

SPECIAL JOINT PERSONNEL/FINANCE COMMITTEE AGENDA
Tuesday, January 3, 2012 – 5:30 P.M.
Lincoln Center – 1519 Water Street
[A quorum of the City Council may attend this meeting]

1. Discussion and possible action on elevating the annual salary for the position of City Attorney to Grade N, Step 11 (\$94,506) and full time status for 2012 and beyond.
2. 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) 346-1560, TDD #346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the 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.

December 27, 2011

MEMORANDUM

Members of the Common Council~

We have come to a point in our history where operating a City without a fulltime City Attorney is impossible. The amount of legal detail that has made its way into the day-to-day operations of the City is overwhelming for the administration: contracts, leases, ordinance changes/interpretation, State law requirements, labor relations, State regulatory requirements, prosecutorial work, and numerous legal actions, all add to this work load.

The addition of a full time paralegal has helped demonstrably, but the Attorney needs to be present with regularity to help fulfill our goals and objectives. As you look at the comparables provided you will also note that there isn't a City that we have looked at, that has only part time legal attention. Further as the comparables indicate, these communities give a great deal more attention to legal matters and review than we currently have here in the City of Stevens Point.

We have indeed been served by this structure for years and have saved a great deal of taxpayer money because of it; but we run the risk of a major error or oversight without true attention to detail. All of the departments take their collective missions, duties, and work as far as they can, but legal review and comment is always necessary and stands delayed for days if not weeks given the current structure. Department Heads will be present to share their experiences on the matter in terms of legal review.

We would suggest immediate implementation of this new structure and would further suggest using contingency funds to pay the additional salary. Grade N Step 11 is our suggestion for salary at \$94,506.

Looking forward into 2013 we will make appropriate changes to the budget to absorb this addition and will look at other areas where some offset may be possible. Outside legal services may be one the areas we can look at. I look forward to discussion of the matter on the third.

Community	Staffing Level	Actual City Attorney Salary
Marshfield	Contracts out. One attorney for municipal matters; separate attorney for personnel matters.	\$129,350 budgeted for municipal attorney. They pay on hourly basis, so entire line item may or may not be utilized.
Menasha	City Atty/ HR Director FT HR Specialist; FT Admin Ass't.	\$101,000 (2012)
Neenah	City Atty/HR Director Ass't City Atty is a PT independent contractor. FT Admin Ass't shared by City Attorney and Mayor.	\$104,531 (2012)
Wausau	FT City Atty; FT Ass't City Atty; FT Conf Admin Ass't; ¾ time Conf Admin Spec.	\$94,417 (2011) \$96,656 (2012)
Wisconsin Rapids	FT City Atty; PT Ass't City Atty; FT Exec Secretary shared with Mayor and HR Director.	\$88,620 (2011) \$89,506 (4/1/2012)

City Attorney Wage Adjustment

	2012 budget	2012 proposed
wage	\$46,203.00	\$94,506.00
Wisc Retirement	\$3,257.32	\$6,662.68
Soc Sec	\$3,534.53	\$7,229.71
Work Comp	\$129.37	\$264.62
	\$53,124.22	\$108,663.01
Contingency transfer		\$55,538.79