

SPECIAL
PERSONNEL COMMITTEE AGENDA
Monday, October 17, 2016 6:30 ~ p.m.
Council Chambers County-City Building

[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. New Position Request – Parks Department.
2. Establishing salaries for the City Attorney, Comptroller/Treasurer and City Clerk for the 2017 – 2020 Term of Office.
3. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.



October 14, 2016

MEMORANDUM

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: ELECTED OFFICIALS SALARY FOR UPCOMING TERM

Salary for elected officials needs to be set for the upcoming term. The position of City Clerk, City Attorney, and Comptroller/Treasurer are scheduled for an April 2017 election.

To evaluate these positions, we used roughly the same format and comparable communities that were used for all of the non-represented employees in the current Market Survey.

The compensation for each position was gathered and then an average was calculated. Our current pay plan starts at 87.3% of the base, so that was calculated and we used that as the starting point.

It became clear that the Comptroller/Treasurer position was significantly under the average, and we needed to come more in line with other communities if we wanted to attract good candidates.

We were, however, relatively close on the City Attorney and City Clerk. Our current pay plan has steps of about 2.5%. I used that to help calculate the recommendations for those two positions.

All salaries for these positions must be set for the entire term (4 years) and we've included an approximate 2.5% "step" increase for each subsequent year for the term.

Therefore, it is my recommendation that the salaries for these elected positions be set as follow for the upcoming term:

City Clerk: Current salary \$63,000

Starting on 5/1/2017 \$64,575.00
Starting on 5/1/2018 \$66,190.00
Starting on 5/1/2019 \$67,845.00
Starting on 5/1/2020 \$69,540.00

Comptroller/Treasurer: Current salary \$73,000

Starting on 5/1/2017 \$87,360.00
Starting on 5/1/2018 \$89,545.00
Starting on 5/1/2019 \$91,785.00
Starting on 5/1/2020 \$94,080.00

City Attorney: Current salary \$93,000

Starting on 5/1/2017 \$95,325.00
Starting on 5/1/2018 \$97,700.00
Starting on 5/1/2019 \$100,145.00
Starting on 5/1/2020 \$102,650.00

The total increase would be about \$18,260, not including benefits for the three positions, in 2017.

I've attached a worksheet for each position, so the Council can see the comparable information used in creating this recommendation.

City Clerk

Community	Elected	Hired or Appointed	Yrs in position	Current Salary	Salary Range
Eau Claire		X	21	\$ 58,986.00	\$56,992 - \$66,377
Plover		X	19	\$ 75,022.00	
Appleton		X	1	\$ 64,750.00	
Oshkosh		X	19	\$ 83,946.00	
Fond Du Lac		X	14	\$ 81,578.00	\$75,137 - \$96,605
Marshfield		X	23	\$ 64,917.00	\$60,632 - \$64,917
Neenah			13	\$ 61,036.00	
Stevens Point	X			\$ 63,000.00	
Superior		X	8	\$ 70,138.00	
Wausau		X		\$ 63,400.00	
Manitowoc		X	20	\$31.18/hr \$ 64,854.40	\$26.50 - \$35.08
LaCrosse	X		23	\$ 70,336.00	
Watertown		X	3**	\$ 86,486.00	\$77,834 - \$95,139
<i>3 yrs in current position; 37 yrs with City; former Deputy Clk/Treasurer</i>					
Wisconsin Rapids	X			\$ 63,400.00	
Racine		X	17	\$ 79,912.00	
Rice Lake		X	24	\$ 81,515.00	
Sheboygan		X		\$ 82,029.00	
<i>Sheboygan anticipates 2% increase in 2017 & 2018</i>					
				Average:	\$ 71,488.55
					\$ 87.3% of avg. 62,409.51
					Current Salary - \$63,000
					Recommended (Current + 2.5%)
					\$ 64,575.00

City Comptroller/Treasurer

Community	Elected	Hired or Appointed	Yrs in position	Current Salary	Salary Range
Eau Claire		X	1	\$ 83,069.00	\$67,855 - \$94,993
Plover		X	39	\$ 86,856.00	
Appleton	Was Dep. Dir. since 1998 and was promoted to Finance Director 5/8/14	X		57.10/hr \$ 118,768.00	\$42.88-\$64.32
Oshkosh		X	2	\$ 109,722.00	
Fond Du Lac		X		\$ 111,056.00	\$99,666 - \$128,142
<i>Comptroller/Treasurer also supervises the Clerk's Office with the Title of "Director of Administration"</i>					
Marshfield		X	15	\$ 94,806.00	\$87,714 - \$94,806
Neenah		X	17	\$ 108,118.00	
Stevens Point	X			\$ 73,000.00	
Superior		X	14	\$ 114,608.00	
Wausau		X		\$ 100,200.00	
Manitowoc	*have a Comptroller AND a Finance Director	X	Compt.=\$28.06/hr	\$ 107,370.00	Fin. Dir. (\$107,370) range -\$39/hr -
LaCrosse		X	3	\$ 124,012.00	\$97,147 - \$127,422
Watertown	<i>Combined Clk / Treasurer</i> <i>*3 yrs in current position; 37 yrs with City; as Deputy Clk/Treasurer</i>	X	3*	\$ 86,486.00	
Wisconsin Rapids		X	***	\$ 92,705.00	
Racine			10	\$ 108,828.00	\$94,883 - \$128,023
Rice Lake	<i>Combined Clk / Treasurer</i>	X	24	\$ 81,515.00	
Sheboygan					

NOTE: The majority of communities that have an appointed person in this position have a Finance Director

*** has been an employee of Wi Rapids for 22 years; took on the City Treasurer duties within the last 2 year

Average:	\$ 100,069.94	\$	87.3% of avg.
			87,361.06
			Current Salary - \$73,000
		\$	Recommended
			87,361.06

City Attorney

Community	Elected	Hired or Appointed	Yrs in position	Current Salary	Salary Range
Eau Claire		X	15	\$ 115,766.00	\$108,085 - \$151,306
Plover		Contracts for Services			
Appleton	X			\$ 115,000.00	
Oshkosh		X	24	\$ 112,896.00	
Fond Du Lac		X	6	\$ 122,447.00	\$99,666 - \$128,142
<i>Combined HR Director and City Attorney</i>					
Marshfield		Contracts for Services			
Neenah		X	14	\$ 112,286.00	\$80,041 - \$120,061
Stevens Point	X			\$ 93,000.00	
Superior		X	13	\$ 114,608.00	
Wausau		X		\$ 94,870.00	
Manitowoc		X	3	\$ 95,825.60	\$42.33/hr - \$56.03/hr
LaCrosse		X	9	\$ 127,422.00	\$97,147 - \$127,422
Watertown		X	4	\$ 82,784.00	
Wisconsin Rapids	X			\$ 97,362.00	
Racine			1*	\$ 117,166.00	
Rice Lake		Contracts for Services			
Sheboygan	X			\$ 114,352.00	
<i>Sheboygan anticipates 2% increase in 2017 & 2018</i>					
* Was Deputy Attorney prior to being appointed as City Attorney					
				Average:	\$ 108,270.33
					\$ 87.3% of avg. 94,520.00
					Current Salary - \$93,000
					Recommended (Current+2.5%)
					\$ 95,325.00