

TENATIVE AGENDA OTTUMWA CITY COUNCIL

SPECIAL MEETING NO. 16 Council Chambers, City Hall June 14, 2023 5:30 O'Clock P.M.

#### PLEDGE OF ALLEGIANCE

ROLL CALL: Council Member Pope, Roe, Galloway, McAntire, Hull and Mayor Johnson.

APPROVAL OF AGENDA

All items on this agenda are subject to discussion and/or action.

1. Gallagher Wage Study presentation

RECOMMENDATION: Receive presentation from Mike Verdoorn, Principal, Public Sector & Higher Education with Gallagher, with open discussion to follow.

#### ADJOURN

\*\*\* It is the goal of the City of Ottumwa that all City Council public meetings are accessible to people with disabilities. If you need assistance in participating in City Council meetings due to a disability as defined under the ADA, please call the City Clerk's Office at (641) 683-0621 at least one (1) business day prior to the scheduled meeting to request an accommodation. \*\*\*



# FAX COVER SHEET

City of Ottumwa
DATE: <u>6/09/2023</u> TIME: <u>3:30 PM</u> NO. OF PAGES <u>2</u> (Including Cover Sheet)
TO: <u>News Media</u> CO:
FAX NO:
FROM: Christina Reinhard
FAX NO: <u>641-683-0613</u> PHONE NO: <u>641-683-0620</u>
MEMO: <u>Tentative Agenda for the Special City Council Work Session #16 to be held on</u> <u>WEDNESDAY 6/14/2023 at 5:30 P.M.</u>

06/09/2023 FRI 15:39	FAX	City	of	Ottumwa	Admin	Ø001
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DEPT. ID	4717					
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	916606271885			KTVO		
	916416823269			Ottumwa	Waterworks	
ERROR	916416828482			Tom FM		



# **FAX COVER SHEET**

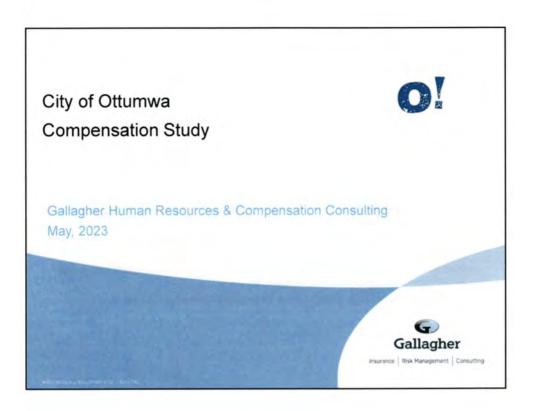
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FROM:	Christina Reinhard			
FAX NO:	641-683-0613	PHONE	ENO: <u>641-683-0620</u>	
	Tentative Agenda for the DAY 6/14/2023 at 5:30 P.1		ouncil Work Session #16 to be held	on
				******

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		*** TX REPORT ***		
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JOB NO.	3223			
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	916416823269		Ottumwa	Waterworks
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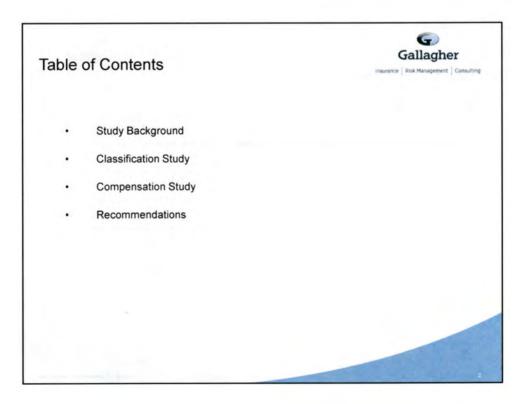
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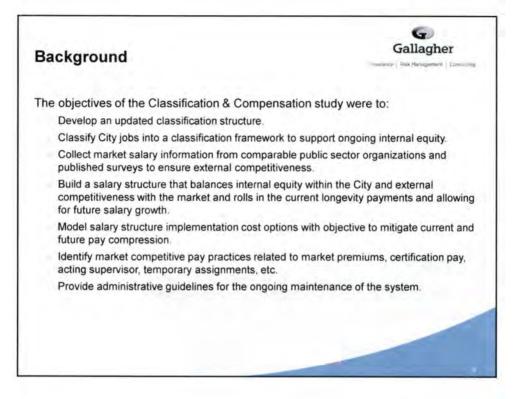


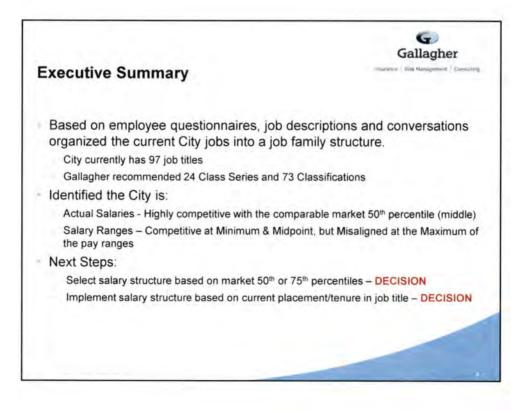
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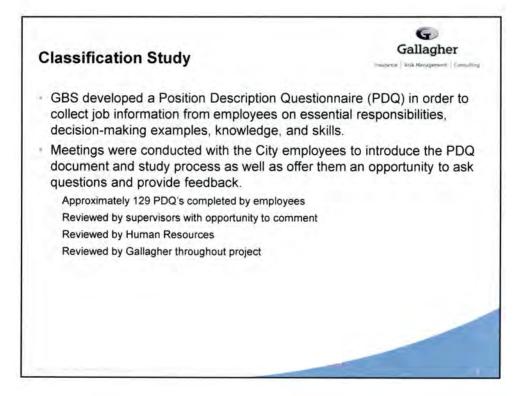
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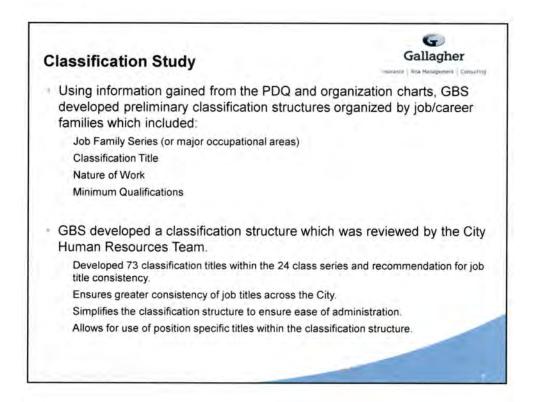


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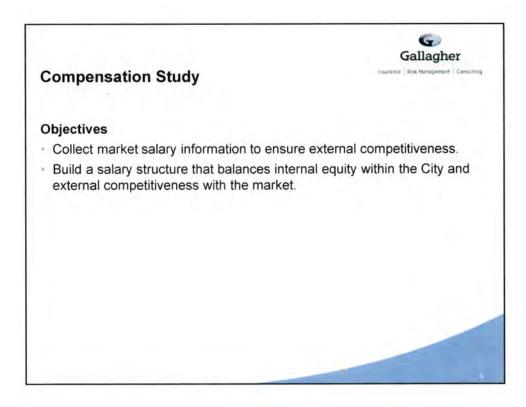


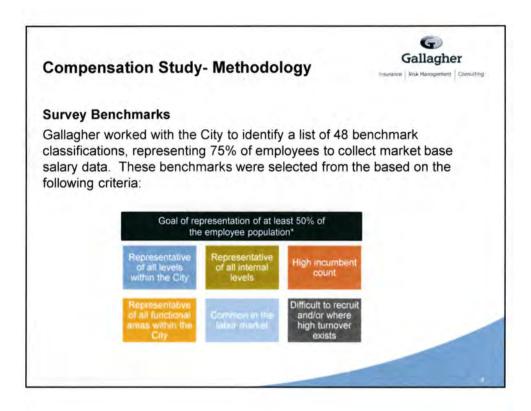




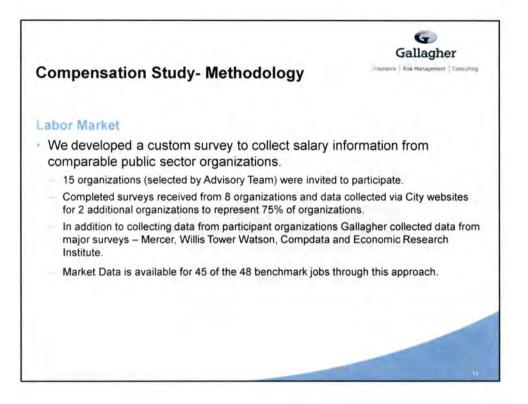


	ation Stu l a classifica		Gallagher Insurance   Risk Management   Consultin ne work to support continued internal equity:
Occupational Group	Potential Title	Level (associated with pay grade eventually)	
	Lead / Principal / Administrator	10 to 11	Responsible for the advanced level of analysis, programming, and execution of assigned work in the area of assignment to the broader City. Typically responsible for assignments and work that impact within the departm and across the City through the operations and work of an assigned functional area.
PROFESSIONAL (EXEMPT)	Senior Officer / Analyst / Coordinator	9 to 10	Represent an area of assignment to related functions or by providing information to the broader City. Incumber have limited to no budget responsibility with impact of work and information on departments of functions across (24). The assignments require diverse decakons that require complex decision making skills fitrough the analys evaluation, and methodology development to review information and data. Assignments are generally broad in nature. Incombers determine which process to utilities in carrying out dates.
	Officer / Analyst / Supervisor	8 to 9	Journey-level analytical work in an assigned area, department, or operations of the City. Incumbents have time no budget responsibility with the impact of work concentrated within the area of assignment. Duties often require complex decision making skills burdblenhord standard processes or steps. Assignments are generally broad nature that require input from multiple sources to identify errors or solutions.
	Foreman / Lead Specialist / Technician	7 to 8	Top level of operation, administrative services, office coordination, administrative support for program or staff, is server as the lead worker.
TECHNICAL/ SPECIALIST	Senior Specialist / Technician	6 to 7	Advanced specialized program support or complex technical, administrative support for staff. Work is primarily routine in nature, with specific goats and objectives, but includes the ability to address non-routine situations by applying or adapting established processes and groundures, requires a comprehensive knowledge and skill of assigned area or function to complete the assigned responsibilities assigned.
(NON-EXEMPT)	Specialist / Technician	5 to 6	Specialized program support or moderately complex technical, administrative support for staff. Work is primaril routine in nature, with specific goals and objectives, but includes the ability to address non-notifie situations by applying or adapting satisfailand processes and procedures.
	Assistant / Technician	4 to 5	Work is routine in nature with the majority of time dedicated to the performance of tasks related to one area of responsibility. with standardized responsibilities of basic maintenance and repair, transaction processing, gene administrative support.

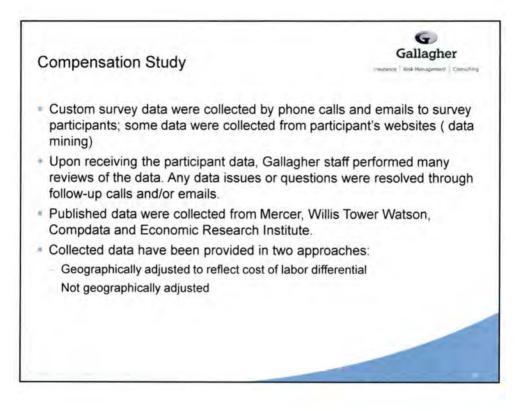




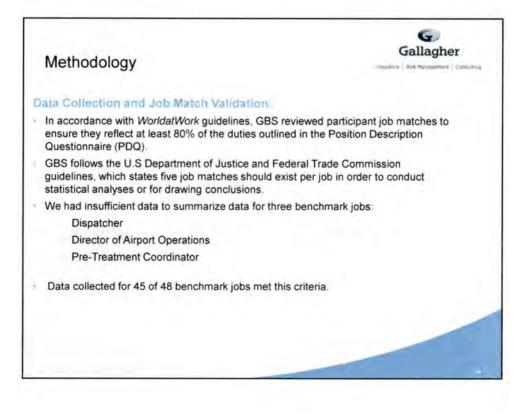
Compensation Study	Gallagher	
Gallagher collected comp titles identified by the Advi		e following Benchmark job agher.
	BENCHMARK JOBS	
Accountant	Housing and Code Inspector	Police Sergeant
Building Inspector	HR Coordinator	Pre-Treatment Coordinator
City Clerk	IT Manager	Secretary
City Engineer	Laboratory Technician	Sewer Maintenance & Street Cleaning Supervisor
Clerk	Librarian I	Street Maintenance Supervisor
Communications Specialist I (Dispatcher)	Librarian Assistant I	Superintendent (WPCF)
Director of Airport Operations	Library Director	Traffic Maintenance & Electrical Supervisor
Director of Community Development	Lieutenant	Utility Worker
Director of Finance	Maintenance Electrician	Zoning and Housing Coordinator
Director of Human Resources	Maintenance Technician (WPC)	Assistant Fire Chief
Director of Parks & Recreation	Maintenance Worker (Grounds)	Master Firefighter
Director of Public Works	Master Firefighter	Fire Captain
Engineering Assistant I	Operations Supervisor (WPC)	Fire Chief
Equipment Operator	Plant Operator (WPC)	Firefighter
Garage Mechanic	Police Chief	Lifeguard
GIS Administrator	Police Officer	Concessions Supervisor

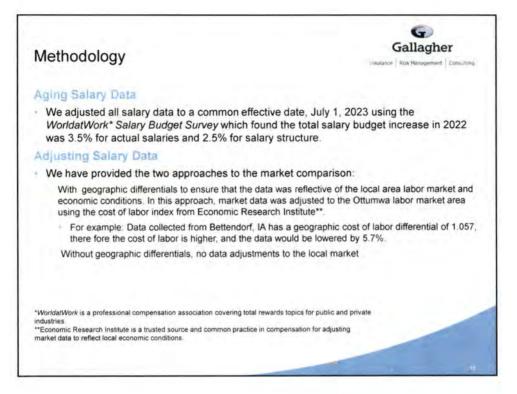


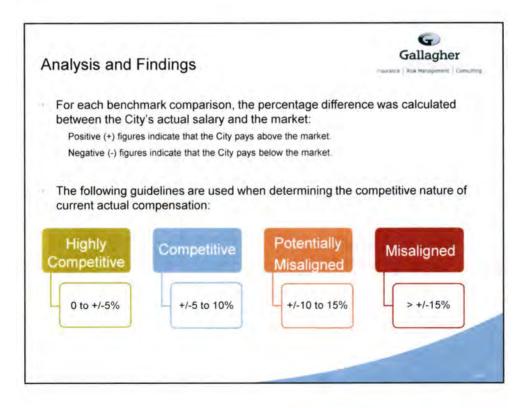
Compensation Study						
pensation data from comp	arable municipalities.					
invited to participate is out	tlined below.					
Survey Participants:						
Data Mined from the following Organizations:	Did not Participate: Ottumwa Water Works					
Dubuque	State of Iowa (DOT, DPS)					
Mason City	Ottumwa Community School Cit					
	Indianola					
	Cedar Falls					
	occur i uno					
	Invited to participate is our Survey Participants: Data Mined from the following Organizations: Dubuque					

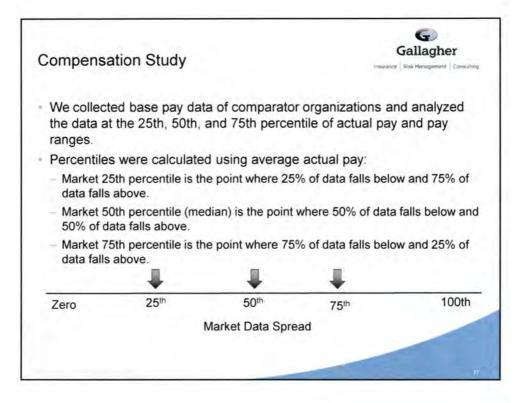


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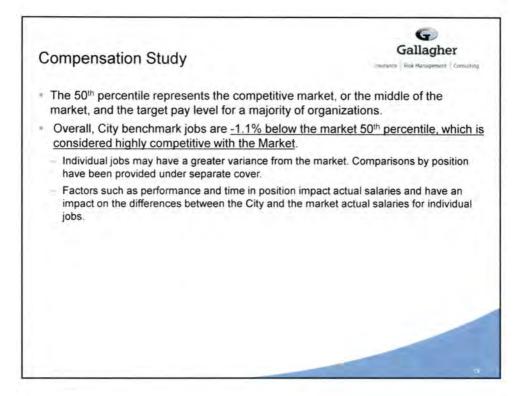


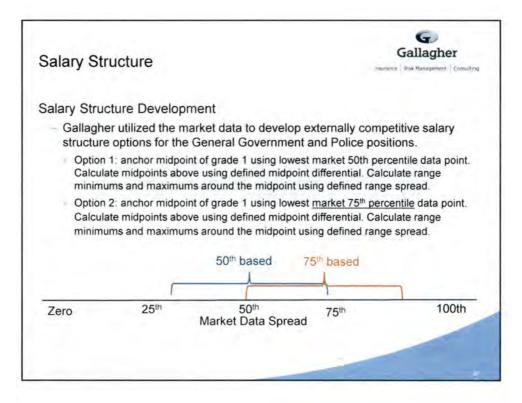


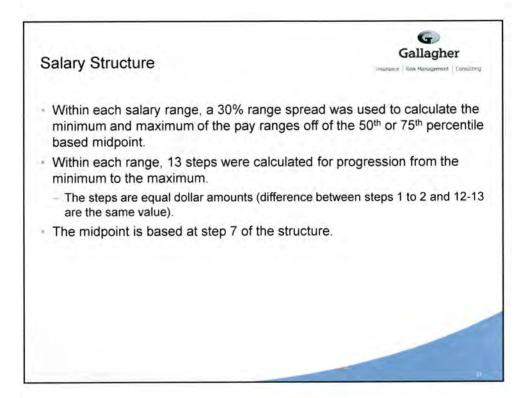


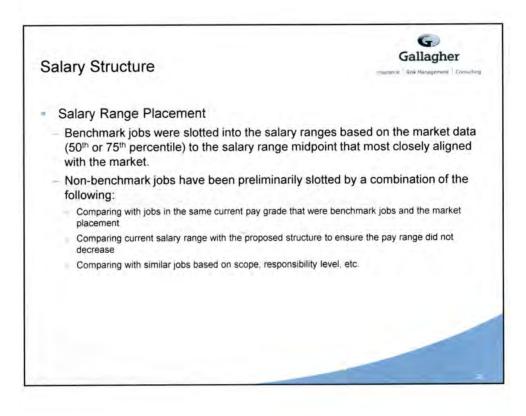


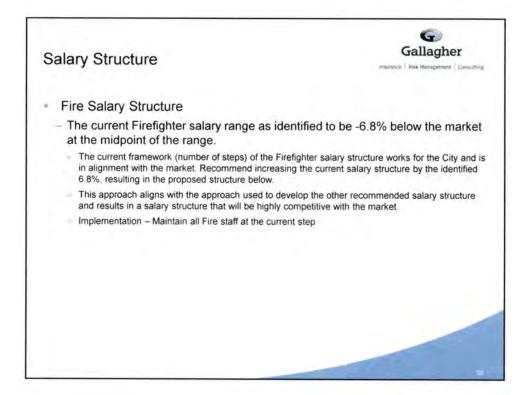
Compe	ensation Study			14	Gallag	
Market (	Comparisons					
	ollowing chart shows the cor	and the second				
	1	ummary Comp				
	Market	Market 50th % I Comparison		Range Mid % Diff	Range Max % Diff	
	Benchmark Summary - Custom	-3.0%	2.1%	-6.4%	-13.5%	
	Benchmark Summary - Published	-0.5%	7.8%	-4.1%	-13.7%	
	Benchmark Summary - Full Market*	-1.1%	3.8%	-5.1%	-12.6%	
	all, the City's base salary is h entile.	nighly compet	itive with	the Full Ma	rket at the 5	iOth
	ent salary structure is compe mum.	titive at the m	inimum, t	out misaligr	ned at the	-





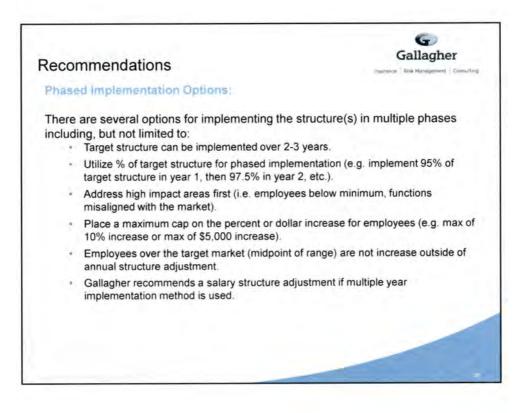


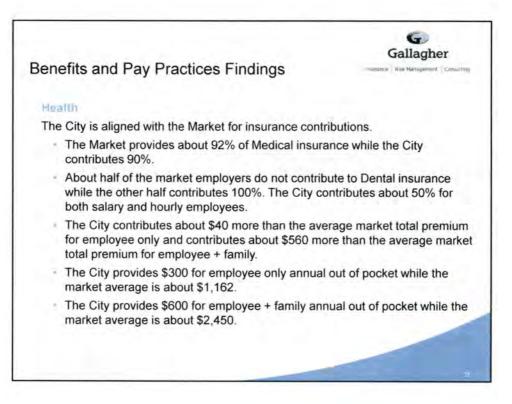


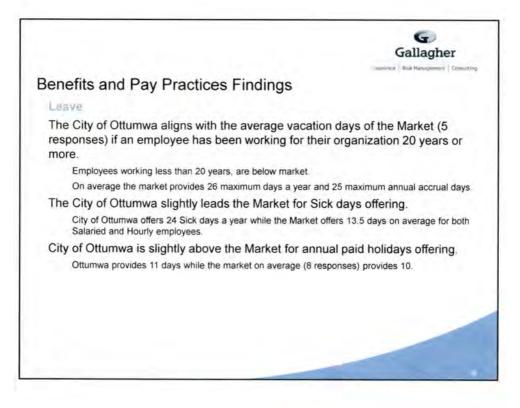


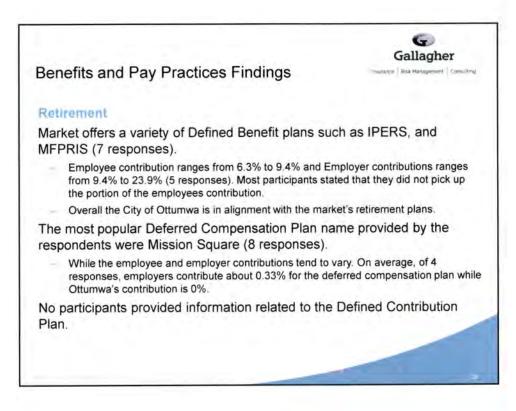
We placed employ	ees into a proposed step based	on two ontions:
- Option 1 is to place	e employees into the minimum. Emp um are not adjusted.	
	e employees into the range based u	pon time in position.
Implementation Method	Benefit	Potential Drawback
Bring to Minimum	Brings all employees within competitive range Cost effective	Does not factor in time in position     Creates some pay compression
Bring to Position in Range (based on time in current position)	Brings all employees within competitive range     Factors in time in position for placing employees	<ul> <li>Expensive</li> <li>Potentially places employees near the maximum of the new range</li> </ul>
positiony	employees	

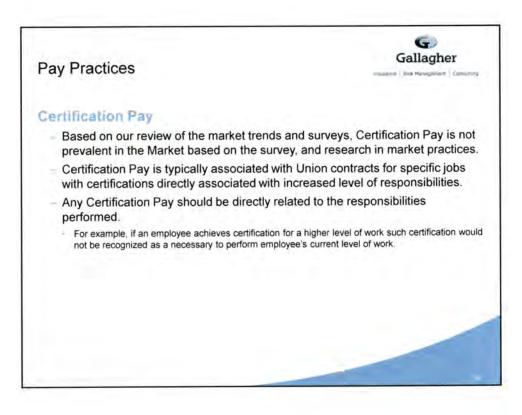
• Imp – T		tion Option		mentation	costs associa	Galla,	ement Consulting
Stru	cture ation Costs		Structure Option 1 Oth percentile base	d		Structure Option 2 5th percentile based	1
Employee Group		ALL	Non-Union	Union*	ALL	Non-Union	Union*
12.0	Cost	\$37,434	\$16,269	\$21,165	\$233,578	\$97,660	\$135,918
Bring to Minimum	% of Group Payroll	0.6%	0.6%	0.3%	3.9%	3.8%	1.7%
	# Increases	20	8	0	53	17	36
Bring to	Cost	\$457,761	\$145,387	\$312,374	\$1,185,871	\$317,607	\$868,264
Step Based on Years of	% of Group Payroll	7.6%	5.6%	3.9%	19.8%	12.2%	10.8%
	# Increases	140	43	97	175	39	136

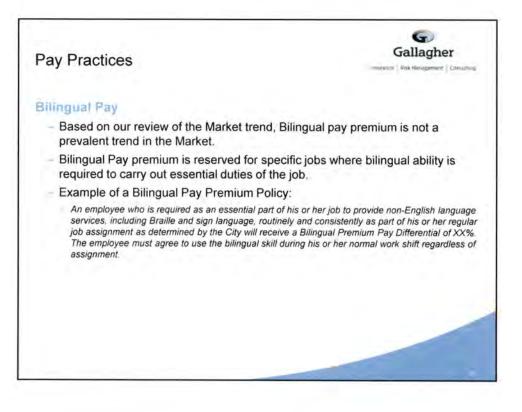


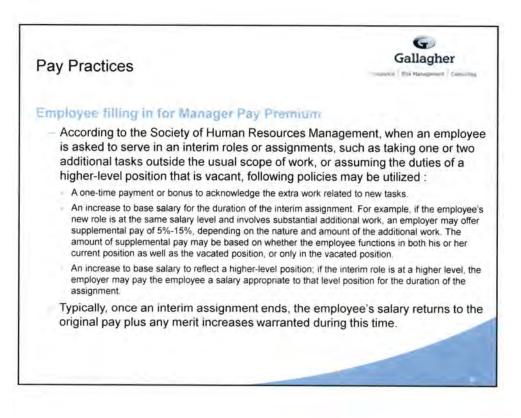


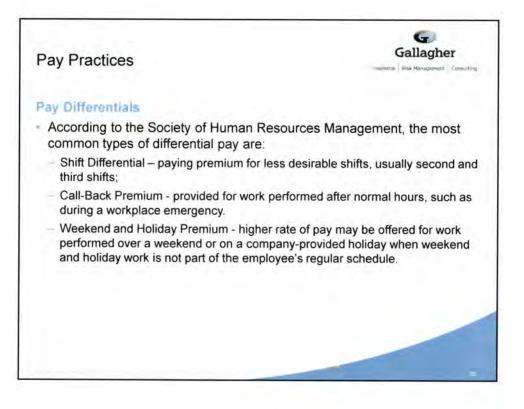


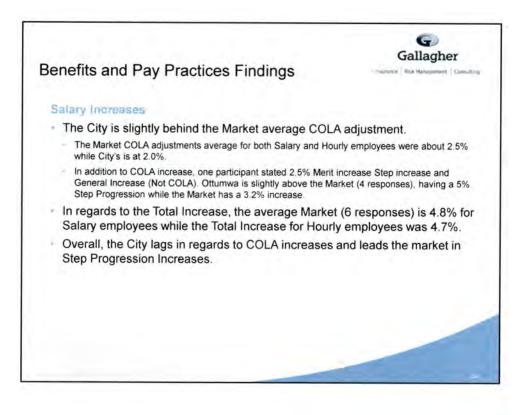


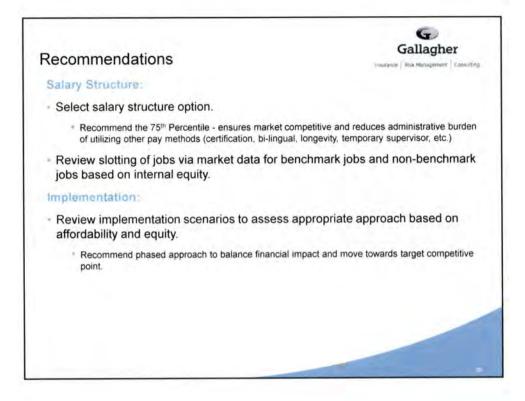


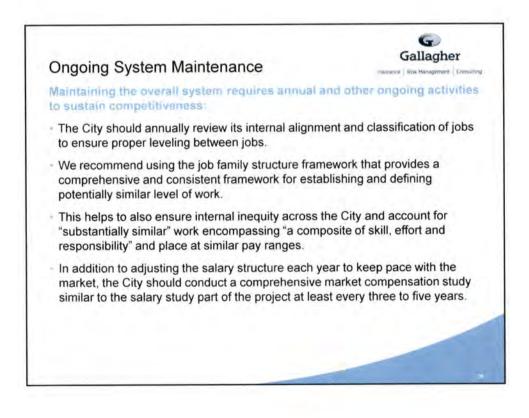












iede.	Misimum	Midpuint	Maximum	Range Spread	Midpi Dil
1	\$33,077	\$38,038	\$43,000	30%	
2	\$36,385	\$41,842	\$47,300	30%	10%
3	\$40,023	\$46,026	\$52,030	30%	10%
4	\$44,025	\$50,629	\$57,233	30%	10%
5	\$48,428	\$55,692	\$62,956	30%	10%
6	\$53,271	\$61,261	\$69,252	30%	10%
7	\$58,598	\$67,387	\$76,177	30%	10%
8	\$64,457	\$74,126	\$83,795	30%	10%
9	\$70,903	\$81,539	\$92,174	30%	10%
10	\$77,993	\$89,692	\$101,392	30%	10%
11	\$85,793	\$98,662	\$111,531	30%	10%
12	\$94,372	\$108,528	\$122,684	30%	10%
13	\$103,809	\$119,381	\$134,952	30%	10%
14	\$114,190	\$131,319	\$148,447	30%	10%
15	\$125,609	\$144,451	\$163,292	30%	10%
16	\$138,170	\$158,896	\$179,621	30%	10%
17	\$151,987	\$174,785	\$197,583	30%	10%
18	\$167,186	\$192,264	\$217,342	30%	10%

Prade	Step 1	Step 2	Step 3	S	lap 4	Step 5	Step 6	-Step 7	Step B	Step 9	Slep 10	Step 11	Step 12	Step 13
1	\$ 33,077	\$ 33,904	\$ 34,731	\$	35,558	\$ 36,385	\$ 37,211	\$ 38,038	\$ 38,865	\$ 39,692	\$ 40,519	\$ 41,346	\$ 42,173	\$ 43,00
2	\$ 36,385	\$ 37,294	\$ 38,204	\$	39,113	\$ 40,023	\$ 40,933	\$ 41,842	\$ 42,752	\$ 43,661	\$ 44,571	\$ 45,481	\$ 46,390	\$ 47,30
3	\$ 40,023	\$ 41,024	\$ 42,024	\$	43,025	\$ 44,025	\$ 45,026	\$ 46,026	\$ 47,027	\$ 48,028	\$ 49,028	\$ 50,029	\$ 51,029	\$ 52,03
4	\$ 44,025	\$ 45,126	\$ 46,227	\$	47,327	\$ 48,428	\$ 49,528	\$ 50,629	\$ 51,730	\$ 52,830	\$ 53,931	\$ 55,032	\$ 56,132	\$ 57,23
5	\$ 48,428	\$ 49,638	\$ 50,849	\$	52,060	\$ 53,271	\$ 54,481	\$ 55,692	\$ 56,903	\$ 58,113	\$ 59,324	\$ 60,535	\$ 61,745	\$ 62,95
6	\$ 53,271	\$ 54,602	\$ 55,934	\$	57,266	\$ 58,598	\$ 59,929	\$ 61,261	\$ 62,593	\$ 63,925	\$ 65,256	\$ 66,588	\$ 67,920	\$ 69,25
7	\$ 58,598	\$ 60,063	\$ 61,528	\$	62,992	\$ 64,457	\$ 65,922	\$ 67,387	\$ 68,852	\$ 70,317	\$ 71,782	\$ 73,247	\$ 74,712	\$ 76,17
8	\$ 64,457	\$ 66,069	\$ 67,680	\$	69,292	\$ 70,903	\$ 72,515	\$ 74,126	\$ 75,737	\$ 77,349	\$ 78,960	\$ 80,572	\$ 82,183	\$ 83,79
9	\$ 70,903	\$ 72,676	\$ 74,448	\$	76,221	\$ 77,993	\$ 79,766	\$ 81,539	\$ 83,311	\$ 85,084	\$ 86,856	\$ 88,629	\$ 90,402	\$ 92,17
10	\$ 77,993	\$ 79,943	\$ 81,893	\$	83,843	\$ 85,793	\$ 87,743	\$ 89,692	\$ 91,642	\$ 93,592	\$ 95,542	\$ 97,492	\$ 99,442	\$ 101,39
11	\$ 85,793	\$ 87,938	\$ 90,082	\$	92,227	\$ 94,372	\$ 96,517	\$ 98,662	\$ 100,807	\$ 102,951	\$ 105,096	\$ 107,241	\$ 109,386	\$ 111,53
12	\$ 94,372	\$ 96,731	\$ 99,091	\$	101,450	\$ 103,809	\$ 106,169	\$ 108,528	\$ 110,887	\$ 113,247	\$ 115,606	\$ 117,965	\$ 120,324	\$ 122,68
13	\$ 103,809	\$ 106,405	\$ 109,000	\$	111,595	\$ 114,190	\$ 116,785	\$ 119,381	\$ 121,976	\$ 124,571	\$ 127,166	\$ 129,762	\$ 132,357	\$ 134,95
14	\$ 114,190	\$ 117,045	\$ 119,900	\$	122,754	\$ 125,609	\$ 128,464	\$ 131,319	\$ 134,174	\$ 137,028	\$ 139,883	\$ 142,738	\$ 145,593	\$ 148,44
15	\$ 125,609	\$ 128,749	\$ 131,890	\$	135,030	\$ 138,170	\$ 141,310	\$ 144,451	\$ 147,591	\$ 150,731	\$ 153,871	\$ 157,012	\$ 160,152	\$ 163,29
16	\$ 138,170	\$ 141,624	\$ 145,079	\$	148,533	\$ 151,987	\$ 155,441	\$ 158,896	\$ 162,350	\$ 165,804	\$ 169,258	\$ 172,713	\$ 176,167	\$ 179,62
17	\$ 151,987	\$ 155,787	\$ 159,587	\$	163,386	\$ 167,186	\$ 170,986	\$ 174,785	\$ 178,585	\$ 182,385	\$ 186,184	\$ 189,984	\$ 193,784	\$ 197,58
18	\$ 167,186	\$ 171,366	\$ 175,545	\$	179,725	\$ 183,905	\$ 188,084	\$ 192,264	\$ 196,443	\$ 200,623	\$ 204,803	\$ 208,982	\$ 213,162	\$ 217,34