

April 12, 2024

Mayor Jacque and City Council Members
City of Dyersville
Memorial Building
340 1st Avenue East
Dyersville, IA 52040

Subject: Dyersville Compensation Study

Dear Honorable Mayor Jacque and Council Members:

I am writing on behalf of the Personnel and Administration Committee to present the findings and recommendations of the City's updated compensation study for full-time employees. Gov HR, a professional consulting firm, conducted this study in accordance with the agreement that the City Council approved in June 2023.

The purpose of the study was to review and update the City's pay plan based on the current market conditions and the best practices in the public sector. The study used the existing 65th percentile salary survey data model, meaning that the City's pay rates are set at a level higher than 65% of the comparable communities. The study also evaluated the internal equity and consistency of the pay plan, and the alignment of the pay grades and steps with the job descriptions and duties.

The study involved a comprehensive survey of 16 similar-sized communities around Dyersville, including Hiawatha and North Liberty, which were removed from the comparable community analysis. Still, they were used to determine pay accuracy. The survey collected base pay data representing the City's full-time workforce. The survey data was then analyzed and adjusted to reflect the 65th Percentile of pay.

The study resulted in a report completed in February 2024 and submitted to the Personnel and Administration Committee for review, and the committee is making the following findings and recommendations:

- The City's overall pay plan is competitive with the market, but some positions' pay will need to be adjusted based on the report.
- The report recommended creating a new Grade 5A for the Police Officers, who have higher skills and risks than the other positions in Grade 5.

- The committee recommended moving the Deputy Clerk position from Grade 3 to Grade 4 to reflect the increased difficulty and responsibility of the work.
- The committee also determined that the updated pay plan should be effective for the next three years, starting from July 1, 2024, and that it should be restudied in 2026 to ensure that the City's compensation remains competitive and equitable.

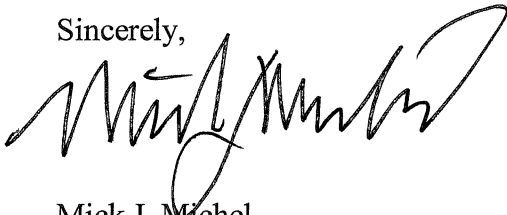
The Personnel and Administration Committee carefully reviewed the report and verified its accuracy and validity. The committee also considered the impact of the report's recommendations on the City's budget, employee morale, and retention. The committee agreed with the report's findings and recommendations.

The committee has included the report for your review and consideration. The pay plan has been included in the FY 2025 budget. The committee requests that the City Council approve the compensation plan.

The committee appreciates the City Council's support and cooperation in this important matter. The committee believes the updated pay plan will benefit the city and its employees and enhance its ability to attract and retain qualified, dedicated staff.

If you have any questions or comments, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mick J. Michel', with a large, stylized flourish at the end.

Mick J. Michel,
City Administrator