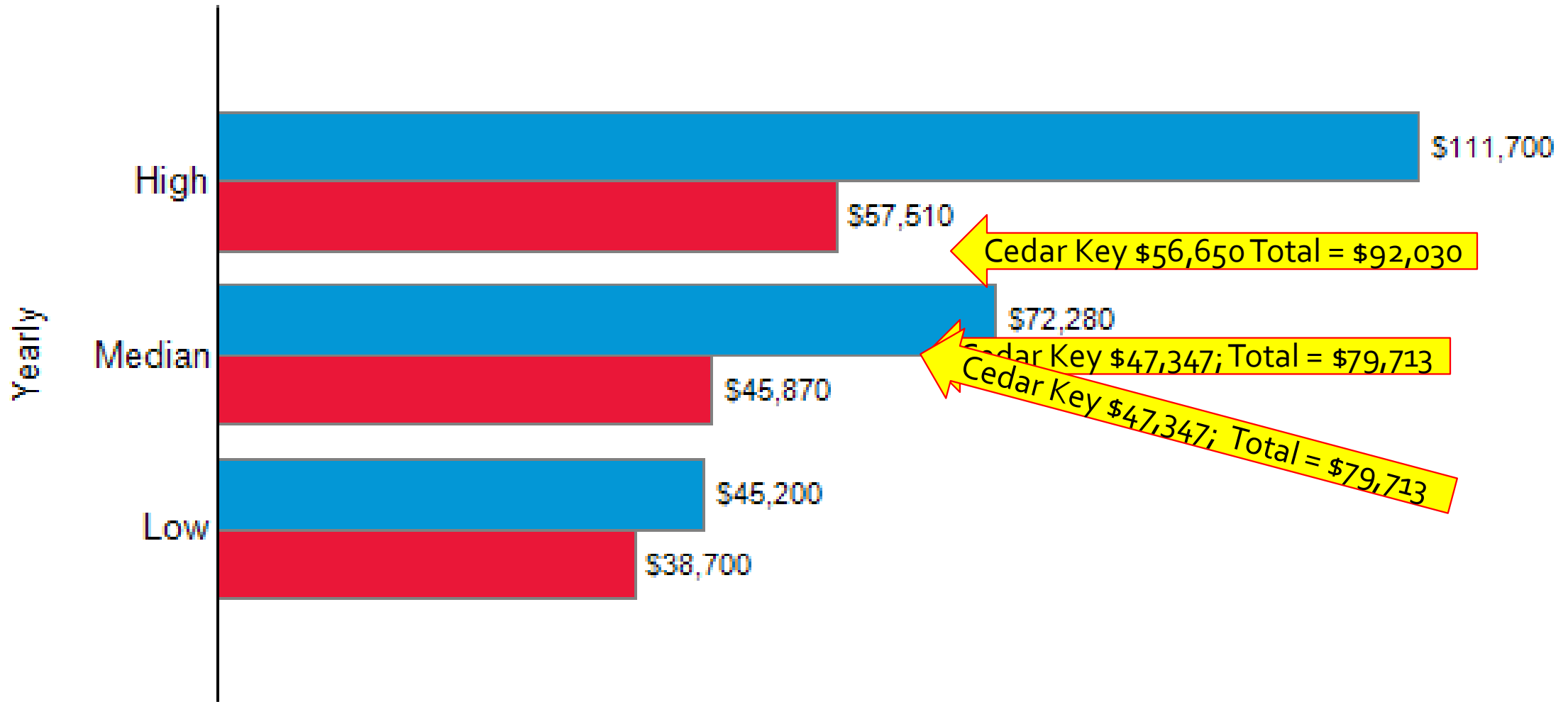




Firefighters – Not Fire Chiefs

THE POLICE DEPARTMENT

THE POLICE DEPARTMENT								ADDITIONAL COSTS TO CITY PER EMPLOYEE (FICA, Workmen's Comp, etc.)	TOTAL COST TO CITY PER EMPLOYEE	
	Annual Fixed Pay	Overtime Year-To-Date (5.9.25)	Total Annual Pay Plus Overtime	Hourly Rate	TOTALS (SALARY PLUS BENEFITS)					
Police Chief (EJ)	\$ 70,297.00		\$ 70,297.00	\$ 33.80	\$ 110,152.97			\$ 7,387.18	\$ 117,540.15	
Police Salary #2 (MS)	\$ 56,650.00	\$ 2,716.74	\$ 59,366.74	\$ 25.34	\$ 92,030.96			\$ 6,551.01	\$ 98,581.97	
Police Salary #3 (SB)	\$ 47,374.00	\$ 2,432.45	\$ 49,806.45	\$ 21.19	\$ 79,713.63			\$ 5,819.65	\$ 85,533.28	
Police Salary #4 (MP)	\$ 47,374.00	\$ 654.43	\$ 48,028.43	\$ 21.19	\$ 79,713.63			\$ 5,683.63	\$ 85,397.26	
Extra police Salary(PT)	\$ 45,514.56	\$ 1,167.48	\$ 46,682.04	\$ 18.54	\$ 60,438.78			\$ 5,398.37	\$ 65,837.15	
Police Crossing Guard	\$ 3,750.00		\$ 3,750.00	\$ 13.00	\$ 3,750.00			\$ 1,158.50	\$ 4,908.50	
POLICE CHIEF	AVG SALARY IN FLORIDA	AVG. HOURLY FL	25TH PERCENTILE FL SALARY	25 PERCENTLE HOURLY	75 PERCENTILE FL	75 PERCENTIL E HOURLY	CITY OF CEDAR KEY Police C	CITY OF CEDAR KEY New Police Chief HOURLY	DIFFERENCE SALARY OVER /UNDER	DIFFERENCE HOURLY OVER/UNDER
ZIP RECRUITER	\$ 72,058.00	\$ 34.64	\$ 43,000.00		\$ 103,000.00		\$ 70,297.00	\$ 33.80	\$ (1,761.00)	\$ (0.85)
SALARY.COM	\$ 107,000.00	\$ 51.44					\$ 70,297.00	\$ 33.80	\$ (36,703.00)	\$ (17.65)
NATIONAL MEAN	\$ 99,736.00	\$ 47.95					\$ 70,297.00	\$ 33.80	\$ (29,439.00)	\$ (14.15)
MIAMI	\$ 97,760.00	\$ 47.00					\$ 70,297.00	\$ 33.80	\$ (27,463.00)	\$ (13.20)
PORT ST. LUCIE	\$ 97,708.00	\$ 46.98					\$ 70,297.00	\$ 33.80	\$ (27,411.00)	\$ (13.18)
GAINESVILLE	\$ 126,487.00	\$ 60.81					\$ 70,297.00	\$ 33.80	\$ (56,190.00)	\$ (27.01)
WILLISTON	\$77,272.00	\$ 37.15					\$ 70,297.00	\$ 33.80	\$ (6,975.00)	\$ (3.35)
TAMPA	\$ 95,542.00	\$ 45.93					\$ 70,297.00	\$ 33.80	\$ (25,245.00)	\$ (12.14)
RIVIERA BEACH	\$ 95,804.00	\$ 46.06					\$ 70,297.00	\$ 33.80	\$ (25,507.00)	\$ (12.26)

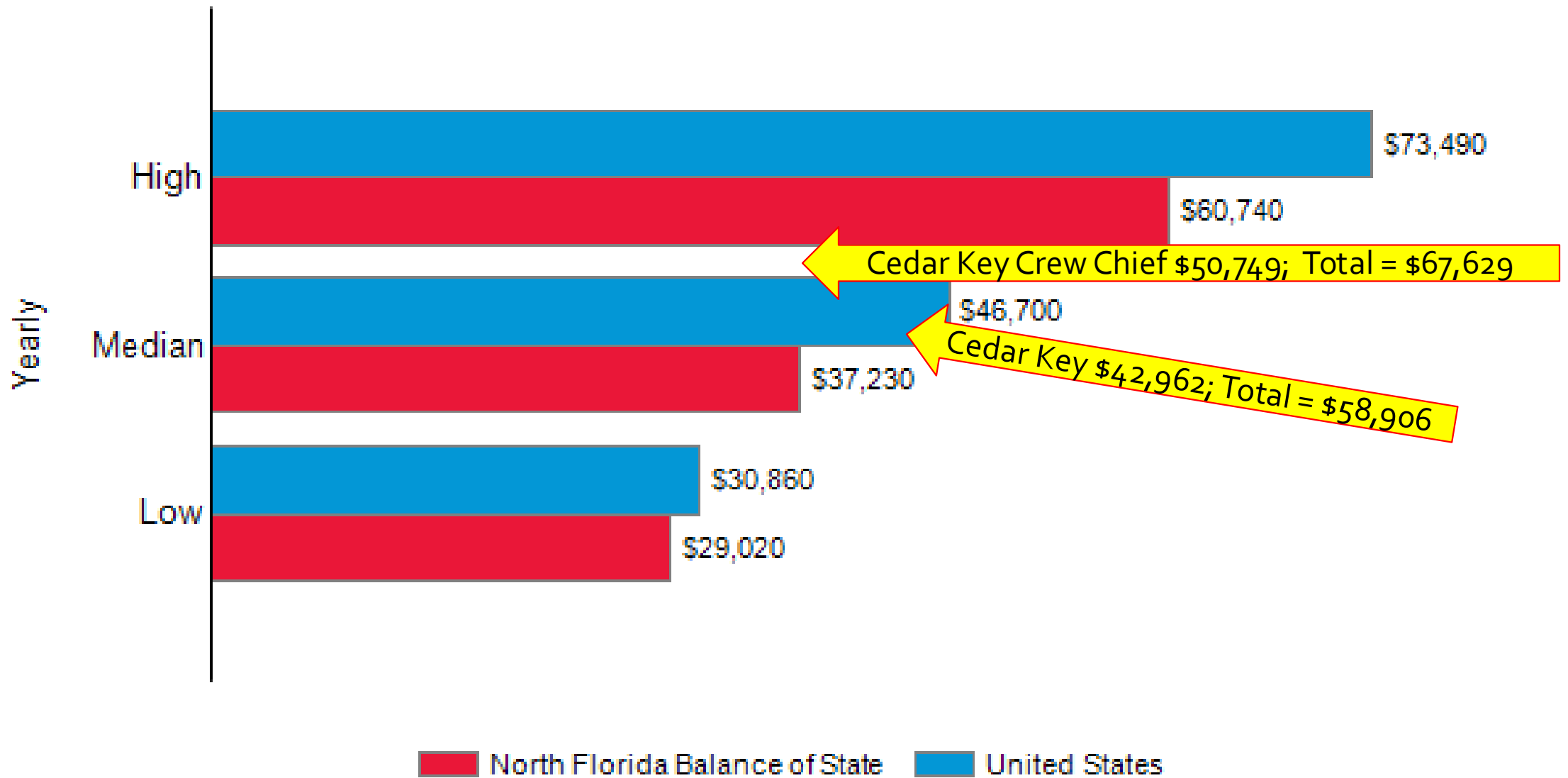


North Florida Balance of State United States

Police Sheriff Officers/Patrol Officers

PUBLIC WORKS DEPARTMENT						ADDITIONAL COSTS TO CITY PER EMPLOYEE (FICA, Workmen's Comp, etc.)	TOTAL COST TO CITY PER EMPLOYEE
	Annual Fixed Pay	Overtime Year-To-Date (5.9.25)	Total Annual Pay Plus Overtime	Hourly Rate	TOTALS (SALARY PLUS BENEFITS)		
PWD-Director (JM)	\$ 58,000.00	\$ 939.81	\$ 58,939.81	\$ 27.88	\$ 75,605.42	\$ 9,292.02	\$ 84,897.44
PWD-Crew Chief (JC)	\$ 50,749.00	\$ 328.67	\$ 51,077.67	\$ 24.40	\$ 67,629.32	\$ 8,690.57	\$ 76,319.89
PWD-Crewman 1 (EP)	\$ 42,962.00	\$ 185.89	\$ 43,147.89	\$ 20.65	\$ 58,906.36	\$ 5,296.44	\$ 64,202.80

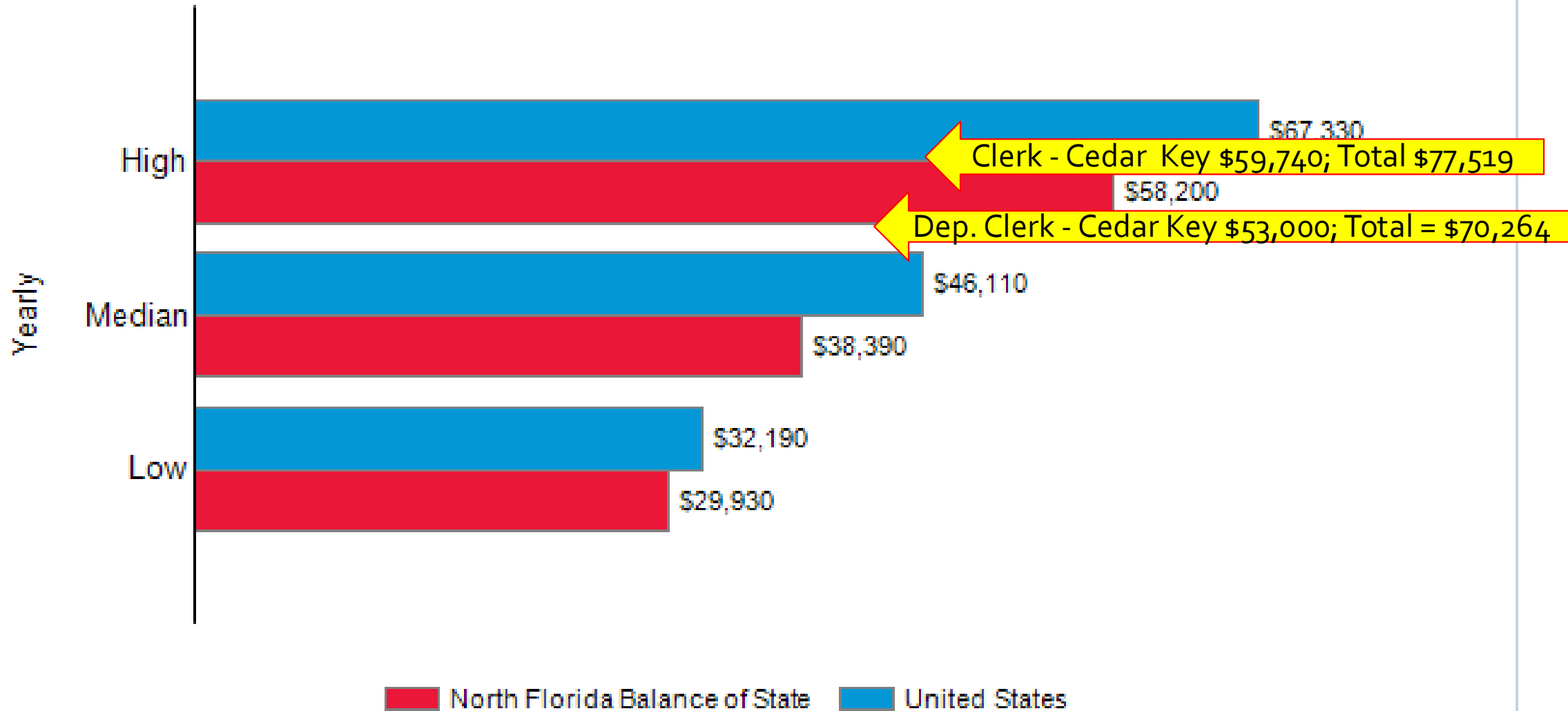
PUBLIC WORKS DEPARTMENT HEAD										
Note: the positions I researched were not exactly equivalent to what we do in Cedar Key.										
AS OF AUGUST 2, 2024										
	AVG SALARY IN FLORIDA	AVG. HOURLY FL	25TH PERCENTILE FL SALARY	25 PERCENTLE HOURLY	75 PERCENTILE FL	75 PERCENTIL E HOURLY	CITY OF CEDA R KEY NEW PW SALARY	CITY OF CEDAR KEY NEW PW HOURLY	DIFFERENCE SALARY OVER /UNDER	DIFFERENCE HOURLY OVER/UNDE R
ZIP RECRUITER	\$ 92,135.00	\$ 44.30					\$ 58,000.00	\$ 27.88	\$ (34,135.00)	\$ (16.42)
SALARY.COM	\$ 155,173.00	\$ 74.60	\$ 25,001.60	\$ 12.02	\$ 45,198.40	\$21.73	\$ 58,000.00	\$ 27.88	\$ (97,173.00)	\$ (46.72)
NATIONAL MEAN	\$ 135,107.00	\$ 64.96					\$ 58,000.00	\$ 27.88	\$ (77,107.00)	\$ (37.08)
PALM COAST	\$ 112,939.00	\$ 54.30					\$ 58,000.00	\$ 27.88	\$ (54,939.00)	\$ (26.42)
PASCO COUNTY	\$ 79,377.00	\$ 38.16					\$ 58,000.00	\$ 27.88	\$ (21,377.00)	\$ (10.28)
GAINESVILLE	\$ 126,487.00	\$ 60.81					\$ 58,000.00	\$ 27.88	\$ (68,487.00)	\$ (32.93)
ST PETE.	\$ 125,424.00	\$ 60.30					\$ 58,000.00	\$ 27.88	\$ (67,424.00)	\$ (32.42)
BONITA SPRINGS	\$ 126,386.00	\$ 60.76					\$ 58,000.00	\$ 27.88	\$ (68,386.00)	\$ (32.88)
WILLISTON	\$ 79,040.00	\$ 38.00					\$ 58,000.00	\$ 27.88	\$ (21,040.00)	\$ (10.12)
PEMBROKE PINES	\$ 124,578.00	\$ 59.89					\$ 58,000.00	\$ 27.88	\$ (66,578.00)	\$ (32.01)
TALLAHASSEE	\$ 132,611.00	\$ 63.76					\$ 58,000.00	\$ 27.88	\$ (74,611.00)	\$ (35.88)



Maintenance General (closest thing to public works I could find)

THE CLERKS/BUILDING DEPARTMENT					TOTALS (SALARY PLUS BENEFITS)	ADDITIONAL COSTS TO CITY PER EMPLOYEE (FICA, Workmen's Comp. etc.)	TOTAL COST TO CITY PER EMPLOYEE
	Annual Fixed Pay	Overtime Year-To-Date (5.9.25)	Total Annual Pay Plus Overtime	Hourly Rate			
City Clerk (JS)	\$ 59,740.00	\$ 2,636.93	\$ 62,376.93	\$ 28.72	\$ 77,519.42	\$ 5,620.79	\$ 83,140.21
Billing/Deputy Clerk (T)	\$ 53,000.00	\$ 1,624.35	\$ 54,624.35	\$ 25.48	\$ 70,264.42	\$ 5,027.72	\$ 75,292.14
Reception/Admin (HL)	\$ 49,440.00	\$ 1,424.84	\$ 50,864.84	\$ 23.77	\$ 66,189.42	\$ 4,740.12	\$ 70,929.54

CITY CLERK SALARY ANALYSIS										
AS OF 4.23.25										
	AVG SALARY IN FLORIDA	AVG. HOURLY FL	25TH PERCENTILE FL SALARY	25 PERCENTILE HOURLY	75 PERCENTILE FL	75 PERCENTILE HOURLY	CITY OF CEDAR KEY CLERK SALARY	CITY OF CEDAR KEY CLERK HOURLY	DIFFERENCE CK CLERK SALARY OVER	DIFFERENCE CK CLERK HOURLY OVER
ZIP RECRUITER	\$ 37,819.00	\$ 18.18					\$ 59,740.00	\$ 28.72	\$ 21,921.00	\$ 10.54
SALARY.COM	\$ 42,687.00	\$ 20.52	\$ 39,400.00	\$ 18.94	\$ 49,152.00	\$23.63	\$ 59,740.00	\$ 28.72	\$ 17,053.00	\$ 8.20
NATIONAL MEAN	\$ 46,760.00	\$ 22.48	SEE CHART BELOW				\$ 59,740.00	\$ 28.72	\$ 12,980.00	\$ 6.24
TALLAHASSEE	\$ 50,417.00	\$ 24.24					\$ 59,740.00	\$ 28.72	\$ 9,323.00	\$ 4.48
GAINESVILLE	\$ 48,168.00	\$ 23.16					\$ 59,740.00	\$ 28.72	\$ 11,572.00	\$ 5.56
WINTER HAVEN	\$ 50,439.00	\$ 24.25					\$ 59,740.00	\$ 28.72	\$ 9,301.00	\$ 4.47
PANAMA CITY	\$ 37,880.00	\$ 18.21					\$ 59,740.00	\$ 28.72	\$ 21,860.00	\$ 10.51
CORAL SPRINGS	\$ 51,425.00	\$ 24.72					\$ 59,740.00	\$ 28.72	\$ 8,315.00	\$ 4.00
WILLISTON	\$52,915.00	\$ 25.44					\$ 59,740.00	\$ 28.72	\$ 6,825.00	\$ 3.28
MELBOURNE	\$ 42,049.00	\$ 20.22					\$ 59,740.00	\$ 28.72	\$ 17,691.00	\$ 8.51
CHIEFLAND	\$ 41,312.00	\$ 19.86					\$ 59,740.00	\$ 28.72	\$ 18,428.00	\$ 8.86



Municipal Clerk Data from Career One Stop (2023)

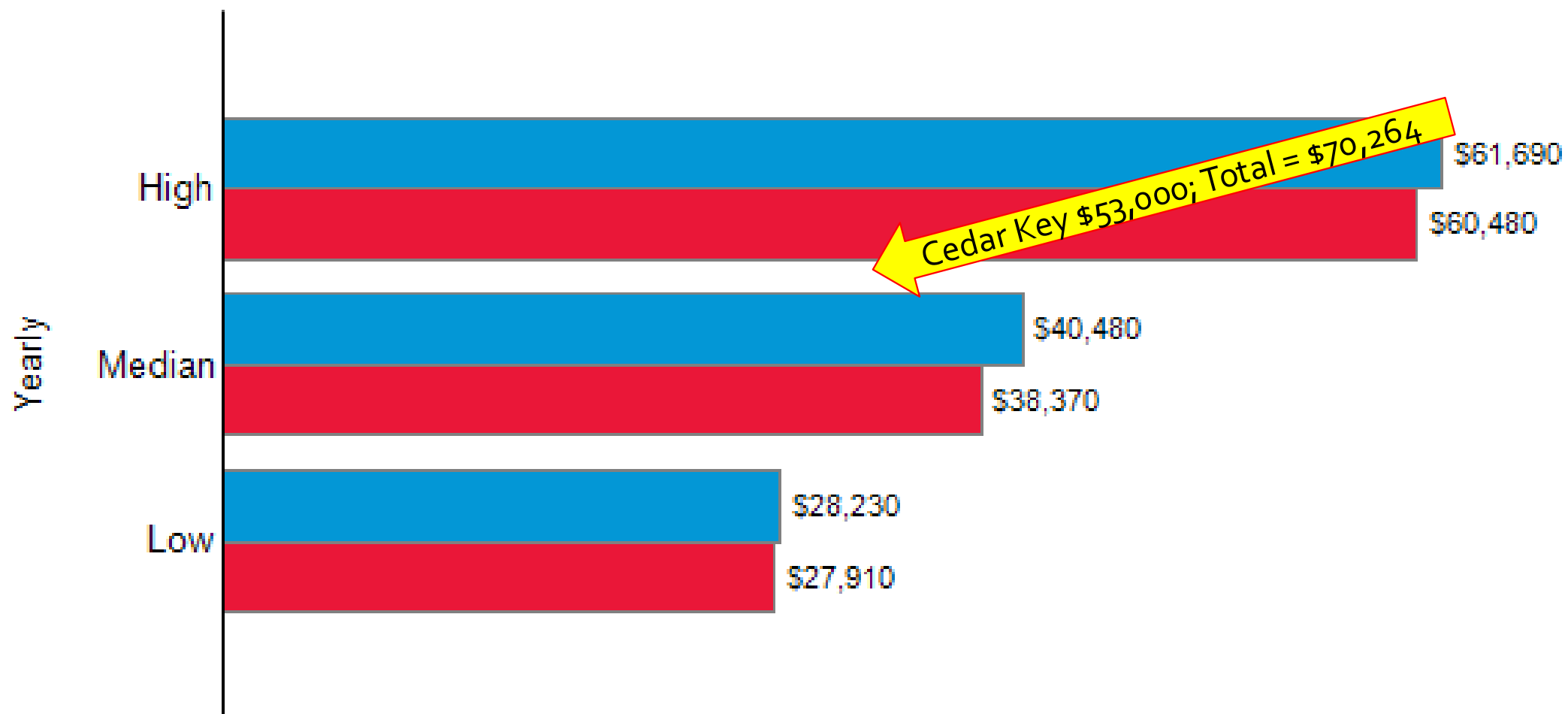
<https://www.careeronestop.org/Toolkit/Wages/find-salary.aspx?keyword=Court,%20Municipal,%20and%20License%20Clerks&soccode=434031&location=32625>

## CITY DEPUTY CLERK SALARY ANALYSIS

AS OF AUGUST 2, 2024

	AVG SALARY IN FLORIDA	AVG. HOURLY FL	25TH PERCENTILE FL SALARY	25 PERCENTLE HOURLY	75 PERCENTILE FL	75 PERCENTIL E HOURLY	CITY OF CEDAR KEY DEP. CLERK SALARY	CITY OF CEDAR KEY Dep CLERK HOURLY	DIFFERENCE CK Dep CLERK SALARY OVER	DIFFERENCE CK Dep CLERK HOURLY OVER
ZIP RECRUITER	\$ 34,387.00	\$ 16.50					\$ 53,000.00	\$ 25.48	\$ 18,613.00	\$ 8.98
SALARY.COM	\$ 39,441.00	\$ 18.96	\$ 35,765.00	\$ 12.02	\$ 44,133.00	\$21.73	\$ 53,000.00	\$ 25.48	\$ 13,559.00	\$ 6.52
NATIONAL MEAN	\$ 40,160.00	\$ 19.31					\$ 53,000.00	\$ 25.48	\$ 12,840.00	\$ 6.17
ALACHUA	\$ 37,521.00	\$ 18.04					\$ 53,000.00	\$ 25.48	\$ 15,479.00	\$ 7.44
GAINESVILLE	\$ 38,924.00	\$ 18.71					\$ 53,000.00	\$ 25.48	\$ 14,076.00	\$ 6.77
ALTAMONT	\$ 39,399.00	\$ 18.94					\$ 53,000.00	\$ 25.48	\$ 13,601.00	\$ 6.54
APPALACHACOLA	\$ 38,512.00	\$ 18.52					\$ 53,000.00	\$ 25.48	\$ 14,488.00	\$ 6.97
CRAWFARDVILLE	\$ 38,598.00	\$ 18.56					\$ 53,000.00	\$ 25.48	\$ 14,402.00	\$ 6.92
WILLISTON	\$38,727.00	\$ 18.62					\$ 53,000.00	\$ 25.48	\$ 14,273.00	\$ 6.86
FT. LAUDERDALE	\$ 41,567.00	\$ 19.98					\$ 53,000.00	\$ 25.48	\$ 11,433.00	\$ 5.50
CHIEFLAND	\$ 38,584.00	\$ 18.55					\$ 53,000.00	\$ 25.48	\$ 14,416.00	\$ 6.93

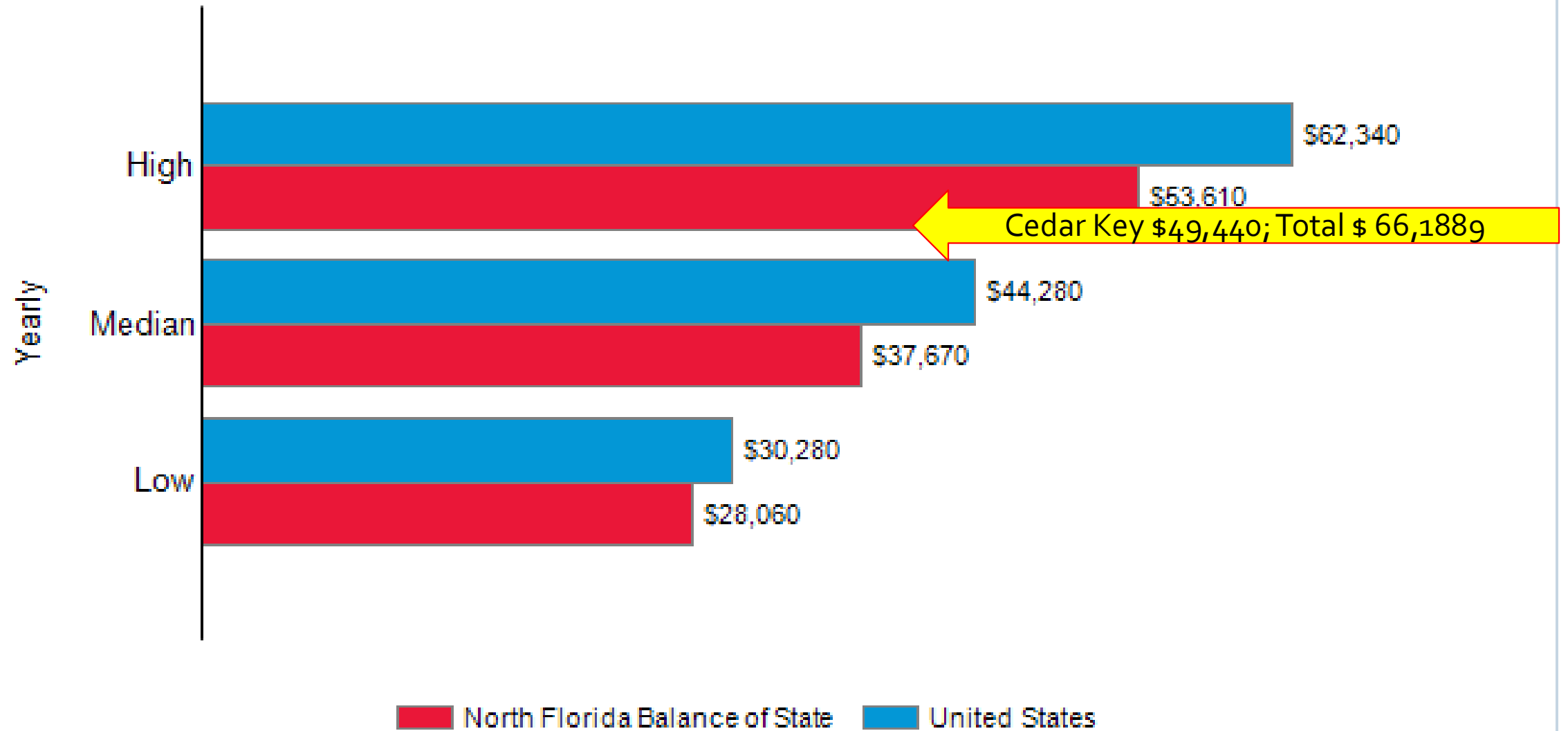




North Florida Balance of State United States

Office Clerk

[illegible]



Administrative Assistants

FISCAL YEAR	CITY CLERK HOURLY SALARY	ANNUAL	PER HOUR INCREASE	PERCENTAGE INCREASE	TOTAL ANNUAL INCREASE
FY 2018-19	\$ 12.00	\$ 24,960.00			
FY 2019-20	\$ 15.45	\$ 32,136.00	\$ 3.45	28.75%	\$ 7,176.00
FY 2020-21	\$ 17.95	\$ 37,366.00	\$ 2.50	16.00%	\$ 5,200.00
FY 2021-22	\$ 19.95	\$ 41,496.00	\$ 2.00	11.14%	\$ 4,160.00
FY 2022-23	\$ 20.75	\$ 43,160.00	\$ 0.80	4.00%	\$ 1,664.00
FY 2023-24	\$ 27.88	\$ 58,000.00	\$ 7.13	34.36%	\$ 14,840.00
FY 2024-25	\$ 28.72	\$ 59,740.00	\$ 0.84	3.00%	\$ 1,740.00

TEMPORARY RAISES GIVEN  
2ND ONE in FY 23-24:  
CLERK – 34.36%; 5.05/hr  
DEP CLERK – 24.72%; 7.13/hr  
REC/ASST – 23.09%; 4.33/hr

First Temporary Raise given in 2022 – \$2.00/hour increase for Clerk (previous Building Asst.) and Deputy Clerk. This was an 11.48% increase to Clerk; 11.14% increase for Deputy Clerk. Was supposed to go away after 4 weeks (2 weeks extended another 2 weeks), but don't see in salary records where it ever did. These were done mid year not at the budget period. 5.15.2022 Minutes.

FISCAL YEAR	ADMIN./RECEPTION HOURLY SALARY	ANNUAL	PER HOUR INCREASE	PERCENTAGE INCREASE	TOTAL ANNUAL INCREASE
FY 2018-19					
FY 2019-20					
FY 2020-21					
FY 2022-23	\$ 15.00	\$ 31,200.00			
FY 2022-23	\$ 18.75	\$ 39,000.00	\$ 3.75	25.00%	\$ 7,800.00
FY 2023-24	\$ 23.08	\$ 48,000.00	\$ 4.33	23.09%	\$ 9,000.00
FY 2024-25	\$ 23.77	\$ 49,440.00	\$ 0.69	3.00%	\$ 1,440.00

FISCAL YEAR	BILLING & DEPUTY CLERK HOURLY SALARY	ANNUAL	PER HOUR INCREASE	PERCENTAGE INCREASE	TOTAL ANNUAL INCREASE
FY 2017-18	\$ 10.50	\$ 21,840.00			
FY 2018-19	\$ 11.00	\$ 22,880.00	\$ 0.50	4.76%	\$ 1,040.00
FY 2019-20	\$ 12.00	\$ 24,960.00	\$ 1.00	9.09%	\$ 2,080.00
FY 2019-20	\$ 14.00	\$ 29,120.00	\$ 2.00	16.67%	\$ 4,160.00
FY 2020-21	\$ 14.42	\$ 29,993.60	\$ 0.42	3.00%	\$ 873.60
FY 2021-22	\$ 17.42	\$ 36,233.60	\$ 3.00	20.80%	\$ 6,240.00
FY 2022-23	\$ 19.42	\$ 40,393.60	\$ 2.00	11.48%	\$ 4,160.00
FY 2022-23	\$ 20.43	\$ 42,494.40	\$ 1.01	5.15%	\$ 2,100.80
FY 2023-24	\$ 25.48	\$ 53,000.00	\$ 5.05	24.72%	\$ 10,505.60

Note: DEPUTY CLERK DECLINED LAST YEAR'S 3% RAISE

## Summary of Temporary Raises



### Total "Temporary Raises Given Per Emp:

Clerk = \$7.05/hr or \$14,664.00.

Dpty. Clerk = \$9.13/hr or \$18,990.40

Rec/Admn. = \$4.33/hr or \$9006.40

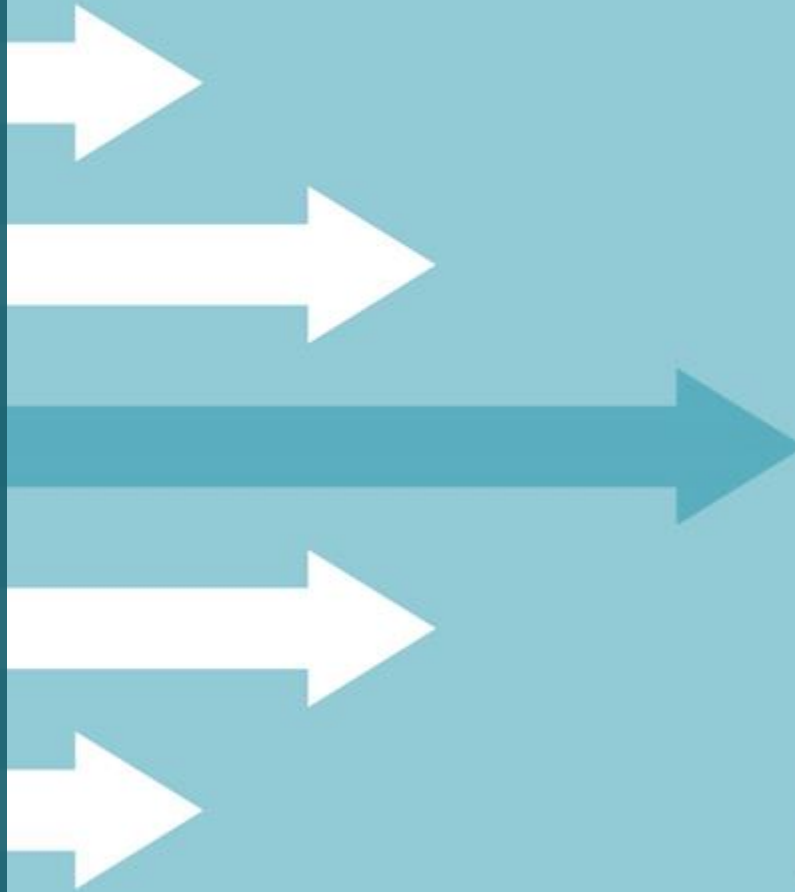


### TOTAL TEMPORARY RAISES =

**\$42,660.80/year**

Note Deputy Clerk declined this FY's 3% raise of .76/hr

Target Areas of  
Concern  
Share Solutions and  
Target Further Action





# Public Comment on Part I



How can we better  
serve you in our  
Building Department?

Part II



# GOALS OF THE WORKSHOP – PART 2

- Identify struggles/problems with the Building Department (15:00 minutes)
- Identify potential solutions from research, commissioners, and the public and classify as immediate or short term (15:00 minutes)
- Brainstorm large restructuring ideas (5:00 minutes)
- Assess pros and cons (20:00 minutes)
- Summarize discussion and obtain direction from the Commission on where to focus going forward (5:00 minutes)

Total Time for Part II: 60 minutes.



SAVVY CITIZEN  
WEB SITE  
HARD COPIES

RETURN TO:  
[JDAVIS@CEDARKEYFL.US](mailto:JDAVIS@CEDARKEYFL.US)  
OR TO  
HEATHER AT CITY HALL

# IDENTIFY THE STRUGGLES AND PROBLEMS

## From Applicants:

- Process takes too long
- Requirements Change - visit, obtain information, go back, need something else
- Unfriendly environment (us vs. them...not "we are in this together, let us help you")
- Not solution oriented, just "no".
- 1 Contractor – at first difficult environment then good working relationship.
- Other struggles or problems???????

## From Building Inspector/Asst.:

- Citizens don't fill out the application correctly and don't bring everything they are supposed to back in.
- Applicant's lack of knowledge of process, and FEMA.
- Applicant's failure to understand that comments made are "requirements" that must be addressed prior to construction – causes delays, bottlenecks.
- No online permitting process.
- No way to share access of permitting documents right now (i.e. Dropbox).

# Solutions Recommended by RESEARCH

## IMMEDIATE

- Satisfaction Forms and Surveys
- Hold stakeholder roundtable and public forums to identify bottlenecks, etc.
- Review current process to identify and improve operational and communication areas (Best Practices Model for Streamlined Local Permitting)
- Mode to share documents between City and JPI (JPI recommendation)

## SHORT TERM

- Automate the Permit Process (City of Orlando great example)  
<https://www.orlando.gov/Building-Development/Permits-Inspections/Get-a-Permit>
- Overhaul Website to facilitate the permitting technology and step-by-step instructions and improvements (See Orlando website and See City of St. Pete's website)  
[https://www.stpete.org/business/building\\_permitting/index.php](https://www.stpete.org/business/building_permitting/index.php)
- Streamline process – remove red tape.

See: Joe Payne's comments/suggestions

## SUGGESTIONS FOR IMPROVEMENT FROM JPI AND ADMINISTRATOR

### **Joe Payne:**

Also, recommendations on what can we do in the immediate and short term to make our process better:

*Short term. “Possibly an industry broadcast for owner/builders on how to submit a permit application. And perhaps a dropbox or ftp site (with secured code) to access read only permit application history for City staff and consultant.”*

*“The City may want to budget in the future to switch to a completely virtual platform, which requires complete online participation by the user. no more walk-ins with applications, etc. All information is uploaded to a permitting platform.”*

What have you seen in other places that we aren’t doing that could help us a great deal?

*“an online permitting system. also, certain agencies begin to expire permits after 10 days of not receiving a response and expire permits automatically after 180 days”.*

"As per FS553.792(6)(f) a response to comments must be submitted to the building department within 10 business days. Failure to correct the application within 10 business days will result in a denial of the application.”

### **Jennifer Sylvester:**

Increase physical presence of building inspectors with applicants.

Set specific days and times for applicants to meet with building inspector for questions and answers.

Increase in Code Enforcement for non-compliance with both FBC and City Codes.

# Why Automate the Permitting Process?

## •Efficiency & Speed:

- Faster Processing:** Automation accelerates permit application review and approval, leading to quicker project starts and reduced project timelines.
- Reduced Manual Work:** Automating tasks like data entry and document management frees up staff for more strategic work.
- Streamlined Workflows:** Automated systems eliminate bottlenecks and streamline the permitting process, ensuring applications move smoothly through the system.

## •Cost Reduction:

**Lower Operational Costs:** Automation reduces the need for extensive human intervention, saving on labor costs, paper, and storage.

**Reduced Error Rates:** Automated processes minimize human errors, leading to fewer rejections and delays, ultimately saving time and resources.

**Faster Approvals:** Faster approvals mean projects can begin sooner, potentially reducing overall project costs.

## Accuracy and Compliance:

**Reduced Errors:** Automated systems minimize human error, ensuring applications are complete and accurate.

**Real-time Tracking:** Automated systems provide real-time tracking of permit applications, ensuring transparency and accountability.

# Why Automate the Permitting Process? CONT.

## •Communication and Transparency:

- Improved Enhanced Transparency:** Online systems provide transparency and accountability by allowing applicants to track the status of their applications.
- Citizen Engagement:** Online platforms make it easier for citizens to understand the permitting process and engage with their local government.

## Other Benefits:

**Increased Efficiency:** Automation leads to greater efficiency for both government agencies and the public, as applications and payments can be made electronically.

**Improved Customer Satisfaction:** Online permitting makes it easier and more convenient for citizens to obtain permits and licenses, improving customer satisfaction.

**Collaboration:** Online systems facilitate collaboration between different departments within the agency and with external stakeholders.

**Scalability:** Automated systems can scale to handle a large volume of permit applications, even during peak periods. For Cedar Key this is critical in case of a storm event that necessitates a large volume of permits.

OTHER IMMEDIATE, SHORT-  
TERM, AND LONG-TERM  
SOLUTIONS – COMMISSION  
AND  
PUBLIC COMMENT



# LARGER ORGANISATIONAL SOLUTIONS

## DISCUSSION - Pros and Cons

### OPTIONS

- 1) County take over permitting for city
- 2) Hire a full-time inspector (Previous \$85,000, plus benefits
- 3) Remain with JPI
- 4) Remain with JPI but incorporate recommended immediate and short term improvements – and Automate!
- 5) Other ideas?:
  - 1) Commission
  - 2) Public

### Sample Evaluation Factors:

Cost, Efficiency, Timeliness, Necessary Expertise, etc.

If done structure before – what were the pros and cons?

# County Taking Over Permitting

## Pros and Cons

- Last time county did not have the Flood Pla Experience – weak in that area which is very important in Cedar Key. Other problems?
- Cost =
- Need to be fluent in City Laws as well as county (and any other cities within county they are handling permitting for).
- If County takes on multiple cities in the county, will this negatively impact response time, inspection time, etc.?
- If determine that automating the permitting process is optimal for our community, would the county be able to facilitate that?
- What if hurricane event, and county is handling multiple coastal or damaged cities at one time – impact our quality and timeliness of service?
- Other thoughts?

# Full-Time Inspector Position

Pros and Cons

- Former cost = \$85,000 base; approximately \$110,800 Total. Employees often cost more than consultants with benefits included.
- Requires a designated employee to support.
- If decide to automate the process, find an inspector with willingness and ability to use the program.
- Difficult to find one inspector to hire with all the various certifications (i.e. Floodplain Inspector). Will we have to supplement with outside inspectors adding to cost?
- Only focus on Cedar Key – 100% attention.
- Other Thoughts?

# Remain with JPI

## Pros and Cons

- Cost = Consultants so no additional employment costs.
- They also provide support services in house.
- Can handle online permitting, automation of the process. Joe Payne states that online platform eliminates the need for walk-ins at City Hall.
- Need clear policies, expectations, and measurable benchmarks established.
- Commission is only now evaluating the building department – Is it less disruptive to address current challenges that will follow us whatever structure we choose first?
- We are in control of structuring the time JPI spends in the City, etc.
- Proven that can handle a large increase of permitting in a storm.
- Other thoughts?

# Public Comment





# DIRECTION - FURTHER ACTION