

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Resolution - Administrative Staffing Proposal

WHEREAS, the City Manager is proposing the following Administrative Staffing changes to address two recent retirements and the need to offer competitive compensation for purposes of employee retention:

- 1 Move Jennifer Speagle from the current Admin/Enforcement position to City Clerk effective June 21st, increasing her annual salary from \$21,500 to \$26,500 (Jennifer's appointment to Clerk was approved June 10th)
- 2 Hire a part-time Administrative Assistant to replace Marcy Rotondo who retired January 7, 2019
- 3 Retain Greg Cote' as the City Treasurer with an adjusted work schedule to accommodate his other job
- 4 Increase the annual salary of City Manager Jonathan Smith from \$30,000 to \$34,000 (proposed by Councilman Reynolds)
- 5 Increase the hourly salary of DPW Supervisor Mike Speagle and DPW Worker Caleb Withrow by \$1
- 6 Eliminate the Enforcement position, as code enforcement and parking enforcement are now handled through other means
- 7 Change the City office hours (not DPW) to be closed on Fridays, versus the current 9:00 AM to Noon schedule

WHEREAS, the above listed changes are further detailed in the attached schedule, which also includes a salary comparison to the Municipal League 2018 Salary Study, and;

WHEREAS, the above listed changes, while increasing the employee's pay, will decrease the City's total salary budget from \$176K to \$172K, and;

WHEREAS, the above listed salary changes are reflected in the 2019-2020 FY Budget Proposal, and;

NOW THEREFORE, BE IT RESOLVED that the City of the Village of Clarkston hereby authorizes the City Manager and Treasurer to implement the above (and attached) changes with an effective date of the start of the 2019-2020 Budget (July 1, 2019).

Avery	Catallo	Haven	Kneisc	Marsh	Reynolds	Wylie	Totals
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Resolution is Adopted

Resolution is Defeated

Jennifer Speagle, City Clerk

June 24, 2019

Date

City of the Village of Clarkston Administrative Staffing Proposal

Position		Current	Proposed	Municipal Average *
CLERK	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary: Comments:	Sandy Miller 24 1-9 Council Mondays, 9-5 Tuesday & Thursday, 9-12 Friday \$17,500 \$14.02 Sandy retired 6/21/19	Jennifer Speagle 32 9-5 Monday through Thursday \$26,500 \$15.93 (1) Added hours & responsibilities, (2) Appointment approved 6/10/19	34 \$39,785 \$22.50
TREASURER	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary: Comments:	Greg Cote' 30 9-5 Monday through Thursday and 9-12 Friday \$30,000 \$19.23	Greg Cote' 30 Tues & Thurs Evening, 9-5 Wed plus Remote Work \$30,000 \$19.23 Assumes that a City laptop available for remote access	34 \$38,898 \$22.00
CITY MANAGER	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary: Comments:	Jonathan Smith 48 9-9 Monday through Thursday \$30,000 \$12.02	Jonathan Smith 48 9-5 Monday through Thursday \$34,000 \$13.62 Proposed by Councilman Scott Reynolds	39 \$66,287 \$32.69
ADMINISTRATIVE	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary: Comments:	Marcy Rotondo 16 9-5 Monday and Thursday \$11,000 \$13.22 Marcy retired 1/7/19	TBD 16 9-5 Monday and Thursday \$12,000 \$14.42 Job posting not yet released	
DPW SUPERVISOR	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary: Comments:	Mike Speagle 40 9-5 Monday thru Friday \$37,440 \$18.00	Mike Speagle 40 9-5 Monday thru Friday \$39,520 \$19.00	40 \$54,122 \$26.02
DPW WORKER1	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary:	Caleb Withrow 24 Varies \$13,728 \$11.00	Caleb Withrow 24 Varies \$14,976 \$12.00	
DPW WORKER2	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary:	Austin Parks 24 Varies \$14,976 \$12.00	Austin Parks 24 Varies \$14,976 \$12.00	
ENFORCEMENT	Employee: Avg Hours/Week: Work Schedule: Annual Salary: Hourly Salary:	Jennifer Speagle 30 9-5 Monday through Thursday and 9-12 Friday \$21,500 \$12.00	No longer required: code enforcement handled through the Building Department and parking enforcement handled through the Parking Enforcement Officer	
TOTAL	Employees: Hours per week: Annual Salary: Hourly Salary:	8 236 \$176,144 \$14.35	7 214 \$171,972 \$15.45	

* Source: Michigan Municipal League 2018 Salary Study, for municipalities with a comparable tax base