

**CITY OF WASILLA  
RESOLUTION SERIAL NO. 03-24**

**A RESOLUTION OF THE WASILLA CITY COUNCIL ADOPTING THE FY-04 SALARY STRUCTURE AND PAY RANGES IN ACCORDANCE WITH WMC 3.55.040 AND REPEALING RESOLUTION SERIAL NO. 99-44(AM).**

WHEREAS, in 1999, the Wasilla City Council authorized administration to engage on-going professional human resources management consulting services for the City of Wasilla (the "City") and to make proposals for the same in the annual budget; and

WHEREAS, in 1999, the Wasilla City Council adopted as policy the use of annual movement in the cost of labor in Alaska to adjust the City's salary structure in future years; and

WHEREAS, the MBL Group recently conducted a market comparison of the City's positions to Alaska market data; and

WHEREAS, the purpose of the market comparison was to determine where the City's positions stood relative to current market pay; and

WHEREAS, the results of the market comparison were intended to assist the City in determining whether or not to age forward the FY-03 Pay Grades and Ranges for FY-04 and how to budget for FY-04 merit pay; and

WHEREAS, MBL used two Alaska specific salary surveys – the 2002 Milliman Alaska Cross-Industry Salary Survey and the 2003 Alaska Municipal League Salary & Benefits Survey; and

WHEREAS, as a result of the market comparison, it is determined that the City's FY-03 midpoints are above market by 2.5 to 4.0 percent; and

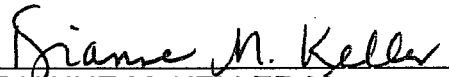
WHEREAS, the market comparison indicates that the City would be justified in holding the FY-04 Salary Grades and Ranges at the same level as FY-03 to allow the market to catch up to the City's pay structure.

NOW THEREFORE BE IT RESOLVED, by the Wasilla City Council, that Resolution Serial No. 99-44 (AM) is hereby repealed and that the Wasilla City Council adopts the FY-04 Salary Structure and Pay Ranges, holding the Pay Ranges at the FY-03 level; and


BE IT FURTHER RESOLVED, that holding the Pay Ranges at the FY-03 level will not impact the City's plans to continue with its merit pay process and it will allow the City to utilize the full 3 percent merit pool to its fullest potential, to reward employees for performance and to address any pay and performance inequities; and

BE IT FURTHER RESOLVED, per WMC 3.55.040.B, the Mayor may provide employees with a lump sum longevity payment when an employee's pay range is not amended or his or her pay is at the top of the range.

ADOPTED by the Wasilla City Council on August 11, 2003.

  
DIANNE M. KELLER Mayor

ATTEST:

  
KRISTIE L. SMITHERS, CMC  
City Clerk

[SEAL]

**City of Wasilla**  
**FY04 Salary Structure and Pay Ranges**

Grade	Salary Range	Minimum	2nd Quartile	Midpoint	3rd Quartile	Maximum	Spread
1	Interns Temporary Employees	\$14,889	\$15,819	\$16,750	\$17,681	\$18,611	25%
2	Library Intern	\$18,005	\$19,356	\$20,706	\$22,056	\$23,407	30%
3	Parks & Properties Tech I: Grounds Maint. (PT) Public Works Clerical Asst. WasteWater Laborer	\$22,507	\$24,195	\$25,883	\$27,571	\$29,259	30%
4	Cashier Finance Clerk I Library Aide Museum Aide	\$24,806	\$26,976	\$29,147	\$31,318	\$33,488	35%
5	Secretary II-Police Youth Court Secretary II-Public Works Admin	\$26,745	\$29,420	\$32,094	\$34,769	\$37,443	40%
6	Administrative Assistant-Admin Administrative Assistant-Police Finance Clerk II- Payables Parks & Properties Tech I: Beautification Planning Clerk	\$28,185	\$31,356	\$34,527	\$37,698	\$40,869	45%
7	Children's Librarian Deputy City Clerk Finance Clerk III - Assessment & Utility Billing Finance Clerk III - Receivables, GL, & Grants Finance Clerk III - Sales Tax Interlibrary Loan Coordinator Museum Registrar Public Works Clerk	\$30,437	\$34,241	\$38,046	\$41,851	\$45,655	50%
8	Adult & Electronic Services Librarian HR Assistant Parks & Properties Tech I: Facilities Maint Probation Officer Public Safety Dispatcher/Clerk Roads/Airports Tech I Wastewater Tech I Water Tech I	\$32,968	\$37,501	\$42,034	\$46,567	\$51,100	55%

**City of Wasilla**  
**FY04 Salary Structure and Pay Ranges**

Grade	Salary Range	Minimum	2nd Quartile	Midpoint	3rd Quartile	Maximum	Spread
9	Associate Librarian Parks & Prop Tech II Police Officer I Roads Tech II Wastewater Collection Tech II Wastewater Treatment Tech II Water Tech II	\$35,519	\$40,847	\$46,175	\$51,503	\$56,831	60%
10	City Clerk Economic Developer/Planner Library Director Parks & Properties Tech III Police Officer II Roads Tech III Sports Arena Manager Sr. Accountant Water/Wastewater Tech III	\$40,242	\$46,782	\$53,321	\$59,860	\$66,400	65%
11	City Engineer City Planner Deputy Director of Public Works	\$45,382	\$53,324	\$61,266	\$69,208	\$77,150	70%
12	Police Investigator Police Lieutenant Police Officer Community Spec Police Sergeant	\$50,233	\$59,024	\$67,815	\$76,606	\$85,397	70%
13	Chief of Police Deputy Administrator Finance Director Public Works Director	\$54,256	\$63,751	\$73,246	\$82,741	\$92,236	70%

# CITY OF WASILLA FY-2004 Salary Structure Merit Matrix

The merit increase for each employee is based on their Summary Performance Rating and Position in Salary Grade

	Meets 3.0-3.99	Exceptional 4.8+	Exceeds 4.0-4.79	Needs Improvement 2.0-2.99	Does Not Meet 1.0-1.99
1st Quartile (minimum to Q2)	3.50% to 5.50%	6.00% to 8.00%	4.75% to 6.75%	1.50% to 2.50%	0.00%
2nd Quartile (Q2 to midpoint)	2.00% to 4.00%	4.00% to 6.00%	3.00% to 5.00%	1.00% to 2.00%	0.00%
3rd Quartile (midpoint to Q3)	1.50% to 2.50%	3.00% to 4.50%	2.00% to 3.00%	0.00%	0.00%
4th Quartile (Q3 to maximum)	1.00% to 2.00%	2.00% to 3.50%	1.75% to 2.75%	0.00%	0.00%

Actual Quartile Distribution

Cost as Percent of Current Annualized Payroll: 3.0%