



Meeting Date: 9/24/12

Agenda Item: #6h

Mission Statement

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

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Burt McIntyre and Village Board of Trustees

REPORT FROM: Paul Evert, Administrator

AGENDA ITEM: Review and take action on Revised 2012 Salary Schedule

POLICY ISSUE

Does the Village Board desire to modify the existing 9 step salary schedule with a new 12 step schedule that has been modified based on the salary survey results?

RECOMMENDED ACTION BY VILLAGE BOARD

Village administrator recommends the Village Board revise salary schedule. If the Board agrees, the following motion could be made:

"I move to approve the revised 2012, 12 Step Salary Schedule."

POLICY ALTERNATIVE(S)

- The Village Board could do nothing and maintain the existing schedule.
- The Village Board could modify the schedule before approving.

FINANCIAL INFORMATION

FISCAL IMPACT:

1. Is There A Fiscal Impact? Yes in future years
2. Is it Currently Budgeted? N/A
3. If Budgeted, Which Line?

FISCAL SYNOPSIS:

Any changes in the 2012 schedule would be absorbed by the related departments with the requirement of maintaining the department within the total budget for the year.

BACKGROUND INFORMATION

In past years, staff performed a salary survey approximately once every two or three years. Since the last survey was completed in 2006, staff decided to perform another survey to obtain comparative salary and benefits information.

The process to complete the survey is to email the survey to 32 similar sized Wisconsin Municipalities throughout the state. The survey contains all full-time and elected positions in Howard and a brief job description with each position. Staff received 15 responses from the 32 municipalities originally contacted including Depere, Ashwaubenon and Allouez. Not all of the municipalities participating in the survey have the same positions as the village, so each position had differing counts of responding communities. For example, municipalities with full-time mayors or village presidents typically do not have an administrator or city manager.

The information obtained in the survey is input into a spreadsheet and summarized. A copy of the summarized information is found as Attachment I. The detailed spreadsheet is available for review by board members who contact me or Chris Haltom to obtain a copy.

Information obtained in the survey show that several of the village positions are either slightly or substantially under paid. There were a few positions (mainly in engineering) that show we are paying more than the surveyed communities. The survey also revealed that several municipalities with a step system have 12 steps in their system. The village currently has nine steps in the pay system but the new proposed step system has 12 steps.

The step system allows employees to obtain merit based raises annually until they reach the top step. Most of the current salaried village employees are at step 9 of the system and have no way of obtaining a merit based raise. Normally, the entire step system is adjusted by an inflationary amount each year during the budget process. The proposed step system changes the 2012 current system and does not add any inflationary component. The proposed system has each person's current salary bolded. Their current salary does not change with this system except for the Director of Leisure Services position on step 1 has a higher salary than his current salary due to survey results obtained.

ATTACHED INFORMATION

- I. Salary Survey Summary Information
- II. Revised 2012 Salary Schedule
- III. Current 2012 Salary Schedule

Summary of Salary Survey Results - 2012

| Position Title Averages from Survey | Current Salary | Minimum Salary | Maximum Salary | Difference in Max Step | Percentage | Difference in Current Pay | Percentage |
|--|-------------------|-------------------|-------------------|---------------------------|------------|------------------------------|------------|
| Administrator - Howard | \$ 99,500 | \$ 99,500 | \$ 115,448 | | | | |
| Average from survey | \$ 101,269 | \$ 90,614 | \$ 113,932 | (1,516) | -1.3% | 1,769 | 1.8% |
| Administrative Asst - Howard | \$ 41,578 | \$ 39,390 | \$ 52,607 | | | | |
| Average from survey | \$ 44,744 | \$ 39,498 | \$ 52,705 | 98 | 0.2% | 3,166 | 7.6% |
| Director of Administration - Howard | \$ 86,963 | \$ 65,114 | \$ 86,963 | | | | |
| Average from survey | \$ 83,780 | \$ 69,101 | \$ 89,944 | 2,981 | 3.4% | (3,183) | -3.7% |
| Accountant I - Howard | \$ 50,887 | \$ 40,422 | \$ 53,986 | | | | |
| Average from survey | \$ 49,091 | \$ 42,568 | \$ 54,589 | 603 | 1.1% | (1,796) | -3.5% |
| Code Administrator - Howard | \$ 72,639 | \$ 54,389 | \$ 72,639 | | | | |
| Average from survey | \$ 71,837 | \$ 58,322 | \$ 77,845 | 5,206 | 7.2% | (802) | -1.1% |
| Building Inspector - Howard | \$ 61,924 | \$ 47,757 | \$ 63,782 | | | | |
| Average from survey | \$ 57,887 | \$ 48,654 | \$ 63,465 | (317) | -0.5% | (4,037) | -6.5% |
| Director of Public Works - Howard | \$ 86,069 | \$ 68,369 | \$ 91,311 | | | | |
| Average from survey | \$ 89,669 | \$ 73,540 | \$ 96,308 | 4,997 | 5.5% | 3,600 | 4.2% |
| Engineer - Howard | \$ 71,791 | \$ 62,530 | \$ 83,512 | | | | |
| Average from survey | \$ 70,623 | \$ 59,208 | \$ 77,218 | (6,294) | -7.5% | (1,168) | -1.6% |
| Staff Engineer - Howard | \$ 74,022 | \$ 55,424 | \$ 74,022 | | | | |
| Average from survey | \$ 65,062 | \$ 54,172 | \$ 69,760 | (4,262) | -5.8% | (8,960) | -12.1% |
| Engineer Technician - Howard | \$ 55,944 | \$ 41,888 | \$ 55,944 | | | | |
| Average from survey | \$ 54,452 | \$ 43,607 | \$ 55,886 | (58) | -0.1% | (1,492) | -2.7% |
| GIS Coordinator - Howard | \$ 70,072 | \$ 52,467 | \$ 70,072 | | | | |
| Average from survey | \$ 54,261 | \$ 47,598 | \$ 62,993 | (7,079) | -10.1% | (15,811) | -22.6% |
| Dir. Community Dev - Howard | \$ 77,080 | \$ 57,714 | \$ 77,080 | | | | |
| Average from survey | \$ 79,899 | \$ 66,911 | \$ 79,128 | 2,048 | 2.7% | 2,819 | 3.7% |
| Dir. Of Leisure Svc - Howard | \$ 47,870 | \$ 43,083 | \$ 57,540 | | | | |
| Average from survey | \$ 49,276 | \$ 49,500 | \$ 65,462 | 7,922 | 13.8% | 1,406 | 2.9% |
| Parks Super/Forester - Howard | \$ 57,923 | \$ 43,370 | \$ 57,923 | | | | |
| Average from survey | \$ 57,809 | \$ 52,258 | \$ 69,533 | 11,610 | 20.0% | (114) | -0.2% |
| Fire Chief - Howard | \$ 85,179 | \$ 63,778 | \$ 85,179 | | | | |
| Average from survey | \$ 76,687 | \$ 69,483 | \$ 93,201 | 8,022 | 9.4% | (8,492) | -10.0% |

Revised 2012 Salary Schedule

| Job Title | General Increase | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 |
|------------------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Public Works Director | | \$72,130 | \$75,736 | \$78,765 | \$81,128 | \$83,562 | \$86,069 | \$88,651 | \$89,981 | \$91,331 | \$92,701 | \$94,091 | \$95,502 |
| Engineer | 5.00% | 61,969 | 65,067 | 67,670 | 69,700 | 71,791 | 73,945 | 76,163 | 77,306 | 78,465 | 79,642 | 80,837 | 82,050 |
| Engineer Staff | 5.00% | 55,906 | 58,701 | 61,049 | 62,881 | 64,767 | 66,710 | 68,712 | 69,742 | 70,788 | 71,850 | 72,928 | 74,022 |
| Engineer Tech | 4.00% | 42,253 | 44,365 | 46,140 | 47,524 | 48,950 | 50,418 | 51,931 | 52,710 | 53,500 | 54,303 | 55,117 | 55,944 |
| GIS Coordinator | | 54,550 | 57,278 | 59,569 | 61,356 | 63,196 | 65,092 | 67,045 | 68,051 | 69,071 | 70,107 | 71,159 | 72,226 |
| Park Super./Forester | | 53,043 | 55,695 | 57,923 | 59,661 | 61,450 | 63,294 | 65,193 | 66,171 | 67,163 | 68,171 | 69,193 | 70,231 |
| Accountant I | | 41,403 | 43,473 | 45,212 | 46,568 | 47,965 | 49,404 | 50,887 | 51,650 | 52,425 | 53,211 | 54,009 | 54,819 |
| Dir. of Admin. Svcs | | 67,665 | 71,048 | 73,890 | 76,107 | 78,390 | 80,742 | 83,164 | 84,412 | 85,678 | 86,963 | 88,267 | 89,591 |
| Dir. Community Dev. | | 59,975 | 62,974 | 65,493 | 67,457 | 69,481 | 71,566 | 73,713 | 74,818 | 75,941 | 77,080 | 78,236 | 79,409 |
| Code Administrator Dir | | 58,228 | 61,139 | 63,585 | 65,493 | 67,457 | 69,481 | 71,565 | 72,639 | 73,729 | 74,834 | 75,957 | 77,096 |
| Building Inspector | | 48,183 | 50,592 | 52,615 | 54,194 | 55,820 | 57,494 | 59,219 | 60,107 | 61,009 | 61,924 | 62,853 | 63,796 |
| Dir. of Leisure Svcs | | 49,500 | 51,975 | 54,054 | 55,676 | 57,346 | 59,066 | 60,838 | 61,751 | 62,677 | 63,617 | 64,572 | 65,540 |
| Fire Chief | | 71,384 | 74,953 | 77,951 | 80,289 | 82,698 | 85,179 | 87,734 | 89,050 | 90,386 | 91,742 | 93,118 | 94,515 |
| Administrative Asst | | 39,598 | 41,578 | 43,241 | 44,538 | 45,874 | 47,251 | 48,668 | 49,398 | 50,139 | 50,891 | 51,655 | 52,429 |
| Administrator | | 91,117 | 95,673 | 99,500 | 102,485 | 104,022 | 105,582 | 107,166 | 108,774 | 110,405 | 112,061 | 113,742 | 115,448 |

