

## Jack Feldman

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**From:** Stephen Arbo  
**Sent:** Friday, December 8, 2017 11:21 AM  
**To:** CityCouncil  
**Cc:** MGT\_TEAM  
**Subject:** January 11 Scope of Work

Mayor and City Council,

Please be advised that staff will be preparing the following information for your review at the January 11 meeting. If you think it needs to be modified, please inform Mayor Rhoads so he may place your concern on the December 14 or 21<sup>st</sup> Council meeting agenda. We must work on matters that have the full support of the City Council.

- A. Requested staff to prepare a 5 and 10 year feasibility analysis based upon the following factors:
- Immediate implementation of a “mid” or “market-rate” pay structure ***in full***\* as recommended by Springsted
  - Immediate implementation of a “top quartile” or “75%” pay structure ***in full***\* as recommended by Springsted
  - Propose strategy to help reduce compression tendencies
  - Fiscal analysis will be provided for core general and represented groups
- B. Review the comparator cities and provide any “compensation philosophy” statements adopted by their governing bodies.
- C. Provide a summary statement of pending concerns by the Management Team of proposed adjustments based on Springsted report.

**\*In Full** – all employees are aligned in the new pay structures consistent with their current placement in the existing pay structure

In addition to this work, staff will meet with Sgt. Inglima and review the document presented to the City Council. We will provide a report based upon that meeting and any corrections that are deemed necessary for accuracy.

*Yours Truly,*

**Stephen Arbo** | City Manager  
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