



BLACKMAN CHARTER TOWNSHIP

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In the Spring of 2019, the Blackman Township Board of Trustees approved a Compensation Committee to review the salaries of the elected township officials. The committee was made up of (5) Blackman Township taxpayers. The committee reviewed the current salaries, in relation to the salaries of other Jackson County elected township officials, as well as other Townships with populations similar to Blackman Township in Michigan. Upon completion of that review and after conducting a public hearing for resident input, the committee recommended the following salaries for Blackman Township elected officials:

Supervisor	\$40,000 – no benefits
Clerk	\$20,000 – no benefits
Treasurer	\$20,000 – no benefits
Trustee	\$3,500 – no benefits

For further information, you may view the compensation study that was completed in 2018.

Thanks

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Proposed wage increases impact on General Fund

	Current Salary	Proposed Salary	Total Increase
Supervisor	24,000.00	40,000.00	16,000.00
Clerk	12,600.00	20,000.00	7,400.00
Treasurer	12,600.00	20,000.00	7,400.00
Trustee	3,000.00	3,500.00	500.00
Trustee	3,000.00	3,500.00	500.00
Trustee	3,000.00	3,500.00	500.00
Trustee	3,000.00	3,500.00	500.00
	61,200.00	94,000.00	32,800.00

	G/F Allocations	Current G/F Budget	Increase to G/F Budget	G/F Budget w/ Increases
Supervisor	57%	14,000.00	9,120.00	23,120.00
Clerk	80%	10,609.00	5,920.00	16,529.00
Treasurer	60%	7,946.00	4,440.00	12,386.00
Trustees	100%	16,320.00	2,000.00	18,320.00 **
		48,875.00	21,480.00	70,355.00

**Trustee budget also includes additional amount for meetings

Supervisor Wage Allocation \$40,000

G/F- 57%	\$	22,800
Sewer- 33%	\$	13,200
Water-10%	\$	4,000

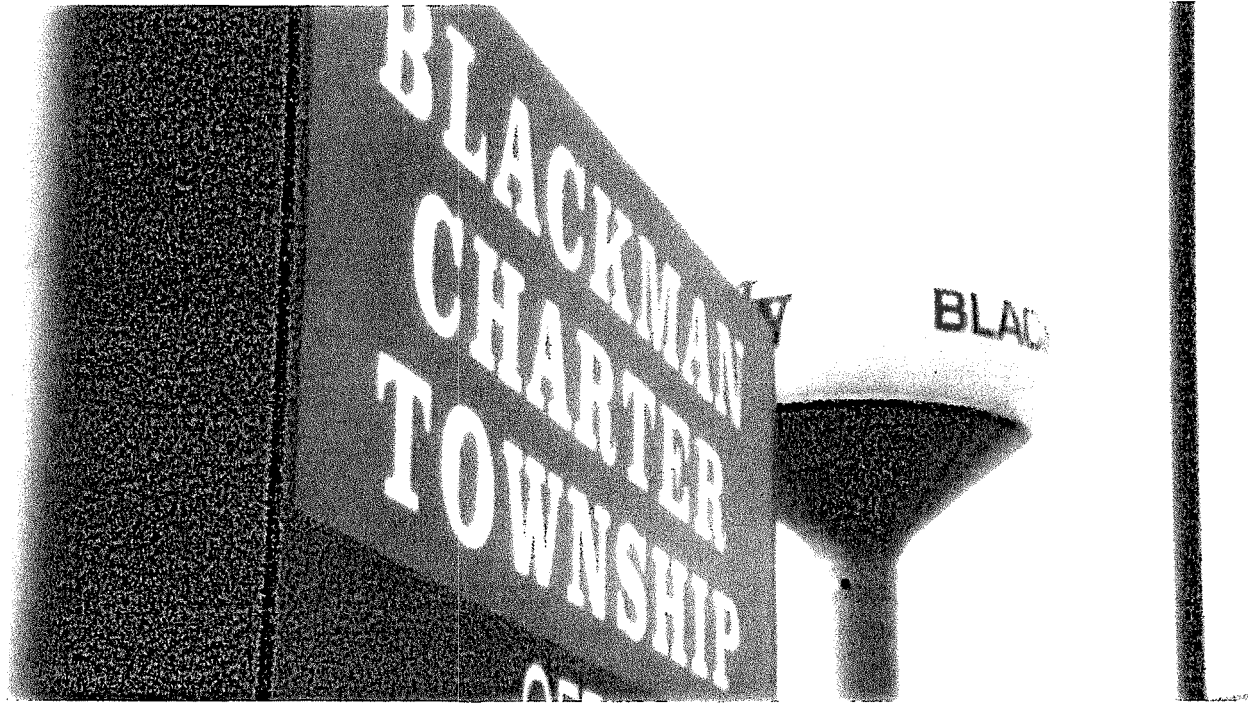
Clerk Wage Allocation \$20,000

G/F - 80%	\$	16,000
Sewer-10%	\$	2,000
Water-10%	\$	2,000

Treasurer Wage Allocation \$20,000

G/F-60%	\$	12,000
Sewer- 35%	\$	7,000
Water- 5%	\$	1,000

Blackman Charter Township



Compensation Study

Township Information/Goals

If you live in Michigan and you don't live in a City, you live in a Township. There are 1,240 Townships in Michigan, with populations ranging from 10 to 96,796. Approximately 50% of all Michigan residents receive their essential services from their Township. Of all the Townships in Michigan, there are 31 Townships that have a population greater than Blackman Charter Township and 1,208 that have populations less than Blackman Township. All 31 Townships that have a greater population than Blackman Township are Charter Townships, like Blackman Charter Township, but all of them are Charter Townships by a vote of the people. Blackman Charter Township is a Charter Township by Board Resolution, which means that they can only levy 1 mill on their residents, without the residents voting for an increase, which is the same as a General Law Township. Charter Townships that were voted on by the people may levy up to 5 mills. Millage rates larger than 5 mills, then require a vote of the people.

Blackman Charter Township millage rates are much lower than comparable Charter Townships and is a factor in the amount of revenue we receive, compared to other Charter Townships. Blackman Charter Township has done an excellent job of providing quality services to the residents of the Township, considering the budget constraints of taxing residents at the same rate as a General Law Township.

The goal of this compensation study is to provide the Board of Trustees with information and statistics on how Townships of similar size compensate their elected officials and employees. The study will also provide information and statistics on how other Jackson County Townships compensate their elected officials and employees, even though many of them provide services to a smaller resident population.

Comparable Townships-Population/County

The following townships were identified as having a similar populations:

Delhi Township	Ingham County	25,877
Gaines Township	Kent County	25,146
Harrison Township	Macomb County	24,587
Summit Township	Jackson County	22,508
Kalamazoo Township	Kalamazoo County	21,918
Oshtemo Township	Kalamazoo County	21,705

The following additional Townships in Jackson County were examined:

Leoni Township	Jackson County	13,807
Spring Arbor Township	Jackson County	8,267
Columbia Township	Jackson County	7,420
Napoleon Township	Jackson County	6,776
Grass Lake Township	Jackson County	5,684

Summit Township is the closest to Blackman Township in population served and is included in the above comparison (population). Of the remaining townships in Jackson County, Leoni Township is the largest by population, but serves roughly 50% of the population that Blackman Township does. Only the larger townships in Jackson County were used for comparison purposes, as most of the other townships didn't have any full-time employees and were not a useful comparison.

Comparison Variables

While looking at the compensation of elected officials and employees, I found that it is not an easy task and is often hard to compare apples to apples. Some elected officials are considered "figure heads", with the majority of the work done by the elected official's deputy, while some elected officials work "full-time", which cannot be enforced under state law, but they do the majority of the work and their deputy assists them. Some Townships our size, employ a Township Manager to run the day to day operations, while some have "full-time" Supervisors who run the day to day operations. As I provide you with compensation statistics, I will try to indicate which model the Township is using and will also provide you with a total cost for that department or budget, so you can compare what the total cost is to accomplish those job duties, whether they are statutory or by policy.

Many Townships that I looked at have contracts with private individuals who provide work for an agreed amount or an agreed hourly rate. This seems to be more prevalent in the areas of building inspection services, assessing services and zoning and ordinance enforcement. In cases where they have contracted out these services, they will not be used in the compensation comparisons, as the advantages and disadvantages of contracting out those services would have even more variables and would be better explored in a separate study.

With all of the variables found during the data collection of this study, the individual board member who reviews this is going to have to keep in mind that the differences in the operations of each Township will have some effect on the compensation levels, due to the co-mingling of job duties and responsibilities. I will attempt to sort those out for you, but each position in each township will and does have some different job responsibilities, even though most of them are fairly similar in scope.

Township Supervisor

The following compares the compensation of our Supervisor to Townships similar in size to ours:

<u>Township</u>	<u>Salary</u>	<u>Retirement</u>	<u>Insurance</u>	<u>Manager</u>	<u>Total</u>
Blackman	\$24,000	No	No	No	\$24,000
Summit	\$33,437	Yes	Yes	No	\$33,437
Delhi	\$24,401	No	No	\$120,000	\$144,401
Gaines	\$70,428	Yes	Yes	No	\$70,428
Kalamazoo	\$15,000	No	No	\$112,326	\$127,326
Harrison	\$65,500	Yes	Yes	\$50,562	\$116,062
Oshtemo	\$70,360	Yes	Yes	No	\$70,360
Average	\$46,521				
Dept. Average	\$93,669				

Township Clerk/Deputy Clerk

The following compares the compensation of our Clerk and Deputy Clerk to Townships similar in size to ours:

<u>Township</u>	<u>Salary</u>	<u>Retirement</u>	<u>Insurance</u>	<u>Deputy</u>	<u>Total</u>
Blackman	\$12,600	No	No	\$49,004	\$61,604
Summit	\$32,769	Yes	Yes	\$40,705	\$73,474
Delhi	\$70,283	No	No	\$2,500	\$72,783
Gaines	\$70,428	Yes	Yes	\$23,850	\$94,278
Kalamazoo	\$15,000	No	No	\$47,694	\$62,694
Harrison	\$61,798	Yes	Yes	\$50,562	\$112,360
Oshtemo	\$70,360	Yes	Yes	\$3,250	\$73,610
Clerk Average	\$53,440				
D/Clerk Average	\$28,094				
Dept. Average	\$81,533				

Township Treasurer/Deputy Treasurer

The following compares the compensation of our Treasurer and Deputy Treasurer to Townships similar in size to ours:

<u>Township</u>	<u>Salary</u>	<u>Retirement</u>	<u>Insurance</u>	<u>Deputy</u>	<u>Total</u>
Blackman	\$12,600	No	No	\$43,492	\$56,092
Summit	\$28,690	Yes	Yes	\$82,051*	\$110,741
Delhi	\$24,401	No	No	\$2,500	\$26,901
Gaines	\$70,428	Yes	Yes	\$26,037	\$96,465
Kalamazoo	\$15,000	No	No	\$43,700	\$45,200
Harrison	\$61,798	Yes	Yes	\$50,562	\$112,360
Oshtemo	\$70,360	Yes	Yes	\$3,250	\$73,610
Average	\$45,113				
Deputy Average	\$21,008				
Dept. Average	\$77,546				

*Summit Township Treasurer is also responsible for Accounting/HR

Township Trustee

The following compares the compensation of our Township Trustee positions to Townships similar in size to ours:

<u>Township</u>	<u>Salary</u>	<u>Retirement</u>	<u>Insurance</u>	<u>Board Meeting</u>
Blackman	\$3,000	No	No	\$75
Summit	\$6,996	Yes	Yes	\$50
Delhi	\$10,847	No	No	\$0
Gaines	\$3,000	No	No	\$75
Kalamazoo	\$2,040	Yes	Yes	\$90
Harrison	\$9,500	No	No	\$0
Oshtemo	\$2,500	No	No	\$100
Average Salary	\$5,814			
Avg. Per Mtg.	\$53			

Accounting/HR

The following compares the compensation of our Accounting/HR position to Townships similar in size to ours:

<u>Township</u>	<u>Salary</u>	<u>Accounting</u>	<u>HR</u>	<u>Other</u>
Blackman	\$52,208	Yes	Yes	No
Summit	\$82,051	Yes	Yes	Deputy Treasurer
Delhi	\$79,684	Yes	Yes	No
Gaines	\$70,428	Yes	Yes	Clerk
Kalamazoo	\$65,000	Yes	Yes	No
Harrison	\$85,410	Yes	Yes	No
Oshtemo	\$68,674	Yes	Yes	No
Average Salary	\$75,208			
Avg. W/O Other	\$74,692			

Building/Zoning

The following compares the compensation of our Building/Zoning position to Townships similar in size to ours:

<u>Township</u>	<u>Salary</u>	<u>Building</u>	<u>Zoning</u>	<u>Ordinance</u>
Blackman	\$67,184	Yes	Yes	No
Summit	\$85,561	Yes	No	No
Delhi	\$64,376	Yes	No	No
Gaines	\$65,732	Yes	Yes	Clerk
Kalamazoo	Contracted	Contracted	Contracted	Contracted
Harrison	\$74,972	Yes	Yes	No
Oshtemo	Contracted	Contracted	Contracted	Contracted
Average Salary	\$72,750			

Assessing

The following compares the compensation of our Assessor positions to Townships similar in size to ours:

<u>Township</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Blackman	\$42,972	\$50,273	\$59,883	N/A
Summit	\$48,220	N/A	\$73,605	N/A
Delhi	\$42,036	N/A	\$79,684	N/A
Gaines	\$51,236	N/A	\$65,736	N/A
Kalamazoo	\$44,782	N/A	\$76,939	N/A
Harrison	Contracted	Contracted	Contracted	Contracted
Oshtemo	\$47,486	N/A	\$68,674	N/A
Average Salary	\$46,752	N/A	\$72,927	N/A

Utility Billing/IT

The following compares the compensation of our Utility Billing/IT position to Townships similar in size to ours:

<u>Township</u>	<u>Utility Billing</u>	<u>Other</u>
Blackman	\$37,273	IT
Summit	\$45,926	N/A
Delhi	\$48,339	N/A
Gaines	\$44,016	N/A
Kalamazoo	\$37,377	N/A
Harrison	\$51,429	N/A
Oshtemo	\$44,500	N/A
Average Salary	\$45,265	N/A

Administrative Assistant

The following compares the compensation of our Administrative Assistants to Townships similar in size to ours:

<u>Township</u>	<u>Salary</u>	<u>Other Duties</u>
Blackman	\$30,908	N/A
Summit	\$45,926	N/A
Delhi	\$59,820	*D/Clerk-D/Treasurer
Gaines	\$44,016	N/A
Kalamazoo	\$37,377	N/A
Harrison	\$42,412	N/A
Oshtemo	\$41,600	*D/Clerk-D/Treasurer
Average Salary	\$45,192	N/A

*Administrative Assistants receive \$2500-\$3,250 extra for Deputy Clerk and Deputy Treasurer Duties.

Elected Official Comparison-Jackson County-Townships Over 5,000 Residents

<u>Township</u>	<u>Supervisor</u>	<u>Clerk</u>	<u>Treasurer</u>	<u>Trustee</u>
Blackman	\$24,000	\$12,600	\$12,600	\$3,000
Summit	\$33,437	\$32,769	\$28,690	\$6,996
Leoni	\$46,000	\$38,500	\$38,500	\$5,000
Spring Arbor	\$45,365	\$39,081	\$39,081	0*
Columbia	\$25,000	\$19,950	\$21,950	\$3,180
Napoleon	\$17,000 34,000	\$17,000	\$17,000	\$4,000
Grass Lake	\$31,874	\$39,440	\$37,400	\$3,706
Average Salary	\$33,113	\$31,123	\$30,437	\$3,814

*No salary, but paid \$100 for any meeting.

Clerk and Treasurer Department Wages Compared to Jackson County Townships

<u>Township</u>	<u>Clerk</u>	<u>Deputy</u>	<u>Total</u>	<u>Treasurer</u>	<u>Deputy</u>	<u>Total</u>
Blackman	\$12,600	\$49,004	\$61,604	\$12,600	\$43,492	\$56,092
Summit	\$32,769	\$40,075	\$72,844	\$28,690	\$82,051*	\$110,741
Leoni	\$38,500	\$25,480	\$63,980	\$38,500	\$25,480	\$63,980
Spring Arbor	\$39,081	\$28,142	\$67,223	\$39,081	\$28,142	\$67,223
Columbia	\$19,950	\$34,049	\$53,999	\$21,950	\$27,040	\$48,990
Napoleon	\$17,000	\$35,360	\$52,360	\$17,000	\$29,120	\$46,120
Grass Lake	\$39,440	\$15,850	\$55,290	\$37,400	\$15,850	\$53,250
Dept. Avg.	N/A	N/A	\$60,949	N/A	N/A	\$65,051

*Summit Township Treasurer is also responsible for Accounting/HR

Local Comparison for Other Township Positions

<u>Township</u>	<u>Acc./HR</u>	<u>Building</u>	<u>Assessing</u>	<u>Utility</u>	<u>Admin. Asst.</u>
Blackman	\$52,208	\$67,184	\$59,883	\$37,273	\$30,908
Summit	\$82,051*	\$85,561	\$73,605	\$45,926	\$45,926
Leoni	\$50,000	\$45,000	\$65,000	N/A	N/A
Spring Arbor	N/A	Contract	\$59,000	N/A	\$41,995
Columbia	\$57,199	Contract	\$47,300	N/A	\$34,091
Napoleon	N/A	Contract	Contract	N/A	\$27,040
Grass Lake	N/A	Contract	\$44,799	N/A	\$35,110
Average	\$63,083	\$65,280	\$57,940	\$45,926	\$36,832

*Summit Township Treasurer is also responsible for Accounting/HR

Cost of Living Comparison

When comparing Blackman Townships to other Townships with a similar population, it is important to consider the cost of living of the County in which the Township is in, as that is most likely where the employee probably lives. The data below shows the % difference between Jackson County and the Counties of the comparable Townships:

<u>Township</u>	<u>County</u>	<u>% Difference</u>
<u>Blackman</u>	<u>Jackson</u>	<u>0%</u>
<u>Delhi</u>	<u>Ingham</u>	<u>14%</u>
<u>Gaines</u>	<u>Kent</u>	<u>10%</u>
<u>Harrison</u>	<u>Macomb</u>	<u>21%</u>
<u>Summit</u>	<u>Jackson</u>	<u>0%</u>
<u>Kalamazoo</u>	<u>Kalamazoo</u>	<u>12%</u>
<u>Oshtemo</u>	<u>Kalamazoo</u>	<u>12%</u>
<u>Avg. %</u>		<u>11.5%</u>

Conclusion

As you can see, the compensation and the job responsibilities for each Township that was looked at, are all over the map. When you look at the comparable Townships by population, there is a difference in the cost of living in each County, which can make a difference in the amount of wages paid for a specific job. When you look at the comparable Townships in the County of Jackson, it is hard to compare apples to apples, due to the fact that Blackman Township is two to four times larger than the other Townships, other than Summit Township. There are a lot of variables involved, as many of the Townships said that their Supervisor, Clerk and Treasurer were considered full-time, even though you cannot require that, according to Michigan Statute. The intention of this compensation study was not to make a recommendation to the Township Board, but rather to provide some data that can be used to determine the future path that is taken in regards to compensation for both the Township Office Employees and the Elected Officials

If you have any questions, please let me know.

Respectfully,

Michael L. Jester

Director of Public Safety