



MAYOR & COUNCIL COMMUNICATION

DATE: January 20, 2015
CONSENT
ITEM #: 6
MOTION \$\$+

AGENDA ITEM: 2015 Compensation Adjustments
SUBMITTED BY: City Administrator
THROUGH: City Council
REVIEWED BY: Finance Committee/ HR Committee/City Council via 2015 Budget

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: City Administrator as Advised By the 2015 City of Lake Elmo Annual Budget

FISCAL IMPACT: **\$29,981.00**

AMOUNT REQUESTED: \$29,981.00

BUDGET AMOUNT AUTHORIZED: \$35,000

FUNDING SOURCE: GENERAL BUDGET / ENTERPRISE FUNDS

SUMMARY AND ACTION REQUESTED: The City Council is asked to adopt the 2015 Employee Compensation Adjustments of \$29,981.00 retroactive to 1-1-2015 and guided by the adoption of the 2015 Lake Elmo Budget. The figure is \$5,019 under budget leaving some room for merit increases or other adjustments.

BACKGROUND INFORMATION

Per the 2015 Budget, the City Administrator – after consultation with the designated Department Heads – recommends a staff compensation adjustment of \$29,981 for the workforce for the City of Lake Elmo. Having completed performance reviews, organizational goals, and workload analysis, the City Administrator recommends (per City Code) that compensation increases be approved using the following methodology (see attached matrix):

- (12) Employees will receive a standard 2.5% increase, due to satisfactory performance reviews, totaling \$17,411 with no reclassification. In addition, the 2.5% increase will be applied for the Lake Elmo Fire Department Paid on Call Firefighters;
- (3) Public Work Employees will be reclassified using the approved 2013 Classification System – upon the recommendation of the Public Works Director. These reclassifications, based on the attached matrix, amount to a pay upgrade of \$12,570 and are consistent with the City Council’s 2013 policy to use skill mastery as a compensation determiner within the DPW. (1) DPW employee did not advance in classification in 2015;
- (2) Employees were reclassified directly in the 2015 Annual Budget. The Taxpayer Relations Coordinator (Note A) assumed Committee Management duties for the Park Commission and a DPW Operator agreed to take on sewer maintenance and formal mechanic responsibilities, allowing the City to not have to add an additional DPW position in 2015. The compensation for the DPW employee has been split between the already designated budget number and additional reclassification (Note B);
- The City Administrator is not included in this formula as this compensation is generally discussed in February;
- The City Librarian is not included in this formula as his compensation is directed by the Library Board.

The 2015 Compensation Adjustments were budgeted at \$35,000 with a desire emphasis on merit or advancement through classification. The recommended adjustments of \$29,981, leaves \$5,019 available for future compensation consideration. Administration is currently considering an upgrade of the Planning Assistant to a dual purpose role of serving as a program assistant to the Director of Public Works for the purpose of Beehive data compilation, the development of standard operating guidelines, MS4 stormwater recordkeeping, and customer service. This role would come with an upgraded wage of \$2012 dollars (or the equivalent of the Deputy Clerk position). This would leave \$3,007 available for merit increases or budget savings as the Council sees fit.

RECOMMENDATION: Based on the aforementioned, the Administrator recommends and appropriate guiding motion.

M/S/P: To approve the 2015 Compensation Adjustments of \$29,918 as recommended by the City Staff in accordance with the 2015 City of Lake Elmo Budget and guided by satisfactory performance reviews and the 2013 DPW Classification Matrix.