Agenda Cover Memorandum

Meeting Date: June 23, 2014

Meeting Type: ☒ COW (Committee of the Whole) ☐ City Council ☐ Budget Workshop

Item Title: Compensation Study

Action Requested:

    ☐   Approval

    ☐   For discussion

    ☐   Feedback requested

    ☒   For your information

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Information:

One of my goals, projects, and initiatives for FY14 was to finish a compensation study for City positions. The City did not have study data on file. Through this project, we now have a working instrument that can be constantly updated. This data, which is a constant work in progress, is being completed through public information sharing with neighboring municipalities. There are firms out there that will complete a more comprehensive compensation study, but the cost estimates to complete that work are in excess of $25,000. This type of comprehensive study not only collects the salary information, but will bench mark responsibilities in job descriptions for positions across municipalities and be inclusive of other compensation data (benefits, leave time, etc).

I prepared this study to provide available information to Council on what some exempt and non-exempt employees are currently being paid in other communities. This survey excludes public safety employees. Not all of the communities are of a similar size, nor would each community be considered comparable to our City. In addition, employees with similar job titles do not necessarily perform the same duties and may be treated differently for overtime purposes in some instances.

During my tenure as City Manager, I take the opportunity to individually review compensation for positions and make adjustments (for starting pay) during vacancies or through Department Head recommendations. Staff will continue to update this information periodically, as it becomes available, or as additional municipalities complete their own studies.

Attachments:

- Compensation study information, by position