



Human Resources

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TO: Common Council
Mayor Washington-Spivey

FROM: Rebecca Franzen, SHRM-CP, CLRP – Director of Human Resources

DATE: February 11, 2026

RE: Estimated Costs for the City Administrator position

This memorandum outlines the estimated wages and benefits for the City Administrator position, should it be adopted by Common Council.

As previously stated, the recommendation by McGrath Human Resources Group is that the City Administrator position should be compensated at approximately twenty percent (20%) to twenty-five percent (25%) higher than the highest paid City department head to maintain an appropriate level of separation between the positions.

Below is the anticipated annual gross salary for the highest paid position within the City in 2026:

Annual Salary for a Grade 19, Step 11	\$164,632.00
Potential Stipend for meeting merit-based performance metrics in 2026	\$4,527.38
Anticipated Annual Gross Income	\$ 169,159.38

All figures provided are based on 2026 approved wages. It is anticipated that the position of City Administrator will not be filled until early to mid-2027. The figures do not account for any potential cost of living adjustments that would impact the annual salary for the highest paid position outlined above.

The following page provides a detailed breakdown of the salary and benefits for the City Administrator position. In total, the estimated cost could be \$267,895.83 to \$277,824.30 annually. Additionally, I've included known costs related to the position of City Administrator such as (1) WRS employer contribution of 7.20%, (2) FICA tax, (3) Health Insurance employer contribution, (4) life insurance and income continuation insurance, (5) estimated non-personnel expenses such as travel, training/registrations, memberships and office supplies.

The estimates on the following page do not include any additional opportunity costs such as additional staff for the office of the City Administrator, equipment, technology needs, technology subscriptions or licenses, office space and subsequent remodel costs or additional unknown expenses related to the addition of the position of City Administrator. It should also be noted that the City Administrator position would be under contract which may result in additional items being negotiated such as moving expenses, clothing allowance, deferred compensation contributions, housing incentives, other employment incentives or bonuses based on metrics set by the Common Council. Those items are not included in the estimated salary and benefits.

Per the Director of Finance, it is his recommendation that the expense be split by having a minimum of 50% to the City's general operating fund and the remainder to the enterprise funds.

Although the salary and benefits outlined in the following page will not be fully realized until 2027, there could be a number of expenses in 2026 that are unbudgeted. For example, it is anticipated that the use of an executive recruitment firm to help source qualified candidates for the role of City Administrator could cost 10% - 30% of the annual salary of the City Administrator or approximately \$21,000 - \$64,000.

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Additionally, if the position of City Administrator is adopted, an acting City Administrator may need to be appointed to serve in the role until a candidate is identified. This may cost up to \$50,000 for salary and benefits for this individual.

The total estimated unbudgeted expenses for 2026 could range from \$71,000 - \$114,000.

Based on 20% Higher Than Current Highest Paid

Hours		2080
Hourly Rate	\$ 97.59	
Annual Salary	\$ 202,991.26	
WRS (7.20% of Salary)	\$ 14,615.37	
FICA (7.65% of Salary)	\$ 15,528.83	
Health Insurance	\$ 19,132.51	
Life/ICI (.006% of Salary)	\$ 12.18	
Workers Compensation (2.53%)	\$ 5,135.68	
Cell Phone Reimbursement	\$ 480.00	
Non-Personnel Expenses*	\$ 10,000.00	
Total Benefits and Expense Costs	\$ 64,904.57	
Total Salary, Benefits and Expense Estimate	\$ 267,895.83	

Based on 25% Higher Than Current Highest Paid

Hours		2080
Hourly Rate	\$ 101.66	
Annual Salary	\$ 211,449.23	
WRS (7.20% of Salary)	\$ 15,224.34	
FICA (7.65% of Salary)	\$ 16,175.87	
Health Insurance	\$ 19,132.51	
Life/ICI (.006% of Salary)	\$ 12.69	
Workers Compensation (2.53%)	\$ 5,349.67	
Cell Phone Reimbursement	\$ 480.00	
Non-Personnel Expenses*	\$ 10,000.00	
Total Benefits and Expense Costs	\$ 66,375.07	
Total Salary, Benefits and Expense Estimate	\$ 277,824.30	