



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or Sub-unit thereof.

Meeting of the: **PARK & RECREATION COMMITTEE**
Date/Time: Monday, December 1, 2014 @ 5:15pm
Location: City Hall (407 Grant Street) – Board Room
Members: Gisselman, Mielke, Neal, Nutting, Oberbeck (c)

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call Regular Meeting to Order
2. Public Comment on Matters Appearing on the Agenda
3. Approve Minutes – November 3, 2014
4. 2015 Budget – Discussion and Possible Action on Potential Program and Management Changes that Could Impact the Proposed 2015 Budget
 - A. Change City Ordinances to Allow Grass/Prairie Areas Greater than 12” Tall
 - B. Reconsider Charging 400 Block Rental Fees to all Users
 - C. Retain Proposed Overtime Budget
 - D. Retain Current PRF Department Staffing to Ensure Appropriate Service Levels of Existing and Recently Expanded Facilities
 - E. Assessment of New Pool Fees Revenue Potential
 - F. Professional Services Contract for Generating Park and Recreation Facility Sponsorships
 - G. Determine Eligibility of Forestry, Mowing and Horticulture Program Work in Street Right-Of-Ways for State Transportation Aids
5. Winter Program Update
6. Project Update
7. Future Agenda Items
8. Next Regular Meeting – Monday, January 5, 2015 at 5:15pm
9. Adjourn

David Oberbeck - Committee Chairperson

Questions regarding this agenda may be directed to Jodi Luebbe (Park Office) @ (715) 261-1560.

This Notice was posted at City Hall and faxed to the Wausau Daily Herald newsroom on _____ @ _____M

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Others Distribution: Media, WSD-Admin, Alderpersons, Mayor, Duncanson, Knotek, Maryanne Groat, Brad Lenz, Brad Karger, Wisconsin Woodchucks, A. Werth, K. Rasmussen

AGENDA SUMMARY

4. 2015 Budget – Discussion and Possible Action on Potential Program and Management Changes that Could Impact the Proposed 2015 Budget:

Subsequent to the recent Council action to have the Mayor and staff assemble a revised budget the Parks, Recreation, and Forestry Department (PRF) staff would like to further discuss potential budget changes. These changes include those PRF related items from the Council brainstorming spreadsheet plus additional items staff believes have merit. Please bring your brainstorming spreadsheet to the meeting.

- A. Change City Ordinances to Allow Grass/Prairie Areas Greater than 12” Tall - PRF staff has desired the opportunity to have tall grass/prairie like areas in parks for year but the mowing ordinance will not allow it. Benefits include increased vegetative and wildlife diversity, reduced storm water runoff, and reduced mowing which saves on labor, equipment and fuel. If the ordinance can be changed staff would recommend utilizing the saved full time labor and part of the saved seasonal labor be used to accomplish high skill deferred maintenance work. Savings would be in seasonal labor, equipment and fuel.
- B. Reconsider Charging 400 Block Rental Fees to all Users – The Committee previously recommended removing the waiver from paying the 400 Block rental fees currently granted to those who receive room tax funding from the City. When discussed by the Finance Committee there was confusion between the rental fee and the in-kind service benefit and the proposal died. Staff recommends revisiting the original proposal as a first step in recovering events related costs on the 400 Block.
- C. Retain Proposed Overtime Budget and D. Retain Current PRF Department Staffing to Ensure Appropriate Service Levels of Existing and Recently Expanded Facilities – See brainstorming spreadsheet and green PRF handout from 11/25 Council meeting.
- E. Assessment of New Pool Fees Revenue Potential – The increased fees for Kaiser Pool and the creation of a non-resident season pool pass occurred after the budget was prepared so resulting additional revenues are not currently in the budget.
- F. Professional Services Contract for Generating Park and Recreation Facility Sponsorships – The PRF Department has neither the skills or time to develop and administer a park and recreation facility sponsorship program. If such a program is to occur staff recommends it be developed and administered through a professional services contract. The cost of such a contract and the potential annual revenues to offset operating costs are presently a SSWAG.
- G. Determine Eligibility of Forestry, Mowing and Horticulture Program Work in Street Right-Of-Way for State Transportation Aids – The PRF Department presently expands about 30% of its budget on non-park activities. Most of these activities occur within street right-of-way, including street trees, boulevard mowing, downtown planters and flower baskets. Some of these activities may be allowable expenses in the State transportation aid program.

**CITY OF WAUSAU
2015 COUNCIL BRAIN STORMING BUDGET MODIFICATIONS**

| Line | Salary | Fringe | Expense | Revenues | Other | Net Levy (Reduction) Additions | FTE | Department | Description | Implication |
|---|----------------|--------|-----------------|----------------|--------------|--------------------------------------|-----|-----------------------|--|--|
| <u>BUDGET ADDITIONS</u> | | | | | | \$ - | | | | |
| 1 | | | \$ 14,000.00 | | | \$ 14,000.00 | | Community Development | Special Audit Procedures | |
| 2 | | | \$ 9,730.00 | | | \$ 9,730.00 | | Council | Fund public access coverage of all council committee meetings. The amount was computed by Public Access staff based upon 141 meetings at 2 hours per meeting at \$30 per hour and a 15% contingency. | 30 Finance, 15 ED, 12 Plan, 12 CISM, 12 HR, 12 Parking/Traffic, 18 PHS, 6 COW, 12 Coordinating, 12 Park |
| Budget Addition Subtotal | | | | | | \$ 23,730.00 | | | | NET LEVY INCREASE |
| <u>ADDITIONAL REVENUE</u> | | | | | | | | | | |
| 3 | | | \$ 20,000.00 | \$ (60,000.00) | | \$ (40,000.00) | | Unclassified | Anticipate Sponsorship Revenue and related Marketing Commissions | |
| Additional Revenue Subtotal | | | | | | \$ (40,000.00) | | | | NET LEVY DECREASE |
| <u>OTHER BUDGET MODIFICATION ACTIONS</u> | | | | | | | | | | |
| 4 | | | | \$ (45,000.00) | | \$ (45,000.00) | | Unclassified | One time transfer from Motor Pool to the General Fund to reflect lower fuel prices | Diesel represents the greatest fuel purchased by the City and diesel prices have shown no significant reductions. Five year planning indicates shortfalls in the motor pool due to underfunding for replacements. This adjustment will contribute to this issue. |
| 5 | | | | \$ (5,000.00) | | \$ (5,000.00) | | Airport Fund | Reduce the Levy Support Increase to the Airport Fund by \$5000 | The Airport Fund reserves have been declining due to high repair and maintenance costs. The reserves at 2012 were \$70,090 and only \$55,142 in 2013. The increase in the levy hoped to reduce the continued losses. |
| 6 | | | \$ (5,000.00) | | | \$ (5,000.00) | | Human Resources | Eliminate Legal Services Line Item in Human Resources Budget | We have already dramatically reduced the legal services budget within the City Attorneys budget. This will reduce legal provisions further and likely result in budget overages. The City Attorney's Office lacks a Personnel and Labor Attorney -- unfunding a necessary resource likely to increase risk. Periodic consultation is more cost effective than employing a staff attorney. HR exceeded the legal services budget in 2014 due to a number of high risk activities requiring independent legal services. |
| 7 | | | \$ (6,000.00) | | | \$ (6,000.00) | | City Maintenance | Cut janitorial costs | |
| 8 | | | | | | | | MetroRide | Sale of Buses and Replace with Reduced Sized Buses | Refer to Transit Directors memo |
| 9 | | | \$ (180,000.00) | \$ 180,000.00 | | \$ - | | TID Districts | Eliminate Wayfinding Project | Attractive informative wayfinding signage has been proven to be an important economic development tool for communities |
| Other Budget Modifications Subtotal | | | | | | \$ (61,000.00) | | | | NET LEVY DECREASE |
| <u>SERVICE REDUCTION</u> | | | | | | | | | | |
| 10 | \$ (67,473.00) | | \$ (97,761.49) | | \$ 67,473.00 | \$ (97,761.49) | | Public Works | Eliminate Leaf Pick Up - the total expense is \$165,234. Of this expense \$67,473 is staff and \$85,384 is motor pool. Without staff temporary layoffs, payroll costs would continue to be incurred and have been deducted to determine the net savings. | The City holds an MS4 permit from the DNR to discharge storm water. The permit has multiple requirements including pollution prevention. The following is the language from the permit regarding leaves: 2.6 Pollution prevention committee shall continue to implement its pollution prevention program. The program shall have measurable goals and include: 2.6.6 Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection. My point in bringing this up is to make everyone aware that if leaf pickup is removed from the budget the City would still have an obligation under out MS4 permit to address leaves. To me it is pretty open ended in that we are not required to pick up leaves under the permit, however, if we don't pick up the leaves we would need to have an alternate plan such as beneficial reuse which would require an educational effort at a minimum. We would need to coordinate with the DNR to make sure any alternate plan would meet the permit requirements. |

**CITY OF WAUSAU
2015 COUNCIL BRAIN STORMING BUDGET MODIFICATIONS**

| Line | Salary | Fringe | Expense | Revenues | Other | Net Levy (Reduction) Additions | FTE | Department | Description | Implication |
|-----------------------------------|----------------|--------|----------------|----------|--------------|--------------------------------------|--------------------------|-----------------|--|--|
| 11 | \$ (33,591.00) | | \$ (52,702.00) | | \$ 33,591.00 | \$ (52,702.00) | | Public Works | Eliminate Spring Clean Up - the total expense is \$86,293. Of this expense \$33,591 is staff time and \$32,924 is motor pool. Without a temporary staff layoff during the activity payroll costs would continue to be incurred and have been deducted to determine the net savings. The savings if the city offered a central drop off site would decrease to \$32,000 | |
| 12 | \$ (18,965.00) | | \$ (13,972.00) | | \$ 18,965.00 | \$ (13,972.00) | | Public Works | Eliminate Christmas Decorations. Of this expense \$18,965 is staff time and \$3,820 is motor pool. Without a temporary staff layoff during the activity payroll costs would continue to be incurred and have been deducted to determine the net savings. The majority of the \$13,972 is \$9,384 for garland. | |
| 13 | | | \$ (23,000.00) | | | \$ (23,000.00) | | Municipal Court | Eliminate Funding for the Peer Court Service Contract with the Boys and Girls and Club | State law designates the chief judge of the judicial administrative district to approve a teen court system. The Boys and Girls Club has managed the teen court program for our municipal court system since 1999. If this contract is removed from the budget it will eliminate an option for resolution of juvenile violations. So, rather than having the opportunity on a first offense for some violations to be referred to peer court, a forfeiture would be imposed upon the conviction or community service could be offered. Other city staff would not be allowed to run this program. |
| 14 | | | \$ (25,000.00) | | | \$ (25,000.00) | | Unclassified | Eliminate Funding for the Boys and Girls Club for positive youth development | |
| 15 | | | | | | | | Parks | Savings obtained from "rough cut", using prisoners, or other grass cutting reductions | The PRF Department already utilizes multiple mowing schedules. From multiple times weekly for high demand sites, twice weekly for general sports fields, weekly for high visibility sites, to an 11-14 day cycle for general parklands. Longer mowing cycles will result in approaching the ordinance maximum of 12" grass which takes longer to cut and cannot be successfully mulched on a single pass resulting in clumps of grass cuttings which turn brown and kill the underlying turf. On poor sites such as boulevards that have more weeds than grass the mowing frequency is often determined by the weed growth rate (which is faster than grass) so as to maintain a somewhat uniform and kept appearance. To effectively reduce mowing time city ordinances must be changed to allow vegetation over 12" and these sites would become prairie-like and get cut and left as is annually or bi-annually. Such sites would effectively be green space without significant use potential. The concept of using prisoners to perform labor is very similar to accomplishing your work with volunteers. Prisoners cannot be forced to work so those who do work do so on a volunteer basis. It is not wise to try to accomplish major objectives that require dependable attendance, a good work ethic, good motor skills, a driver's license, and the ability to positively interact with the public with this type of "volunteer" workforce. In addition, there is an inherent increased administrative burden in accomplishing work with volunteers. |
| 16 | | | \$ (20,000.00) | | | \$ (20,000.00) | | Parks | Reduce Park Budget for the amount transferred to the 400 Block Fund | The City of Wausau continues to increase the amount of recreational opportunities within the city including the 400 Block, three new pools with additional amenities, Athletic Park, the conservancy and the extension of the Rivers Edge Trail. It is illogical that maintenance staff should be reduced when maintenance work is increasing at significant rate. The \$20,000 going from the PRF budget to the 400 Block Fund was intended to be earmarked for the PRF Department to charge 400 Block event support costs to. Thus the reduction is accompanied by an offsetting \$20,000 revenue in the PRF budget plus an additional offsetting revenue for whatever additional room tax funds are put in the 400 Block Fund. As such there is no levy reduction. |
| Service Reduction Subtotal | | | | | | \$ (232,435.49) | NET LEVY DECREASE | | | |

10% OVERTIME REDUCTION

| | | | | | | | | | | |
|----|-------------|------------|--|--|--|-------------|--|-------|------------------------|--|
| 17 | \$ (103.31) | \$ (14.93) | | | | \$ (118.23) | | Mayor | 10% Overtime reduction | Overtime/comp time is earned for after hour meeting attendance by hourly and midmanagement staff |
|----|-------------|------------|--|--|--|-------------|--|-------|------------------------|--|

**CITY OF WAUSAU
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|--|----------------|---------------|---------|-------------|-------|--------------------------------------|--------------------------|--------------------------|------------------------|--|
| | \$ (229.16) | \$ (33.11) | | | | \$ (262.28) | | Finance/Customer Service | 10% Overtime reduction | Overtime/comp time is earned during elections, yearend and budget preparation by hourly and midmanagement staff |
| | \$ (392.40) | \$ (56.70) | | | | \$ (449.10) | | Assessment | 10% Overtime reduction | Overtime/comp time is earned during for extra revaluation work and board of review preparation by hourly and midmanagement staff |
| | \$ (29,806.68) | \$ (4,307.07) | | | | \$ (34,113.75) | | Police | 10% Overtime reduction | The major cause of overtime is FMLA leave and workers compensation leave. In October 154 hours needed to be covered by overtime. One full time officer would work 160 hours in one month. At overtime rates the hours are time and a half resulting in compensation for 231 hours. Refer to Fire Chief's memo |
| | \$ (18,549.40) | \$ (2,680.39) | | | | \$ (21,229.78) | | Fire | 10% Overtime reduction | |
| | \$ (15,313.90) | \$ (2,212.86) | | | | \$ (17,526.76) | | Public Works | 10% Overtime reduction | Overtime/comp time is earned responding to the long construction season, winter responses, staff backlogs and staffing shortages by hourly and midmanagement staff |
| | \$ (391.30) | \$ (56.54) | | | | \$ (447.84) | | Community Development | 10% Overtime reduction | |
| | \$ (4,905.57) | \$ (708.85) | | \$ 5,614.42 | | \$ (0.00) | | Water and Sewer | 10% Overtime reduction | Overtime/comp time is earned responding to water breaks and back ups and other emergencies by hourly and midmanagement staff |
| | \$ (469.79) | \$ (67.89) | | | | \$ (537.68) | | Parking Fund | 10% Overtime reduction | |
| | \$ (1,866.77) | \$ (269.75) | | \$ 2,136.52 | | \$ 0.00 | | Motor Pool | 10% Overtime reduction | Overtime/comp time is earned responding to vehicle breakdowns during winter months, staffing shortages and work backlogs by hourly and midmanagement staff |
| | \$ (1,084.20) | \$ (156.67) | | | | \$ (1,240.87) | | Parks | 10% Overtime reduction | PRF overtime is primarily related to responding to weather related events and facility breakdowns in order to protect public safety or provide customer service. Typical examples are being called in early to remove snow and ice on Saturday morning so the Sylvan Tubing Hill can safely open on time or being called in in the middle of the night to clear storm damaged trees from streets. In 2013 we expended \$14,929, \$12,220 anticipated in 2014, and \$10,842 budgeted in 2015. PRF has already intentionally reduced our limited overtime expenditures by over 25% in two years. |
| 10% Overtime Reduction Subtotal | | | | | | \$ (75,926.29) | NET LEVY DECREASE | | | |

STAFFING - VACANT POSITIONS - RECRUITING 3 MONTH DEFERRALS IN 2015

| | | | | | | | | | | |
|--|----------------|---------------|--|--------------|--|------------------------|--------------------------|--------------|---|---|
| 18 | \$ (24,849.63) | \$ (9,133.25) | | \$ 11,214.35 | | \$ (22,768.53) | 1 | Public Works | Director of Public - This position is shared with the Water Utility 20% and Sewer Utility 13% - Hire Date April 1 | The City is in the process of recruiting. The consultant has a time schedule and application period ends December 1. |
| 19 | \$ (10,066.75) | \$ (6,040.00) | | | | \$ (16,106.75) | 1 | Public Works | Electrical Worker III - Hire date April 1 | The projected \$72k deferral is likely to cost nearly as much in overtime to achieve. The 4 FF staffing shortage, minimum staffing requirements combined with the ## employees on protected leave (on-duty injury, FMLA, light duty medical accommodations) and projected retirements are likely to result in significant overtime costs (can run as high as \$1,000 per 24 hour shift) so for a three month period, directly related overtime could run as high as that anticipated to be saved. |
| 20 | \$ (1,671.60) | \$ (127.88) | | | | \$ (1,799.48) | 0.27 | Police | Crossing Guard - Hire date April 1 | |
| 21 | \$ (12,131.00) | \$ (5,823.00) | | | | \$ (17,954.00) | 1 | Fire | Firefighter Paramedic - Hire date April 1 | Safety is jeopardized when requiring 24-hour shift employees to work overtime. WFD responds The majority of funding of this position comes from federal and state grants along with passenger fares. Without the position increased overtime will occur which will diminish any savings. |
| 22 | \$ (12,131.00) | \$ (5,823.00) | | | | \$ (17,954.00) | 1 | Fire | Firefighter Paramedic - Hire date April 1 | |
| 23 | \$ (12,131.00) | \$ (5,823.00) | | | | \$ (17,954.00) | 1 | Fire | Firefighter Paramedic - Hire date April 1 | |
| 24 | \$ (12,131.00) | \$ (5,823.00) | | | | \$ (17,954.00) | 1 | Fire | Firefighter Paramedic - Hire date April 1 | |
| 25 | \$ (5,183.00) | \$ (2,488.00) | | \$ 5,753.25 | | \$ (1,917.75) | 0.5 | MetroRide | Bus Operator - Hire date April 1 | |
| Vacant Position 3 Month Deferral Subtotal | | | | | | \$ (114,408.51) | NET LEVY DECREASE | | | |

STAFFING - VACANT POSITIONS - RECRUITING 6 MONTH DEFERRALS IN 2015

| | | | | | | | | | | |
|----|----------------|----------------|--|--|--|----------------|---|--------|-----------------------------------|---|
| 26 | \$ (22,792.74) | \$ (10,940.50) | | | | \$ (33,733.24) | 1 | Police | Police Officer - Hire Date July 1 | The projected \$67k deferral is likely to cost \$75,000 to achieve. The 4 officer staffing shortage |
|----|----------------|----------------|--|--|--|----------------|---|--------|-----------------------------------|---|

CITY OF WAUSAU
2015 COUNCIL BRAIN STORMING BUDGET MODIFICATIONS

| Line | Salary | Fringe | Expense | Revenues | Other | Net Levy (Reduction) Additions | FTE | Department | Description | Implication |
|--|----------------|----------------|---------|----------|-------|--------------------------------------|--------------------------|------------|-----------------------------------|---|
| 27 | | | | | | \$ (33,733.24) | 1 | Police | Police Officer - Hire Date July 1 | combined with the 8 employees on protected leave (on-duty injury, FMLA, light duty medical accommodations) has resulted in significant overtime costs (\$6,500 in October 2014). Projecting overtime for the 6 month hold, along with the 9 months of training (720 state mandated training plus 17 week Field training before officers are allowed to work independently without oversight) at a conservative \$5,000 per month results in \$75,000.00 in likely overtime costs. This does not factor in the increased costs during the 4-6 months it takes to recruit and process candidates for hire as entry level police officers. |
| | \$ (22,792.74) | \$ (10,940.50) | | | | | | | | |
| Vacant Position 6 Month Deferral Subtotal | | | | | | \$ (67,466.47) | NET LEVY DECREASE | | | |

STAFFING - ELIMINATE FUNDING FOR SHARED/PURCHASED POSITIONS - CCITC AND PARKS

| | | | | | | | | | | |
|----|----------------|---------------|--|--|--------------|----------------|------|-------|--|---|
| 28 | \$ (10,864.00) | \$ (7,872.00) | | | | \$ (18,736.00) | 0.25 | Parks | Eliminate City's share of turf maintainer. This position was created and approved by the Common Council within the 2014 budget. | This is a shared position with Marathon County and was created due to the turf needs of the new soccer complex, Athletic Park and the 400 Block. Turf Specialist – Keeps sports turf in safe playing condition at all sports fields. Position also provides additional general park maintenance manpower to help address multiple land and facility additions and upgrades in recent years. The County will not absorb this .25 FTE so the likely scenario is that a full time position would be laid off and Wausau would not receive 1.0 FTE of high end turf, flower, shrub, and tree services. |
| 29 | \$ (9,972.06) | \$ (6,694.00) | | | \$ 16,666.06 | \$ - | 0.21 | CCITC | Eliminate City's share of PC Technician position authorized by Council when adopting the 2014 budget. This position is funded by PC Support Fees | This position was approved within the 2014 budget and the person was hired in early 2014. With the extra PC support capacity we increased the # of PCs that we replaced from 78 to 130. We also need the extra resource to support iPads and Smartphones which have radically increased in quantity. No unemployment compensation was provided as it is unclear how CCITC's other partners will respond to the city's failure to fund this position. It will result in reduced services to city. We expect MORE needs for mobile access to information which is why we added this capacity in 2014. |
| 30 | \$ (15,120.00) | \$ (7,457.00) | | | | \$ (22,577.00) | 0.21 | CCITC | Eliminate City's share of Systems Analyst (project manager) position authorized by Council when adopting the 2014 budget. | This position was approved within the 2014 budget and the person was hired in early 2014. Technology upgrades are key to nearly every major strategic goal of the city. Investing in more IT resources offers improved efficiency, mobility and the ability to make decisions faster with more data. IT has 42 known projects for the city that we are planning on working on. We need the capacity to finish these projects and have at least some capacity to handle new project requests. No unemployment compensation was provided as it is unclear how the CCITC organization and other partners will respond to the city's failure to fund this position. It will result in reduced services to city. |
| 31 | \$ (7,205.00) | \$ (3,570.21) | | | | \$ (10,775.21) | 0.21 | CCITC | Eliminate City's share of Systems Senior Network Analyst position which is funded to begin on July 1. This position will be focused on project managing our network projects - allowing the network staff that are currently wearing two hats, to focused on their technical tasks while the project manager uses best practice project management techniques to keep projects on time, budget and in scope. | Technology upgrades are key to nearly every major strategic goal of the city. Investing in more IT resources offers improved efficiency, mobility and the ability to make decisions faster with more data. IT has 42 known projects for the city that we are planning on working on. We need the capacity to finish these projects and have at least some capacity to handle new project requests. No unemployment compensation was provided as it is unclear how the CCITC organization and other partners will respond to the city's failure to fund this position. It will result in reduced services to city. |
| 32 | \$ (6,673.17) | \$ (3,493.14) | | | | \$ (10,166.31) | 0.21 | CCITC | Eliminate City's share of Systems IT Analyst position which is funded to begin in July 1. This position will be doing application analyst work, applying IT solutions to create efficiencies in a variety of city and county departments. | Technology upgrades are key to nearly every major strategic goal of the city. Investing in more IT resources offers improved efficiency, mobility and the ability to make decisions faster with more data. IT has 42 known projects for the city that we are planning on working on. We need the capacity to finish these projects and have at least some capacity to handle new project requests. No unemployment compensation was provided as it is unclear how the CCITC organization and other partners will respond to the city's failure to fund this position. It will result in reduced services to city. |

**CITY OF WAUSAU
2015 COUNCIL BRAIN STORMING BUDGET MODIFICATIONS**

| Line | Salary | Fringe | Expense | Revenues | Other | Net Levy (Reduction) Additions | FTE | Department | Description | Implication |
|---|----------------|----------------|---------|----------|-------|--------------------------------------|-----|--------------|---|--|
| 33 | \$ (23,504.00) | \$ (8,700.00) | | | | \$ (32,204.00) | | Parks | Eliminate 50% of a park position and allow supervisors to figure out how to manage the workload | The County will not absorb the additional .50 FTE so a full time position would be laid off. This will result in greater than 1.0 FTE loss in services because the PRF Department labor positions are all skilled or semi-skilled positions. Most of these labor positions are involved in directing the work of seasonal employees(who provide the needed unskilled labor) during significant portions of the year. The concept of replacing full time workers with seasonal workers has already been exploited to the maximum in prior workforce reductions. There is no capability to supervise the work of additional seasonal employees who do not have the competencies of our full time workforce. |
| 34 | \$ (18,552.00) | \$ (22,012.00) | | | | \$ (40,564.00) | | Public Works | Eliminate 50% of a public works position and allow supervisors to figure out how to manage the workload | Public Works street maintenance staff have been reduced over the years, this results in continued maintenance deferrals. |
| Eliminate Funding for Shared/Purchased Positions Parks/CCITC | | | | | | \$ (135,022.52) | | | | |

STAFFING - VACANT POSITIONS - POSITION ELIMINATION

| | | | | | | | | | | |
|---|----------------|----------------|--|--------------|--|------------------------|--|-----------------|---|---|
| 35 | \$ (45,585.47) | \$ (21,881.00) | | | | \$ (67,466.47) | | 1 Police | This position was added by the Common Council during the adoption of the 2014 Budget. | Refer to Police Chief's memo |
| 36 | \$ (45,585.47) | \$ (21,881.00) | | | | \$ (67,466.47) | | 1 Police | This position was added by the Common Council during the adoption of the 2014 Budget. | Refer to Police Chief's memo |
| 37 | \$ (45,585.47) | \$ (21,881.00) | | \$ 67,466.47 | | \$ - | | 1 Police | This is the 2015 position added by the Finance Committee to the 2015 Budget. The position is fully funded by the Foundation. These funds will not be available if the City chooses to reduce or eliminate other police positions. Future budget impact to the levy will be the full amount. | Refer to Police Chief's memo |
| 38 | \$ (45,585.47) | \$ (21,881.00) | | \$ 25,299.93 | | \$ (42,166.54) | | 1 Police | This is the 2015 position added by the Finance Committee to the 2015 budget. The position is partially funded by the Wausau School District. | Refer to Police Chief's memo |
| 39 | \$ (41,050.00) | \$ (8,417.00) | | \$ 49,467.00 | | \$ - | | 1 Inspections | The property inspector position was added in the 2014 budget to support the additional work load generated by the rental licensing program and related blight elimination initiative | The additional demands of the rental licensing will compete with other property enforcement. This will likely result in less time spent on blight elimination and code enforcement efforts. |
| 40 | \$ (20,525.00) | \$ (2,534.00) | | \$ 23,059.00 | | \$ - | | 0.5 Inspections | This half time clerical position was added in the 2014 budget to support the additional work load generated by the new rental licensing program and related blight elimination initiative. | |
| Vacant Position Elimination Subtotal | | | | | | \$ (177,099.48) | | | NET LEVY DECREASE | |

STAFFING FURLOUGHS - ONE 40 HOUR WEEK

| | | | | | | | | | |
|----|----------------|---------------|--------------|--|--|----------------|--|---|---|
| 41 | \$ (1,137.14) | \$ (174.55) | | | | \$ (1,311.69) | | One Week Furlough - Council | Furloughs are generally used to offset short term economic conditions. Use of furloughs in this situation is likely to cause continued budget problems in 2016 as the financial situation has not been addressed. Workloads are not decreasing and demands may not be met. No reduction is computed for organized labor including Police, Fire and Transit. |
| | \$ (2,370.15) | \$ (342.49) | | | | \$ (2,712.64) | | One Week Furlough - Mayor | Workload will be impacted if a furlough is enacted. Budget induced furloughs for overtime exempt staff (exempt from overtime eligibility provisions of the Fair Labor Standards Act - FLSA) mandates that overtime exempt staff convert to hourly during the period of furlough, thereby converting them to overtime eligible and either prohibits them from performing work or requires the payment of overtime (which can actually increase costs) Failure to comply with the overtime provisions enforced by the Department of Labor (DOL) could result in the loss of overtime exemption, thereby converting formerly overtime exempt, salaried staff into hourly staff qualifying for the receipt of and requiring payment for overtime. These conversions could actually result in increased costs to the City. |
| | \$ (10,965.30) | \$ (1,584.49) | | | | \$ (12,549.79) | | One Week Furlough - Finance/Customer Service | |
| | \$ (7,256.74) | \$ (1,048.60) | | | | \$ (8,305.34) | | One Week Furlough - Assessment | |
| | \$ (5,157.54) | \$ (745.26) | | | | \$ (5,902.80) | | One Week Furlough - Attorney | |
| | \$ (885.59) | \$ (127.97) | | | | \$ (1,013.56) | | One Week Furlough - Municipal Court | |
| | \$ (3,562.27) | \$ (514.75) | | | | \$ (4,077.02) | | One Week Furlough - Attorney | |
| | \$ (24,805.80) | \$ (3,584.44) | | | | \$ (28,390.24) | | One Week Furlough - Police Management | |
| | \$ (11,975.19) | \$ (1,730.41) | | | | \$ (13,705.60) | | One Week Furlough - Fire Management | |
| | \$ (53,302.35) | \$ (7,702.19) | | | | \$ (61,004.54) | | One Week Furlough - Department of Public Works | |
| | \$ (13,069.99) | \$ (1,888.61) | \$ 14,958.60 | | | \$ (0.00) | | One Week Furlough - Community Development and Authority | |
| | \$ (29,592.79) | \$ (4,276.16) | \$ 33,868.95 | | | \$ (0.00) | | One Week Furlough - Water and Sewer | |
| | \$ (2,250.64) | \$ (325.22) | | | | \$ (2,575.86) | | One Week Furlough - Parking | |
| | \$ (596.17) | \$ (86.15) | | | | \$ (682.32) | | One Week Furlough - Animal Control | |
| | \$ (7,909.32) | \$ (1,142.90) | \$ 6,789.17 | | | \$ (2,263.06) | | One Week Furlough - MetroRide | |
| | \$ (6,993.48) | \$ (1,010.56) | \$ 8,004.04 | | | \$ (0.00) | | One Week Furlough - Motor Pool | |

CITY OF WAUSAU
2015 COUNCIL BRAIN STORMING BUDGET MODIFICATIONS

| Line | Salary | Fringe | Expense | Revenues | Other | Net Levy (Reduction) Additions | FTE | Department | Description | Implication |
|--|----------------|----------------|-----------------|--------------|-------------|--------------------------------------|--------------------------|--|--|--|
| 1 Week Furlough Subtotal | | | | | | \$ (144,494.47) | NET LEVY DECREASE | | | |
| <u>STAFFING WAGE 2015 WAGE FREEZE</u> | | | | | | | | | | |
| 42 | (118,229.10) | \$ (17,084.10) | | | | \$ (135,313.20) | | General Fund - Nonrepresented Employees Only | | |
| | \$ (12,539.46) | \$ (1,811.95) | | \$ 14,351.41 | | \$ 0.00 | | Community Development | | |
| | \$ (29,152.68) | \$ (4,212.56) | | \$ 33,365.24 | | \$ - | | Water and Sewer | | |
| | \$ (2,575.86) | \$ (372.21) | | | | \$ (2,948.07) | | Parking Fund | | |
| | \$ (513.15) | \$ (74.15) | | | | \$ (587.30) | | Animal Control | | |
| | \$ (6,807.94) | \$ (983.75) | | \$ 5,843.77 | | \$ (1,947.92) | | MetroRide | | |
| | \$ (6,889.47) | \$ (995.53) | | \$ 7,885.00 | | \$ - | | Motor Pool | | |
| 2015 Wage Freeze Subtotal | | | | | | \$ (140,796.49) | NET LEVY DECREASE | | | |
| <u>STAFFING - LAYOFFS</u> | | | | | | | | | | |
| 43 | \$ (20,525.00) | \$ (17,794.00) | \$ (38,319.00) | | \$ 1,067.30 | \$ (37,251.70) | 0.5 | Assessment | Lay Off .5 Property Appraiser Position net of Unemployment Compensation | The creation of this position resulted in the elimination of part time positions. Lack of staffing will prevent timely revaluation |
| 44 | \$ (13,847.00) | \$ (1,891.00) | \$ (15,738.00) | | \$ 2,160.13 | \$ (13,577.87) | 0.38 | Customer Service | Lay Off .38 Payroll Coordinator Position net of Unemployment Compensation. This position expansion was created and approved by the Common Council during the adoption of the 2014 budget | This position was increased to provide for a full-time shared payroll/customer service position and provide training time and succession planning for existing payroll person. This is a critical position for the organization. Proper succession preparation reduces risks for processing errors and transfers critical institutional knowledge. The person hired into the newly established full-time FTE left a full-time position to come work for the City. The existing payroll analyst has spent the last eight months training this new person. One or both payroll staff will likely leave if the position is reduced to part time resulting in a waste of city resources. |
| 45 | \$ (25,744.00) | \$ (3,800.00) | \$ (29,544.00) | \$ 29,544.00 | | \$ - | 0.75 | Community Development | This represents the sole clerical support staff within the department. This position has been utilized by the department for many years in the form of a non-permanent part time position. In January of 2014 the position was approved as a permanent part time position by the Common Council. | No budgetary reduction would result from the elimination of this position as it is funded by a CDBG. This position is critical in managing a number of clerical functions including agenda management, contract obligation monitoring. Without any clerical support other staff will need to pick up these duties and economic development and community development initiatives will compete for clerical responsibilities. The council and committees have been increasing reporting responsibilities and this position is critical in responding to those expectations. The position is grant funded. |
| 46 | \$ (83,372.00) | \$ (45,888.00) | \$ (129,260.00) | | | \$ (129,260.00) | 2 | Assessment | Reduction of Assessment Staff by two FTE to reflect staffing in LaCrosse and EauClaire | Staffing levels are not comparable due to differences in administrative structure and services provided. Reduction of staff would eliminate the departments ability to extend their contract with Schofield and continue their strategic plan of generating revenues through additional intergovernmental cooperative contracts. Some services currently provided will need to be reduced, eliminated or transferred to other departments or units of government at additional cost to them. |
| 2015 Staff Layoffs Subtotal | | | | | | \$ (180,089.57) | NET LEVY DECREASE | | | |

**CITY OF WAUSAU
2015 COUNCIL BRAIN STORMING BUDGET MODIFICATIONS**

| Line | Salary | Fringe | Expense | Revenues | Other | Net Levy (Reduction) Additions | FTE | Department | Description | Implication | |
|--|--------|--------|---------|----------|-------|---|-----|------------|--|---|--|
| <u>STAFFING - FIRE AND INSPECTIONS REORGANIZATION</u> | | | | | | | | | | | |
| | | | | | | | | | | Refer to Fire Chief's memo | |
| <u>ELIMINATE SURROUNDING COMMUNITY SUBSIDIES DUE TO LOW FEES IN SHARED SERVICES</u> | | | | | | | | | | | |
| | | | | | | | | | Animal Control EMS Services Assessment Services Inspections Services Snowplowing in Weston | | |
| <u>AUCTION OR SALE OF VACANT CITY OWNED PROPERTY</u> | | | | | | | | | | | |
| | | | | | | | | | Sell, give or auction off city property | Insufficient time to research and determine financial implications | |
| <u>PRIVITIZATION OF SERVICES</u> | | | | | | | | | | | |
| | | | | | | Unknown | | Assessment | The privatization of the Assessment Department | There is not sufficient time to provide a financial impact for privatization of this department. I would also add that the city is in the middle of an assessment software implementation which is expected to cost approximately \$204,000. Privatization will also delay the revaluation. | |
| | | | | | | Privatization of Services Subtotal | \$ | - | NET LEVY DECREASE | | |

Wausau and Marathon County Parks, Recreation,
and Forestry Department Workforce

| | FTE | | | | Total |
|--|---------------------------------|------------------------------|-----------------|------------------|--------------|
| | City Park Rec Forestry | County Park and Rec | Snowmo / ATV | County Forest | |
| Allocated Positions | | | | | |
| Administration | 1.00 | 0.94 | | 0.06 | 2.00 |
| Professional | 2.00 | 1.56 | 0.50 | 1.94 | 6.00 |
| Managerial/Supervisory | 1.26 | 1.74 | | | 3.00 |
| Technical | 9.40 | 7.34 | | 0.26 | 17.00 |
| Clerical | 1.10 | 1.50 | | 0.40 | 3.00 |
| Labor | 4.18 | 7.56 | | 0.26 | 12.00 |
| Total FTE's of Allocated Position | 18.94 | 20.64 | 0.50 | 2.92 | 43.00 |
| Seasonal Positions | | | | | |
| # Positions | 75 | 49 | | 1 | 125 |
| FTE's | 14.35 | 11.36 | | 0.18 | 25.89 |
| Total FTE's of All Positions | 33.29 | 32.00 | 0.50 | 3.10 | 68.89 |
| 1 FTE (Full-Time Equivalent) = 2,080 Hours | | | | | |

TYPICAL SUMMER AND WINTER DISTRIBUTION OF OUR CITY PARKS
12.98 OF FULL TIME LABOR IS SHOWN BELOW

| SUMMER | | WINTER | |
|------------------|-------|---------------------------|-------|
| PARK MAINTENANCE | 4.53 | PARK MAINTENANCE | 2.13 |
| ELECTRICIAN | 0.60 | ELECTRICIAN | 0.60 |
| POOLS | 1.00 | TUBING AND ICE RINKS | 2.50 |
| MECHANIC | 1.00 | PARK & TRAIL SNOW REMOVAL | 1.60 |
| HORTICULTURALIST | 1.40 | MECHANIC | 1.00 |
| TREE CREW | 3.50 | TREE CREW | 5.10 |
| BOULEVARD MOWING | 0.70 | TURF GRASS SPEC. | 0.05* |
| TURF GRASS SPEC. | 0.25* | | 12.98 |
| | 12.98 | | |

Handwritten notes: PARK (next to 4.53 and 2.13), 6.38 (sum of 4.53+0.60+1.00), 5.60 (sum of 1.40+3.50+0.70), 5.10 (sum of 1.00+5.10), NON-PARK* (next to 1.00 and 5.10).*

These figures do not include time off for injury, illness, vacation (one person out of 13 every day based on vacation accrual) or unproductive time for training and other workforce management activities.

Despite significant growth in Wausau's parklands and facilities, the City's Parks, Recreation and Forestry Department full time workforce has been reduced by 5.8 FTE's or 23% since 1990.

2013 City Overtime Summary

| | Hours | Amount without Fringes |
|---------------------------------|--------|------------------------|
| 310 - Ball diamonds | 6.75 | 205.44 |
| 326 - Equipment Repair | 26.90 | 907.55 |
| 330 - General Administration | 1.50 | 71.51 |
| 335- General Maintenance | 52.26 | 1,643.85 |
| 340 - Ice Rinks | 56.25 | 1,787.86 |
| 350 - Mowing | 3.25 | 98.16 |
| 380 - Pools | 83.25 | 2,674.93 |
| 385 - Shelters | 4.50 | 141.39 |
| 390 - Tubing Hill (snow making) | 133.25 | 4,157.91 |
| 393 - Snow Removal | 78.75 | 2,473.68 |
| 445 - Training | 13.77 | 450.88 |
| 448 - General Tree Maintenance | 1 | 28.92 |
| 449 - Tree Planting | 9.64 | 264.22 |
| 450 - Tree Removal | 2.50 | 80.33 |

Total Hours 473.57

| | | |
|--------------------------------|-------|--------|
| 310 - Ball Diamonds (Seasonal) | 42.50 | 516.77 |
| 390 - Tubing Hill (seasonal) | 40.75 | 880.22 |

Total Hours 83.25

Overtime Budget history

2013 Budget = \$10,443
2013 Actual = \$14,929.12

2014 Budget = \$11,464
2014 YTD = \$12,220.75

2015 Budget = \$10,842

PROJECT UPDATE

Kaiser Pool

The majority of work this past month has focused on the pool structure. The zero entry pool foundations are in place, the pool floor slabs and reinforcing have been installed and the footings for the pool slides are being installed. Pool slides installation is scheduled for late January early February. Construction on the concession/bath house building will resume as the pool comes closer to completion and site access improves.

Memorial Pool

Design activities have switched from Schulenburg Pool to Memorial Pool. Soil borings and site survey have been completed.