



MEMORANDUM

To: Mayor Woerther and City Council Members

From: Ryan S. Thomas, City Administrator

Date: March 25, 2016

Re: 2016 Salary Plan Update

Background

At the end of 2015, an Employee Compensation & Benefits Study was completed by CBIZ Human Capital Services, which was provided to you at that time. Based upon this study, the attached 2016 Salary Plan was prepared for inclusion in the 2016 Municipal Budget document. Of note, two (2) recently-hired positions did not exist at the time of the study: Planning Technician and Recreation Specialist. These two (2) positions have been placed at Pay Grade 4 as a placeholder, and will be reviewed in further detail later this summer as part of the update for 2017 (under CBIZ's contract, they are to provide annual updates for a total of five (5) years).

Recommendation

At its March 8, 2015 Meeting, the Administration/Public Works Committee recommended adopting the attached 2016 Salary Plan, and to complete another update at the beginning of the 2017 Budget Review process.

Reasons for Recommendation

1. The 2016 Salary Plan was developed based on an analysis by a professional compensation consultant.
2. The City's Salary Plan should be reviewed and updated on an annual basis (in the future, this will occur at the beginning of each budget review process).

I will be available for any questions or comments at the March 28, 2016 City Council Work Session.

RST

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WILDWOOD

**CITY OF WILDWOOD, MISSOURI
2016 SALARY PLAN**

Position	Grade	Salary Minimum	Salary Midpoint	Salary Maximum
City Administrator	12	\$126,233	\$160,947	\$195,662
Director of Planning and Parks	11	\$105,194	\$134,123	\$163,051
Director of Public Works/Engineer	10	\$89,148	\$113,663	\$138,179
Dep. City Admin. / City Clerk	10	\$89,148	\$113,663	\$138,179
Finance Officer	9	\$77,060	\$96,325	\$115,590
Assistant City Engineer	8	\$65,305	\$81,631	\$97,958
Asst. Director of Planning & Parks	8	\$65,305	\$81,631	\$97,958
Superintendent of Streets	8	\$65,305	\$81,631	\$97,958
Senior Planner	7	\$57,946	\$70,984	\$84,022
Superintendent of Parks & Rec.	7	\$57,946	\$70,984	\$84,022
Planner	6	\$50,388	\$61,725	\$73,062
Court Administrator	6	\$50,388	\$61,725	\$73,062
Code Enforcement Officer	5	\$43,815	\$53,674	\$63,532
Accounting Clerk/HR Assistant	5	\$43,815	\$53,674	\$63,532
Dep. City Clerk/Assist Court Clerk	4	\$40,662	\$48,794	\$56,927
Code Inspector	4	\$40,662	\$48,794	\$56,927
Planning Technician	4	\$40,662	\$48,794	\$56,927
Recreation Specialist	4	\$40,662	\$48,794	\$56,927
Office Assistant / Receptionist	1	\$31,200	\$36,660	\$42,120
				revised 1-1-2016