



Meeting: Village Board
Meeting Date: June 24, 2013
Agenda Item: No. 5a

Mission Statement

Delivering quality services in a courteous, cost-effective and efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: Burt R. McIntyre, President
Village Board of Trustees

REPORT FROM: Paul F. Evert, Village Administrator

AGENDA ITEM: Review and take action on the listing of Comparable Municipalities for the Compensation Study to be performed by Public Administration Associates (PAA)

ACTION REQUESTED: Ordinance Resolution Motion Receive/File

POLICY ISSUE

Will the village board approve the comparable municipalities list proposed to be used by PAA for a compensation study or make modifications before approval?

BACKGROUND INFORMATION

At the last board meeting, the board approved contracting with PAA to perform a compensation study for all full-time positions currently employed by the village. The board asked Dan Elsass of PAA to bring back to the board a listing of the municipalities to be used in his study prior to performing the study. Dan also plans to use the private sector wage survey completed by Advance (Economic Development portion of Green Bay Area Chamber of Commerce) that includes the Green Bay area through the Fox Valley; there were over 100 companies participating in this survey.

Attached is a letter from Dan detailing the communities he proposes to use in the study and the rationale for why these municipalities were chosen. Dan is hoping to obtain at least 12 responses from the municipalities ultimately picked and agreed to by the board for comparable purposes. Dan met with President McIntyre and the Executive Leadership Team on June 18, 2013 to review and complete the attached list.

The village board needs to decide if this list is a good representation of comparable communities to the Village of Howard for performing the compensation study or make modifications, if needed.

PRIOR ACTION/REVIEW

On June 10, 2013 the board approved a contract with PAA for performing a compensation study and asked the consultant, Dan Elsass, to bring back the listing of municipalities that will be used in the survey prior to mailing the survey.

FISCAL IMPACT:

- | | |
|------------------------------|------------|
| 1. Is There A Fiscal Impact? | <u>No</u> |
| 2. Is it Currently Budgeted? | <u>N/A</u> |
| 3. If Budgeted, Which Line? | |

RECOMMENDED ACTION

Staff recommends utilizing the list included in the attached letter for sending the compensation survey. The following motion could be made:

"I move to approve the municipalities listed in PAA's letter as comparable communities to Howard for preparing a compensation study."

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve the list with adding additional municipalities to the list
- Approve the list with removing municipalities from the list
- Table the suggested motion and request additional information

ATTACHED INFORMATION

1. Letter from PAA, Dan Elsass, regarding comparable communities



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June 18, 2013

Howard Village Board Member:

After meeting with the Village Administrator and the majority of Department Heads, PAA recommends the following municipalities and groups to survey for the 2013 Pay Compensation and Benefits Study which we have been contracted to perform. The primary criteria used for selecting the municipalities suggested for this portion of the survey is:

- A. Comparable population size based on Howard's current estimated figure of nearly 19,000 and growing (the range of communities proposed is 11,000-29,000).
- B. Suburban nature of the community and proximity to an urban area of 100,000 plus (includes those near Racine, LaCrosse, Eau Claire, Madison, Wausau, Appleton, Waukesha and Green Bay, but excludes ones in Milwaukee County).
- C. The likelihood that the municipality will have positions with equivalent responsibilities and diversity of duties to those performed by Howard employees.
- D. These communities also are known to have a number of "blended positions" such as Economic Development/Zoning Administrator, Administrative Services Director, Public Safety Director, etc. which can be difficult to find in larger WI cities and villages.

Proposed communities are:

Ashwaubenon Little Chute Fitchburg Kaukauna Town of Grand Chute Bellevue

Oconomowoc DePere Town of Menasha Onalaska Neenah Weston

Sun Prairie City of Menasha Middleton Mequon Germantown Chippewa Falls

For the survey of private sector and non-profit organizations, Public Administration proposes to use the 2013 data compiled from over 120 firms and other employers in the upper Fox Valley by ADVANCE, Green Bay Area Economic Development, associated with the local Chamber of Commerce. This survey will be helpful in determining wage ranges for private positions such as GIS Technician, Engineer, Engineering Techs, Office Assistants, Accountants, etc.

Sincerely,

Dan Elsass

Dan Elsass

Project Coordinator