



City of West Allis

Legislation Text

File #: R-2017-0048, **Version:** 1

Resolution to authorize the City Administrator to enter into a professional service agreement with Carlson Dettmann Consulting, LLC to provide classification appeals, continued job evaluation services, review of performance evaluation system and development of new system, and a review of the current paid time off benefits in an amount not to exceed \$60,000.

WHEREAS, the City of West Allis Common Council approved Resolution R-2016-0135 authorizing the City Administrator to enter into a professional service agreement (PSA) with Carlson Dettmann Consulting, LLC (CDC) for services including the development of a new classification and compensation plan (“pay plan”); and

WHEREAS, the Committee of the Whole of the Common Council reviewed the executive summary and recommendations for implementation of the new pay plan on February 13, 2017, and provided consensus for staff to identify necessary steps and recommendations to implement the pay plan, subject to review by the Administration and Finance Committee and Common Council; and

WHEREAS, the implementation of the new pay plan requires consultation with Department Heads, approval of the pay plan and implementation guidelines, approval of the appeals process, approval of a pay for performance system, approval of a plan for continued job evaluation services, approval of policy updates, staff training, modifications to various software systems including Payroll, HRIS, and related timekeeping systems, and other administrative changes; and

WHEREAS, the recommendations specifically included providing: an appeals process, continued job evaluation services, revision of the performance review process to include pay for performance, and a review of the paid time off benefits; and

WHEREAS, the City Administrator has received a proposal to enter into a PSA with CDC to provide an appeals process, continued job evaluation services, establish a pay-for-performance system, and to conduct a review of paid time off benefits; and

WHEREAS, the PSA has been reviewed by the City Attorney, City Administrator, Human Resources Director, and Finance Director; and

WHEREAS, the 2017 City operating budget appropriated \$30,000 in the General Fund Special Studies consulting account for compensation study implementation and the 2017 City capital budget provided funding of \$30,000 via the Reserve for Productivity/Operational Improvements for pay-for-performance implementation.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis as follows:

1. That the Scope of Services as defined in the PSA, a copy of which is hereby attached and made a part hereof, is hereby approved.
2. That the City Attorney be and is hereby authorized to make such substantive and non-substantive changes, modifications, additions and deletions to and from the various provisions of the contract, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

BE IT FURTHER RESOLVED that the City Administrator is authorized, on behalf of the City, to execute the aforesaid contract documents

BE IT FURTHER RESOLVED that a transfer of \$30,000 from the Reserve for Productivity/Operational Improvements Reserve Fund, is hereby approved to the General Fund Special Studies Consultants Account (100-8813-517-3002).

ADM\ORDRES\ADMR2017.09