



STAFF REPORT

DATE: 1/17/17
REGULAR
ITEM #: 15
MOTION

TO: Mayor and City Council
FROM: Julie Johnson, City Clerk
AGENDA ITEM: City Administrator Compensation
REVIEWED BY:

BACKGROUND: The City Council discussed the City Administrator's compensation at the January 3, 2017 City Council meeting and directed staff provide additional information for discussion at the next City Council meeting.

ISSUE BEFORE COUNCIL: Should the City Council adjust the City Administrator's compensation?

PROPOSAL DETAILS/ANALYSIS: Councilmember Bloyer added this item to the January 3rd meeting agenda for Council discussion on the City Administrator's rate of compensation, noting that a number of cities currently have openings for a City Administrator. Staff provided information on City Administrator compensation from the League of Minnesota Cities' salary survey website (attached) to Councilmember Bloyer prior to the January 3rd meeting. It should be noted that participation in the LMC salary survey is voluntary and, therefore, data is only available for cities choosing to provide it. After the January 3rd meeting staff conducted additional research to gather additional information from neighboring communities or communities similar to Lake Elmo (see below).

Oakdale: \$137,738
Hudson: \$112,477
Hugo: \$135,668
Bayport: position is currently interviewing with an advertised range up to \$122,000
North St. Paul: \$111,300
St. Paul Park: \$106,225
Inver Grove Heights: \$136,792
Cottage Grove: \$138,000
Albertville: \$111,758
Mahtomedi: \$124,300
Little Canada: \$121,576
Mound: \$115,024
Mounds View: \$130,062
Orono: \$160,971
Rogers: \$113,984
Vadnais Heights: \$123,427
Victoria: \$110,011
Waconia: \$126,152

FISCAL IMPACT: To be determined.

OPTIONS:

- Make no change to the City Administrator's compensation
- Motion **“to increase the City Administrator's yearly compensation to \$xxx,xxx”**

ATTACHMENTS:

- LMC Salary Survey results

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Salaries: City/ County Admin./Manager/Coordinator

Top administrator in municipality, county or related government unit.

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	HPW	Diff. +/-	F/P	FLSA	Match	Union	License	Repor
Anoka	17,966	Metro	1	City Manager	\$9,131.20	\$11,414.00	\$10,500.53	\$10,500.53	\$10,500.53	40	-	F	N	X	N		Mayor City C
Champlin	23,934	Metro	1	City Administrator	\$9,732.67	\$12,166.27	\$12,166.27	\$12,166.27	\$12,166.27	40	-	F	E	X	N		Mayor City C
Chanhassen	24,432	Metro	1	City Manager	\$8,505.47	\$12,759.07	\$12,719.20	\$12,719.20	\$12,719.20	40	-	F	E	E	N		City C
Columbia Heights	18,361	Metro	1	City Manager	-	\$12,134.17	\$12,134.17	\$12,134.17	\$12,134.17		-	F	E	E	N		Mayor City C
Crystal	22,014	Metro	1	City Manager	\$9,497.25	\$12,210.75	\$11,076.92	\$11,076.92	\$11,076.92	40	-	F	E	E	N		Mayor City C
Farmington	18,959	Metro	1	City Administrator	\$8,495.58	\$10,525.67	\$10,031.67	\$10,031.67	\$10,031.67	40	-	F	E	E	N		City C
Forest Lake	17,496	Metro	1	City Administrator	\$9,578.48	\$11,973.11	\$11,374.45	\$11,374.45	\$11,374.45	40	-	F	N	E	N		City C
Golden Valley	20,312	Metro	1	City Manager	\$12,166.67	\$12,166.67	\$12,166.67	\$12,166.67	\$12,166.67		-	F	E	E	N		City C
Hastings	22,491	Metro	1	City Administrator	\$9,313.20	\$11,641.07	\$11,641.07	\$11,641.07	\$11,641.07	40	-	F	E	E	N		City C
Hopkins	17,290	Metro	1	City Manager	\$8,812.27	\$11,882.00	\$11,882.00	\$11,882.00	\$11,882.00		-	F	N	E	N		City C
Lino Lakes	21,200	Metro	1	City Administrator	\$9,190.13	\$11,486.80	\$11,486.80	\$11,486.80	\$11,486.80	40	-	F	E	E	N		City C
New Brighton	22,321	Metro	1	City Manager	\$9,373.87	\$11,715.60	\$11,715.60	\$11,715.60	\$11,715.60	40	-	F	E	E	N		City C
New Hope	20,718	Metro	1	City Manager	\$11,894.50	\$11,894.50	\$11,894.50	\$11,894.50	\$11,894.50	40	-	F	E	E	N		City C
Prior Lake	25,325	Metro	1	City Manager	-	-	-	-	\$12,539.17	0	-	F	E	E	N		City C
Ramsey	24,935	Metro	1	City Administrator	\$9,008.13	\$11,258.00	\$11,258.00	\$11,258.00	\$11,256.27	40	-	F	N	E	N		City C
Rosemount	23,244	Metro	1	City Administrator	\$8,969.58	\$11,259.83	\$11,259.83	\$11,259.83	\$11,259.83		-	F	E	E	N		City C
South St. Paul	20,180	Metro	1	City Administrator	-	-	\$11,409.17	\$11,409.17	\$11,409.17		-	F	N	E	N		Mayor Council
Stillwater	18,800	Metro	1	City Administrator	\$10,833.33	\$11,250.00	\$11,250.00	\$11,250.00	\$11,250.00		-	F	E	E	N		City C
West St. Paul	18,947	Metro	1	City Manager	\$9,797.71	\$12,247.15	\$12,233.87	\$12,233.87	\$12,233.87		-	F	N	E	N		Mayor Council
White Bear Lake	24,734	Metro	1	City Manager	\$7,280.00	\$11,717.33	\$7,292.13	\$7,292.13	\$7,292.13	40	-	F	N	X	N		Council
Average									\$11,401.51								

Aged Results: City/ County Admin./Manager/Coordinator

Municipality	Date	# of Months	Effective Aging Rate	Actual Average	Aged Average
Anoka	04/13/16	9		\$10,500.53	\$10,736.80
Champlin	04/29/16	9		\$12,166.27	\$12,440.01
Chanhassen	05/26/16	8		\$12,719.20	\$12,973.58
Columbia Heights	04/26/16	9		\$12,134.17	\$12,407.19
Crystal	05/05/16	8		\$11,076.92	\$11,298.46
Farmington	04/25/16	9		\$10,031.67	\$10,257.38
Forest Lake	05/12/15	20		\$11,374.45	\$11,943.17
Golden Valley	04/28/16	9		\$12,166.67	\$12,440.42
Hastings	06/10/16	7		\$11,641.07	\$11,844.79
Hopkins	04/27/16	9		\$11,882.00	\$12,149.35
Lino Lakes	01/01/16	12		\$11,486.80	\$11,831.40
New Brighton	05/05/16	8		\$11,715.60	\$11,949.91
New Hope	04/29/16	9		\$11,894.50	\$12,162.13

Prior Lake	04/28/16	9	\$12,539.17	\$12,821.30
Ramsey	05/28/15	20	\$11,256.27	\$11,819.08
Rosemount	04/28/16	9	\$11,259.83	\$11,513.18
South St. Paul	05/11/15	20	\$11,409.17	\$11,979.63
Stillwater	04/25/16	9	\$11,250.00	\$11,503.13
West St. Paul	04/12/16	9	\$12,233.87	\$12,509.13
White Bear Lake	04/13/16	9	\$7,292.13	\$7,456.21

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Salaries: City/ County Admin./Manager/Coordinator

Top administrator in municipality, county or related government unit.

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	HPW	Diff. +/-	F/P	FLSA	Match	Union	Li
Aitkin County	16,054	Central	1	COUNTY ADMINISTRATOR	\$7,046.00	\$10,512.67	\$8,472.33	\$8,472.33	\$8,472.33	40	-	F	E	G	N	
Albert Lea	18,016	Southeast	1	City Manager	\$7,754.93	\$10,082.80	\$10,082.80	\$10,082.80	\$10,082.80	40	-	F	E	E	N	
Anoka	17,966	Metro	1	City Manager	\$9,131.20	\$11,414.00	\$10,500.53	\$10,500.53	\$10,500.53	40	-	F	N	X	N	
Austin	23,743	Southeast	1	City Administrator	-	-	\$10,880.17	\$10,880.17	\$10,880.17	40	-	F	E	E	N	
Champlin	23,934	Metro	1	City Administrator	\$9,732.67	\$12,166.27	\$12,166.27	\$12,166.27	\$12,166.27	40	-	F	E	X	N	
Chanhassen	24,432	Metro	1	City Manager	\$8,505.47	\$12,759.07	\$12,719.20	\$12,719.20	\$12,719.20	40	-	F	E	E	N	
Columbia Heights	18,361	Metro	1	City Manager	-	\$12,134.17	\$12,134.17	\$12,134.17	\$12,134.17		-	F	E	E	N	
Crystal	22,014	Metro	1	City Manager	\$9,497.25	\$12,210.75	\$11,076.92	\$11,076.92	\$11,076.92	40	-	F	E	E	N	
Dodge County	20,352	Southeast	1	County Administrator	\$6,496.53	\$8,928.40	\$8,928.40	\$8,928.40	\$8,928.40	40	-	F	E	E	N	
Elk River	23,633	Central	1	City Administrator	\$9,312.50	\$10,955.83	\$11,223.50	\$11,223.50	\$11,223.50		-	F	E	E	N	
Faribault	23,312	Southeast	3	City Administrator	\$8,315.50	\$11,433.83	\$11,023.67	\$11,393.75	\$11,208.71	40	-	F	E	E	N	
Farmington	18,959	Metro	1	City Administrator	\$8,495.58	\$10,525.67	\$10,031.67	\$10,031.67	\$10,031.67	40	-	F	E	E	N	
Fillmore County	20,835	Southeast	1	Coordinator/Community Services	\$5,692.12	\$7,923.17	\$7,476.92	\$7,476.92	\$7,476.92		-	F	E	G	N	
Forest Lake	17,496	Metro	1	City Administrator	\$9,578.48	\$11,973.11	\$11,374.45	\$11,374.45	\$11,374.45	40	-	F	N	E	N	
Golden Valley	20,312	Metro	1	City Manager	\$12,166.67	\$12,166.67	\$12,166.67	\$12,166.67	\$12,166.67		-	F	E	E	N	
Hastings	22,491	Metro	1	City Administrator	\$9,313.20	\$11,641.07	\$11,641.07	\$11,641.07	\$11,641.07	40	-	F	E	E	N	
Hopkins	17,290	Metro	1	City Manager	\$8,812.27	\$11,882.00	\$11,882.00	\$11,882.00	\$11,882.00		-	F	N	E	N	
Hubbard County	18,823	Northwest	0	County Coordinator	\$5,663.50	\$7,389.58	\$7,461.33	\$7,461.33	\$7,461.33	40	-	F	E	E	N	
Lincoln Pipestone Rural Water	15,531	Southwest	1	General Manager	\$7,083.33	\$10,000.00	\$7,083.33	\$7,083.33	\$7,083.33	40	-	F	E	E	X	
Lino Lakes	21,200	Metro	1	City Administrator	\$9,190.13	\$11,486.80	\$11,486.80	\$11,486.80	\$11,486.80	40	-	F	E	E	N	
Lyon County	24,865	Central	1	County Administrator	\$7,121.68	\$9,970.32	\$9,216.67	\$9,216.67	\$9,216.67	40	-	F	E	E	N	
Martin County	20,637	Central	1	County Coordinator	\$5,704.40	\$8,557.47	\$8,352.93	\$8,352.93	\$8,352.93	40	-	F	N	X	N	
Meeker County	23,141	Central	1	County Administrator	\$6,844.93	\$8,841.73	\$8,583.47	\$8,583.47	\$8,583.47	40	-	F	N	G	N	
New Brighton	22,321	Metro	1	City Manager	\$9,373.87	\$11,715.60	\$11,715.60	\$11,715.60	\$11,715.60	40	-	F	E	E	N	
New Hope	20,718	Metro	1	City Manager	\$11,894.50	\$11,894.50	\$11,894.50	\$11,894.50	\$11,894.50	40	-	F	E	E	N	
Nobles County	21,378	Central	1	County Administrator	\$8,193.47	\$10,325.47	\$8,193.47	\$10,325.47	\$9,259.47	40	-	F	E	E	N	
Northfield	20,007	Central	1	City Administrator	\$8,455.08	\$10,568.83	\$10,551.92	\$10,551.92	\$10,551.92	40	-	F	E	E	N	
Prior Lake	25,325	Metro	1	City Manager	-	-	-	-	\$12,539.17	0	-	F	E	E	N	
Ramsey	24,935	Metro	1	City Administrator	\$9,008.13	\$11,258.00	\$11,258.00	\$11,258.00	\$11,256.27	40	-	F	N	E	N	
Red Wing	16,294	Southeast	1	Council Administrator	\$9,152.00	\$11,166.13	\$11,166.13	\$11,166.13	\$11,166.13	40	-	F	E	E	N	
Redwood County	15,680	Central	1	County Administrator	\$6,746.13	\$9,774.27	\$8,425.73	\$8,425.73	\$8,425.73	40	-	F	E	E	N	
Roseau County	15,629	Northwest	1	County Coordinator/Environ Serv Director	\$5,642.00	\$7,156.93	\$7,156.93	\$7,156.93	\$7,156.93	40	-	F	X	X	N	
Rosemount	23,244	Metro	1	City Administrator	\$8,969.58	\$11,259.83	\$11,259.83	\$11,259.83	\$11,259.83		-	F	E	E	N	
Sibley County	15,098	Central	1	County Administrator	\$7,245.33	\$10,193.73	\$8,840.00	\$8,840.00	\$8,840.00	40	-	F	E	E	X	
South St. Paul	20,180	Metro	1	City Administrator	-	-	\$11,409.17	\$11,409.17	\$11,409.17		-	F	N	E	N	
St. Michael	16,801	Central	1	City Administrator/PW Director	\$8,860.80	\$10,805.60	\$10,805.60	\$10,805.60	\$10,805.60	40	-	F	E	X	N	

Stillwater	18,800	Metro	1	City Administrator	\$10,833.33	\$11,250.00	\$11,250.00	\$11,250.00	\$11,250.00	-	F	E	E	N	
Wabasha County	22,205	Southeast	1	Administrator	\$6,744.40	\$9,065.33	\$7,371.87	\$7,371.87	\$7,371.87	40	-	F	X	E	X
West St. Paul	18,947	Metro	1	City Manager	\$9,797.71	\$12,247.15	\$12,233.87	\$12,233.87	\$12,233.87	-	F	N	E	N	
White Bear Lake	24,734	Metro	1	City Manager	\$7,280.00	\$11,717.33	\$7,292.13	\$7,292.13	\$7,292.13	40	-	F	N	X	N
Willmar	19,072	Central	1	City Administrator	\$6,786.00	\$8,822.67	\$12,168.00	\$12,168.00	\$12,168.00	40	-	F	E	X	N
Average									\$10,310.89						

Aged Results: City/ County Admin./Manager/Coordinator

Municipality	Date	# of Months	Effective Aging Rate	Actual Average	Aged Average
Aitkin County	04/29/16	9		\$8,472.33	\$8,662.96
Albert Lea	04/27/16	9		\$10,082.80	\$10,309.66
Anoka	04/13/16	9		\$10,500.53	\$10,736.80
Austin	05/06/16	8		\$10,880.17	\$11,097.77
Champlin	04/29/16	9		\$12,166.27	\$12,440.01
Chanhausen	05/26/16	8		\$12,719.20	\$12,973.58
Columbia Heights	04/26/16	9		\$12,134.17	\$12,407.19
Crystal	05/05/16	8		\$11,076.92	\$11,298.46
Dodge County	04/14/16	9		\$8,928.40	\$9,129.29
Elk River	04/15/16	9		\$11,223.50	\$11,476.03
Faribault	04/20/16	9		\$11,208.71	\$11,460.90
Farmington	04/25/16	9		\$10,031.67	\$10,257.38
Fillmore County	05/11/16	8		\$7,476.92	\$7,626.46
Forest Lake	05/12/15	20		\$11,374.45	\$11,943.17
Golden Valley	04/28/16	9		\$12,166.67	\$12,440.42
Hastings	06/10/16	7		\$11,641.07	\$11,844.79
Hopkins	04/27/16	9		\$11,882.00	\$12,149.35
Hubbard County	01/01/16	12		\$7,461.33	\$7,685.17
Lincoln Pipestone Rural Water	09/12/16	4		\$7,083.33	\$7,154.17
Lino Lakes	01/01/16	12		\$11,486.80	\$11,831.40
Lyon County	05/27/16	8		\$9,216.67	\$9,401.00
Martin County	05/27/16	8		\$8,352.93	\$8,519.99
Meeker County	04/23/16	9		\$8,583.47	\$8,776.60
New Brighton	05/05/16	8		\$11,715.60	\$11,949.91
New Hope	04/29/16	9		\$11,894.50	\$12,162.13
Nobles County	01/01/16	12		\$9,259.47	\$9,537.25
Northfield	04/20/16	9		\$10,551.92	\$10,789.34
Prior Lake	04/28/16	9		\$12,539.17	\$12,821.30
Ramsey	05/28/15	20		\$11,256.27	\$11,819.08
Red Wing	04/28/16	9		\$11,166.13	\$11,417.37
Redwood County	04/20/16	9		\$8,425.73	\$8,615.31
Roseau County	04/29/16	9		\$7,156.93	\$7,317.96
Rosemount	04/28/16	9		\$11,259.83	\$11,513.18
Sibley County	05/27/16	8		\$8,840.00	\$9,016.80
South St. Paul	05/11/15	20		\$11,409.17	\$11,979.63
St. Michael	04/14/16	9		\$10,805.60	\$11,048.73
Stillwater	04/25/16	9		\$11,250.00	\$11,503.13
Wabasha County	06/09/16	7		\$7,371.87	\$7,500.88
West St. Paul	04/12/16	9		\$12,233.87	\$12,509.13
White Bear Lake	04/13/16	9		\$7,292.13	\$7,456.21
Willmar	05/06/16	8		\$12,168.00	\$12,411.36

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Salaries: City/ County Admin./Manager/Coordinator

Top administrator in municipality, county or related government unit.

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	HPW	Diff. +/-	F/P	FLSA	Match	Uni
Lake Elmo	8,326	Metro	1	City Administrator	-	-	\$107,500.00	\$107,500.00	\$107,500.00		-	F	N	E	N
Oak Grove	8,439	Metro	1	City Administrator	\$85,600.00	\$102,720.00	\$87,312.00	\$87,312.00	\$87,312.00	40	-	F	X	E	X
Orono	7,980	Metro	1	City Administrator	\$97,548.77	\$120,731.30	\$120,731.30	\$120,731.30	\$120,731.30	30	-	P	X	X	X
Spring Lake Park	6,768	Metro	1	Administrator/Clerk/Treasurer	\$83,948.80	\$107,619.20	\$103,313.60	\$103,313.60	\$103,313.60	40	-	F	E	E	N
St. Anthony Village	8,437	Metro	1	City Manager	\$98,800.00	\$140,000.00	\$140,000.00	\$140,000.00	\$140,000.00		-	F	N	E	N
St. Francis	7,455	Metro	1	City Administrator	\$94,099.20	\$117,915.20	\$104,436.80	\$104,436.80	\$104,436.80	40	-	F	N	X	N
Victoria	9,224	Metro	1	City Manager	\$88,857.60	\$111,987.20	\$110,011.20	\$110,011.20	\$110,011.20	40	-	F	N	E	N
Average									\$110,472.12						

Aged Results: City/ County Admin./Manager/Coordinator

Municipality	Date	# of Months	Effective Aging Rate	Actual Average	Aged Average
Lake Elmo	07/05/16	6		\$107,500.00	\$109,112.50
Oak Grove	10/03/16	3		\$87,312.00	\$87,966.84
Orono	09/27/16	4		\$120,731.30	\$121,938.60
Spring Lake Park	04/29/16	9		\$103,313.60	\$105,638.20
St. Anthony Village	04/25/16	9		\$140,000.00	\$143,150.00
St. Francis	05/04/16	8		\$104,436.80	\$106,525.50
Victoria	04/11/16	9		\$110,011.20	\$112,486.50