

PERSONNEL COMMITTEE MEETING
Thursday, November 3, 2016 – 6:00 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson Slowinski; Alderpersons Johnson, Morrow, Shorr

EXCUSED: Alderperson Oberstadt

OTHERS

PRESENT: Mayor Wiza; C/T Ladick; Attorney Beveridge; Alderperson(s) Ryan, Kneebone, Phillips, McComb, Dugan; Director(s) Lemke, Schrader, Schatschneider, Ostrowski; PFC Commissioner Ostrowski; Steve Plaski; Ken Rozek; SPCT – Brandi Makuski; Human Resource Manager Jakusz

Chairperson Slowinski called the meeting to order.

1. Springsted Market Survey Presentation

Mayor Wiza stated that the market survey process has been completed. Ann Antonsen from Springsted held four City-wide employee presentations across the City earlier in the day. She will also be doing a presentation for the Personnel Committee and Council members this evening.

He stated that the City hired a professional and let them do their job. We provide the information to Springsted (prior job description questionnaires, appeal information) and tasked the department heads with reviewing those documents to see if anything had changed in the job in the past three years. If something had changed, then the department head was given the opportunity to draft a narrative outlining changes and submit that along with the JDQ.

Mayor Wiza stated that in addition to the market survey going forward we will have the "SAFE" tool to use to evaluate changes in positions and newly created positions.

He added that Ann Antonsen from Springsted will handle the reconsideration process; this will take the politics out of the process. Once this process is employed, we will receive training on the "SAFE" system.

Going forward, the City will have a new matrix; the old or current matrix wasn't reviewed as part of the process. Currently, there isn't consistency between grades; the recommended matrix has a 6% spread between grades. The current pay plan has no bearing on the proposed matrix.

At the completion of Springsted's process, no employee salaries were "red circled" – meaning they weren't over the top step.

He added that in order to work with our payroll system, the matrix we use must be divisible to two places past the decimal point.

In preparing the new matrix, several department heads noted concern that employees were anticipating the cost of living adjustment (COLA) of .68% as established by the Wisconsin Employment Relations Commission, to the 2016 matrix and some of the grade/step placements on the plan post market survey had a lower pay rate. Based on this, the Comptroller/Treasurer's Office applied the 2017 COLA of .68% and moved each salary to the next step that provided an increase. By applying this formula, two employees are now above.

Comptroller Treasurer Ladick stated that the City basically had two options for implementation; to go to the next step which would have provided an increase – which would have resulted in less of an increase than employees were anticipating, or follow the process Mayor Wiza described previously and that's the option we recommend. It will cost \$111,870 including wages and fringe benefits.

He added that funding this more generous option is a bit of a stretch for 2017, but not irresponsible. Because we are being more generous in 2017 we may not be able to do so in 2018. Funding the more generous option for 2017 will require reducing the contingency by \$16,000. He said that it is not realistic to fund the more generous option and the new position request for the Parks Department. The cost doesn't include any reconsideration requests that may be approved through that process.

Chairperson Slowinski stated that he isn't a fan of not funding a cost of living adjustment for 2018 – if we don't fund it, it will cause the City's pay plan to fall behind.

Mayor Wiza stated there is a high importance to keeping our pay system valid. Departments may have to reduce operating budgets to make up the difference.

Aldersperson Kneebone asked what CPI has been running.

Comptroller/Treasurer Ladick stated that in 2016 it was .73%; in 2017 it is .68%. It is established by the Wisconsin Employment Relations Commission.

Aldersperson Johnson asked if the Council will see wins/losses for each employee. Mayor Wiza replied that he will send an electronic copy of the findings to all the Alderspersons. He added that this information has been provided to the department heads.

Alderman Ryan inquired about the full time code enforcement officers. Mayor Wiza replied that it was included in the Market Survey process and is funded in 2017. This position will have a revenue stream.

Ann Antonsen indicated that there have been several components – the market survey, employee meetings and the reconsideration process. Once the reconsideration process is completed, Springsted will provide a written summary of their findings.

Mayor reminded that this was an evaluation of jobs – not of specific employees.

Aldersperson Dugan asked whether the JDQ's from the prior study were accurate. Mayor Wiza reminded that all directors and department heads were told to review the JDQ's and provide a narrative of what had been overlooked in the original version or what had changed.

Aldersperson Johnson questioned whether the reclass process will be changed or if we would just utilize the SAFE tool.

Ann Antonsen from Springsted stated City staff would be trained on the use of the SAFE tool and be provided a questionnaire to utilize to assist in the review of positions and job descriptions going forward.

Alderperson Johnson inquired whether there is movement afoot to develop something more objective and less subjective.

Ann Antonsen from Springsted replied that they have made the SAFE system and questionnaire more user-friendly; it is more simplified than the prior job description questionnaires.

Alderman Shorr questioned whether the SAFE system would be utilized to evaluate positions on an annual basis.

Mayor Wiza stated that while this does not need to be done on an annual basis, it may well not be the last market survey the City will ever need to do. He added that the cost of living adjustment to the matrix is very important to avoid obsolescence – we need to maintain the plans integrity.

Alderman Slowinski questioned how often the City needed to go through this process if we are able to provide a cost of living adjustment to the matrix annually.

Ann Antonsen of Springsted replied that every 5 – 7 years; less often if there's a recession and more often if there's a market change or high turnover of employees.

Alderman Morrow moved to approve the Market Survey plan result and reconsideration process; Alderman Shorr seconded.

Alderperson Johnson stated that she is not comfortable voting so she will be voting against it. She added that she needs to have conversation with employees and review the documents.

Alderman Morrow stated that he feels comfortable moving along; the plan has been presented to employees and they will be provided information regarding the reconsideration process.

Vote: 3 – 1 Alderperson Johnson dissenting. Motion carried.

2. New Position Request Facilities Supervisor II – Parks Department
Alderson Dugan stated that she wishes to support and argue for reinstatement of this position. She feels that the Parks Department is as essential as the Streets Department. She feels that we have a low wage economy here and people need the opportunity to recreate and we have facilities that need to be supervised and maintained.

Director Schrader stated this his budget can cover the wages but not the fringes. Historically, the general fund has had money left at the end of the year. He added that it's hard to believe the additional funds can't be found and five full time positions have been added in recent years.

Mayor Wiza stated that the full time IT position was created and that it was a huge priority. Previously, the City contracted for these services and was able to greatly reduce the contract and put the money toward the new position.

He added that it is a matter of priority. If you choose this priority, what gets bumped? The City needs to budget appropriately and seek additional monies via grant opportunities. We need to grow the economy in the City so that we can increase our operation.

Comptroller Treasurer Ladick stated that the annual audit which is provided to the Council members shows that monies left over go into funding capital projects. He added that we've all had to do more with less. Departmental budgets have been reviewed very closely the past three years and cuts have been made. The City needs to look at budget revenues more aggressively – such as increasing the cost of building permits. The other option is to resort to asking department heads for budget reductions.

He noted that things that are unpredictable – such as the weather, impact budgets for such things as road salt and overtime. We need to continually look at how we can push the envelope. Is it disappointing to have to choose between priorities? Yes, but it is reality right now. He suggests continuing discussions about priorities.

Aldersperson McComb stated that the City has valuable complicated facilities used by thousands of people on an annual basis. She is concerned that these facilities are supervised by temporary employees. Director Schrader has followed the process for requesting reinstatement of this position.

Comptroller Treasurer Ladick stated that the Redevelopment Authority meets soon to discuss the portion of the Community Development Director's salary they pay. If the vote to reduce the portion they are paying, this will add another cost to the 2017 budget.

Alderman Morrow stated that he commends Director Schrader. He does feel the position is needed, but the City needs to fully implement the findings of the Market Survey for all employees.

Alderman Shorr stated that he looks at the situation similarly to Alderman Morrow. He feels it is important to hear the case for it even if we can't find the resources to fund it at this point.

Aldersperson Johnson questioned what are our priorities as a Council? What is the vision for the community? She feels there haven't been any priorities collectively set. She added that it is a critical conversation in the visionary process that the City Council members need to have.

Mayor Wiza stated that work is being done on a mission statement for the City. We are also trying to gain ground with smart economic development, but it is a slow process. The more we grow the value of the City, the more we can provide. He added that he hopes we will be able to fund some of these positions in the near future.

Alderman Slowinski stated that he understands the Parks request for the position, but the budget is already tight and the City has an obligation to fund the pay recommendation.

Alderman Slowinski moved to deny the request, Alderman Morrow seconded.

Aldersperson Dugan emphasized that parks are a priority for the City; creating parks should be a major priority. She agrees that the Council should be far more engaged as a group.

Alderman Slowinski stated that he is extremely reluctant to approve requests from any department this year due to the upcoming budget being tight.

Alderman Phillips stated his opinion that now is not the time to be hiring people for new positions. The City needs to look at potential revenue streams such as boat launch fees. We're paying down on our debt this year; we've got streets that need to be repaired.

Vote: 3 – 1 Aldersperson Johnson dissenting. Motion carried.

3. Adjournment – 7:52 p.m.