

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, September 8, 2014 – 6:40 p.m.

(or immediately following previously scheduled meeting)

Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]

Discussion and action on:

1. Mayoral Salary for the 2015 – 2018 term of office.
2. Request to fill anticipated vacancy in the Streets Department.
3. Adjustments to pay steps for certain positions.
4. Request for Lead Position on Collections Crew Water Department.
5. Request to add two additional Laborer positions in the Streets Division.
6. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.

MAYORAL SALARY HISTORY

2006	\$62,396.66	Mayor Wescott
2007	\$62,396.66	Mayor Halverson
2008	\$62,396.66	Mayor Halverson
2009	\$62,396.66	Mayor Halverson
2010	\$62,306.66	Mayor Halverson
2011	\$67,000.00	Mayor Halverson
2012	\$68,000.00	Mayor Halverson
2013	\$69,000.00	Mayor Halverson
2014	\$70,000.00	Mayor Halverson

2014 Mayoral Salary in **Wisconsin Rapids** is \$63,750. Included in the salary ordinance is language that indicates the Mayoral salary is increased by whatever amount the non-union group receives for a general cost of living increase on an annually basis over the term of office.

2014 Mayoral Salary in **Wausau** is \$74,850.88. An increase is not anticipated for 2015.

The Mayoral Salary for the term (2013 – 2016) in the City of **Manitowoc** is \$73,043.

The Mayoral Salary in the City of **Superior** is \$79,538. The ordinance allows for the salary to “increase by the same percentage as approved by the council for full-time non-union positions”.

The Mayoral salary in the City of **Neenah** is currently set at \$79,250.00.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Public Works
Engineering Department

Phone: 715-346-1561
Fax: 715-346-1650

September 2, 2014

TO: Mayor Halverson and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Request to fill pending vacant position

Dear Mayor and Personnel Committee;

I am requesting approval to fill a Level III (truck driver) position within the Streets Division of the Public Works Department. The pending vacancy is a result of an internal candidate within the Streets Division accepting the Assistant Stock Clerk Position.

Sincerely,

A handwritten signature in black ink that reads "Scott Schatschneider". The signature is written in a cursive style.

Scott Schatschneider, P.E.

Director of Public Works

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
FAX 715-346-1530



Andrew J. Halverson
Mayor
715-346-1570

MEMORANDUM

To: Personnel Committee

From: Mayor Andrew J. Halverson 

Date: September 2, 2014

RE: Salary adjustment suggestions per Common Council request

At the last Common Council meeting the request to advance a new review of our current pay plan matrix was denied. After the discussion, it was recommended that I target the key positions that I feel would need to be addressed. I have done that with the suggestions below:

- Move All in Grade R: Director of Public Works/City Eng, Director of Public Utilities and Transportation, Police Chief, and Fire Chief from Step 1 \$85,592 to Step 2 as of the next pay period immediately after Council concurrence this month. This will be a salary of \$88,046. These positions would still advance to the next step as of January 1, 2015 which will be \$90,480. This salary (as of Jan 1st) is much more appropriate for these positions, considering where many other communities are in terms of range and averages.
- Move Director of Community Development in Grade Q from Step 1 \$81,141 to step 2 as of the next pay period immediately after Council concurrence, which will be \$83,450. Eligibility for movement as of Jan 1st remains: Salary at that point would be \$85,779.
- Move Superintendants of: Water, Streets, and Wastewater from: Grade O Step 1 \$72,176 to Grade O Step 2 or \$74,235. Jan 1 movement remains: salary at \$76,315. This will also keep these positions more in line with the Assistant Chiefs internally, while also addressing some of the external pressures. Move Assistant Chiefs as of Jan 1 to Grade O Step 4 \$78,374. This salary is just slightly higher than our comparables; but warranted due to lower management numbers in Stevens Point, and these positions retaining the second in command rank.

These changes, if approved, will address in good faith some of the deficiencies that exist in terms of variation from the mean; that many of our leadership team currently experiences.

salaries as indicated do not contain any assumptions for COLA as of January 1, 2015



CITY OF
WONDERFUL
WATER

STEVENS POINT
WATER
AND
SEWAGE TREATMENT
DEPARTMENTS

September 2, 2014

MEMORANDUM

TO: Mayor Halverson and Personnel Committee

FROM: Joel Lemke, Director

RE: Request for lead position on the collections crew

Mayor and Committee:

I am requesting the ability to change one of our existing collection systems crew members to a lead position on that crew. The crew currently consists of three employees, all equal in terms of responsibility, and up until recently they were paid on a similar scale to the other employees who fill crew, service, or operator positions in the Department.

Upon the adoption of the new pay plan, those employees are placed at grade F, which is the only position where grade F exists in the Utilities Departments.

With the recent advertisement of jobs for filling positions in the Department, it has been made clear that the Department will not be able to retain any members of that crew if a job opens up that they are qualified for, making it desirable to have a lead person on that crew as to not incentivize movement for pay alone and retain the institutional knowledge that you can only retain by keeping the same individual in a position. The ability to effectively train new personnel on that crew is also a concern that is addressed by this request.

I respectfully request the ability to make one of the three collections system crew positions (grade F) a lead position (grade I).

Thank you for your consideration.

Best Regards,

Joel Lemke
Director of Public Utilities and Transportation

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Public Works
Engineering Department

Phone: 715-346-1561
Fax: 715-346-1650

September 3, 2014

TO: Mayor Halverson and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Transfer of funds from the Engineering Department to the Streets Department

Dear Mayor and Personnel Committee;

As part of putting together the 2015 Operating Budget, a certain amount of consideration needs to be taken into account in terms of workload and where resources are needed most.

The Engineering Department in March had a staff reduction in terms of the City Engineer resigning. Since that time the Engineering Department has been able maintain all of the same tasks that were done previously.

In considering where the City is headed in terms of reducing the funding for large scale reconstruction projects annually, there has been a fair amount of discussion internally for the need to have a full time civil engineer on staff. The full time civil engineer in addition to the Director of Public Works was something that Director Euclide had proposed 7.5 years ago. Until that time the City had handled projects from more of a team standpoint.

In addition to the questions regarding the amount of resources needed in the Engineering Department, there has been more discussion on the need for additional workers at the Streets Department. Through attrition, the Streets Department has been reduced by approximately 8 – 10 employees over the last 8-10 years. I believe we are starting to see the effects of this, especially during peak summer and winter maintenance activities.

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With this being said, I am proposing that the City transfer the funds that would have been used to replace the City's Civil Engineer Position, Grade O Step 1 at a cost of \$107,508 to the Street's Department in order to hire two new employees.

Sincerely,

A handwritten signature in black ink that reads "Scott Schatschneider".

Scott Schatschneider, P.E.

Director of Public Works