

RESOLUTION NO. 2019-_____

**Establishing total annual compensation for county elected officials
pursuant to Wis. Stat. § 59.22**

Executive Summary

On Tuesday, February 11, 2020, the Jefferson County Board of Supervisors adopted an ordinance establishing a procedure to set elected official salaries. The ordinance establishes compensation for constitutional elected officials at the 60th percentile of comparable Wisconsin counties of the appropriate grade as recommended by the County's classification and compensation consultant. The ordinance further establishes the ability for the County Board to adjust the salary during the four-year term based on the analysis of several factors. The salaries for all four years must be determined prior to April 15, 2020, the earliest time for filing nomination papers for the county elective office.

On Tuesday, February 7, 2020, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the County Clerk, Register of Deeds and the Treasurer. After analyzing this information, the Human Resources Committee is recommending a 0% increase in 2021 and 2022, a .83% increase in 2023 and a 2% increase in 2024 of the County Clerk; a 2% increase in each year of the four-year term of the Register of Deeds; and a 2% increase in each year of the four-year term of the Treasurer, based on the starting salary of the step that is at the 60th percentile of comparable counties of the appropriate recommended grade placement (Grade 12 for the County Clerk, Register of Deeds, and Treasurer).

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials, other than County Board Supervisors, prior to April 15, 2020 which is the earliest time for filing nomination papers for county elective offices, and

WHEREAS, the Board desires to establish the total annual compensation for certain county elected officials not including fringe benefits which are subject to increase or decrease during the official's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees, and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officials under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of the term of office that begins after the date of this resolution:

Elective Official	2021 Rate	2022 Rate	2023 Rate	2024 Rate
County Clerk	\$79,913.60	\$79,913.60	\$80,579.20	\$82,180.80
Register of Deeds	\$77,459.20	\$78,998.40	\$80,579.20	\$82,180.80
Treasurer	\$77,459.20	\$78,998.40	\$80,579.20	\$82,180.80

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County's health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees.

Fiscal Note:

Fiscal impact from 2020 to 2021: County Clerk, \$ 0.00 ; Register of Deeds, \$6,531.20; Treasurer, \$6,531.20.

Fiscal impact from 2021 to 2022: County Clerk, \$ 0.00 ; Register of Deeds, \$1,539.20; Treasurer, \$1,539.20.

Fiscal impact from 2022 to 2023: County Clerk, \$ 665.60; Register of Deeds, \$1,580.80; Treasurer, \$1,580.80.

Fiscal impact from 2023 to 2024: County Clerk, \$1,601.60; Register of Deeds, \$1,601.60; Treasurer, \$1,601.60.

The total cumulative fiscal impact for the four-year term, from 2021 to 2024, is: County Clerk, \$2,932.80 ; Register of Deeds, \$35,505.60; Treasurer, \$ 35,505.60.

Federal Insurance Contributions Act (FICA)tax, Wisconsin Retirement System employer contribution, health and other eligible fringe benefits will be as stated in this resolution and will be part of the budget process for each budget year.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

02-11-20

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____

ORDINANCE NO. 2019 - ~~5-30~~

~~Amend Ordinance 2015-30, Establishing~~ **Establish** procedure to set elected official salaries

Executive Summary

Jefferson County had a Compensation Study conducted by Carlson Dettman Consulting for all County employees in 2012 (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the elected positions: County Clerk, Grade 12; Clerk of Court, Grade 12; Register of Deeds, Grade 10; Treasurer, Grade 10; and Sheriff, Grade 16. This Compensation Study did not recommend the step within the pay structure that these positions should be placed. After consideration by the Human Resources Committee and County Board in 2014, these positions were all placed in Step 6 of their respective grade in the Jefferson County pay structure which consists of 11 steps. The Human Resources Committee recently conducted a review of these elected officials' salaries for the purpose of establishing future compensation. After reviewing comparables from various Wisconsin counties, the Human Resources Committee determined that these elected positions are more appropriately placed in Step 7 of the Jefferson County pay structure ~~and amended~~. ~~This ordinance amends~~ Ordinance No. 2013-26 and ~~establishes~~ compensation at Step 7 for the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court. ~~In 2020, a review was again conducted on the elected positions of County Clerk, Register of Deeds and Treasurer by The Austin Peters Group, Inc. with a recommendation that the pay grades be assigned as follows: County Clerk, Grade XX; Register of Deeds, Grade XX; and Treasurer, Grade XX. The Austin Peters Group also conducted a study in 2018 for all other employees and recommended that grades be established to compete at the 60th percentile of the market. This means four employers will pay more than the County and six employers will pay less than the County. After reviewing the recommendations from The Austin Peters Group of grade placement, and after reviewing current salaries of comparable Wisconsin counties, the Human Resources Committee determined that these positions are most appropriately placed in the step of the applicable pay grade that is as close to, but not less than, the 60th percentile of the comparable markets. This ordinance amends Ordinance No. 2015-30 and establishes compensation at the 60th percentile of comparable counties, at the applicable grade and step for each position of Clerk of Courts, County Clerk, Register of Deeds, Sheriff and Treasurer. If positions are more than one step above the 60th percentile, salaries may be frozen during the term to gradually make necessary adjustments.~~ Compensation may be adjusted by the County Board for cost of living before the earliest time for filing nomination papers for said office in each election cycle.

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WHEREAS, the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court are elected to four-year terms with the Sheriff and Clerk of Court elections being in 20~~22~~¹⁸, and the County Clerk, Register of Deeds and Treasurer next elected in 20~~20~~¹⁶, and

WHEREAS, Section 59.22(1), Wisconsin Statutes, requires the Board to establish the compensation for these elective offices before the earliest time for filing nomination papers prior to each election cycle, and

WHEREAS, compensation needs to be established for the County Clerk, Treasurer and Register of Deeds before April 15, 20~~20~~¹⁶, which is the earliest time for filing nomination papers in this cycle, and

BE IT FURTHER ORDAINED that County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay its share of contributions required by law.

AND BE IT FURTHER ORDAINED that the aforementioned County officials are entitled to participate in the County's health, dental, vision, disability, life insurance, Section 125B and other programs on the same terms and conditions as may be modified from time to time which apply to nonrepresented managerial employees with such variances as may be applicable to the Sheriff based on his law enforcement status.

BE IT FURTHER ORDAINED that the foregoing elected officials may request a cost of living adjustment or salary grade review prior to the year of election for their office in the same manner as is applicable to other County employees requesting salary grade reviews.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: The compensation increase for the three elected officials (County Clerk, Register of Deeds and Treasurer) that are up for election in 2020-16, subject to this change in the ordinance, would be \$42,159.86. The remaining two elected officials (Clerk of Courts and Sheriff) would be an undetermined amount since they are not up for election until 2022-18. This compensation increase includes a 4x% cost of living adjustment recommended by the Human Resources Committee for the County Clerk, Treasurer and Register of Deeds for 2021-17, 2022-18, 2023-19 and 20240. Cost of living adjustments for the Sheriff and Clerk of Courts will be considered in the year before their next term of office.

Adopted by the Jefferson County Board of Supervisors this 9th day of February 2016.

s/Jim Schroeder
Jim Schroeder
Chair

ATTEST:

s/Barbara A. Frank
Barbara A. Frank, County Clerk

Ayes 27 Noes _____ Abstain _____ Absent 2 Vacant 1

Ayes 27: Jones, Kelly, David, Tietz, Braugher, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Jaeckel, Foelker, Patrick, Schultz, Babcock, Christensen)

Absent 2: Poulson, Borland.

Vacant 1: District 24

Requested by
Human Resources Committee

02-09-16

J. Blair Ward: 02-05-16; 02-09-16

REVIEWED: Administrator: bw; Corp. Counsel: jbw; Finance Director: bl