



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: July 29, 2020

Subject: RFP for Classification and Compensation Study

Included with this memorandum is a Request for Proposal for a Classification and Compensation Study.

The City last did a classification and compensation study in 1999, which was implemented in 2000. An accurate classification and compensation program assists the City with employee retention and recruitment, ensures employees are being paid appropriately for the job duties they are assigned, and confirms the City's compliance with Minnesota Pay Equity laws.

The 2020 budget has funds allocated for this study. Staff anticipates issuing the RFP after City Council approval with a deadline for proposals on Friday, August 28, 2020 at 4:30pm. Staff will review the proposals with the goal of bringing a recommendation to the City Council at its September 8 meeting.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

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