



Mayor's Office

230 Davidson Ave
Woodland, WA 98674

November 21, 2013

To: Woodland City Council

From: Mayor Grover Laseke

RE: Exempt Employee Salary Survey

One of the tasks on the 2013 Human Resource Committee work plan was the completion of a salary review for exempt employees. It had been a number of years since the last review and concern was expressed by Council Members when we hired the Public Works Director and Planner that our salaries might not be up to date. This becomes important with the retirement of police chief Rob Stephenson and the search for a new chief.

I started collecting information this past spring with assistance from the department heads. We checked with several of the cities in SW Washington to see what kind of review they had done in the last few years. We learned that none of these cities had hired a contractor to conduct their reviews. The most common method used was to use the AWC Salary & Benefit Survey and check with adjoining jurisdictions.

The methodology for how to compile a fair survey was discussed. Using comparables from the AWC survey often times produced unsatisfactory results because cities our size were spread around the state. This caused results that were too low or too high due to local economic differences. We finally decided to use the SW Washington cities listed in the attached document and then find the average and median salary for each position. We felt this was a fair and equitable method and took into consideration our local economy and job market.

Please review the attached spreadsheet and let me know what direction you would like to take.

CITY OF WOODLAND
ADMINISTRATIVE/EXEMPT SALARIES

2013 Step Plan --1.75% COLA / FINAL APPROVED

TITLE	2012 Salary	2013 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Anniversary Date
P/W Director	7,361 Step 8	6,302	6,459	6,621	6,787	6,956	7,130	7,308	7,490	7,678	3/5/2012
Police Chief*	7,443 Step 9	6,218	6,373	6,532	6,695	6,863	7,033	7,211	7,388	7,573	2/1/1986
Fire Chief	6,912 Step 6	6,218	6,373	6,532	6,695	6,863	7,033	7,211	7,388	7,573	2/15/2010
Clerk Treasurer	6,145 Step 9	4,993	5,150	5,308	5,465	5,623	5,780	5,938	6,095	6,253	4/10/1989
Deputy C/T	5,209 Step 9	4,351	4,461	4,572	4,686	4,803	4,925	5,046	5,172	5,300	6/27/1995
Comm Dev/Planner	4,384 Step 2	4,351	4,461	4,572	4,686	4,803	4,925	5,046	5,172	5,300	1/12/2010
Building Official Part time 2012	26.59 Step 1	3,850 22.21	3,946 22.77	4,044 23.33	4,145 23.92	4,249 24.51	4,355 25.12	4,463 25.75	4,576 26.40	4,690 27.06	11/7/2011
COLA factor	101.75%										

CITY OF WOODLAND
ADMINISTRATIVE/EXEMPT SALARIES

2013 Step Plan -- PROPOSED

TITLE	2012 Salary	2013 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	New Annual Cost	Current Annual cost	Increased cost
P/W Director	7,361 Step 8	6,317	6,479	6,645	6,815	6,990	7,169	7,353	7,542	7,735	92,820	91,572	1,248
Police Chief*	7,443 Step 9	6,362	6,525	6,693	6,864	7,040	7,221	7,406	7,596	7,791	93,486	90,879	2,607
Clerk Treasurer	6,145 Step 9	6,102	6,258	6,419	6,583	6,752	6,925	7,103	7,285	7,472	89,659	75,030	14,629
Deputy C/T	5,209 Step 9	4,660	4,779	4,902	5,028	5,157	5,289	5,424	5,563	5,706	68,473	63,602	4,871
Comm Dev/Planner	4,384 Step 2	4,888	5,013	5,142	5,274	5,409	5,548	5,690	5,836	5,986	61,704	54,860	6,844
Building Official Part time 2012	26.59 Step 1	5,030 29.02	5,159 29.77	5,292 30.53	5,427 31.31	5,567 32.12	5,709 32.94	5,856 33.78	6,006 34.65	6,160 35.54	36,960 1040 hrs	28,138 1040 hrs	8,821
COLA factor													

CITY OF WOODLAND
 ADMINISTRATIVE/EXEMPT SALARIES

2014 Step Plan -- PROPOSED
 with 2% cola

TITLE	2012 Salary	2013 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	New Annual 2014 Cost	Current '13 Annual cost	Increased cost
P/W Director	7,361 Step 8	6,443	6,608	6,778	6,952	7,130	7,313	7,500	7,692	7,890	94,676	91,572	3,104
Police Chief*	7,443 Step 9	6,490	6,656	6,827	7,002	7,181	7,366	7,554	7,748	7,947	95,362	90,879	4,483
Clerk Treasurer	6,145 Step 9	6,224	6,384	6,547	6,715	6,887	7,064	7,245	7,431	7,621	91,457	75,030	16,427
Deputy C/T	5,209 Step 9	4,753	4,875	5,000	5,128	5,260	5,394	5,533	5,675	5,820	69,841	63,602	6,240
Comm Dev/Planner	4,384 Step 2	4,986	5,114	5,245	5,380	5,518	5,659	5,804	5,953	6,106	64,557	54,860	9,697
Building Official Part time 2012	26.59 Step 1	5,131 29.60	5,263 30.36	5,398 31.14	5,536 31.94	5,678 32.76	5,824 33.60	5,973 34.46	6,126 35.34	6,283 36.25	37,700 1040 hrs	28,138 1040 hrs	9,561
COLA factor	102.00%												

Population	18,130		20,320		2,135		7,355		2,400		11,940	
Position	Battle Ground		Camas		Castle Rock		Chehalis		Kalama		Kelso	
	2013	Increase	2013	Increase	2013	Increase	2013	Increase	2013	Increase	2013	Increase
City Manager/Administrator	\$ 141,327	1.50%	\$ 135,600	0.00%	n/a	0.00%	\$ 125,004	0.00%	n/a	0.00%	\$ 110,004	0.00%
Finance & Admin/Clerk/HR	\$ 116,270	1.50%	\$ 109,932	0.00%	\$ 62,676	0.00%	\$ 83,844	0.00%	\$ 69,348	0.00%	\$ 91,968	0.00%
Public Works Director	\$ 116,270	1.50%	\$ 109,932	0.00%	\$ 68,508	0.00%	\$ 88,044	0.00%	\$ 61,200	0.00%	\$ 93,468	0.00%
Police Chief	\$ 116,270	1.50%	\$ 118,296	0.00%	\$ 67,200	0.00%	\$ 88,044	0.00%	\$ 69,768	0.00%	\$ 92,628	0.00%
Deputy Clk/Finance Div.	\$ 78,696	1.50%	\$ 78,072	0.00%	\$ 44,700	0.00%	\$ 61,056	0.00%	\$ 43,848	0.00%	\$ 66,072	0.00%
Comm Dev/Senior Planner	\$ 78,696	1.50%	\$ 76,056	0.00%	n/a	0.00%	\$ 61,056	0.00%	n/a	0.00%	\$ 71,580	0.00%
Building Official	\$ 86,760	1.50%	\$ 85,632	0.00%	n/a	0.00%	\$ 61,056	0.00%	part time	0.00%	\$ 70,728	0.00%

Population	3,015		36,940		5,545		9,975		14,580		5,625		7,470	
Position	La Center		Longview		Ridgefield		Shelton		Washougal		Woodland		Yelm	
	2013	Increase	2013	Increase	2013	Increase								
City Manager/Administrator	NA	NA	\$ 156,336	1.87%	\$ 115,008		\$ 118,128		\$ 135,552		NA	\$ 39,600	NA	\$ 128,652
Finance & Admin/Clerk/HR	\$ 103,714	3.00%	\$ 105,132	1.87%	\$ 89,340		\$ 92,556		\$ 102,804		\$ 73,740	\$ 75,036	1.75%	\$ 78,420
Public Works Director	\$ 102,912	3.00%	\$ 116,640	1.87%	\$ 92,904		\$ 97,188		\$ 104,640		\$ 90,552	\$ 92,136	1.75%	\$ 86,640
Police Chief	\$ 102,912	3.00%	\$ 116,640	1.87%	\$ 93,756		\$ 92,556		\$ 103,368		\$ 89,316	\$ 90,876	1.75%	\$ 94,524
Deputy Clk/Finance Div.	\$ 73,476	3.00%	\$ 67,620	1.87%	\$ 54,672		\$ 69,072		\$ 75,600		\$ 62,508	\$ 63,600	1.75%	\$ 64,416
Comm Dev/Senior Planner	\$ 94,500	3.00%	\$ 83,856	1.87%	\$ -		\$ 62,652		\$ 63,660		\$ 62,508	\$ 63,600	1.75%	\$ 74,640
Building Official	\$ 83,720	3.00%	\$ 71,760	1.87%	\$ 67,620		\$ 65,784		\$ 90,684		\$ 55,308	\$ 56,280	1.75%	\$ 71,004

NA - Not Applicable

ANNUAL HOURS WORKED AT 40 HRS PER WEEK = 2,080
 AVERAGE HOURS WORKED BY DEPARTMENT HEADS = 52 TO 55 PER WEEK = 2,704 TO 2,860

Clerk-Treasurer Comp's: High to Low

Battle Ground	\$ 116,270
Camas	\$ 109,932
La Center	\$ 103,714
Washougal	\$ 102,804
Shelton	\$ 92,556
Kelso	\$ 91,968
Ridgefield	\$ 89,340
Chehalis	\$ 83,844
Yelm	\$ 78,420
Woodland	\$ 75,036
Kalama	\$ 69,348
Castle Rock	\$ 62,676
Average	\$89,659
High	\$116,270
Lowest High	\$62,676

7,472 mo
 9,689 mo
 5,223 mo
 Woodland below average \$ (14,623) \$ (1,219) monthly below avg
 Woodland below High \$ (41,234) \$ (3,436) monthly below avg high

PW Director Comp's: High to Low

Battle Ground	\$ 116,270
Camas	\$ 109,932
Washougal	\$ 104,640
La Center	\$ 102,912
Shelton	\$ 97,188
Kelso	\$ 93,468
Ridgefield	\$ 92,904
Woodland	\$ 92,136
Chehalis	\$ 88,044
Yelm	\$ 86,640
Castle Rock	\$ 68,508
Kalama	\$ 61,200
Average	\$ 92,820
High	\$ 116,270
Lowest High	\$ 61,200

7,735 mo
 9,689 mo
 5,100 mo
 Woodland below average \$ (684) \$ (57) monthly below avg
 Woodland below High \$ (24,134) \$ (2,011) monthly below avg high

AWC 2013 Salary Survey: 2,500 to 7,499		
	Formal High/Flat Rate	High Step
Title:	Monthly	Annually
Clerk-Treas	\$5,364	\$64,368
Finance Director	\$7,589	\$91,068
Asst City Admin	\$9,747	\$116,964
HR Director	\$6,825	\$81,900
AVG:	\$7,381	\$88,575
Woodland below average of high		(13,539)
Woodland below Highest (Fin Dir)		(16,032)

2014 Cola% - Estimate	
2.20%	BeaconHill WS District
1.00%	Washougal
3.00%	Camas
2.00%	Battle Ground
not settled	Ridgefield
2.00%	Castle Rock
2.00%	Kalama
1.90%	La Center
not settled	Kelso
1.90%	Longview
2.00%	Woodland

AWC 2013 Salary Survey: 2,500 to 7,499		
	Formal High/Flat Rate	High Step
Title:	Monthly	Annually
Public Works Director	\$6,795	\$81,540
Woodland above (below) average of high		10,596
Woodland below Highest		(24,134)

Police Chief Comp's: High to Low

Battle Ground	\$ 116,270
Camas	\$ 109,932
Washougal	\$ 103,368
La Center	\$ 102,912
Yelm	\$ 94,524
Ridgefield	\$ 93,756
Kelso	\$ 92,628
Shelton	\$ 92,556
Woodland	\$ 90,876
Chehalis	\$ 88,044
Kalama	\$ 69,768
Castle Rock	\$ 67,200

Average	\$ 93,486
High	\$ 116,270
Lowest High	\$ 67,200

7,791 mo
9,689 mo
5,600 mo

Woodland below average \$ (2,610) \$ (218) monthly below avg
Woodland below High \$ (25,394) \$ (2,116) monthly below avg high

Comm Dev/Planner Comp's: High to Low

La Center	\$ 94,500
Battle Ground	\$ 78,896
Camas	\$ 76,066
Yelm	\$ 74,640
Kelso	\$ 71,880
Washougal	\$ 63,860
Woodland	\$ 63,600
Shelton	\$ 62,652
Chehalis	\$ 61,056
Ridgefield	\$ -
Kalama	\$ -
Castle Rock	\$ -

Average	\$ 71,827
High	\$ 94,500
Lowest High	\$ 61,056

5,986 mo
7,875 mo
5,088 mo

Woodland below average \$ (8,227) \$ (686) monthly below avg
Woodland below High \$ (30,900) \$ (2,575) monthly below avg high

AWC 2013 Salary Survey: 2,500 to 7,499

	Formal High/Flat Rate	High Step
Title:	Monthly	Annually
Police Chief	\$7,388	\$88,656
Woodland above (below) average of high		2,220
Woodland below Highest		(25,394)
WPOA Step Plan:		
Sergeant: *2012 rate CBA n/s	\$6,218	\$74,616 18.8%
		Below Chief

AWC 2013 Salary Survey: 2,500 to 7,499

	Formal High/Flat Rate	High Step
Title:	Monthly	Annually
Comm Dev/Planner	\$7,345	\$88,140
Senior Planner	\$5,405	\$64,860
Planner Journey level	\$5,650	\$67,800
Avg	\$6,133	\$73,600
Woodland above (below) average of high		(10,000)
Woodland below Highest		(30,900)

Deputy CT Comp's: High to Low	
Battle Ground	\$ 78,696
Camas	\$ 78,072
Washougal	\$ 75,600
La Center	\$ 73,476
Shelton	\$ 69,072
Kelso	\$ 66,072
Yelm	\$ 64,416
Woodland	\$ 63,600
Chehalis	\$ 61,056
Ridgefield	\$ 54,672
Kalama	\$ -
Castle Rock	\$ -
Average	\$68,473
High	\$78,696
Lowest High	\$54,672
Woodland below average	-\$4,873
Woodland below High	-\$15,096

5,706 mo
6,558 mo
4,556 mo
\$ (406) monthly below avg
\$ (1,258) monthly below avg high

AWC 2013 Salary Survey: 2,500 to 7,499		
	Formal High/Flat Rate	High Step
Title:	Monthly	Annually
Deputy Clk Treas	\$4,326	\$51,912
Accountant Journey	\$5,661	\$67,932
Accountant Senior*Pop 7,500+	\$6,295	\$75,540
	5,427	65,128
Woodland above (below) average of high		(1,528)
Woodland below Highest		(15,096)

Building Official Comp's: High to Low	
Washougal	\$ 90,684
Battle Ground	\$ 86,670
Camas	\$ 85,632
La Center	\$ 83,720
Yelm	\$ 71,004
Kelso	\$ 70,728
Ridgefield	\$ 67,620
Shelton	\$ 65,784
Chehalis	\$ 61,056
Woodland	\$ 56,280
Kalama	\$ -
Castle Rock	\$ -
Average	\$ 73,918
High	\$ 90,684
Lowest High	\$ 56,280
Woodland below average	\$ (17,638)
Woodland below High	\$ (34,404)

6,160 mo
7,557 mo
4,690 mo
\$ (1,470) monthly below avg
\$ (2,867) monthly below avg high

AWC 2013 Salary Survey: 2,500 to 7,499		
	Formal High/Flat Rate	High Step
Title:	Monthly	Annually
Build Official/Inspector	\$6,265	\$75,180
Woodland above (below) average of high		(18,900)
Woodland below Highest		(34,404)