

## MEMO

TO: Mayor McFarland and Committee Members  
FROM: Andrew Beyer, P.E.  
DATE: August 8, 2024  
RE: Finance Committee Agenda Narrative for August 12, 2024

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Agenda Item:

Review and take possible action: Payroll Resolution Amendment for Lab Manager and Civil Staff Engineer positions

### BACKGROUND

In 2024, Carlson Dettmann/Cottingham & Butler reviewed payroll grade assigned to the Wastewater Division Lab Manager position and the Engineering Division Civil Staff Engineer position. The Finance Committee has approved advertising for both positions using the grades as determined by Carlson Dettmann/Cottingham & Butler. In order to hire under the advertised grades, the 2024 payroll resolution needs to be amended to add the Civil Staff Engineer to the payroll resolution and to reflect the proposed payroll grades. Carlson Dettmann/Cottingham & Butler has recommended Grade M for both positions. Draft resolutions are attached for each position adjustment.

Attachment: Classification Memos  
Draft resolutions