



HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

TTY (802) 865-7142

To: Board of Finance

From: Susan Leonard, Human Resources Director

Date: January 13, 2012

Re: Market Adjustment to Compensation Ranges – Director of Aviation, Fire Chief, General Manager Burlington Electric, Director Community Economic Development Office, Executive Director Burlington City Arts, Director Public Works, and General Manager Burlington Telecom.

In May of 2009, the Sadowski report was completed and provided recommended compensation ranges to all non-union positions within the City of Burlington. Many were also considered as already 'competitive' regionally. If the position was not considered 'competitive' then a range was recommended. Of the Department Head level positions that were not considered 'competitive', seven positions remain that have not already been adjusted for market equity. Of the seven, two positions are currently vacant, the Director of Aviation and the General Manager Burlington Telecom (see attached list).

The Mayor had requested that I review these compensation ranges. After completing this review I am recommended the market adjustments to the compensation ranges for these seven positions, the detailed ranges and costs are shown in the attached spreadsheet. Each of the seven positions will have a new compensation range, and incumbents would be placed and the step of the new range that is closest to the current salary without providing a reduction. This placement is shown in yellow (shaded, if not in color) on the spreadsheet. Implementation of the recommended ranges includes adjustments for the Cost of Living Adjustments since 2009, and would cost approximately \$1400.00 for the balance of Fiscal Year 2012. Additionally, the recommended changes will improve recruitment capabilities and retention rates in these positions.

If approved by the Board of Finance, these changes will need City Council approval. I would be recommending that the new ranges be effective date of City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



**HUMAN RESOURCES
DEPARTMENT
City of Burlington**

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

To: Board of Finance

From: Susan Leonard, Human Resources Director

Date: February 23, 2012

Re: Market Adjustment to Compensation Ranges – Mayor

In May of 2009, the Sadowski report was completed and provided recommended compensation ranges to all non-union positions within the City of Burlington. Many of the positions were considered as already 'competitive' regionally. If the position was not considered 'competitive' then a range was recommended. The position of Mayor was not part of the study.

The Mayor had requested that I review the compensation range for the position of Mayor and provide a recommendation. After completing this review I am recommending an adjustment to the compensation range. The existing range for the position of Mayor is \$85,372 - \$102,060. I am recommending a range of \$116,000 - \$150,000, this is approximately 10% higher than the range for the Chief Administrative Officer. The 10% reflects a mid-range percentage between department head and assistant department head or assistant director in other City Departments.

For your information the 2011 salaries for the Municipal Managers are listed below:

Hartford	\$122,000
South Burlington	109,990
Essex	102,523

These are the three highest taken from the *2011 Vermont Municipal Compensation Report* published by the Vermont League of Cities and Towns.

Thank you for your consideration

Department Head Compensation

Position	Current Low	Current High	Aged	
			Aged FY12 Sadowski Low	FY12 Sadowski High
Director of Aviation	\$92,881.60	\$111,359.85	\$101,265.30	\$143,903.32
BCA Exec. Director	\$62,104.41	\$74,138.99	\$74,616.54	\$95,935.55
Assessor	\$62,104.41	\$74,138.99	Competitive	
CSM Exec. Director	\$62,104.41	\$74,138.99	Competitive	
CAO	\$105,524.00	\$137,181.00	Market Adjusted	September 2
Dir. Code Enforcement	\$60,337.06	\$72,017.75	Competitive	
Director CEDO	\$74,683.69	\$89,234.98	\$85,276.04	\$106,595.05
BED General Mgr.	\$75,809.33	\$124,278.10	\$122,584.31	\$170,552.08
Fire Chief	\$85,171.58	\$100,547.91	\$86,341.99	\$110,858.85
Library Director	\$62,104.41	\$74,138.99	Competitive	
Human Resources Dir.	\$73,899.15	\$90,307.33	Market Adjusted	September 2
Dir. Parks and Rec	\$68,783.65	\$82,153.87	Competitive	
Dir. Planning and Zon.	\$68,783.65	\$82,153.87	Competitive	
Police Chief	\$97,408.69	\$116,254.70	Competitive	
Dir. Public Works	\$78,158.69	\$93,024.44	\$86,341.99	\$115,122.66
BT General Mgr.			\$117,254.56	\$143,903.32

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