



To: President Gardiner and Members of Council
From: Dustin Anderson, Town Manager
Date: July 6, 2023
Re: ORD 1907: Third Amendment to 2023 Salary Ordinance

Background

The Town hired a Deputy Town Manager in June of 2022. The successful candidate had and continues to maintain their credentials as a licensed professional engineer.

The position is currently classified as a Grade 17.

Methodology

After one year of service with the Town, the Deputy Manager's experience was reviewed. During the course of that review, it was learned that a little more than half of their time was dedicated to utilizing their professional engineering skills in service to the Town. If we had leaned on our on-call engineers for the additional capacity the Deputy Manager provides vis-à-vis their technical skills, it would have cost the Town approximately \$150,000. This figure is calculated by multiplying half of the available hours of a work year by the lowest rate an engineer at SEH bills at. This rate is \$153 per hour.

Spending on general engineering services with SEH have declined steadily since the Deputy Manager's hire. In 2021 the Town spent \$91,312.11. In 2022 \$78,439.51 was spent. The Deputy Manager joined the organization mid-year. This year we have spent \$2,018.03 to date. This will increase, as SEH is our owner's representative on a number of street improvement projects but will not likely approach our 2022 spend.

The Town last had an engineer on staff in 2014. During their tenure, that individual had a mix of administrative and technical responsibilities similar to our current Deputy Manager. At that time, the position was classified as a Grade 18.

In prior amendments to the salary ordinance, Council has reclassified individuals with similar roles and responsibilities into the same grade.

Given the significant value provided by their service as well as the Town's historical assignment of similar employees, we recommend reclassifying the Deputy Town Manager from a Grade 17 to Grade 18.

Recommendation

By motion and roll-call vote, approve Ordinance 1907: Third Amendment to the 2023 Munster Salary Ordinance and set for adoption at the July 17, 2023 meeting.

Attachments

1. Ordinance 1907