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DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

R. O. No. 37 - 22 - 23. By FINANCE DIRECTOR. July 11, 2022.

Submitting a report to the Finance and Personnel Committee regarding the progress of the Carlson-Dettmann Compensation Study.

**BACKGROUND / ANALYSIS:**

On June 27<sup>th</sup>, the Finance and Personnel Committee reviewed a report from the Finance Director requesting guidance on how to mitigate concerns/questions and complete the Carlson-Dettmann Compensation Study. As part of the discussion that day, it was requested by the Committee that a report be shared each meeting moving forward on the progress of various areas of concern. The following notes have been compiled in order to fulfill this request.

The below items were discussed and a brief status is listed below it:

- Human Resource professional involvement

*Staff has been working to contract with someone in the absence of an HR Director to sit in on meetings with Department Heads and Carlson-Dettmann.*

- Request for a Finance and Personnel Committee meeting with a representative on-site from Carlson-Dettmann available to answer questions and address concerns

*Carlson-Dettmann representative, Patrick Glynn, will be at the July 25, 2022 Finance and Personnel Committee. A meeting invitation has been sent out to all Common Council members to make sure they are aware that this discussion will be taking place.*

- Communication of the process and results to Common Council and all affected staff

*Staff will continue to communicate as necessary throughout the next steps of the process. A report will be given at every Finance & Personnel Committee meeting until study is completed.*

- Need for understanding related to data and formulas used to classify positions

*A presentation is being prepared to be shared at the July 25<sup>th</sup> Finance and Personnel Committee meeting.*

- Explore if separate scales should be considered for different departments/areas

*No update at this time; additional information forthcoming*

- Recognition of staff's seniority in the implementation plan

*The Finance Director is currently preparing calculations for an implementation plan that would look at different steps for various years of longevity at the City. This plan will be ready to be presented at the July 25<sup>th</sup> Finance & Personnel meeting.*

- Possible verbal interviews by consultant with staff

*The Finance Director has sent out an email to all fourteen Department Heads alerting them that review meetings will be scheduled with Carlson-Dettmann on July 25<sup>th</sup>. At the time of this writing, four Department Heads have responded; one out of the four has requested a meeting with Carlson-Dettmann and the other three have opted out. The Department Heads were given until July 12<sup>th</sup> to send over information related to positions of concern that will be forwarded to Carlson-Dettmann. The meetings will be scheduled with the Department Head, Administrator Wolf, Patrick Glynn of Carlson-Dettmann, a Human Resources professional and Finance Director Krueger.*

- Financial impact on the City's budget

*No update at this time; additional information forthcoming*

**STAFF COMMENTS:**

Staff will bring forward additional information at the July 25<sup>th</sup> Finance and Personnel meeting for discussion and possible action.

**ACTION REQUESTED:**

No action is requested at this time.

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Finance Director