



MEMORANDUM

DATE: August 15, 2013

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN, CA/HR DIRECTOR

RE: Compensation Offer to Margaret (Peggy) A. Steeno

I am pleased to announce Peggy Steeno as a finalist for the position of Administrative Services Director for the City of Menasha. Ms. Steeno's previous employment experience includes: Director of Finance/Treasurer for the City of Oshkosh, Business/Administrative Services Manager at Waukesha Water Utility and Finance Supervisor at City of West Allis over the course of 17-plus years.

Discussions regarding salary and benefits have occurred with Ms. Steeno and are summarized within this memo.

The salary range for the administrative services director position is \$92,771 (minimum) to \$113,477 (maximum). Salary midpoint is \$103,124. Based on Ms. Steeno's experience a hiring rate of \$108,400 is requested. Also considered is the municipal utility experience Ms. Steeno will bring to Menasha as well as her current salary which exceeds the requested hiring rate.

In accordance with ARTICLE V – COMPENSATION, paragraph A. 17 of the City of Menasha Policy Handbook: "All hiring will be at the minimum of a salary grade when the hiree has no direct experience for the position which hired. Any hiring of experienced persons will be at a rate commensurate with experience between minimum and maximum. No one will be hired at a rate greater than midpoint without the approval of the Personnel Committee in an open meeting."

Summary of salary and benefits requested for approval:

- \$108,400 annualized salary
- Four weeks of vacation
- Ability to advance sick leave, if needed