



City of Green Request for Legislation

Date: July 20, 2022

PART 1- General Information

Subject of Requested Legislation:

A resolution authorizing the City of Green to enter into an agreement with Clemans, Nelson and Associates for the purpose of updating and developing the City Compensation Plan and Pay Schedule for Non-bargaining employees.

Department/Division: Human Resources Requestor: Pam Serina

If applicable, previous legislation on this subject (reference ordinance/resolution number):

Purpose/Objective of Legislation:

The City Compensation Plan and Structure was originally created in 1997. The purpose is to have an outside consultant evaluate the overall plan, conduct a wage survey, review the job evaluation process, update and standardize job descriptions, and assign pay grades.

Number of Exhibits: 1 *Please make sure all Exhibits are attached and named

Are you requesting **First** Reading Passage:

YES ☐

NO ☒

Note: Deadline for first reading request below.

Are you requesting **Second** Reading Passage:

YES ☒

NO ☐

Reason:

The project time frame is expected to be 4 months, and would like to have completed January 2023.

Is this reason included in the body of your legislation?

YES ☒

NO ☐

PART 2- Financial Information

Does this legislation directly involve the expenditure of funds?

YES ☒

NO ☐

Was this expenditure budgeted for in the current budget?

YES ☒

NO ☐

If yes, what account will the expenditure come from 100-1800-52412 contracted services

Total Requested Amount: \$ \$20,000.00

PART 3- Signatures: (Must be completed in order)

1). Pam Serina

Dept/Division Requestor

2). Steven Schmidt

Finance Approval

3). [Signature]

Law Director

*Please CC the Council Clerk on all legislation requests

****Important:** In order to have requests for legislation processed timely, members of the Administration must provide a properly completed Request for Legislation including all supporting documentation and information **no later than 12:00 p.m. on the Tuesday preceding the Council meeting at which they intend to introduce the piece.** If you are requesting a first reading passage, legislation must be submitted no later than 8:00 a.m. on the Monday preceding the Council meeting.

4/26/2022