

APPENDIX C

SALARY SCHEDULE

In accordance with the Town of Milton Charter, Section 29 (c) (3) "Budget", the following information is provided as a supplement to the Expenditure section of the 2013-14 Fiscal Year Budget Proposal. Section 18 "Town Manager" details responsibilities including "recommending an annual Salary Schedule for the Town's employees for Mayor and Council consideration".

The Town Manager is the Personnel Officer of the Town of Milton, as specified in Chapter 26-3(D) of the Municipal Code. Chapter 26-5(A) says; "The Personnel Officer shall cause an analysis to be made of prevailing rates of compensation for positions in private employment and other similar places of public employment, which are comparable to the duties of employees of the Town of Milton."

In 2012, the Town of Ocean View contracted for the same study. Hendricks & Associates (1875 I Street, NW, Suite 500, Washington, DC 20006) conducted a study that included a private employer and fourteen public employers, including the Town of Milton. The results of the study and the an analysis of the Town of Milton, relative to other survey participants, follows. It is important to note that the "minimum", "midpoint" and "maximum" salary figures are averages of all reported values for each range. So, it is possible to have relative values that are greater or lesser than a minimum or maximum value.

It is contemplated that the purpose of this analysis is to devise a pay plan that assigns each position an equitable pay grade on the schedule (Chapter 26-5 (B)). The annual review of the pay plan, conducted by the Personnel Officer should consider "uniform adjustment of rates attributable to changes in the cost of living" (26-5(D)). The existing pay plan is outdated and, as the analysis indicates, significant changes may be in order. Turnover in the Police and Administrative Departments in FY 2013 may validate this finding.

The Personnel Committee, however, is currently studying Performance Review standards and goal-setting practices. Changes in the pay plan and the manner of rewarding performance with increases in pay are being considered, together. The authority to enact a pay plan is vested in Council (26-5(C)). So, excepting market adjustments for patrol officers, the Town Manager is not proposing salary or wage rate increases.

TOWN OF OCEAN VIEW
SALARY SURVEY RESULTS

<u>Benchmark</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Actual</u>
Accounting Clerk	\$28,450	\$36,205	\$43,960	\$35,691
Asst to the Town Admin Official	31,624	42,377	53,131	42,668
Clerk/Receptionist	24,926	31,566	38,205	29,150
Finance Director	59,309	77,161	95,014	66,609
Maintenance Supervisor	35,764	47,780	59,796	50,272
Maintenance Worker	26,497	36,054	45,612	31,874
Police Captain	65,608	78,668	91,728	65,625
Police Chief	76,972	89,166	104,745	77,682
Police Corporal	47,163	60,628	74,092	53,863
Police Officer	38,938	50,205	61,475	40,157
Police Officer 1st Class	41,998	49,265	56,532	44,853
Police Secretary/Receptionist	32,123	42,415	52,707	34,500
Staff Accountant	38,354	48,536	58,717	41,391
Town Admin Official/PW Director	65,329	82,888	100,447	66,165
Town Clerk/Exec Asst to Town Mgr	37,003	48,446	59,889	44,854
Town Manager	78,441	94,605	110,769	90,051

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BENEFITS SURVEY RESULTS

This section presents the results of the survey comparing benefit and related compensation programs for all the organizations surveyed.

LIFE AND ACCIDENT INSURANCE

Most of the organizations surveyed provide life insurance coverage equal to at least one times salary at no cost to the employee. Some provide additional life insurance as well as dependent life insurance which is contributory on the part of the employee. A majority reported providing additional accidental death and dismemberment insurance.

HEALTH INSURANCE

Most of the organizations surveyed offer their employees a choice of medical insurance, PPO, and/or HMO plans. The majority of the employers surveyed contribute 100% to the employee and at least 75% dependent coverage. Most organizations surveyed provide dental care plans with their employees contributing to the cost of the plan; most survey participants reported providing vision care. Very few organizations reported using a Flexible Spending Account Plan (FSAP). Many of the organizations provide for continuation of medical insurance at retirement.

ANNUAL LEAVE

The majority of organizations surveyed who 10 days up to five years of service, 15 days up to ten years of service; 15 days up to fifteen years of service; 18 days up to twenty years of service; and 25 days after 20 years of service; as shown below:

<u>Years of Service</u>	<u>Range (Median) Annual Leave Days per Year</u>
Up to 5 Years	7-23 (10) Days
6 - 10 Years	10-28 (15) Days
11 - 15 Years	15-31 (18) Days
16 - 20 Years	15-31 (20) Days
Over 20 Years	15-31 (24) Days

HOLIDAYS

The number of annual paid holidays (and personal days) provided by the surveyed organizations averages 13 days.

**2012 SALARY
SURVEY COMPARISON**

<u>Position</u>	<u>Milton 2013 \$/Hr</u>	<u>Market 2012 Min</u>	<u>Comparison</u>	<u>Market 2012 Midpt</u>	<u>Comparison</u>
Town Manager	30.544	37.71	-19%	45.48	-0.328408091
Town Clerk/Asst to TM	17.335	17.79	-0.025576166	23.29	-0.255689137
Clerk/Reception	14.9	11.98	0.243739566	15.18	-0.018445323
Police Chief	31.445	37.01	-0.150364766	42.87	-0.266503382
Police Captain	25.953	31.54	-0.17714014	37.82	-0.31377578
Detective*	21.537	not listed			
Corporal	19.358	22.67	-0.146096162	29.15	-0.335917667
Officer 1st Class	16.068	20.19	-0.204160475	23.69	-0.32173913
Police Officer	15.306	18.72	-0.182371795	24.14	-0.365948633
Police Secretary	14.451	15.44	-0.064054404	20.39	-0.291270231
Public Works Director	18.9	31.41	-0.398280802	39.85	-0.525721455
Maint. Supervisor	17.1	17.19	-0.005235602	22.97	-0.255550718
Maint Worker **	16.35	12.74	0.283359498	17.33	-0.056549336
Planner	22.984	not listed			
Code Enforcer	15.9	not listed			

* Milton has two positions in this general category, by rate (rather than description). They may be comparable to a Mid-point Officer 1st Class.
 **Milton's maintenance workers require State Certification as a Water Operator. This is a higher classification than general laborer.

Survey conducted by Hendricks & Associates Consultants of Washington, DC in 2012. Survey participants were as follows:
 Atlantic General Hospital (Berlin, MD), Town of Berlin, City of Rehoboth Beach, City of Lewes, the towns of Dewey Beach, Bethany Beach, Fenwick Island, City of Ocean City, Town of Selbyville, Town of Delmar, Town of Millsboro, Town of Georgetown, Town of Milton, City of Milford, Town of Chestertown, MD.

Values calculated for Minimum and Midpoint are the average of all reported for the same category. The maximum values were omitted.

Town Manager's FY 2014 Draft Budget

Appendix C details

The Administrative Department includes the Town Manager, Accounting staff, transcriptionist and the Mayor & Council. The salary expenses for the Town Manager and one of the accounting clerks are, in part, allocated to the Water Department.

It is anticipated that the vacancy in the position of Municipal Clerk will be filled Mid-year. The Senior Accounting Clerk has been in training for this position for two years. The promotion would be accompanied by the minimum (by ordinance) increase of 5%. A part-time receptionist would diminish the current workload of the Senior Accounting Clerk so that more Municipal Clerk duties may be performed.

The Mayor and Council are paid on a per-meeting basis. The number of meetings in a given year can only best estimated. The FY 2014 value for the number of meetings is greater than the prior year estimate – because of the historical trend.

ADMIN	Hourly Rate	Hours per Year	Total Compensation	Water	Admin
Manager	30.54	2080	63,657.56	22,280.15	41,377.41
Acctng Clerk	14.90	2080	31,117.00	15,558.50	15,558.50
Transcriptionist	15.00	1040	15,725.00		15,725.00
Senior Acctng Clerk	17.34	640	11,219.40		11,219.40
Municipal Clerk	18.20	1440	26,210.52		26,210.52
Receptionist	12.00	432		5,184	5,184
					115,274.83

COUNCIL

MAYOR	75.00	18	1,350.00		
COUNCIL MEMBER	40.00	18	720.00		
COUNCIL MEMBER	40.00	18	720.00		
COUNCIL MEMBER	40.00	18	720.00		
COUNCIL MEMBER	40.00	18	720.00		
COUNCIL MEMBER	40.00	18	720.00		
COUNCIL MEMBER	40.00	18	720.00		

5,670.00

Appendix C details

Pages 16 and 17 of the narrative to this proposed budget include some description of market-based adjustments to the pay scale in the Police Department. This is the department most affected by turnover. The adjustments are weighted to the officers most likely to make a career move. Both the adoption of a pay scale and the size of the recruit class shall be determined by the Council.

Previous budgets for salary and overtime have been based upon historical information. This proposed budget is "organic" in that it has been built bottom-up and based upon a model of coverage. It uses a 28 day schedule and considers the fact that recruits will be in the academy for twenty-two weeks. The allocation of overtime hours is designed to be equitable for officers with patrol duties as their primary responsibility. The total number of overtime hours is fixed (with flexibility for Highway Safety grant hours). This means that the number of overtime hours per officer will diminish during the periods following release from the academy (and field training).

Payroll Expenses During Academy

<u>POSITION</u>	<u>RATE</u>	<u>Increase</u>	<u>REG HRS</u>	<u>Pay</u>	<u>OT HRS</u>	<u>Rate</u>	<u>Pay</u>	<u>TOTAL HRS</u>	<u>Total</u>
Chief	31.445	1	880	27671.6				880	27671.6
Captain	25.953	1	880	22838.64	44	38.9295	1712.898	880	24551.538
Admin	14.451	1	880	12716.88	0	21.6765	0	880	12716.88
B1	21.537	1.03	940.5	20863.215	115.5	33.274665	3843.2238	1056	24706.439
B2	21.543	1.03	940.5	20869.027	115.5	33.283935	3844.2945	1056	24713.322
C1	19.358	1.03	940.5	18752.385	115.5	29.90811	3454.3867	1056	22206.772
C2	16.068	1.03	940.5	15565.313	115.5	24.82506	2867.2944	1056	18432.607
D1	15.3	1.07	940.5	15396.926	115.5	24.5565	2836.2758	1056	18233.201
Recruit	15.3	1	880	13464	0	22.95	0	880	13464
Recruit	15.3	1	880	13464	0	22.95	0	880	13464
Total				181601.99			18558.373		200160.36

Payroll Expenses After Academy, through Sept 30

<u>POSITION</u>	<u>RATE</u>	<u>Increase</u>	<u>REG HRS</u>	<u>Pay</u>	<u>OT HRS</u>	<u>Rate</u>	<u>Pay</u>	<u>TOTAL HRS</u>	<u>Total</u>
Chief	31.445	1	1200	37734				880	37734
Captain	25.953	1	1200	31143.6	60	38.9295	2335.77	880	33479.37
Admin	14.451	1	1200	17341.2	0	21.6765	0	1200	17341.2
B1	21.537	1.03	1282.5	28449.839	119	33.274665	3959.6851	1056	32409.524
B2	21.543	1.03	1282.5	28457.764	119	33.283935	3960.7883	1056	32418.553
C1	19.358	1.03	1282.5	25571.434	119	29.90811	3559.0651	1056	29130.499
C2	16.068	1.03	1282.5	21225.426	119	24.82506	2954.1821	1056	24179.608
D1	15.3	1.07	1282.5	20995.808	119	24.5565	2922.2235	1056	23918.031
Recruit	15.3	1	1282.5	19622.25	119	22.95	2731.05	880	22353.3
Recruit	15.3	1	1282.5	19622.25	119	22.95	2731.05	880	22353.3
Total				250163.57			25153.814		275317.38

Annual Salaries	431765.6
Annual Reg Overtime	43712.19
Holiday Overtime	15,600
Reimbursed Overtime	13,000
Total Payroll	504,078