

RESOLUTION 2024-03

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CAREFREE, ARIZONA, ACCEPTING THE FY 2024 CLASSIFICATION AND COMPENSATION STUDY BY PUBLIC SECTOR PERSONNEL CONSULTANTS AND MAKING IT A PUBLIC RECORD

WHEREAS, The Town of Carefree issued a Request for Qualifications (“RFQ”) for a study of the classification and compensation of the Town of Carefree employees; and

WHEREAS, Public Sector Personnel Consultants was selected by a Committee of non-employees, consisting of the Mayor, a Council Member and a Town of Carefree citizen for the purpose of evaluating and reporting the classification and compensation of Town of Carefree employees, and

WHEREAS, Public Sector Personnel Consultants having completed the study consisting of interviews, market trends, comparable municipal employment and the Economic Research Institute’s Salary Assessor for the Phoenix Metro Area, submitted the FY 2024 Classification and Compensation Study Results for the Town of Carefree attached hereto as Exhibit “A”.

NOW, THEREFORE, IT IS RESOLVED by the Mayor and Town Council of the Town of Carefree, Arizona as follows:

Section 1. The FY 2024 Classification and Compensation Study Results for the Town of Carefree is hereby accepted.

Section 2. Making this Resolution and attached FY 2024 Classification and Compensation Study Results for the Town of Carefree a public record.

PASSED AND ADOPTED BY the Mayor and Town Council of the Town of Carefree, Arizona, this 6th day of February, 2024.

AYES 7 NOES 0 ABSTENTIONS 0 ABSENT 0

FOR THE TOWN OF CAREFREE



John Crane, Mayor

ATTESTED TO:



Kandace French Contreras, Town Clerk

APPROVED AS TO FORM:



Denis Fitzgibbons, Town Attorney

EXHIBIT "A"

**FY 2004 CLASSIFICATION AND COMPENSATION STUDY RESULTS FOR
THE TOWN OF CAREFREE**

FY 2024 CLASSIFICATION AND COMPENSATION STUDY

Results for Town of Carefree



(888) 522-7772

www.pspc.us

1. EXECUTIVE SUMMARY

It is with pleasure that we present this summary describing the findings and recommendations from the FY 2024 Classification and Compensation Study.

A. SUMMARY OF FINDINGS

1. The Town has approximately 16 job classifications (job descriptions) providing municipal services to the Town's residents.
2. Employees were interviewed by PSPC staff to confirm job duties displayed on current job descriptions.
3. A salary survey was conducted by collecting salary plans, job descriptions, and budget documents from the comparison agencies (page 2).
4. The Town's base pay ranges are competitive (within -5% of market or better) for 56% of the survey sample; 44% of the classifications survey more than -5% below market at range midpoint.
5. The Town operates with a fairly lean staffing model with approximately 4 civilian staff members per 1,000 residents, compared to an average of 5.5 civilian staff per 1,000 residents among the other "small" comparison agencies of Cave Creek, El Mirage, Fountain Hills, Litchfield Park and Paradise Valley.
6. Due to the lean nature of the Town's staffing, job descriptions and assigned job duties are broader and at times more complex than those found in larger cities and towns that have more staff.
7. The Town's expenditures on employee benefits is in line with market average at roughly 30% of total compensation spending allocated towards benefits.

B. SUMMARY OF RECOMMENDATIONS

1. Continue to budget for salary increase eligibility within the adopted salary ranges; regular salary increases can be provided through general increases, cost of living adjustments, and/or evaluated employee performance.

2. EXTERNAL COMPARISONS

The following paragraphs and tables describe the market data collected. More thorough details on the job comparisons appear in the appendix.

A. SURVEY COMPARATORS

We requested salary plan and job description details from the following employers for comparison:

Cave Creek	Paradise Valley
El Mirage	Phoenix
Fountain Hills *	Scottsdale
Litchfield Park	Tempe
Maricopa County	

* data included was extracted from League of Arizona Cities and Towns Survey

Caution was exercised when comparing management jobs to the large agencies above.

Private Sector Data also included where available using Economic Research Institute's Salary Assessor for the Phoenix Metro Area.

B. METHODOLOGY: SALARY RANGE MIDPOINT

Job comparisons were made utilizing current job descriptions. The prevailing rates were calculated by comparing the pay range Midpoints for matching job classifications.

We utilized the standard "structure-to-structure" method to compare the Town's pay ranges to the prevailing rates. The Town's pay ranges, and the prevailing rates, are represented by their Midpoints, which are the amounts employers pay for sustained competent job performance.

The Midpoint is the most objective, occupation-specific and consistent component of salary structures among employers, as the varying widths of salary ranges are too great to utilize Minimum or Maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers.

C. EXTERNAL PREVAILING RATE COMPARISON

The table below summarizes the comparison of the Town's current salary structures for all benchmark job classes to the prevailing rates of all the comparator employers from all the corresponding salary survey sources. 56% of the salary ranges are competitive.

NOTE: Relationship of +/- 5% to the prevailing rates is considered comparable to the prevailing rates.

<u>Relationship to Prevailing Rates</u>	<u>Benchmark Job Classes</u>	<u>% of Sample</u>	<u>Average Variance</u>
Below	7	44%	- 9.19%
Comparable	7	44%	- 3.42%
Above	2	12%	+ 7.22%

PREVAILING RATES COMPARISON BY JOB CLASS

Carefree Job Class	Current Midpoint	Market Midpoint	Variance	
			\$	%
Code Enforcement Officer	\$55,000	\$63,139	-\$8,139	-12.89%
Economic Development Director	\$120,000	\$136,065	-\$16,065	-11.81%
Court Administrator	\$92,500	\$103,048	-\$10,548	-10.24%
Town Engineer	\$112,500	\$122,405	-\$9,905	-8.09%
Accounting / IT / Deputy Clerk	\$100,000	\$108,644	-\$8,644	-7.96%
Front Desk / Permit Technician	\$50,000	\$54,009	-\$4,009	-7.42%
Public Works Foreman	\$65,000	\$69,097	-\$4,097	-5.93%
Planning Clerk	\$70,000	\$73,562	-\$3,562	-4.84%
Town Administrator	\$178,328	\$186,866	-\$8,538	-4.57%
P & Z Administrator	\$112,500	\$117,143	-\$4,643	-3.96%
Public Works Supervisor	\$85,000	\$88,266	-\$3,266	-3.70%
Public Works Field Operator	\$55,000	\$57,086	-\$2,086	-3.65%
Town Clerk	\$112,500	\$114,560	-\$2,060	-1.80%
Communications Coordinator	\$75,000	\$76,069	-\$1,069	-1.40%
Deputy Court Clerk	\$60,000	\$56,782	\$3,218	5.67%
Building Official	\$120,000	\$110,325	\$9,675	8.77%