

AGENDA
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
MONDAY, SEPTEMBER 12th, 2022
3:30 PM

Go to: www.zoom.com
Meeting ID: 978 6396 1227
Call-in only: 312 626-6799, enter meeting number

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. APPROVAL OF MINUTES OF AUGUST 8TH, 2022 MEETING**
- 5. PUBLIC PARTICIPATION**
- 6. DISCUSSION REGARDING CREDIT CARD STATEMENT (AUGUST, 2022)**
- 7. DISCUSSION REGARDING BANK STATEMENTS (AUGUST, 2022)**
- 8. DISCUSSION AND POSSIBLE MOTION TO UPDATE DEPARTMENT HEAD SALARIES**

City Manager Summary: At the conclusion of the City Council's action on August 1, 2022, to revise City employee salaries by an additional 6% as a reactionary tool to market inflation and job competition, the recommendation of the City Manager was to wait for further analysis on the outcomes of revising department head salaries.

Staff is now at a point to provide that recommendation to the Finance committee. The applicable department heads are Police Chief Brendan Zeimet, Public Works Director Frank Ellenz, and Library Director Katie Pauls.

- Police Chief Brendan Zeimet: Chief Zeimet started in his role December 2021 and currently has an \$80,000 salary. Chief Zeimet has done well in his transition and has assumed accountability for his department in an impressive way. Chief Zeimet continues to be challenged with recruiting, retention, and portraying the police in a productive and positive light. It is a difficult job and he bears the weight of the responsibilities just as any other police leader should do. Thus, Chief Zeimet and I have discussed the Chief market and several data points have been discovered.
 - Camanche PD Chief: 9 full-time POs - \$89,941 salary
 - Monticello PD Chief: 7 full-time POs - \$90,000 salary plus \$13,000 health-insurance opt-out incentive

- DeWitt PD Chief: 10 full-time POs - \$91,710 plus \$3,600 annual vehicle allowance
- Eldridge PD Chief: 11 full-time POs - \$87,568 with take City take home car (salary currently under negotiation)

Given Chief Zeimet's experience as Chief in Maquoketa, staff recommends supporting a flat \$90,000 salary for Chief Zeimet. This is consistent with the market but slightly behind comparables given the scale of work in Maquoketa and Chief Zeimet's actual time as serving Chief.

- Public Works Director Frank Ellenz: Public Works continues to run thin and Frank's response demands to public way complaints remains high. For what the position entails and for what Frank has made the position, staff believes Frank Ellenz should be in line for the same 6% increase as other City Employees. Frank's current salary is \$76,175 and this would increase to \$80,744.
- Library Director Katie Pauls: Katie Pauls' salary is currently \$55,779. The Library community and the ruling board are extremely pleased with Katie's performance. They believe they've never had a more passionate and talented director. From the City's perspective, staff shares the same opinion. Katie has volunteered to do the local access cable recordings at no demand for extra pay and transitioned the cable model to video recordings on Youtube for City Council meetings. This was a much needed step. In addition, Katie unfortunately had a personnel issue in February 2022 resulting in the loss of one position which was not filled. Katie readjusted schedules and part-time hours to fit the Library needs and even with all potential salary and benefit increases, the Library personnel operation will be less expensive because of Katie's solutions.

The City also formerly employed a person to run local access cable. Katie eliminated these expenses off the City's General Fund and as something of a reward to her and the library, the City uses \$20,000 of local access cable revenue for a library transfer in the annual budget. Katie found a solution she believes is mutually acceptable to the Library and City. Katie's proposed transferring the same \$20,000 but earmarking \$5,000 of the \$20,000 toward her salary.

In addition to this, the Library Board feels the Library Director position is out of competitive range. The most recent example is DeWitt's Library Director hire at \$68,000. The City and Library conducted a larger analysis and found pay for Library Director ranged from \$46,116 - \$113,380.

The Library recommends increasing Katie's base salary to \$60,000 and providing her direct pay in the amount of \$5,000 out of the local access revenue from the City. In simple terms, Katie's salary proposal is \$65,000 and more competitive with the market.

Committee support is recommended.

9. DISCUSSION AND POSSIBLE MOTION TO RECOMMEND REVISED EVALUATION FOR CITY EMPLOYEES

City Manager Summary: Aside from the City Manager Evaluation, Attachment A is the proposed City employees annual evaluation. This version of an evaluation is adopted from another City and objectively designed to ensure compliance and execution across the organization. The best evaluation with no compliance and follow through has no value. A good evaluation system with good follow through is far more valuable as a tool to provide management feedback to employees.

The attachment allows the rater to explain why an employee exceeds or does not meet expectations. Comments and justification must be provided if the rater chooses exceeds or does not meet. The only risk in the evaluation scenario is rater exhaustion. City staff will work together to make sure each evaluation isn't as simple as marking "meets expectations" in order to forego writing out commentary.

In review of the City's personnel files, the City is in need of a consistent and simple process to provide feedback. This is a solution.

Committee support is recommended.

10.ADJOURN