

## Melody Rank

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**From:** Sandy Behnke  
**Sent:** Thursday, June 04, 2015 9:43 PM  
**To:** Melody Rank  
**Subject:** FW: 'Salary Review'  
**Attachments:** Salary Review.xlsx

**Categories:** HR Committee

Melody:

Please attach Alderperson Baranowski's email with the City Attorney job description (from Neo.gov) along with the spreadsheet so that the committee members know why this information is being provided.

Thank you,  
Sandy

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**From:** Ed Baranowski  
**Sent:** Friday, May 29, 2015 2:37 PM  
**To:** Sandy Behnke  
**Subject:** FW: 'Salary Review'

Director Behnke

To prepare for the next HR meeting, I thought it would be helpful if the Committee had a history (5yr) and an understanding of leadership salaries, any qualifications required to hold the position and how compatible those salaries are within the organization.

One of the comments I heard during the discussion of the Mayor / City Attorney discussion revolved around the balance of salaries within the organization and their respective duties and responsibilities.

I'm asking that the attached spreadsheet be completed for our next meeting. The spreadsheet will show how salaries have changed over a 5 year period for those positions which are at will, versus elected positions. It also takes into account if there were any significant salary increases, were they related to taking on more responsibilities. For example, when the facilities director took on park and rec, or city attorney took on the clerks office, or CED director took on the assessor office, etc. I have highlighted an example position to help understand what I am looking for.

The sheet is formula driven in that the entries for input are the base salary in 2009 and the percentage of raises, both yearly adjustment and performance.

In addition, could we have job descriptions / duties and responsibilities for our Mayor and City Attorney position. If these are available from comparable cities in WI, that would be helpful as well.

Should you have any questions related to my request, please feel free to contact me.

Thanking you in advance.

Edward Baranowski  
Alderperson - District 5  
[District5@Appleton.org](mailto:District5@Appleton.org)  
920.749.1713

Information to assist with discussion for establishing salaries for Mayor and City Attorney

Position	2009			2010			2011			2012			2013			2014			2015		2015			5 Yr Salary Change	Total Yrly Adj	Total Perf Adj	Education Qualifications Required	Experience Qualifications Required	Certifications Preferred or Required
	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Maximum	Yrly Adj	Perf Adj							
Mayor	\$ 86,000	2.3%		\$88,000	3.4%		\$91,000	0.0%		\$91,000	1.0%		\$91,910	1.0%		\$92,829	2.0%		\$94,686	None	10.1%	9.7%	0.0%	None	None	None			
City Attorney	\$ 98,000	3.1%		\$101,000	3.0%		\$104,000	0.0%		\$104,000	2.0%		\$106,080	2.0%		\$108,202	2.0%		\$110,365	None	12.6%	12.0%	0.0%	JD	None	WI Law License			
Deputy City Attorney																\$93,600	1.5%	1.8%	\$96,642	\$102,814	3%	1.5%	1.8%	JD	6-7 years	WI Law License			
HR Director	\$ 108,160	2.5%	2.0%	\$113,027	0.0%		\$113,651	0.0%		\$113,651	1.0%		\$114,788	2.0%	2.0%	\$119,379	1.5%	1.8%	\$123,259	\$131,810	14.0%	7.0%	5.8%	Bachelors	8-9 years				
HR Deputy Dir	\$ 93,122	2.5%	0.0%	\$95,971	0.0%		\$95,971	0.0%		\$95,971	1.0%		\$96,931	2.0%	2.0%	\$100,808	1.5%	1.8%	\$102,814	\$102,814	10.4%	7.0%	3.8%	Bachelors	6-7 years				
Library Director							\$82,181	0.0%		\$82,181	1.0%		\$83,003	2.0%	3.0%	\$87,153	1.5%	2.6%	\$90,752	\$121,285	10.4%	4.5%	5.6%	Masters	8-9 years	Eligible for DPI Public Library Grade I Cert			
Asst. Library Dir							\$75,005	0.0%		\$75,005	1.0%		\$75,755	2.0%	3.0%	\$79,543	1.5%	2.6%	\$82,828	\$102,814	10.4%	4.5%	5.6%	Masters	6-7 years				
C&ED Director	\$ 90,002	2.5%	2.0%	\$94,578	0.0%		\$94,578	0.0%		\$94,578	1.0%		\$95,523	2.0%	7.0%	\$104,333	1.5%	1.8%	\$107,724	\$131,810	19.7%	7.0%	10.8%	Masters	8-9 years				
C&ED Deputy Dir	\$ 79,435	2.5%	2.0%	\$83,470	0.0%		\$83,470	0.0%		\$83,470	1.0%		\$84,305	2.0%	2.0%	\$87,677	1.5%	0.9%	\$89,794	\$102,814	13.0%	7.0%	4.9%	Bachelors	6-7 years				
Park, Rec, Fac Director	\$ 92,290	2.5%	2.0%	\$96,970	0.0%		\$96,970	0.0%		\$96,970	1.0%		\$97,939	2.0%	6.0%	\$105,934	1.5%	1.8%	\$109,377	\$121,285	18.5%	7.0%	9.8%	Bachelors	8-9 years	Prof Cert-International Facilities Mgmt Assc.			
DD-Parks, Recreation, Fac																			\$85,592	\$102,814				Bachelors	6-7 years				
VT General Manager	\$ 97,427	2.5%	2.0%	\$102,378	0.0%		\$102,378	0.0%		\$102,378	1.0%		\$103,401	2.0%	1.0%	\$106,503	1.5%	0.9%	\$109,038	\$121,285	11.9%	7.0%	3.9%	Bachelors	8-9 years				
VT Asst. GM																			\$75,982	\$102,814				Bachelors	6-7 years				
Utilities Director				\$96,616	0.0%		\$96,616	0.0%		\$96,616	1.0%		\$97,582	2.0%	2.0%	\$101,485	1.5%	1.8%	\$104,784	\$121,285	8.5%			Bachelors	8-9 years	WW and Water Supply Ops Cert			
Utilities Deputy Director				\$70,013	0.0%		\$70,013	0.0%		\$70,013	1.0%		\$70,713	2.0%	3.0%	\$74,249	1.5%	2.6%	\$77,397	\$102,814	10.5%	4.5%	5.6%	Bachelors	6-7 years	WDNR Grade 4 WW & Surface Water Cert			
IT Director													\$95,014	2.5%	1.0%	\$98,340	1.5%	0.9%	\$100,680	\$131,810	6.0%	4.0%	1.9%	Bachelors	8-9 years				
Public Works Director	\$ 114,858	2.5%	0.0%	\$118,290	0.0%		\$118,290	0.0%		\$118,290	1.0%		\$119,472	2.0%	1.0%	\$123,057	1.5%	0.9%	\$125,985	\$131,810	9.7%	7.0%	1.9%	Bachelors	8-9 years	PE			
PW Engr. Deputy Dir	\$ 103,522	2.5%	0.0%	\$106,662	0.0%		\$106,662	0.0%		\$106,662	1.0%		\$107,729	2.0%	1.0%	\$110,961	1.5%	0.9%	\$113,360	\$113,360	9.5%	7.0%	1.9%	Bachelors	6-7 years	PE			
PW Ops. Deputy Dir	\$ 66,518	2.5%	3.0%	\$70,595	0.0%		\$70,595	0.0%		\$70,595	1.0%		\$71,301	2.0%	11.0%	\$80,891	1.5%	2.6%	\$84,224	\$102,814	26.6%	7.0%	16.6%	Bachelors	6-7 years				
Health Officer	\$ 97,843	2.5%	0.0%	\$100,797	0.0%		\$100,797	0.0%		\$100,797	1.0%		\$101,805	2.0%	1.0%	\$104,859	1.5%	0.9%	\$107,355	\$121,285	9.7%	7.0%	1.9%	Bachelors	8-9 years				
Finance Director													\$113,131	1.5%	0.9%	\$115,824	1.5%	0.9%	\$115,824	\$131,810	2.4%	1.5%	0.9%	Bachelors	8-9 years	CPA			
Finance Deputy Dir													\$83,200	1.5%	1.8%	\$85,904	1.5%	1.8%	\$85,904	\$102,814	3.3%	1.5%	1.8%	Bachelors	6-7 years	CPA			
Police Chief																			\$108,014	\$121,285				Bachelors-MA-preferred	8-9 years	WI Law Enforce Stds Board Cert			
Deputy Police Chief							\$95,971	0.0%		\$95,971	0.0%		\$95,971	2.0%	2.0%	\$99,810	1.5%	1.8%	\$102,814	\$102,814	7.1%	3.5%	3.8%	Bachelors	6-7 years	WI Law Enforce Stds Board Cert			
Fire Chief	\$ 107,515	2.5%		\$110,760	0.0%		\$110,760	0.0%		\$110,760	0.0%		\$110,760	2.0%	1.0%	\$114,083	1.5%	0.9%	\$116,798	\$121,285	8.6%	6.0%	1.9%	Bachelors	8-9 years	FF & Fire Instructor I Cert			
Deputy Fire Chief	\$ 91,957	2.5%	2.0%	\$95,971	0.0%		\$95,971	0.0%		\$95,971	0.0%		\$95,971	2.0%	2.0%	\$99,810	1.5%	0.9%	\$102,186	\$102,814	11.1%	6.0%	4.9%	Bachelors	6-7 years	FF II, Fire Officer & Fire Instructor I Cert			

\*2012 Non-reps were eligible for up to an additional 1% that was paid in a lump sum - both the yearly adjustment and the performance adjustment were only for those non-reps paying WRS

\*Employees who are maxed or obtained the max in their salary grade, were paid the performance adjustment (above the max) in a lump sum

\*New Compensation Plan adopted in 2013

CEDC Director 5% adjustment for reclass retroactive to 7-19-12

Parks, Recreation & Facilities Management Director 5% adj for reclass retroactive to 1-1-12

PW Ops DD 8% adj for compression 1-1-14