

SPECIAL MEETING NO. 19
Room 108, City Hall

July 17, 2023
4:30 O'Clock P.M.

The meeting was called to order at 4:31 P.M.

Present were Council Member McAntire, Hull, Pope, Roe, Galloway and Mayor Johnson.

Also in attendance: City Admin. Rath, HR Dir. Codjoe, Dir. of Airport Operations Wheaton, Finance Dir. Nisar, Police Chief Farrington, Interim PW Dir. Burgmeier.

Roe moved, seconded by Hull to approve agenda as presented. All ayes.

Rath gave the floor to Codjoe to discuss Compensation Handbook – including the Compensation Philosophy & Classification & Compensation Admin. Guidelines. Classification Structure, Classification Framework, Salary Schedule, Position Description Questionnaire (PDQ), Job Analysis Request.

As a City, we strive to be at the 75%; which will serve as the anchor/midpoint for City salaries. This will correlate with step seven on the pay grid; what we discovered through the Gallagher study was our starting salaries for most positions were right where they needed to be. Movement through ranges will be based upon tenure following the admin. guidelines. Employees will start at step one and move up annually on his/her anniversary date through step seven; after step seven, movements are every three yrs. up to 13 total steps.

If the City desires to transition to a merit based system, we would need to develop an employee evaluation process and train our mgmt. on how to implement. This also needs to be negotiated with the unions.

Recommend using the Midwest CPI that is distributed by the Iowa League of Cities to aid with adjusting COLA increases annually.

Rath clarified that if Council's desire is to move to all merit based; the current pay structure would need to be redeveloped along with an evaluation process.

Fire is the only dept. that steps don't coincide with the revised grid.

Galloway inquired on bilingual pay and Codjoe stated it is not included in the recommendations from Gallagher because it is not prevalent in the state of IA. Galloway believes we could be on the forefront of this; a great way to diversify our workforce.

Gallagher is currently working on making standardized job descriptions for all positions based upon PDQ submissions from the City.

Codjoe continued; we do not have enough room in our FY23/24 budget to include all of the personnel increases as presented; we can do it in a phased approach. For anyone that is receiving an increase of \$5,000 or less; his/her pay rate will be adjusted on 7/1/2023. Anyone that will receive an increase over \$5,000 will see a phased approach; s/he will receive 25% of the total increase 7/1/2023; another 25% on January 1, 2024 and then the remaining 50% on 7/1/2024 in order to have enough funds to cover all of the changes. We did account for this in our submitted FY23/24 budget.

Council questioned if we implement all of these pay rate changes, can we sustain and maintain them going forward?

Roe stated we don't have a review policy nor a succession planning policy; we need to have these in place in order to allow for these platforms to work. We don't have a formal review structure. This has been something we've discussed every single year; we need to make it happen.


Rath stated this is why we are increasing the HR Dept. to begin piecing all things together and getting policies in place in order to transition to where we need to be and improve processes.

This item is on the table so whenever Council is ready to take action, it is at your discretion when to remove it from the table.

There being no further discussion, Roe moved, seconded by Galloway that the mtg. adjourn. All ayes.

Adjournment was at 5:50 P.M.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, CMC, City Clerk

Published in the Ottumwa Courier on 7/27/2023.