



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: **Human Resources Committee**
Date/Time: **Monday, March 13, 2017 at 4:30 PM**
Location: City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members: Romey Wagner (C), Gary Gisselman, Becky McElhane, Tom Neal, Dennis Smith

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

- 1) Approval of 11/14/16 Minutes.
- 2) Discussion and Possible Action to Amend the Title of the City Planner Position to City Planner and Assistant Director of Planning, Community and Economic Development. (Community Development Dept.)
- 3) Discussion and Possible Action to Change the Administrative Assistant III (.75 FTE) to Administrative Assistant III (1 FTE). (Community Development Dept.)
- 4) Discussion and Possible Action to Approve the Elimination of the Economic Development Manager position and Creation of the Assistant Planner Position. (Community Development Dept.)
- 5) Discussion and Possible Action to Amend the Following Sections of the Wausau Municipal Code: 2.02.020, 2.02.040, 2.05.010, 2.12.010, 2.12.015, 2.20.040, 2.60.120, 13.04.030, 13.12.020, 13.12.030, 13.13.020, 13.64.020, 15.04.020 and 15. 04.040.
- 6) Update on Human Resources Director Recruitment and City Assessor Recruitment.
- 7) Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.
- 8) Discussion and Possible Action Recommendation of Adjustments to Part-time, Seasonal, and Temporary Wage Rates.
- 9) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 03/10/2016 at 9:00 AM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau WI 54403 or Phone (715) 261-6620.

Other Distribution: Media, Alderperson, Mayor, Department Heads, City Departments, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: November 14, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, C. Buckner, P. Czarapata, N. Giese, M. Groat, J. Henrichs, M. Hubacher, A. Jacobson, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, R. Mohelnitzky, P. Peckham

Approval of 10/10/16 Minutes.

Motion by Neal to approve the Human Resources Committee minutes from October 10, 2016. Second by Gisselman. All ayes. Motion passes 5-0.

Discussion and Possible Action on Reclassification of Exempt and Non-Exempt Employees to Comply with FLSA Overtime Rule Changes.

Wagner introduced Attorney Mary Hubacher, outside counsel to talk about this item. Hubacher explained that the Fair Labor Standards Act (FLSA) was amended earlier this year to change some provisions that determined how employees are classified; it raised the annual salary that an employee must receive in order to be classified as an exempt employee under FLSA. The primary distinction between an exempt employee and a non-exempt employee is that exempt employees are not entitled to overtime pay after 40 hours in the work week. Hubacher said that there are several elements to the test to determine if a position is exempt or non-exempt. Hubacher reviewed the positions within the organization to determine if they were correctly classified as exempt, and explained that administrative positions are often classified incorrectly. Several tests must be met in order for an administrative position to be classified as exempt, including the ability to exercise independent judgement and discretion, has supervisory authority, including the ability to determine if an employee should be hired, disciplined or terminated. Based on Hubacher's assessment of the positions she reviewed, she recommended that 3 positions be changed from exempt to non-exempt. Wagner asked what the next step of the process is. Jacobson said that resolutions could be prepared for Council to approve the change in classification of the job descriptions that Hubacher is referring to. Hubacher said that a recommendation by the Human Resources Committee to change the job descriptions is sufficient. Discussion took place as to what this means for the employees who are in these positions. Hubacher said that the employees will be paid hourly, will be eligible for overtime after 40 hours of work, and use of benefits such as vacation, sick, etc. will be different.

Motion by Neal to send Hubacher's recommendations to the full council to meet the requirements of the Fair Labor Standards Act. Second by Gisselman. Gisselman asked that the employees be notified prior to Council action. Wagner said that the Human Resources Department will reach out to the employees that will be affected prior to this item appearing on the Council agenda. All ayes. Motion passes 5-0.

Discussion and Possible Action on Authorizing a General Wage Adjustment for Non-Represented Employees of 2% Effective 12/31/2016.

Wagner asked Groat if this is a budget amount that is already in the budget that they will be voted on. Groat said that yes, the money is in the budget. There was a provision made for an increase for 2017 which was placed in a salary contingency account. Wagner asked how the budget would be affected if the committee did not pass this item. Groat said that if the increase is not passed, it wouldn't prevent the committee from reconsidering it in the future. Wagner said that Council putting the increase in the budget and the HR Committee deciding when that increase would take affect seemed more appropriate to him.

Motion by Gisselman to approve authorizing a general wage adjustment for non-represented employee of 2% effective 12/31/2016. Second by Smith. Gisselman asked if this is across-the board or if it would be a pot of money to be used from the system of performance measures. Wagner asked for clarification; Groat said that this would be an across the board adjustment for all non-represented employees, and any money for future increases for performance would be brought back to the committee for approval, as there is also a provision for pay-for-performance increases in the budget, although not a large amount. Neal said that he would like to see the inequities within the organization dealt with. Gisselman expressed his concerns for having enough money allocated for pay-for-performance. Neal questioned how the amount of 2% was determined. Groat said that Krohn surveyed what other communities were doing for wage adjustments. Groat pointed out that the salary range would be matured by 2% also according to the resolution presented; this will help allow employees who are redlined to receive an adjustment. The Mayor explained how, without an HR Director and without a compensation plan in place that people understand, a 2% adjustment is a good way to let employees know that they are appreciated. Kujawa spoke to support the Mayor's comments. All ayes. Motion passes 5-0.

Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.

Wagner said that at the last HR Committee meeting, the members wished to see the proposals submitted to the City. Copies were provided to the committee members; Wagner said that he still feels unqualified to make a recommendation, and believes that staff would be able to make a better determination of how to proceed. McElhaney said that in her review of the proposals, some offered only to make revisions to our current system, while others offered to come up with completely new compensation plans; she questioned which direction the City is leaning towards. Wagner said he feels it is up to staff to best determine what study will get us the information we need for the compensation plan we want. Neal provided his feedback on his review of the proposals. Wagner would like staff to recommend one or two of the proposals and for those companies to bring a presentation to the committee prior to making a final determination. Jacobson said that she checked with the League of Municipalities as requested and they have not conducted any studies on market rates, nor have they collected market or compensation studies done by municipalities. Jacobson would like direction from council as to what their priority is – market rate adjustments, different compensation models, etc.? Krohn said that she asked to other communities what they have done, and was not able to get complete information from them; no one is willing to share their complete studies that they have paid for. After further discussion, it was decided that the committee will clarify and identify the scope of the wage compensation study and contact the companies who submitted RFP's with that information for an updated proposal.

No motion made on this item.

Discussion and Possible Action for the Provision of Assessment Services.

Wagner pulled this item from the agenda because it will be addressed at a Committee of the Whole meeting on Monday, November 28th. No objections from the committee to pull this item.

Discussion and Possible Action on Revised Employee Handbook.

Wagner gave the floor to Mary Hubacher, who has been working on the revisions to the Employee Handbook. Hubacher explained that changes have been made since the October 25th meeting she had with Alderperson Wagner, Alderperson Rasmussen, and department directors at the Mayor's Staff Meeting. Hubacher was asked to review the Employee Handbook legal compliance and consistency. Hubacher was given copies of the current Employee Handbook, the draft revised Employee Handbook in process from the former HR Director, the notes from the listening sessions regarding the draft revised Employee Handbook, and emails from department directors sent to Jacobson and/or the Human Resources Department regarding the draft revised Employee Handbook. Hubacher touched on some key changes to the revised Employee Handbook: the residency requirement was removed, the duty of loyalty language in the previous draft potentially violated the National Labor Relations Act by infringing upon what topics employees could talk to each other about and elected officials, the social media policy was changed, the nepotism policy was revised, compensatory pay/time off language to be FLSA compliant, revised travel to and from training to be compliant with FLSA, expanded the information provided on FMLA in Employee Handbook, weapons policy included as a stand-alone provision, and revised and clarified grievance procedure. Wagner asked if any significant changes were made from the last draft that was provided to council members. Hubacher said she changed 1.06 Residency Requirement from a 15 mile radius to a 20 mile radius for the Police Chief and Fire Chief. Section 5.05 Overtime was changed to allow for some divisions to receive

overtime pay after 8 hours instead of after 40 hours, as she had first proposed. Two positions that were recently created and passed at Council were incorporated into section 5.15 Standby Pay.

Motion by Neal approving the Revised Employee Handbook and recommendation to send to Council for approval. Second by Gisselman. Neal questioned if another review by employees is needed. Wagner said that input was gathered for this process, and the handbook will be reviewed annually. In the future department heads will be encouraged to bring any suggestions by their employees forward for review every year. Wagner asked that Hubacher speak to the language in the handbook regarding sick leave accumulation. Hubacher said that the language from the current Employee Handbook was kept that allows employees to accrue up to 1064 hours with no lowering of sick bank caps. Gisselman requested that a memo accompany the handbook going to council that highlights all the key changes like the memo provided with the October 25th draft; Wagner agreed. Mohelnitzky spoke regarding the change in comp time accrual as it relates to his supervisors. Gisselman suggested that a discussion on how to compensate exempt employees for their time be placed on the next agenda. Wagner agreed and said that department heads should come up with ideas for discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action on Day and Time Change for Human Resources Committee Meeting.

Wagner said he put this on the agenda to see if other days and times were open for committee members to attend, possibly Wednesday or Thursday in the early afternoon. Discussion about the pros and cons of having the meeting earlier in the day took place. At this time no change will take place.

Update on Human Resources Director Position and Community Development Director Assessment.

Wagner asked if anyone is looking to combine Economic Development and Community Development as was done with Ann Werth or if it becomes two positions with possible neither one being a department head. The Mayor responded that, for at least the next two years, Community Development and Economic Development will remain under the same director. After that, HUD financing for the director's position will be gone, and therefore the departments may be separated. The Mayor said that the department is run wonderfully and doesn't feel that anything needs to be fixed within it. The Mayor went on to talk about the Human Resources Director recruitment, saying that we gathered approximately 24 applications when it was first advertised. Krohn explained that the position was posted, applications were vetted, and it was decided to reopen the recruitment to include additional questions; the recruitment will close at the end of the month and the process will move forward. Wagner asked about the status of the Community Development Director recruitment; Krohn said that we are now ready to proceed with the interview process. Wagner asked if there was an idea of when the positions will be filled. The Mayor said that he'd like to have the Community Development Director recruitment done by the end of the year. The Mayor commented that the Human Resources Department has been working without a director for quite some time and is doing well with help from periodic help from Jacobson and Hubacher as needed; he doesn't feel that there is a dire need to fill the position quickly, and wants to make sure that the right candidate is hired for the position. Smith questioned why there is a delay with the HR Director recruitment; Krohn explained that all candidates that applied during the first recruitment were notified that the position was being reopened with additional questions to help clarify experience and were invited to resubmit their application. Smith asked if the committee members could see the job posting; Wagner and Krohn said that the information is available online for everyone.

Future Agenda Items.

Gisselman had a question about the Employee Handbook and how the new will replace the old. Hubacher said that once the new Employee Handbook is approved it will supersede any prior handbooks.

Adjournment. Motion by Neal to adjourn. Second by Smith. Wagner thanked Mary Hubacher and staff for all the work they've done, and said that department heads will be responsible for getting employee input regarding the handbook to the committee for future revisions. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Approving the Amendment of the Title of the City Planner position to City Planner and Assistant Director of Planning, Community and Economic Development	
Committee Action:	
Fiscal Impact: \$0	
File Number:	Date Introduced: March 13, 2017

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the City acknowledges the commitment to the implementation of the City of Wausau’s Comprehensive Plan; and

WHEREAS, the City seeks to increasingly align the planning and development processes of the City to ensure consistent implementation of the City’s forward planning efforts and facilitate quality development; and

WHEREAS, the City acknowledges the long service and leadership of the City Planner in advancing development goals; and

WHEREAS, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to amend the title of City Planner to include Assistant Director of Planning, Community and Economic Development; and

NOW THEREFORE BE IT RESOLVED by the Common Council of the City Wausau that the proper City Officials are hereby authorized and directed to amend the title of the existing City Planner position to include Assistant Director.

Approved:

Robert B. Mielke, Mayor



Planning, Community and Economic Development

March 3, 2017

Administrative Memorandum RE: Amended Title of City Planner

The position of City Planner has been housed with our Department since early 2015 as part of a strategic alignment to align the planning and development processes. The Department of Planning, Community and Economic Development is proposing a minor reorganization with the following goals:

- Realize total salary cost savings for the City
- Realign resources to better support programs and implementation of plans
- Increase salary share from the levy as program funds decline

To this end, the Department requests that the position of City Planner be amended to including the additional title of Assistant Director. This change does not affect the existing funding of the City Planner position and better reflects the City's goal of focusing on the implementation of planning goals through the development process.

Sincerely,

Christian Schock
Director





JOB DESCRIPTION

City Planner

Job Title:	City Planner	Reports To:	Director of Public Works & Utilities
Department:	Public Works & Utilities	FLSA Status:	Exempt
Division:	Planning	EEO Code:	2-Professional
Salary Grade:	7	Occupational Code:	2550
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	December 2013

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to supervise and conduct planning research and prepare related reports; assist in developing City goals, planning policy and short/long range economic development and comprehensive plans for the City of Wausau.

Essential Duties and Responsibilities

1. Prepares reports for the City Plan Commission for zoning district boundary changes, conditional use permits, zoning code text changes, subdivision plat review and other assigned planning subjects.
2. Provides lead staff support for the city's Bicycle and Pedestrian Advisory Committee. Produces and updates maps, plans, and other output for committees.
3. Represents the City on the Wausau Metropolitan Transportation Planning Organization (MPO). Assists MPO in planning tasks and project implementation.
4. Serves on the Technical Advisory Committee (TAC) of the MPO for transportation, environmental, utilities and other planning.
5. Works with the Wausau Historic Preservation Commission to explore designation of additional historic districts and local historic landmarks. Works with the Commission to protect, enhance and perpetuate the use of buildings of special architectural character or special historical interest or value in the city.
6. Reviews state and legislative proposals and serves the City's Legislative Committee.
7. Conducts research, analyzes and prepares long and short range City plans and assists in policy development. Works with private sector, local stakeholders, city staff and others to implement plans and policies.
8. Supervises planning staff by prioritizing and assigning tasks. Evaluates performance.
9. Consults with residential, commercial and industrial developers to review and critique development proposals and agreements, manage applicable City policies, ordinances, development fees, schedules and development procedures.
10. Prepares a variety of grant applications.
11. Assists in Tax Increment Finance planning.
12. Assists in land acquisition and relocation related to City transportation projects, industrial park expansion, park land acquisition, redevelopment projects and other public improvements.
13. Coordinates dam re-licensing, railroad abandonment, trail development and related planning activities.

14. Prepares and makes public presentations to civic groups and students and provides information to news media representatives for public facility projects and planning programs. Prepares written news releases.
15. Other duties and tasks as assigned relating to land-use, transportation, environmental and community and economic development planning.

Additional Duties and Responsibilities

- Prepares and/or reviews meeting minutes, agendas, committee packets, resolutions and ordinances to the city council from the Plan Commission, Historic Preservation Commission, Bicycle and Pedestrian Advisory Committee and Legislative Committee.
- Performs various duties and special projects as assigned.

Education and Experience Requirements

Bachelor's degree in Regional/Urban planning, Geography, Engineering, or related field with seven to nine years progressively responsible in planning experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Knowledge, Skills and Abilities

Advanced Level – MS Word

Intermediate Level – MS Excel and PowerPoint

- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize consulting and advisory data and information such as legal briefs, economic analysis, organizational analysis, census reports, survey data, employment reports, official plans, ordinances, resolutions, pending legislation, zoning matters, maps, State statutes and administrative codes and computer software operating manuals.
- Ability to communicate orally and in writing with developers, citizens, students, Common Council and committee members, other City department personnel, State and Federal agencies, legislators, consultants and contractors.
- Ability to perform and to interpret statistical calculations which include frequency distributions, reliability and validity of tests, regression and correlation techniques, and factor analysis.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to operate office equipment and machinery such as computer keyboard/terminal, photocopier, blue print machine, dictation machines and telephone.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.
- Ability to perform basic functions of all MS Office suite products.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

****All present are expected to conduct themselves in accordance with our City's Core Values****



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: **Human Resources Committee**
Date/Time: **Monday October 8th at 4:30 p.m.**
Location: **City Hall (407 Grant Street) - Board Room 2nd Floor**
Members: **Romey Wagner (C), Gary Gisselman, David Oberbeck, David Nutting, Bill Nagle**

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

- 1) Approval of 9/10/2012 Minutes
- 2) Public Comment on Matters Appearing on the Agenda
- 3) **Communications**
 - a) Project Updates
- 4) **Reports**
 - a) HR Performance Report
 - b) Wellness Program Report
- 5) **Administrative Items**
 - a) Approval of Health Plan Options for 2013
 - b) Amendments to Compensation Policy and Pay Plan
 - 1) Elimination of Lead Worker Designation
 - 2) Creation of Senior Position Classifications-DPW and Water
 - 3) Updates to Temporary-Seasonal Wage Rates
 - 4) Authorize HR Director the Ability to Change Job Titles
- 6) Future Agenda Items for Consideration
- 7) Adjourn

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 10/04/2012 at 4:00 pm.

Questions regarding this agenda may be directed to the Human Resources Office (715) 261-6630.

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Other Distribution: Media, Alderpersons, Mayor, Department Heads, City Departments, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE: October 8, 2012
TIME: 4:30 p.m.
PLACE: Board Room
PRESENT: R. Wagner (C), G. Gisselman, B. Nagle, D. Nutting, D. Oberbeck
Also present: Mayor Tipple Anne Jacobson, Nan Giese, and M. Loy

1. Approval of 9/10/2012 minutes. Motion by Nagel, second by Oberbeck to approve. All ayes. Motion carried unanimously.
2. Public Comment on Matters Appearing on the Agenda: No public comment made.
3. Communications:
 - a) Project Updates. Loy updated the committee on the Compensation Study. He is still waiting on the updated data from Carlson. Once the updated data is received they can move forward with WIPFLI on the study. The Performance Management project is continuing to be reviewed and is moving forward, reviewing drafts during the month of October.
4. Reports:
 - a) HR Performance Report. Loy went over the items that were brought to his attention to update at the last meeting. The performance evaluation tracking has been changed to reflect year to date numbers instead of monthly, and the active recruitments sections includes vacant positions as well as positions that are being recruited for currently. Discussion took place on the overall recruitment process for positions with the City.
 - b) Wellness Program Report. Loy briefly gave a description of the report that was requested by Gisselman, and stated that the Wellness Program is still very new but on the right track. In 2013 the Operation Plan will be updated. The Wellness Committee will be looking at providing an on-sight clinic, possibly with Marathon County or NCHC, to lower health claims and worker's compensation costs. The second initiative will be to move to standards-based HRA, offering tiers based on the outcomes related to the employee's health screenings. Nagel brought up that 53% of the employee population is considered obese and asked what the City can do about this. Loy stated that we can offer programs (walking programs, diet programs) on-sight to help employees. Loy continued by saying that the most successful strategy is by going to a standards-based system where employees would be motivated to improve in the areas they are at-risk. Loy explained that this does not mean that a person with one condition or issue would be penalized – there would be several ways to achieve points (or outcomes) in the system that would increase the City's contribution to their plan. However, if an employee is not working on improving their health then they would see higher cost health insurance.
5. Administrative Items:
 - a) Approval of Health Plan Options for 2013. Loy stated that results of the RFP's for medical, dental, and prescription drug plans favor a transition to WPS in 2013. Bidders were asked to provide different plan arrangements including an HSA option. Loy went over each of the four plans briefly to highlight the differences. Plan #1 (HRA-Statewide) is the same as what is offered to employees currently, the main difference being that employees can choose to go to out-of-network providers and receive some coverage. Plan #2 (HRA-Aspirus) is the same as Plan #1 except the network for coverage is narrowed to Aspirus affiliates, including Ministry, UW-Health System, Children Hospital System in Milwaukee, and Mayo Clinic. Plan #3 (HSA-Statewide) and Plan #4 (HSA-Aspirus) are HSA plans. The City still contributes to these plans, however with the HSA, there are no co-pays for prescription drugs (they become part of the deductible) and the

other major difference is, though it raises out of pocket cost for employees, it allows employees to contribute to the plan pre-tax and roll over the money from year to year. Loy said these options will allow employees to become better consumers of their health care plans, using them as a financial planning tool, and it will allow the City to manage health care costs over the long term. Nagel asked if there is any maximum for the HSA carryover and what happens at retirement. Loy clarified that there is no maximum that can be carried over from year to year on the HSA plans and that retirees will take the money with them, however, they cannot use the money for non-medical expenses. Loy says if a high number of employees migrate to Plans 2 -4, it will help with the 2013 budget. Additionally, employees will have savings in costs. Motion by Nagel. Second by Nutting. All ayes. Motion passes unanimously.

b) Amendments to Compensation Policy and Pay Plan. Loy stated that the Compensation Policy and Pay Plan will become a part of the Employee Handbook to provide easier access of information to employees. Future updates of this subject will be handled as updates/changes to the Employee Handbook, which will then go to council.

1) Elimination of Lead Worker Designation. Loy described the history of the creation of the lead worker designation at Public Works and how this position was given extra responsibility by supervising others and possibly being on-call. Currently the city has five positions with lead worker designation and the proposal would increase that to seven. These positions have been designated in the past, and Loy suggested creating a new classification for these positions which will allow employees to apply for these positions in the future, and also will detail in the job description the specific duties and responsibilities for each position. Two positions at the Sewer Department have been requested to be reclassified to the lead worker status.

2) Creation of Senior Position Classifications – DPW and Water. Discussion took place over the changing the name to ‘Senior’ instead of ‘Lead Worker’. Loy explained that names were reviewed by staff, and using ‘senior’ was the best way to match up positions for the compensation plan studies and compare them with the private sector, as well as move forward with the positions. Motion made by Nagle to approve the elimination of lead worker designation and creation of senior position classifications in the pay plan per the recommendation. Second by Oberbeck. All ayes. Motion passes unanimously.

3) Updates to Temporary-Seasonal Wage Rates. The last update to temporary-seasonal positions was in 2007 according to Loy. Options to adjust the wages were discussed. Due to the variety of positions and levels of experience needed in each, the committee asked Loy to bring back a proposal that will look at each position individually instead of making changes to the whole group of temporary-seasonal positions. Motion made to bring information back to next month’s meeting by Nagle. Second by Oberbeck. All ayes. Motion passes unanimously.

4) Authorize HR Director the Ability to Change Job Titles. Loy explained that he would like to make some positions better reflect the function of the position. Nagle said he agrees that Loy should have this ability as it is an administrative function. Motion by Nagel. Second by Oberbeck. All ayes. Motion passes unanimously.

6. Future Agenda Items for Consideration. Loy will bring the Employee Handbook to November’s meeting. Wagner would like a study to be put together to determine if a mayor or administrator is the best form of government for the City some time in 2013.
7. Adjourn. Motion by Nagel, second by Gisselman to adjourn. All ayes, motion carried unanimously. Committee adjourned.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving the Change of the Administrative Position in Community Development from a 0.75 FTE to a Full Time Position.

Committee Action:

Fiscal Impact: \$4,955 plus benefits

File Number:

Date Introduced: March 13, 2017

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>			

RESOLUTION

WHEREAS, the City of Wausau has employed a part-time Administrative Position in the Community Development Department since 1994; and

WHEREAS, the Community Development Department has demonstrated the need for a full-time position, and

WHEREAS, fiscal impact of this increase will be minimal and currently split between the Finance (Clerk's Office) and Community Development and the Department's will continue to set the breakdown of each annually based on projected work, and

WHEREAS, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to change the Administrative Position to full-time; and

NOW THEREFORE BE IT RESOLVED by the Common Council of the City Wausau that the proper City Officials are hereby authorized and directed to change the Administrative Position to full-time.

Approved:

Robert B. Mielke, Mayor



Planning, Community and Economic Development

March 3, 2017

Administrative Memorandum RE: Change of Administrative Assistant III to Full Time

The position of Administrative Assistant III has been 75% since its creation in February 2014. The Department of Planning, Community and Economic Development is proposing a minor reorganization with the following goals:

- Realize total salary cost savings for the City
- Realign resources to better support programs and implementation of plans
- Increase salary share from the levy as program funds decline

To this end, the Department requests that the position of Administrative Assistant III be increased to full time status from the existing 75% FTE upon approval. This position is funded currently from program income, tax increment financing, election funds (clerk) and the breakdown of that funding share will be set by the Departments annually. Moving this position to full time will allow the position to focus additional time on program implementation and continue to support the department administratively.

Sincerely,

Christian Schock
Director





JOB DESCRIPTION

Administrative Assistant III

Job Title:	Administrative Assistant III	Reports To:	Community & Economic Dev. Directors
Department:	Community/Economic Development	FLSA Status:	Non Exempt
Division:	Community Development	EEO Code:	6-Administrative Support
Salary Grade:	14	Occupational Code:	0008
Employee Group:	General Employee	Training Category:	D-Staff
Created:	January 2014	Last Revision:	January 17, 2014

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position and classification, under general direction, is to perform general advanced and non-routine administrative duties which involve dealing directly with employees or citizens.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Researches, compiles and responds to information requests from City staff and outside entities for the submission of local, state and federal grants and Community Development projects.
2. Organizes and maintains files and documents in different areas of concentration, including but not limited to down payments, rehabilitation, commercial loan, economic development and sub-recipient files of federal grants.
3. Develops and maintains a system of follow up on various department reporting requirements, including but not limited to development agreements, job creation and rental rehabilitation.
4. Performs reception tasks. Receives, screens and routes telephone calls and mail. Receives and relays messages. Greets and directs visitors. Provides information to questions regarding Department programs. Refers questions to appropriate person for resolution.
5. Assists in preparing reports and provides information to citizens for the Community Development Authority
6. Assists with annual department budget preparation.
7. Provides technical and clerical support to department personnel. Independently prepares a variety of correspondence, policies, contracts, flyers, brochures, announcements, reports, forms, memos, letters, etc. for distribution.
8. Schedules and coordinates appointments, meetings and events for the Director and staff.
9. Researches, prepares and maintains content for the Department's web site.
10. Posts and maintains minutes and agendas for various department and City meetings.
11. Maintains and orders office supplies for the Department.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists with the interviews, hiring, placement and assignment of election workers. Assists with the development and implementation of the Election School training program. Provides staff assistance at the election sites. Maintains an up to date knowledge of election laws and procedures. Assists in election mailings and election organization.
- Performs other duties as assigned

Education and Experience Requirements

Administrative Professional Associates degree or equivalent with four to six years of administrative assistant experience is required. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may also be considered.

Knowledge, Skills and Abilities

MS-Word-Intermediate
MS-Excel- Basic
MS-PowerPoint- Basic
MS-Outlook-Intermediate

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiates measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as billing invoices, messages, drafts of letters, directories, regulations, correspondence and general operating manuals.
- Ability to communicate effectively with City personnel, Mayor, City Council members, news media representatives and the general public.
- Strong organizational, communication and interpersonal skills are essential.
- Ability to read, analyze and interpret periodicals, professional journals, technical procedures or governmental regulations.
- Ability to manage multiple calendars and coordinate meeting and travel arrangements.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Minimal physical demand with minimal exposure to workplace hazards

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Approving the elimination of the position of Economic Development Manager and the creation of the position of Assistant Planner. Committee Action: Fiscal Impact: \$86,753.49 for 2017	
File Number:	Date Introduced:

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the City acknowledges the commitment to the implementation of the City of Wausau’s Comprehensive Plan; and

WHEREAS, the City recently promoted the existing Economic Development Manager to Director of Planning, Community and Economic Development; and

WHEREAS, the City seeks departmental efficiencies and salary savings with a strategic reorganization of the Department; and

WHEREAS, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to eliminate the position of Economic Development Manager and create a position of Assistant Planner; and

NOW THEREFORE BE IT RESOLVED by the Common Council of the City Wausau that the proper City Officials are hereby authorized and directed to implement the proposed changes to the Department of Planning, Community and Economic Development based on the proposed organizational chart.

Approved:

Robert B. Mielke, Mayor



Planning, Community and Economic Development

March 3, 2017

Administrative Memorandum RE: Creation of the Position of Assistant City Planner

The Department of Planning, Community and Economic Development is proposing a minor reorganization with the following goals:

- Realise total salary cost savings for the City
- Realign resources to better support programs and implementation of plans
- Increase salary share from the levy as program funds decline

To this end, the Department requests that the position of Economic Development Manager be eliminated and the creation of the position of Assistant City Planner. This Assistant Planner position will be more junior than the ED Manager and offer the Department a total salary reduction and will be funded in essentially the same way as the existing ED Manager position with a mix of levy, program income and tax increment financing resources.

The Assistant Planner position better reflects the City's goal of focusing on the implementation of planning goals through the development process, allows quality succession planning for the City Planner position, creates mentors and staff development opportunities for the City Planning Division which do not currently exist, and provide additional resources for long range planning.

Sincerely,

Christian Schock
Director





JOB DESCRIPTION

Economic Development Manager

Job Title:	Economic Development Manager	Reports To:	Community Development Director
Department:	Community/Economic Development	FLSA Status:	Exempt
Division:	Economic Development	EEO Code:	1-Officials & Administrators
Salary Grade:	7	Occupational Code:	2578
Employee Group:	General Employee	Training Category:	2-Professionals
Created:		Last Revision:	January 2015

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to perform responsible administrative and analytical work in implementing a comprehensive economic development strategy for the City of Wausau. The position is primarily responsible for marketing the City of Wausau and positioning a competitive environment that attracts and retains a healthy mix of businesses and industries.

Essential Duties and Responsibilities

1. Develops, directs, and implements all components of economic and business development to attract new and expanding industrial and commercial development to the City.
2. Facilitates the City's Economic Development committee policy making process by taking a lead role in the formation and implementation of economic goals that build and protect the local commercial/industrial tax base.
3. Provides technical assistance to businesses at all stages to expand and retain a commercial/industrial presence in the community.
4. Aids in relocation of businesses and directs resources for short and long-term business expansion goals.
5. Develops drafts and presents terms of Development Agreements with new or expanding multi-tiered business developments to the Economic Development committee, Joint Review Board and City Council. Coordinates with appropriate City departments when agreements are reached.
6. Gathers, analyzes and presents economic development trend information clearly and effectively in order to allow businesses and government officials to easily access the information.
7. Designs and implements an economic development marketing program to attract new businesses to the City of Wausau by managing the economic development website, branding initiatives, writing news releases and brochures, advertising in trade magazines, visiting business and industry representatives, way-finding projects, participating in trade shows and making public presentations.
8. Advances the City of Wausau's position by representing the City at local, state and regional organizations and participates in the expanded professional field of economic development.
9. Facilitates and coordinates the City's Tax Increment Financing District preparation and implementation of Tax Incremental Finance (TIF) plans while managing the Joint Review Process involving multiple departments within the City and outside stakeholders to accomplish creation and amendment of plans.

10. Consults with state and national agencies, developers, and commercial brokers; reviews and critiques large scale development proposals.
11. Assists with the department's financing programs and federal funding including administering the City's economic development fund as well as administering various loan programs.
12. Assists the department in administrative functions including preparation of program budgets and staffing.

Additional Duties and Responsibilities

- Researches and coordinates work between City departments and local firms to resolve problems and respond to inquiries.
- Develops and prepares applications for government and non-government funding of economic development projects on behalf of the City and/or local businesses, including an economic analysis of the return to the City of Wausau (taxable value of improvements compared against present value for City of Wausau).
- Crafts entrepreneurial programming such as the "Boot Camp" housed at the Entrepreneurial & Educational Center' or SCORE technical assistance programming at the Wausau Area Chamber of Commerce.
- Provides information to the press, elected officials and the public regarding community and economic development issues.
- Performs various duties and special projects as assigned.

Education and Experience Requirements

Bachelor's degree in Economic Development, Planning, Business Administration, Public Administration, or related field, with four to six years progressively responsible economic or community development experience or the combination of education and experience that provides equivalent knowledge, skills, and abilities.

Certified Economic Developer designation from International Economic Development Council or equivalent obtained from the National Community Development Association or American Planning Association within five years of employment.

Knowledge, Skills and Abilities

MS-Word-**Intermediate**

MS Excel- **Intermediate**

MS PowerPoint- **Basic**

- Ability to evaluate data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information.
- Knowledge of development of business plans and financial statements.
- Thorough knowledge of the use and creation of Tax incremental Financing (TIF) Districts and implementation of successful TIF project plans.
- Ability to decide the time, place, and sequence of operations within an organizational framework as well as the ability to oversee their execution.
- Ability to advise and provide interpretation regarding the application of laws, policies, procedures and standards related to economic development.
- Ability to utilize consulting and design data and information such as legal briefs, economic analysis, organizational analysis, census reports, survey data, employment reports, official plans, ordinances, resolutions, pending legislations, zoning matters, maps, State statutes and administrative codes and computer software operating manuals.

- Ability to communicate orally and in writing with developers, consultants, contractors, citizens, Community Development personnel, City employees, business representatives, community representatives, State and Federal governmental agencies and elected officials, local media and the general public.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements.
- Ability to exert very moderate physical effort in sedentary to light work.
- Thorough knowledge of public relations and promotion techniques.
- Ability to maintain confidentiality of the department.
- Proficient with intermediate functions of all MS Office suite products.

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.



JOB DESCRIPTION Assistant Planner

Job Title:	Assistant Planner	Reports To:	City Planner
Department:	Planning, Community/Economic Development	FLSA Status:	Non-Exempt
Division:	Planning	EEO Code:	2-Professional
Salary Grade:	9	Occupational Code:	2550
Employee Group:	General Employee	Training Category:	D-Staff
Created:	March 2017	Last Revision:	March 2017

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of the position is to perform mid-level professional work in the field of planning; provide information and assistance to City officials, City staff, the business community and the public on planning and development related matters; conduct research and analysis to formulate recommendations; assist in implementing recommendations of existing plans and City programs.

Essential Duties and Responsibilities

1. Develops planning studies and reports in support of new and updated plans, programs and regulations.
2. Reviews or assists in reviews of development proposals and site plans for conformance with codes, plans and regulations.
3. Prepares and presents detailed reports on development proposals to government bodies.
4. Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use and tax base data.
5. Evaluates or assists in the evaluation of rezoning, ordinance amendments, site plans and other proposals.
6. Acts as a liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.
7. Coordinates community review of public and private development projects.
8. Provides information to the public regarding development regulations.
9. Assists in resolving citizen and customer issues.
10. Assists with Historic Preservation Commission, Plan Commission. Bicycle and Pedestrian Advisory Committee and other committees as assigned.
11. Maintains the Planning Division page on the City website.
12. Prepares and presents reports at public meetings.

Additional Duties and Responsibilities

- Performs various duties and special projects as assigned.

Education and Experience Requirements

Bachelor’s degree in Regional/Urban Planning, Geography or related field with a minimum of 2 years’ experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge, Skills and Abilities

- Knowledge of City planning principles in a variety of specializations, including land use, transportation, urban design, economic development, natural resources and historic preservation.
- Ability to demonstrate effective written, technical review and communication skills as well as the ability to create engaging and accessible notices, applications and publications, both in print and electronic format.
- Ability to be highly organized and excel at creative thinking, prioritizing, scheduling and meeting tight deadlines.
- Ability to interact and communicate positively with public officials, staff, consultants, the business community and the general public.
- Ability to create hand drawn or computer generated sketches of planning and development concepts.
- Knowledge of computer hardware and software programs, which may include Microsoft Office and GIS.
- Familiarity with applicable ordinances, legislation and regulations.

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel. Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

ORDINANCE OF HUMAN RESOURCES COMMITTEE	
<p>Amending Sections 2.02.020 Index of Title Two offices and the applicable sections, 2.02.040 Offices alternative to state law established, 2.05.010 Creation of the position of director of public works and utilities, and appointment, 2.12.010 Appointment, 2.12.015 Creation of human resources department and creation and appointment of human resources director, 2.20.040 Uniform ordinance violation citation, 2.60.120 Building advisory board, 13.04.030 Management and control, 13.12.020 Laterals, 13.12.030 Assessments, 13.13.020 Cross-connection and interconnection restricted, and 13.64.020 Basis for charges, 15.04.020 Building advisory board membership, 15.04.040 Public works director to be secretary</p>	
Committee Action:	Ordinance Number:
Fiscal Impact:	
File Number:	Date Introduced:

The Common Council of the City of Wausau do ordain as follows:

Add ()
 Delete (———)

Section 1. That Section 2.02.020 Index of Title Two offices and the applicable sections, is hereby amended to read as follows:

2.02.020 Index of Title Two offices and the applicable sections.

Assessor	2.06.015
Attorney	2.06.015
Director of inspections and electrical systems	2.12.010
Clerk	2.08.010
Electrical inspector	2.12.010
Engineer	2.12.010
Finance director	2.06.010
Forester	2.10.010
Plumbing inspector	2.12.010
Public works director Director of Public Works and Utilities	2.06.015
Street superintendent	2.12.010
Treasurer	2.08.010

Section 2. That Section 2.02.040 Offices alternative to state law established, is hereby amended to read as follows:

2.02.040 Offices alternative to state law established. The statutes provide that certain offices shall be established in cities, or in the alternative, a city may abolish the office and assign to another the duties of such office. Accordingly, the membership of the board of public works shall be the attorney, finance director and ~~public works director~~ **Director of Public Works and Utilities**.

Section 3. That Section 2.05.010 Creation of the position of director of public works and utilities, and appointment, is hereby amended to read as follows:

2.05.010 Creation of the position of director of public works and utilities, and appointment. The position of director of public works and utilities is hereby created; this position shall be responsible for carrying out the mission of the city as it applies to the department of public works and Wausau Water Works, and for administering the policies that further this mission; this person shall be the overall supervisor, director, and coordinator of all of the job duties and projects within the two departments, and the job descriptions of the utility director and the director of public works shall provide the general guides within which the director of public works and utilities will operate; the director of public works and utilities shall establish and maintain job descriptions **with the approval of the Human Resources Director** and position flow charts within the two departments under the control of the director of public works and utilities; all of the duties of the utility director and of the director of public works and all of the boards and commissions that those positions sit on, specifically including, but not limited to, the board of public works and plan commission, shall be discharged and filled by the director of public works and utilities; the position shall be filled by appointment of the mayor, subject to confirmation by a majority vote of the entire membership of the common council. This appointed officer serves at the pleasure of the council and may be removed by that body, at pleasure, pursuant to s. 17.12, Wis. Stats.

Section 4. That Section 2.12.010 Appointment, is hereby amended to read as follows:

2.12.010 Appointment. The following officers, officials or employees shall be appointed by, and for such terms, as are set forth below, subject to confirmation by the mayor.

<u>Position</u>	<u>By Whom Appointed</u>	<u>Term</u>
Street superintendent	Public works director Director of Public Works and Utilities	Indefinite
Electrical, plumbing, and building inspectors	Chief inspector and Z oning administrator	Indefinite
Engineer	Mayor	Indefinite
Project manager	Public works director Director of Public Works and Utilities	Indefinite
Project engineer	Public works director Director of Public Works and Utilities	Indefinite
Community development director	Mayor	Indefinite
Director of inspections and electrical systems	Mayor	Indefinite

Section 5. That Section 2.12.015 Creation of human resources department and creation and appointment of human resources director, is hereby amended to read as follows:

2.12.015 Creation of human resources department and creation and appointment of human resources director. There shall be a city human resources department and a city human resources director who shall be appointed by the mayor, ~~subject to confirmation by a majority vote of the entire membership of the common council.~~ This appointed officer serves at the pleasure of the council and may be removed by that body, at pleasure, pursuant to s. 17.12, Wis. Stats.

Section 6. That Section 2.20.040 Uniform ordinance violation citation, is hereby amended to read as follows:

2.20.040 Uniform ordinance violation citation. The following officials may issue, on information and belief or on their own knowledge, a uniform ordinance violation citation, pursuant to Section 66.0113 of the Wisconsin Statutes for violations of ordinances directly relating to their official responsibilities:

Building inspector	Fire inspector
Director of inspections and electrical systems	Housing inspector
City forester	Plumbing inspector
Director of parks	Public works director Director of Public Works and Utilities
Electrical inspector	Employee assigned duties and responsibilities of sidewalk
Engineer	Treasurer
Finance director	Director of Public Works and Utilities director

Section 7. That Section 2.60.120 Building advisory board, is hereby amended to read as follows:

2.60.120 Building advisory board. The building advisory board shall be composed of the ~~public works director~~ Director of Public Works and Utilities, the fire chief or his representative, two citizen architects, one citizen master electrician, one citizen master plumber, one citizen general contractor, and two members of the common council appointed by the mayor. The qualifications and responsibilities of the building advisory board shall be as established by Chapter 15.04.

Section 8. That Section 13.04.030 Management and control, is hereby amended to read as follows:

13.04.030 Management and control. The utility commission shall have the exclusive right to manage and supervise the Wausau water works subject only to the general control and supervision of the common council, with such general control and supervision being exercised pursuant to the enactment and amendment of this and other ordinances.

(a) Management and Staff. The ~~commission may appoint a manager (utilities director) who shall be~~ **Director of Public Works and Utilities shall serve as** the general executive officer of the water works to act on behalf of the commission. The commission delegates all other personnel matters to the ~~utilities director~~ **Director of Public Works and Utilities** and human resources department of the city to employ, compensate, set policy, and resolve all personnel matters as necessary in the best interest of the water works. The commission reserves the right to employ or contract for management and general operation of the utilities through agents or consultants as the commission deems necessary or convenient.

(b) ~~Utilities Director~~ **Director of Public Works and Utilities**. The ~~utilities director~~ **Director of Public Works and Utilities** shall serve at the discretion of the utility commission and will report directly to the president (mayor). A detail of the ~~utilities director's~~ **Director of Public Works and Utilities'** job description shall be maintained by the human resources department. The ~~utilities director~~ **Director of Public Works and Utilities** will abide by and participate in all policies, benefits, compensation packages, etc., as established by the human resources department and committee which are ratified by the common council. ~~The commission reserves the right to recommend and affirm any employment relationship with the utilities director in the best interest of the utilities.~~

....

(e) Funding and Financial Control. The commission shall oversee financial control through budget review, audits and directing the ~~utilities director~~ **Director of Public Works and Utilities** to prepare and summarize financial reports appropriate to ensure sound fiscal control of the utilities within water works. Each utility shall maintain segregated accounts to correctly reflect financial status under enterprise fund practices and will work with the finance department for the overall administration of utility finances. Payment shall be made for labor, salaries, and other regular expenses deemed appropriate to manage and operate the utilities. Financial and other fiscal decisions necessary for day-to-day operations of the utilities, shall be made either by the ~~utilities director~~ **Director of Public Works and Utilities** or under the direction of the mayor.

Section 9. That Section 13.12.020 Laterals, is hereby amended to read as follows:

13.12.020 Laterals. Upon petition of the owner or his agent of such abutting property, on a form provided by the utility, the ~~manager~~ **Director of Public Works and Utilities** shall extend one service pipe, based on a one-inch diameter, for such consumer to the curb for each sixty feet of frontage. Consumers requesting connection to water mains installed prior to 1973 shall not be charged for the service pipe. Consumers requesting connection to water mains installed in 1973 or later shall be charged the connection charge currently on file with the State of Wisconsin Public Service Commission.

....

Section 10. That Section 13.12.030 Assessments, is hereby amended to read as follows:

13.12.030 Assessments. Upon all streets and alleys where water mains have heretofore been laid and no assessment of the cost of any part thereof has been made therefor upon the abutting property, the entire cost for the laying of the first service pipe to the curb upon the petition of such consumer of water, and for each additional or subsequent supply pipe which may be petitioned for and laid, shall be paid by the consumer. The cost of such laying of service pipes shall be computed by the ~~manager~~ **Director of Public Works and Utilities** and shall be paid before such service connection is made and no water shall be supplied until such expense is paid.

Section 11. That Section 13.13.020 Cross-connection and interconnection restricted, is hereby amended to read as follows:

13.13.020 Cross-connection and interconnection restricted. No person, firm or corporation who owns, leases, or occupies property shall establish or maintain any cross-connection. No interconnection shall be established whereby potable water from a private, auxiliary or emergency water supply other than the regular public water supply of the city may enter or potentially enter the supply or distribution system of the city unless such private, auxiliary or emergency water supply and the method of connection and use of such supply shall have been approved by the ~~utilities director~~/plumbing inspector and by the state department of natural resources in accordance with Wisconsin Administrative Code NR 810.15.

Section 12. That Section 13.64.020 Basis for charges, is hereby amended to read as follows:

13.64.020 Basis for charges. To pay for such a system there is imposed a service charge upon each user of the sewerage system as provided in this section.

....

(d) Charges for Hauled Wastes Dumped at Wausau's Wastewater Plant.

(1) Hauled wastes dumped at Wausau's Wastewater Treatment Plant (WWTP) are subject to all codes, policies, regulations, and charges adopted by Wausau Water Works/Wastewater Division/Wausau Common Council. Specifically, all hauled wastes shall comply with all provisions of Chapter 13.62. Hauled waste generated outside of Wausau's sewer service area and nondomestic in nature (such as industrial process wastes) is restricted from dumping at Wausau's WWTP without written approval. (Wastes potentially toxic in nature or waste generally not acceptable for treatment at municipal WWTP regardless of origin shall be considered on a case-by-case basis. Contract haulers should not convey such wastes without prior written approval if it is the intent to dispose at Wausau's WWTP.) All hauled wastes are subject to the conditions and charges established and delineated below. All septic haulers shall receive written authorization to dump at Wausau's WWTP. Existing septic haulers at time of adoption of this code will have complied with this requirement.) Dumping will only occur at Wausau's WWTP at a designated manhole or station. All septic haulers are required to report all waste loads delivered to Wausau's WWTP. Procedures regarding entering plant grounds, dumping, and reporting requirements are subject to change and will be addressed by policy by the ~~utilities director~~ **Director of Public Works and Utilities** or utility commission. Upon demand, the utility will have the right to inspect state-required hauling records to confirm origin and disposal of hauled wastes.

(2) The following dumping charges shall be effective on July 1, 2011.

Monthly Administrative Fee	\$27.36 per month
Volume Charge	\$ 1.45 per 100 cu ft
BOD Concentration	\$ 0.25 per lb of BOD
TSS Concentration	\$ 0.46 per lb of TSS
Phosphorus Concentration	\$ 4.38 per lb of Phosphorus
Aluminum Concentration	\$ 0.40 per lb of Aluminum

Septic haulers must report to Wausau Water Works the volume of septic waste and the volume of holding tank waste for each load delivered by the tenth day of the following month. The concentration charges for residential septic and holding tank wastes can be estimated, where test results are not available and at the discretion of the ~~Utility Director~~ **Director of Public Works and Utilities**. If the septic hauler fails to submit a report detailing the volumes of wastes dumped, they will be charged for 95% of the actual truck volume and an assumed 16% septic tank sludge and 84% holding tank waste.

....

Section 13. That Section 15.04.020 Building advisory board membership, is hereby amended to read as follows:

15.04.020 Building advisory board membership. The building advisory board shall consist of the following:

(a) Ex officio members:

~~Public works director~~ **Director of Public Works and Utilities**,
Fire chief.

....

Section 14. That Section 15.04.040 Public works director to be secretary, is hereby amended to read as follows:

15.04.040 ~~Public works director~~ **Director of public works and utilities** to be secretary.
The ~~public works director~~ **Director of Public Works and Utilities** shall be the secretary of the building advisory board, and a record shall be kept of all the proceedings and transactions of the board.

Section 15. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 16. This ordinance shall be in full force and effect on the day after its publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Toni Rayala, Clerk

Office of the City Attorney

TEL: (715) 261-6590

FAX: (715) 261-6808



Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

MEMO

TO: Human Resources Committee
Common Council

FROM: Anne Jacobson, City Attorney

DATE: March 8, 2017

RE: Proposed Amendments to Title 2 and Title 13 of the Wausau Municipal Code

Purpose: The purpose of this memo is threefold:

- 1) To recommend review of those positions that are appointed by various authorities and approved by the Common Council and their related removal provisions;
- 2) To make consistent throughout Ch. 2, Ch. 13, and Ch. 15, references to “public works director” and “utilities director” or “manager” – as “Director of Public Works and Utilities,” and Director of Inspections and Electrical Systems – as Chief Inspector/zoning administrator
- 3) Review the duties of the Human Resources Committee

- 1) According to the attached table, those positions listed therein require removal either for cause, or at pleasure, pursuant to s. 17.12, Wis. Stats.

According to s. 62.09(1)(a), the city officers shall be the mayor, treasurer, clerk, comptroller, attorney, engineer and assessor. Other than the mayor, who is elected, the other officers *shall* be appointed by one of three methods: appointment by the mayor; appointed by the council; or appointed by the mayor and subject to confirmation of the council. The Clerk, Treasurer and Engineer are appointed by the Mayor, and not subject to confirmation by the council. The assessor, attorney, and finance director are appointed by the mayor, subject to confirmation by the council. The only other positions appointed by the Mayor, subject to confirmation by the Council, are the Director of Public Works and Utilities and the Human Resources Director.

The Director of Public Works and Utilities currently serves at the pleasure of the Council. The Council’s intent, once the position was vacant, was to amend the removal for cause provision to removal at pleasure, which is accomplished by the appointing authority, when not confirmed by the Council.

Section 17.12(1)(c), Wis. Stats., provides that appointive officers may be removed as follows:

- Appointive officers, by whomsoever appointed, by council, for cause
- Appointive officers, appointed by Council, by council, at pleasure (the City has no Council appointments)
- Appointive officers, by whomsoever appointed, without confirmation or concurrence by Council, by the appointing authority, at pleasure.

It is recommended that the position of Human Resources Director be appointed by the Mayor, but not confirmed by the Council, so that removal, pursuant to s. 17.12, Wis. Stats., may be made by the appointing authority, at pleasure.

All those appointments not confirmed by Council currently require removal by the Council, for “cause,” which is defined to be inefficiency, neglect of duty, official misconduct or malfeasance in office. (s. 17.001, Wis. Stats.)

- 2) After 2.05.010, WMC, was enacted in 2015, creating the position of director of public works and utilities, the following provisions require amendments where the old references appear:

- 2.02.020 – Public works director
- 2.02.040 – Public works director
- 2.05.010 – reference handbook
- 2.06.010 – Public works director * Charter ordinance
- 2.06.015 – Public works director* Charter ordinance
- 2.12.010 – Public works director
- 2.20.040 – Public works director, Utilities director
- 2.60.120 – Public works director
- 13.04.030(a) and (b), (e) – manager, utilities director
- 13.12.020 – manager
- 13.12.030 – manager
- 13.13.020 – utilities director
- 13.64.020(d)(1) and (2) – Utility Director
- 15.04.020(a) – Utility Director
- 15.04.040 – Utility Director

WMC 2.06.010 and 2.06.015 are charter ordinances, and therefore, cannot be amended in the same manner as other ordinances. However, they will need to be amended, as 2.06.015 and 2.06.040 (requires removal by council for cause) are now inconsistent with 2.05.010 (which currently requires council confirmation, but which position serves at the pleasure of the council).

WMC 2.05.010 provides for the director of public works and utilities to establish and maintain job descriptions. It is recommended that the addition, “with the approval of the Human Resources Director,” be added to be consistent with the Employee Handbook recently adopted. (Section 5.021(1) – Job Documentation)

3) For purposes simply to inform, the human resources committee and human resources director:

- 2.02.080(f) shall annually review the wages, hours and conditions of employment of all employees not represented by recognized city employee organizations and submit their recommendations to the common council each year for the following year.

All officers appointed under the terms of this chapter shall be interviewed at least once annually by the mayor, together with the human resources committee, to provide each a formal opportunity to discuss mutual concerns, goals and objectives:

- 2.06.050 – Assessor, Attorney, Finance director, Public works director
- 2.10.050 – all officials, officers or employees who report to boards, commissions, joint city-county committees, utilities and quasi-governmental organizations and carry out the policies set by such bodies

All persons appointed under the terms of this chapter shall be interviewed at least once annually by the appointing authority and/or the human resources committee, to provide each a formal opportunity to discuss mutual concerns, goals and objectives:

- 2.12.040 – Street superintendent, Electrical, plumbing, and building inspectors, Engineer, Project Manager, Project Engineer, Community Development director, Director of inspections and electrical systems

Attachment: Table of Appointed Positions

CITY OF WAUSAU - HUMAN RESOURCES COMMITTEE - MARCH 13, 2017

CHAPTER	POSITION	APPOINTING AUTHORITY	CONFIRMED BY COUNCIL	REMOVAL
2.06.015	Assessor	Mayor	Yes	2.06.040 - For Cause
2.06.015	Attorney	Mayor	Yes	2.06.040 - For Cause
2.06.015	Finance Director	Mayor	Yes	2.06.040 - For Cause
2.06.015	Public Works Director	Mayor	Yes	2.06.040 - For Cause*
2.05.010	Director of Public Works and Utilities	Mayor	Yes	2.05.010 - At Pleasure*
2.08.010	Clerk	Mayor	No	2.08.030 - For Cause
2.08.010	Treasurer	Mayor	No	2.08.030 - For Cause
2.12.010	Street Superintendent	Public Works Director	No (by Mayor)	2.12.030 - For Cause
2.12.010	Electrical, Plumbing, Building Inspectors	Chief Inspector/Zoning Administrator	No (by Mayor)	2.12.030 - For Cause
2.12.010	Engineer	Mayor	No	2.12.030 - For Cause
2.12.010	Project Manager	Public Works Director	No (by Mayor)	2.12.030 - For Cause
2.12.010	Project Engineer	Public Works Director	No (by Mayor)	2.12.030 - For Cause
2.12.010	Community Development Director	Mayor	No	2.12.030 - For Cause
2.12.010	Director of Inspections and Electrical Systems	Mayor	No	2.12.030 - For Cause
2.12.015	Human Resources Director	Mayor	Yes	2.12.030 - For Cause



HUMAN RESOURCES DEPARTMENT

DATE: March 13, 2017
TO: Human Resources Committee
FROM: Human Resources Department
RE: Update on Human Resources Director Recruitment

The City of Wausau has contracted with GovHR USA to conduct the recruitment for Human Resources Director. Lee Szymborski, Senior Vice President of GovHR USA has provided to following information regarding this recruitment.

Human Resources Director Recruitment

This recruitment ran from January 18 – February 20, 2017 and was advertised in the following outlets:

1. International Public Management Association for HR – ipma-hr.org
2. SHRM online HR jobs – shrm.org
3. Govtjobs.com
4. NPELRA
5. IPELRA (Illinois)
6. WPELRA (Wisconsin)
7. IL City/County Management Association
8. Careers in Government
9. Strategic Government Resources
10. Linked In
11. ELGL Emerging Local Govt. Leaders
12. WI City/County Management Association
13. WI Municipal League
14. IL Municipal League
15. IA Municipal League
16. MO Municipal League
17. MI Municipal League
18. We also sent direct contact letters to over 1,400 potential candidates.

GovHR USA received 29 applications; 10 applications met the qualifications of the position. Mr. Szymborski is in the process of conducting in-depth interviews with those candidates who meet the qualifications of the position. A portfolio of candidates for consideration will be provided to the City of Wausau on March 15, and will meet with Mr. Szymborski on March 17th to review the candidates. Interviews will take place at the end of March or early April. Taking into consideration that a candidate will need to give notice to their employer, we can expect the position to be filled by late April or early May.



HUMAN RESOURCES DEPARTMENT

DATE: March 13, 2017
TO: Human Resources Committee
FROM: Human Resources Department
RE: Update on City Assessor Recruitment

The City of Wausau has contracted with GovHR USA to conduct the recruitment for City Assessor. Lee Szymborski, Senior Vice President of GovHR USA has provided to following information regarding this recruitment.

City Assessor Recruitment

This recruitment opened on March 1, 2017 and will close on April 5, 2017. This recruitment is being advertised in the following outlets:

1. Government Finance Officers Association (GFOA)
2. WGFOA
3. Govtjobs.com
4. Strategic Government Resources
5. Linked In
6. WI Municipal League
7. WI City/County Management Association
8. Intl Assn of Assessing Officers
9. WI Assn of Assessing Officers
10. MN Assn of Assessing Officers
11. North Central Regional Assn of Assessing Officers has a website but no job postings

While the ads for this position are running, Mr. Szymborski will be doing personal outreach, calls and emails, as well as sending out direct letters to potential candidates. Mr. Szymborski has identified the Wisconsin Department of Revenue database as a rich source containing over 200 assessors; GovHR USA will be doing direct solicitations to these assessors and will investigate and utilize similar resources available from other states.

A candidate portfolio is expected to be ready for review by the City of Wausau by April 28, 2017, with interviews expected by mid-May. Taking into consideration that a candidate will need to give notice to their employer, we can expect the position to be filled by mid to late June. Depending on the pool of candidates that GovHR USA gathers, this timeframe may change according to Mr. Szymborski, at which point he will inform the City.



Robert B. Mielke
Mayor

HUMAN RESOURCES DEPARTMENT

To: Human Resources Committee
Robert B. Mielke, Mayor

From: Human Resources Department

Date: October 10, 2016

RE: Wage Compensation Study

On June 13, 2016 at the Human Resources Committee, the Committee approved soliciting requests for proposals to obtain a compensation study for determining if the City's current non-represented employee salary ranges need to be matured to maintain external competitiveness.

On June 24, 2016, the Human Resources Department posted the Request for Proposals – Salary (Pay Range Maturation) Study document on the City's website, and emailed the document to the following consulting groups: Horton, Associated Financial Group, Schenck, WIPFLI, Bjorklund Compensation Consulting, Springsted, and Carlson Dettman. The Human Resources Department gave permission to those we contacted to pass along the document to other consultants.

The timeline included in the RFP is outlined below:

June 24, 2016	Distribution date of RFP
July 8, 2016	Last day for submitting written questions
July 15, 2016	Deadline to submit proposal (4:00 p.m.)
July 19, 2016	Study Funding Proposal to Finance Committee
August 8, 2016	Finalists present to Human Resources Committee (4:30 p.m.)
On or before	
September 7, 2016	Deliver presentation material for Stakeholders
September 12, 2016	Stakeholder presentations (Human Resources Committee and Common Council)
October 3, 2016	Salary Input into the 2017 Budget Process

The following consulting groups provided RFP's: Paypoint HR, Carlson Dettman, WIPFLI, Schenck, Gallagher Benefit Services, and Pontifex.

On September 20, 2016, the RFP's were opened at the Board of Public Works meeting.



**CITY OF WAUSAU
REQUEST FOR PROPOSALS
SALARY (PAY RANGE MATURATION) STUDY**

The City of Wausau is requesting proposals from consultants to review current pay ranges to determine if the current level of compensation for employees not represented by the terms of a collective bargaining agreement (hereinafter referred to as non-represented) is competitive with the market rate for non-represented employees and to make recommendations for ensuring accurate compensation for work performed. The City's objective is to provide a competitive, destination work force that retains skilled workers while attracting highly qualified new applicants. The recommendations from this study should be designed to provide the City Council and staff with information necessary to update the current salary ranges to guide the future of the organization's compensation system. Proposals will be accepted until 4:00 PM, July 15, 2016.

The City conducted a comprehensive salary plan review in 2012, reviewing each position, updating job descriptions and categorizing each into a salary band based upon a review of qualifications and work performed. The new pay plan took effect July 1, 2014 with the intent to review the ranges approximately every 5 years for maturation as necessary to remain competitive with the market. The new pay plan also included a merit pay component. The City is seeking review and recommendations for keeping the pay plan current.

Talent management requires strategic thought and planning for successful recruitment and retention. Talent management is extremely important to the City's sustainability, growth, culture and future. The City's primary assets are the talent, expertise and resource of its workforce. The City's goal is to manage talent and maintain a compensation system to improve the City's standing as a destination workplace since the following attributes apply within the current labor market:

- Fewer qualified candidates are applying for positions that require more skill or higher education;
- There is limited ability to hire experienced candidates at higher wage rate than non-experienced candidates in some current wage and classification schedules;
- The turn-over rate has accelerated as a result of retirements.

The City of Wausau employs approximately 165 non-represented employees with a non-represented employee payroll of approximately \$9.5 million within approximately 90 job classifications compensated within a salary structure with 20 pay ranges. In addition, the City employs approximately 15 School Crossing Guards as well as intermittent and seasonal, temporary staff within 14 pay grades. This staff is employed in government operations consisting of Assessments, Customer Service and Finance, Human Resources and the City Attorney's Office, Transportation which includes the Department of Public Works and Metro Ride, Economic and Community Development as well as Commission Operations which includes Wausau Water Works and Community

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
SALARY (PAY RANGE MATURATION) STUDY**

Development. This proposal only includes public safety insofar as the support needs Police and Fire employee administrative and managerial positions not represented under the terms of a collective bargaining agreement. Approximately 200 FTE's are employed in these areas providing City-wide support and services. The City currently operates under the Strong Mayor/Council form of government.

Attached to this proposal is the current organization chart.

SCOPE OF WORK AND DELIVERABLES

The study will provide the City with an independent assessment of the current pay ranges and merit pay plan structure along with recommendations for updating and refining to ensure market competitiveness. The consultant will be expected to identify implementation recommendations that are effective and achievable in the context of an overall strategy.

The following components are considered essential to the study:

- Review current compensation structure and propose modifications to the existing wage schedule and compensation system based on internal and external comparisons, include market comparable, with recommendations for:
 - Entry level pay rates
 - Employee advancement through the pay range
 - Recommendations for merit pay increases
- Review City benefits in terms of how they add to the total compensation package.
- Review comparability and compression issues in areas where there are little or no differences in pay, coupled with large differences in responsibility, skill levels or qualification. The goal is to prevent or eradicate inequalities which may occur between supervisors and subordinates; new and experienced personnel; or between pay range midpoints of successive job grades. Compression and comparability issues arise not as deliberate compensation strategy, but on account of other issues. Improving comparability and reducing compression is a critical goal.

The study will be conducted in consultation with various City staff and officials and will be coordinated with and supported by the Human Resources Department as the delegate for the Human Resources Committee.

Below is an outline of minimum items to be considered within the scope of work. Consultants are encouraged to recommend additional analysis or review that will result in improved outcomes.

INCURRING COSTS

The City is not responsible for any costs incurred for the preparation of responses to this request for proposal.

SELECTION PROCESS

Proposals will be reviewed and a consultant will be recommended by the selection committee to the City's ***Human Resources Committee at the August 8, 2016 meeting***. The recommendation will be based upon the consultant's experience/capabilities, project approach, and cost, all of which are described below under "Proposal Specifications."

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
SALARY (PAY RANGE MATURATION) STUDY**

TIMELINE

The estimated timeline for completion of the selection process is outlined below.

June 24, 2016	Distribution date of RFP
July 8, 2016	Last day for submitting written questions
July 15, 2016	Deadline to submit proposal (4:00 p.m.)
July 19, 2016	Study Funding Proposal to Finance Committee
August 8, 2016	Finalists present to Human Resources Committee (4:30 p.m.)
On or before	
September 7, 2016	Deliver presentation material for Stakeholders
September 12, 2016	Stakeholder presentations (Human Resources Committee and Common Council)
October 3, 2016	Salary Input into the 2017 Budget Process

PROPOSAL SPECIFICATIONS

Consultants are asked to submit concise proposals describing their capacity to manage projects, their experience with similar projects, and their approach to the proposed project. Proposals should be prepared on standard size paper. Standard advertising brochures should not be included in the body of the proposal. The proposal shall include the following information:

Business Organization – This section shall include the firm’s name, areas of expertise, and a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If sub-consultants are being utilized, similar information should be included for all subcontracted firms.

Experience and Capabilities - The consultant shall describe relevant qualifications of the firm and experience with similar projects. Qualification summary and list of staff intended for the project. Provide a description of similar projects along with a list of a minimum of three (3) references for each similar public organizational assessment completed.

Project Approach – The consultant shall describe the approach to the proposed project and project schedule to include key milestones, the method of conducting the work, along with the quantity in terms of time, the nature and scope or services to be provided by City staff to assist in the study’s completion. To be included at a minimum:

- Describe the more specific philosophy of the consultant and provide a recommendation in the following areas:
 - Method of identifying comparables and if comparable would vary depending upon department, position, or pay grade;
 - Comparison of only public sector data or private and public sector data;
 - Methodology to be used in benchmarking and determining salary ranges;

Separate Envelope – Provide cost information in a separate envelope.

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
SALARY (PAY RANGE MATURATION) STUDY**

SUBMITTAL REQUIREMENTS

One (1) original and six (6) copies of the proposal along with an electronic file stored on a jump drive, must be submitted in a sealed envelope by **4:00 p.m. Friday, July 15, 2016**. Please mark "Proposal for City of Wausau Salary (Pay Grade Maturation) Study" on the envelope.

The mailing and hand delivery address is:

**Wausau City Hall
Attn: Myla D. Hite, Director
Human Resources Department
407 Grant Street
Wausau, WI 54403**

CONTACT PERSON

Questions about the RFP or the project should be directed to Myla Hite, Human Resources Director, phone (715) 261-6634 or email myla.hite@ci.wausau.wi.us. Technical questions about the current compensation structure should be directed to Elise Krohn, Senior Human Resources Generalist phone (715) 261-6632 or email elise.krohn@ci.wausau.wi.us.

TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The City reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days.

The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
SALARY (PAY RANGE MATURATION) STUDY**

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of this letter to solicit bids (on this date): _____
- () familiarization with all terms, conditions, and specifications herein stated,
- () company is qualified to perform work and services as proposed,
- () that the proposal submitted is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip

Title

Type of Entity (S-Corp, LLC, etc.)

Phone Number

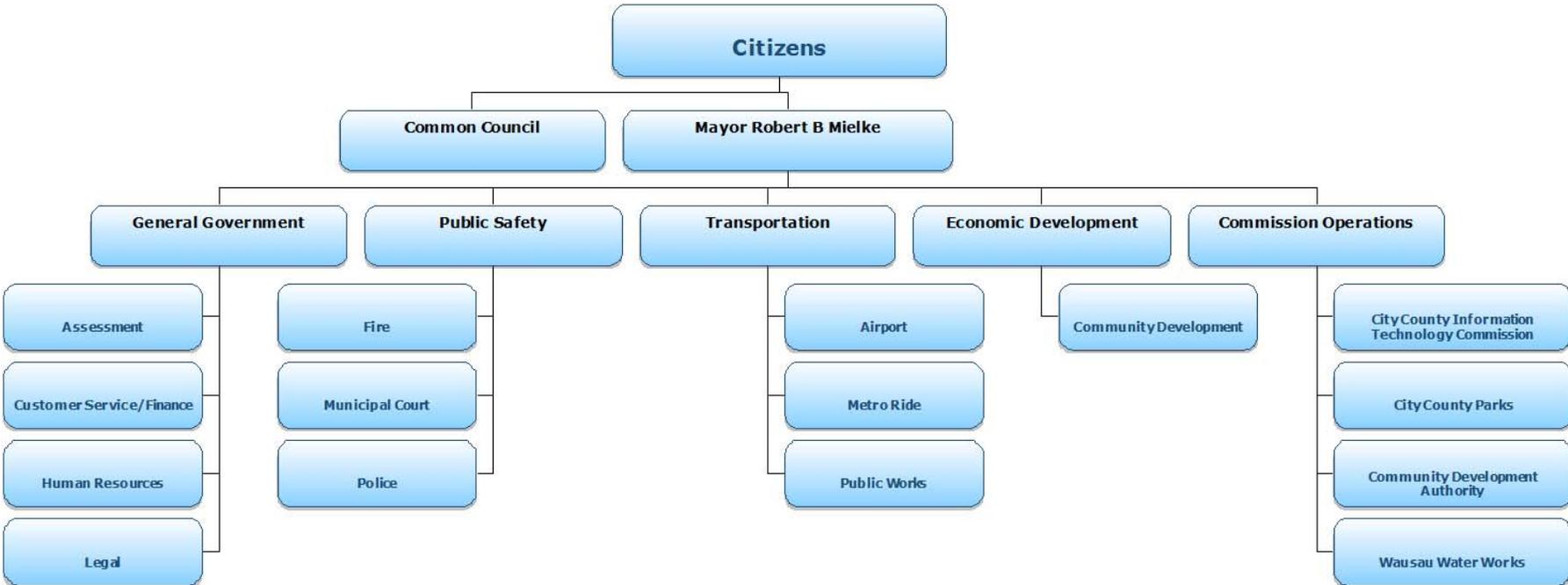
Web Site

Email Address

Organization chart attached on next page

CITY OF WAUSAU - REQUEST FOR PROPOSALS
SALARY (PAY RANGE MATURATION) STUDY

ORGANIZATIONAL STRUCTURE:



City of Wausau – Salary (Pay Range Maturation) Study Proposals – 2016

Business Organization	Project Approach	Project Cost
Carlson Dettmann Consulting Middleton, WI	<ol style="list-style-type: none"> 1. Project Definition & Orientation 2. Position Analysis & Data Collection 3. Job Evaluation 4. Market Analysis 5. Total Compensation Analysis and Benefits Review 6. Pay Plan Design 7. Public Presentation 8. Employee Appeals 	<p>\$31,500 for full study of up to 90 classification evaluations. \$250 per classification evaluation over 90. Client to cover travel expenses.</p>
Paypoint HR Davidsonville, MD	<p>Phase A. Classification Study</p> <ol style="list-style-type: none"> 1. Initial document review/meetings with study project team 2. Initial evaluations 3. Collection and acknowledgement of action items 4. Employee/Supervisor/Management buy-in 5. Classification concept/preliminary allocation 6. Job class description development/compliance review/update 7. Draft class description review/informal appeal process 8. Finalize compliant classification plan/draft interim report <p>Phase B. Compensation Study</p> <ol style="list-style-type: none"> 1. Identify benchmark classification, targets and benefits to be collected 2. Compensation data collection 3. Analysis and preliminary data review 4. Draft compensation findings/additional analysis/"Working Group" meeting 5. Internal relationship analysis/internal alignment 6. Compensation structure/implementation plan/compliance review 7. Development of summaries, final report and deliverables 8. Final presentations and post implementation support 	<p>\$28,500 for 228 hours of service (estimated). \$125 for each additional hour of service. Includes travel, phone, materials, and supplies.</p>

Business Organization	Project Approach	Project Cost
Pontifex Consulting Group Blaine, MN	<p>Phase 1: Project initiation, Examination of current programs, Project Administration.</p> <p>Phase 2: Total compensation philosophy, Collect labor market data, Market data analysis, Salary structure design & implementation, Methodology, Best practices, Employee training and maintenance.</p> <p>Phase 3: Comprehensive report summarizing the processes used to conduct the study and the findings and recommendations of the study.</p>	<p>\$18,250 estimate based upon employee population and services mentioned in RFP. Travel and out-of-pocket expenses included. Additional fees for work beyond that specified in proposal, additional fees, and out of pocket expenses: Hourly rate = \$200 per hour. Onsite rate (includes expenses) = \$2000.</p>
Schenck Wausau, WI	<ol style="list-style-type: none"> 1. Discuss initial scope of project and create timeline 2. Use existing position descriptions as basis for review 3. Conduct an independent internal equity analysis or review current internal equity analyst for each position 4. Conduct interviews with employees/supervisors/management to clarify roles and responsibilities 5. Conduct a comparative market analysis of salary data for positions 6. Develop preliminary groupings of similarly valued jobs and propose pay ranges based on internal and external equity considerations to develop pay range options 7. Review the City's benefits in terms of how they relate to the total compensation package and how that aligns with the market 8. Perform a comparative ratio analysis to evaluate how current pay practices align with the newly established ranges 9. Meet with City to discuss the results of the project 	<p>\$19,500 - \$22,500 estimated fee</p>
Arthur J. Gallagher & Co. St. Paul, MN	<ol style="list-style-type: none"> 1. Project strategy & compensation system assessment 2. (Optional) Job evaluation study 3. Compensation study 4. Final report 	<p>\$59,500 or \$75,250 (with optional phase). If additional on-site days are requested for employee meetings/trainings: \$3500/day.</p>

Business Organization	Project Approach	Project Cost
WIPFLI Wausau, WI	<p>1. Job descriptions</p> <ul style="list-style-type: none"> - Issue project timeline and identify other City comparisons. (WIPFLI) - Finalize job descriptions in preparation for Comparative Market Analysis. (City) <p>2. Comparative Market Analysis</p> <ul style="list-style-type: none"> - Identify additional surveys to be purchased and coordinate purchase with the City. (WIPFLI/City) - Conduct a Comparative Market Analysis. (WIPFLI) - Review the Internal Equity Analysis. (City) - Review and revise the current base compensation structure. (WIPFLI) - Review and finalize the 2017 base compensation structure with the City. (WIPFLI/City) - Complete the Comparative Ratio Analysis and discuss with the City. (WIPFLI/City) - Provide information and insight regarding pay increase methods such as step method and merit increase method. (WIPFLI) - Review complete project draft with the City's project team. (WIPFLI/City) - Modify and finalize project documents. (WIPFLI) - Present final project to the Human Resources Committee and Common Council. (WIPFLI/City) - Train City department managers on the usage and maintenance of plan. (WIPFLI) 	<p>\$27,500.</p> <p>\$325 for each additional job analysis in excess of 90 positions.</p> <p>\$600 to assist with customizing the Base Compensation Administrative Guide Template.</p>

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: October 10, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

Approval of 09/12/16 Minutes.

Motion by Neal to approve the Human Resources Committee minutes from September 12, 2016. Second by Gisselman. Gisselman questioned why some items listed as future agenda items on last month's minutes are not on this month's agenda. Wagner responded that items dealing with wage increases will be on the November agenda after discussion of the wage compensation study item on this agenda. Jacobson said that she and Human Resources are working with outside legal counsel and it was advised that any issues with wages be looked at after a wage study is complete. All ayes. Motion passes 5-0.

Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.

Wagner opened the discussion by saying that everyone received a brief breakdown of information from the vendors who submitted proposals, and that a comparison cannot be made by the information provided. Wagner said that price cannot be the determining factor, and that the committee members and select staff need to take the time to look at all the proposals thoroughly to make an informed recommendation. Neal recommended using public information to perform a market study to determine if the City's employees are receiving comparable pay. Neal said that the committee shouldn't just be looking at "who" but also "why". Wagner asked if staff was able to gather the needed information to perform a market study or if a professional service is needed. Groat said at the present time, she feels that the City has a compensation plan that no one understands and it is a major problem. Wagner asked if the City needs to start over and put a different compensation plan in place. Jacobson agreed with Groat and said that vendors will have access to information that will not be available to the City. Discussion took place as to what the City needs to look at – wage compensation, compensation plan, or both. Mielke said he doesn't feel that pay for performance works well in the public sector setting and it isn't good for morale since no one understands the compensation plan. Discussion took place regarding how the pay for performance system was implemented and other options for the City. Wagner said he believes an expert needs to come up with a system that will work for the City. Gisselman said that since this agenda item was to recommend a vendor for a wage compensation study and the discussion has deviated, he is not ready to vote on this item. Neal believes that plans used by other cities should be available for the City to review and consider, and questioned if anyone has contacted other cities for information on their compensation plans. Smith agreed with Neal. Krohn said that she is aware of other municipalities that are going through the same process that Wausau is, and municipalities are choosing a variety of compensation plans to fit their needs. Wagner asked if that information would be available to the City; Krohn said that she can gather data on what other comparable municipalities are doing, along with any information they are willing to share, to make a better determination of how to proceed. Discussion took place regarding the RFP, process and proposals.

The committee decided to review the submitted proposals and discuss at the next meeting. No motion was made on this item.

Discussion and Possible Action Approving Creation of Lab Technician Position in Wausau Water Works (1 FTE).

Lindman explained that this would be a new position within the department. Wagner quickly explained to the committee that they are to determine if a new position is needed, not determine if the City can afford it, as that is

the responsibility of the Finance Committee. Lindman explained that the Lab is currently run by interns who are in school and are not always available when needed. Lindman expects more regulations to affect the department in the near future, and having a full-time Lab Technician would allow the department to complete all the work required for testing, samples, reporting, etc., effectively. The Lab Technician position would eliminate the need for lab interns.

Motion by Neal to approving creation of Lab Technician position in Wausau Water Works (1 FTE). Second by McElhaney. Lindman said that the position is funded through the utility, not through the levy. It was determined that this item does not need to be approved by the Finance Committee. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Creation of Administrative Assistant II Position in Wausau Water Works (1 FTE).

Lindman explained that this added position would be with the Water Department. This position would help with reporting, logging, day-to-day operations, as well programs that are currently contracted out. This position would be responsible for monitoring and tracking various programs. Wagner asked if this position is funded the same as the Lab Technician position; Lindman said yes.

Motion by Gisselman approving creation of Administrative Assistant II position in the Wausau Water Works (1 FTE). Second by Smith. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Elimination of the Senior Sewer Maintainer Position and Approving Creation of the Sewer Maintenance Supervisor Position in Wausau Water Works (1 FTE).

Wagner asked if this item was to change the title of the position. Lindman explained that he began looking at the organization of the department in 2015 and that the superintendent was the supervisor for everyone at the Wastewater Plant. Lindman said that having the superintendent supervise all the employees is not efficient; he would like to take the Senior Sewer Maintainer and the Senior Plant Mechanic positions and change them into supervisory positions. Lindman said that when the positions are rewritten they will be advertised. Neal asked how the position would change; Lindman said that the position would be gaining responsibilities and allowing the superintendent to manage the plant as a whole rather than trying to supervise maintainers.

Motion by Gisselman approving elimination of the Senior Sewer Maintainer position and approving creation of the Sewer Maintenance Supervisor position in Wausau Water Works (1 FTE). Second by Smith. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Elimination of the Senior Plant Maintenance Mechanic Position and Approving Creation of the Wastewater Plant Operations Supervisor Position.

Lindman said that this is the same situation as the request for the creation of the Sewer Maintenance Supervisor position, only on the Wastewater Plant side.

Motion by Neal approving elimination of the Senior Plan Maintenance Mechanic position and approving creation of the Wastewater Plant Operations Supervisor position. Second by McElhaney. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving the Creation of a Deputy Chief Position and the Elimination of a Patrol Captain Position in the Police Department.

Hardel explained that the department used to have a Deputy Chief position and it was eliminated about three years ago to flatten the department's organization. Hardel said that the current organization of the department is not working; when he is not there, a Captain who specializes in either patrol or detective is often left to make decisions for another bureau. Hardel said that he needs someone who is able to oversee all department operations. Smith said that he agrees with the request to eliminate any interruptions in the command structure. A question was posed by Neal as to the duties that would fall on the Deputy Chief. Hardel said that the Deputy Chief would continue to have some of the patrol duties, as well as the other bureaus. Wagner said that the change sounds like

a great opportunity for staff to develop and have the opportunity to learn, and be viable candidates for when positions become open.

Motion by Neal to approve the creation of a Deputy Chief position and eliminate a Patrol Captain position in the Police Department. Second by Smith. Gisselman asked if there will be a national search to fill the position. Hardel responded that it will be an internal search. Gisselman asked if there is a reason why a national search will not be done. Hardel said that he has been developing staff internally ever since he became Chief, and there are two Captains that will be available for the promotion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Creation of two (2) Administrative Positions Within the Police Department (each .5 FTE).

Barnes said that the department has been overwhelmed with clerical work. The department has hired summer help from college students to try to ease the load, but it has not been the answer. Barnes explained that the Wausau Police Department has 3 clerical staff; in 2012 they did a survey of comparable agencies and found that they had the lowest number of clerical staff per officer. In 2015, Krohn did a survey with comparable agencies within the state and Wausau is still the lowest in clerical support staff. Barnes explained how the workload has increased over the years due to an increase in call volume, requests, and also the new technology that the department is utilizing. Barnes said they are requesting 2 part-time positions for cost savings; 1 full-time position would cost the department and City more for benefits. Barnes shared that the department paid \$17,000 in 2013 for overtime, in 2014 the cost for overtime was \$34,000, and \$23,000 in overtime in 2015. Barnes believes that if the positions are approved for the department that overtime will be eliminated.

Motion by Smith to approve the creation of two (2) Administrative positions within the Police Department (each .5FTE). Second by Neal. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Creation of a Youth Safety Coordinator Position (Civilian) in the Police Department (.25 FTE).

Barnes said that Officer Pilsner recently retired; she spent most of career working on youth safety initiatives. After Pilsner's retirement, the department was left to figure out who would have time to fill the gap left. Pilsner is currently back at the department on a temporary/seasonal basis to take care of the youth safety initiatives; she runs Safety City, a 2-week program that educates young kids on bike safety, stranger safety, how to cross the street, and other things. She also works with schools and the Safety Patrol program; this requires working with each school, training the kids, events and educational programs. Lastly, Pilsner is a master trainer for car seat installation and safety, and also helps run the computer systems for the distracted driver simulators.

Motion by Neal to approve the creation of a Youth Safety Coordinator position (civilian) in the Police Department. Second by Smith. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action on Authorizing Research and Analysis of Options for the Provision of Assessment Services.

Wagner explained that the City Assessor position has not been filled since the retirement of Giese, and now two other positions are vacant. Wagner said this provides an opportunity to discuss how to put the department back together or look at other options, including privatization or a hybrid model of City staff and contracting services. Giese introduced Hampson to provide the committee with information on in-house assessment versus contracting services. Hampson began speaking to the committee regarding the Assessment Department during the last 6 months. Wagner asked Hampson to stop when it became evident that the information being provided was off topic. Jacobson explained that recruitment was done for the City Assessor position this summer; an offer was made that had to been withdrawn. The position was advertised again and 2 applications were received. Jacobson said that now is a good time to decide how the committee wants to proceed. She went on to say that she has contacted Stevens Point to find out how they provide services with a staff/contract system in place. Neal said that he would be interested in finding out more about what other municipalities are doing and how it's working for them; saying that the information should be available to the City without having to hire a consultant. Gisselman

questioned why the committee should look at other options when the current structure seemed to be working fine. Wagner said that because of the 3 vacancies, it is an opportune time to re-evaluate the needs of the City and look at options available. The committee could choose to keep the structure the same or take a different direction. Jacobson in response to Gisselman's question, explained that Giese submitted her notice of retirement in December of 2015; the former mayor decided to study the topic of departmental organization in January and not replace the City Assessor position at that time; Council authorized a study by NTC to conduct an efficiency and organizational study, beginning with the Assessment Department. The study never took place due to staff leaving NTC. Therefore, the topic of options for the Assessment Department was first brought up in January of 2016. Wagner suggested a committee of City staff research what other municipalities are doing. Wagner also suggested that a temporary contractor may need to be hired to fill in what's not getting done with 3 vacancies in the department.

Future Agenda Items.

Items from Lindman regarding wage increases for consideration.
Employee handbook.
FLSA laws and compliance.

Adjournment. Motion by Smith to adjourn. Second by Neal. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: November 14, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, C. Buckner, P. Czarapata, N. Giese, M. Groat, J. Henrichs, M. Hubacher, A. Jacobson, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, R. Mohelnitzky, P. Peckham

Approval of 10/10/16 Minutes.

Motion by Neal to approve the Human Resources Committee minutes from October 10, 2016. Second by Gisselman. All ayes. Motion passes 5-0.

Discussion and Possible Action on Reclassification of Exempt and Non-Exempt Employees to Comply with FLSA Overtime Rule Changes.

Wagner introduced Attorney Mary Hubacher, outside counsel to talk about this item. Hubacher explained that the Fair Labor Standards Act (FLSA) was amended earlier this year to change some provisions that determined how employees are classified; it raised the annual salary that an employee must receive in order to be classified as an exempt employee under FLSA. The primary distinction between an exempt employee and a non-exempt employee is that exempt employees are not entitled to overtime pay after 40 hours in the work week. Hubacher said that there are several elements to the test to determine if a position is exempt or non-exempt. Hubacher reviewed the positions within the organization to determine if they were correctly classified as exempt, and explained that administrative positions are often classified incorrectly. Several tests must be met in order for an administrative position to be classified as exempt, including the ability to exercise independent judgement and discretion, has supervisory authority, including the ability to determine if an employee should be hired, disciplined or terminated. Based on Hubacher's assessment of the positions she reviewed, she recommended that 3 positions be changed from exempt to non-exempt. Wagner asked what the next step of the process is. Jacobson said that resolutions could be prepared for Council to approve the change in classification of the job descriptions that Hubacher is referring to. Hubacher said that a recommendation by the Human Resources Committee to change the job descriptions is sufficient. Discussion took place as to what this means for the employees who are in these positions. Hubacher said that the employees will be paid hourly, will be eligible for overtime after 40 hours of work, and use of benefits such as vacation, sick, etc. will be different.

Motion by Neal to send Hubacher's recommendations to the full council to meet the requirements of the Fair Labor Standards Act. Second by Gisselman. Gisselman asked that the employees be notified prior to Council action. Wagner said that the Human Resources Department will reach out to the employees that will be affected prior to this item appearing on the Council agenda. All ayes. Motion passes 5-0.

Discussion and Possible Action on Authorizing a General Wage Adjustment for Non-Represented Employees of 2% Effective 12/31/2016.

Wagner asked Groat if this is a budget amount that is already in the budget that they will be voted on. Groat said that yes, the money is in the budget. There was a provision made for an increase for 2017 which was placed in a salary contingency account. Wagner asked how the budget would be affected if the committee did not pass this item. Groat said that if the increase is not passed, it wouldn't prevent the committee from reconsidering it in the future. Wagner said that Council putting the increase in the budget and the HR Committee deciding when that increase would take affect seemed more appropriate to him.

Motion by Gisselman to approve authorizing a general wage adjustment for non-represented employee of 2% effective 12/31/2016. Second by Smith. Gisselman asked if this is across-the board or if it would be a pot of money to be used from the system of performance measures. Wagner asked for clarification; Groat said that this would be an across the board adjustment for all non-represented employees, and any money for future increases for performance would be brought back to the committee for approval, as there is also a provision for pay-for-performance increases in the budget, although not a large amount. Neal said that he would like to see the inequities within the organization dealt with. Gisselman expressed his concerns for having enough money allocated for pay-for-performance. Neal questioned how the amount of 2% was determined. Groat said that Krohn surveyed what other communities were doing for wage adjustments. Groat pointed out that the salary range would be matured by 2% also according to the resolution presented; this will help allow employees who are redlined to receive an adjustment. The Mayor explained how, without an HR Director and without a compensation plan in place that people understand, a 2% adjustment is a good way to let employees know that they are appreciated. Kujawa spoke to support the Mayor's comments. All ayes. Motion passes 5-0.

Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.

Wagner said that at the last HR Committee meeting, the members wished to see the proposals submitted to the City. Copies were provided to the committee members; Wagner said that he still feels unqualified to make a recommendation, and believes that staff would be able to make a better determination of how to proceed. McElhaney said that in her review of the proposals, some offered only to make revisions to our current system, while others offered to come up with completely new compensation plans; she questioned which direction the City is leaning towards. Wagner said he feels it is up to staff to best determine what study will get us the information we need for the compensation plan we want. Neal provided his feedback on his review of the proposals. Wagner would like staff to recommend one or two of the proposals and for those companies to bring a presentation to the committee prior to making a final determination. Jacobson said that she checked with the League of Municipalities as requested and they have not conducted any studies on market rates, nor have they collected market or compensation studies done by municipalities. Jacobson would like direction from council as to what their priority is – market rate adjustments, different compensation models, etc.? Krohn said that she asked to other communities what they have done, and was not able to get complete information from them; no one is willing to share their complete studies that they have paid for. After further discussion, it was decided that the committee will clarify and identify the scope of the wage compensation study and contact the companies who submitted RFP's with that information for an updated proposal.

No motion made on this item.

Discussion and Possible Action for the Provision of Assessment Services.

Wagner pulled this item from the agenda because it will be addressed at a Committee of the Whole meeting on Monday, November 28th. No objections from the committee to pull this item.

Discussion and Possible Action on Revised Employee Handbook.

Wagner gave the floor to Mary Hubacher, who has been working on the revisions to the Employee Handbook. Hubacher explained that changes have been made since the October 25th meeting she had with Alderperson Wagner, Alderperson Rasmussen, and department directors at the Mayor's Staff Meeting. Hubacher was asked to review the Employee Handbook legal compliance and consistency. Hubacher was given copies of the current Employee Handbook, the draft revised Employee Handbook in process from the former HR Director, the notes from the listening sessions regarding the draft revised Employee Handbook, and emails from department directors sent to Jacobson and/or the Human Resources Department regarding the draft revised Employee Handbook. Hubacher touched on some key changes to the revised Employee Handbook: the residency requirement was removed, the duty of loyalty language in the previous draft potentially violated the National Labor Relations Act by infringing upon what topics employees could talk to each other about and elected officials, the social media policy was changed, the nepotism policy was revised, compensatory pay/time off language to be FLSA compliant, revised travel to and from training to be compliant with FLSA, expanded the information provided on FMLA in Employee Handbook, weapons policy included as a stand-alone provision, and revised and clarified grievance procedure. Wagner asked if any significant changes were made from the last draft that was provided to council members. Hubacher said she changed 1.06 Residency Requirement from a 15 mile radius to a 20 mile radius for the Police Chief and Fire Chief. Section 5.05 Overtime was changed to allow for some divisions to receive

overtime pay after 8 hours instead of after 40 hours, as she had first proposed. Two positions that were recently created and passed at Council were incorporated into section 5.15 Standby Pay.

Motion by Neal approving the Revised Employee Handbook and recommendation to send to Council for approval. Second by Gisselman. Neal questioned if another review by employees is needed. Wagner said that input was gathered for this process, and the handbook will be reviewed annually. In the future department heads will be encouraged to bring any suggestions by their employees forward for review every year. Wagner asked that Hubacher speak to the language in the handbook regarding sick leave accumulation. Hubacher said that the language from the current Employee Handbook was kept that allows employees to accrue up to 1064 hours with no lowering of sick bank caps. Gisselman requested that a memo accompany the handbook going to council that highlights all the key changes like the memo provided with the October 25th draft; Wagner agreed. Mohelnitzky spoke regarding the change in comp time accrual as it relates to his supervisors. Gisselman suggested that a discussion on how to compensate exempt employees for their time be placed on the next agenda. Wagner agreed and said that department heads should come up with ideas for discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action on Day and Time Change for Human Resources Committee Meeting.

Wagner said he put this on the agenda to see if other days and times were open for committee members to attend, possibly Wednesday or Thursday in the early afternoon. Discussion about the pros and cons of having the meeting earlier in the day took place. At this time no change will take place.

Update on Human Resources Director Position and Community Development Director Assessment.

Wagner asked if anyone is looking to combine Economic Development and Community Development as was done with Ann Werth or if it becomes two positions with possible neither one being a department head. The Mayor responded that, for at least the next two years, Community Development and Economic Development will remain under the same director. After that, HUD financing for the director's position will be gone, and therefore the departments may be separated. The Mayor said that the department is run wonderfully and doesn't feel that anything needs to be fixed within it. The Mayor went on to talk about the Human Resources Director recruitment, saying that we gathered approximately 24 applications when it was first advertised. Krohn explained that the position was posted, applications were vetted, and it was decided to reopen the recruitment to include additional questions; the recruitment will close at the end of the month and the process will move forward. Wagner asked about the status of the Community Development Director recruitment; Krohn said that we are now ready to proceed with the interview process. Wagner asked if there was an idea of when the positions will be filled. The Mayor said that he'd like to have the Community Development Director recruitment done by the end of the year. The Mayor commented that the Human Resources Department has been working without a director for quite some time and is doing well with help from periodic help from Jacobson and Hubacher as needed; he doesn't feel that there is a dire need to fill the position quickly, and wants to make sure that the right candidate is hired for the position. Smith questioned why there is a delay with the HR Director recruitment; Krohn explained that all candidates that applied during the first recruitment were notified that the position was being reopened with additional questions to help clarify experience and were invited to resubmit their application. Smith asked if the committee members could see the job posting; Wagner and Krohn said that the information is available online for everyone.

Future Agenda Items.

Gisselman had a question about the Employee Handbook and how the new will replace the old. Hubacher said that once the new Employee Handbook is approved it will supersede any prior handbooks.

Adjournment. Motion by Neal to adjourn. Second by Smith. Wagner thanked Mary Hubacher and staff for all the work they've done, and said that department heads will be responsible for getting employee input regarding the handbook to the committee for future revisions. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair



HUMAN RESOURCES DEPARTMENT

DATE: March 13, 2017
TO: Human Resources Committee
FROM: Human Resources Department
RE: Recommendation of Adjustments to Part-time, Seasonal, and Temporary Wage Rates

On January 10, 2014, the Human Resources Committee approved an increase to Part-time, Seasonal, and Temporary wage rates. This recommendation was sent to the Common Council by way of resolution, and was approved and adopted on January 28, 2014.

According to the resolution, "Adjustments to part-time and seasonal rates will be made automatically when inflationary adjustments are made to the midpoints of salary ranges for general City employees." On the proposed rate sheets for Part-time, Seasonal, and Temporary wages it states, "Part-time and Seasonal rates are adjusted annually as general employee salary mid-points are adjusted. Temporary rates remain fixed until adjustments are proposed and adopted by Council." (Section 4.01 of the City of Wausau Employee Handbook)

On November 22, 2016 the Common Council approved a resolution brought forward by the Human Resources Committee "Authorizing a 2% general wage adjustment for non-represented employees effective 12/31/2016." Within this resolution it stated, "... your Human Resources Committee has reviewed and recommends the salary range structure by adjusted by 2% to reflect maturation of the salaries as compared to other communities ..." By approving this resolution, Common Council approved, "that the salary range structure of the City of Wausau Employee Handbook – non-represented employee be increased by 2% to reflect the maturation of salaries in the market; and ... a 2% general wage adjustment be implemented effective 12/31/2016 pursuant to the terms outlined in the City of Wausau Employee Handbook – non-represented employees," outlined in the City of Wausau Employee Handbook Section 5.02(3)(a).

In the absence of a Human Resources Director, authority is being requested to increase Part-time and Seasonal wage rates by 2%, effective 12/31/2016. Authority to increase the Temporary wage rates for "Substitute Crossing Guard" and "Production Assistant" to match the 1st year wage rate of these Part-time rates is also requested.

Additionally, in reviewing the Part-time, Seasonal, and Temporary Wage Rate charts, it is recommended that "Yard Waste Site Attendant", "Crossing Guard" and "Crossing Guard Manager" be moved to the Seasonal Rates category by definition (Section 4.01 of the City of Wausau Employee Handbook).

Encl: Part-time, Seasonal and Temporary Wage Chart
City of Wausau Employee Handbook Section 4.01
Administrative Memorandum (January 10, 2014)
HR Committee Agenda and Minutes (January 13, 2014)
Resolution 08-0608
HR Committee Minutes (November 14, 2016) and Resolution 03-1111

Proposed Update to Part-time, Seasonal and Temporary Wage Rates and Table- Human Resources Committee - March 13, 2017

PART-TIME RATES

DEPARTMENT	POSITION	HOURLY WAGE (Effective 1/28/14)	Proposed 2% Increase
ASSESSMENT	Part-time Assessor - 1 st Year	\$23.78	\$24.26
	Part-time Assessor - 2 nd Year	\$25.18	\$25.68
	Part-time Assessor - 3 rd Year	\$26.58	\$27.11
	Part-time Assessor - 4 th Year	\$27.98	\$28.54
DPW – PARKING 9012	Parking Cashier – 1 st Year	\$8.31	\$8.48
	Parking Cashier – 2 nd Year	\$8.80	\$8.98
	Parking Cashier – 3 rd Year	\$9.29	\$9.48
	Parking Cashier – 4 th Year	\$9.78	\$9.98
DPW- Yard Waste Attendant 386	Yard Waste Attendant – 1 st Year	\$11.84	\$12.08
	Yard Waste Attendant – 2 nd Year	\$12.54	\$12.79
	Yard Waste Attendant – 3 rd Year	\$13.23	\$13.49
	Yard Waste Attendant – 4 th Year	\$13.93	\$14.21
POLICE 1035	Crossing Guard – 1 st Year	\$11.84	\$12.08
	Crossing Guard – 2 nd Year	\$12.54	\$12.79
	Crossing Guard – 3 rd Year	\$13.23	\$13.49
	Crossing Guard – 4 th Year	\$13.93	\$14.21
POLICE	Crossing Guard Manager	\$14.87	\$15.17
PUBLIC ACCESS	Production Assistant – 1 st Year	\$11.88	\$12.12
	Production Assistant – 2 nd Year	\$12.58	\$12.83
	Production Assistant – 3 rd Year	\$13.28	\$13.55
	Production Assistant – 4 th Year	\$13.98	\$14.26
PUBLIC ACCESS	Production Specialist – 1 st Year	\$13.79	\$14.07
	Production Specialist – 2 nd Year	\$14.60	\$14.89
	Production Specialist – 3 rd Year	\$15.41	\$15.72
	Production Specialist – 4 th Year	\$16.22	\$16.54

Per the City of Wausau Employee Handbook Section 4.01, these positions should be classified under "Seasonal or Temporary".

TEMPORARY RATES

DEPARTMENT	POSITION	HOURLY WAGE (Effective 1/28/14)	
ASSESSMENT	Board of Review Member	\$85.00/day	
FINANCE 9003	Election Chief Inspector	\$9.00	
	Election Inspector	\$8.00	
POLICE	Substitute Crossing Guard	\$11.84	\$12.08
PUBLIC ACCESS	Production Assistant	\$11.88	\$12.12

SEASONAL RATES

DEPARTMENT	POSITION	HOURLY WAGE (Effective 1/28/14)	Proposed 2% Increase
POLICE	Community Services Officer – 1 st Year	\$10.75	\$10.97
	Community Services Officer – 2 nd Year	\$11.29	\$11.52
	Community Services Officer – 3 rd Year	\$11.85	\$12.09
	Community Services Officer – 4 th Year	\$12.44	\$12.69
CITY WIDE 9014	Clerical Aide – 1 st Year	\$9.02	\$9.20
	Clerical Aide – 2 nd Year	\$9.92	\$10.12
	Clerical Aide – 3 rd Year	\$10.82	\$11.04
	Clerical Aide – 4 th Year	\$11.73	\$11.96
DPW – STREET 9019	Seasonal Aide – 1st Year	\$9.77	\$9.97
	Seasonal Aide – 2nd Year	\$10.75	\$10.97
	Seasonal Aide – 3rd Year	\$11.73	\$11.96
	Seasonal Aide – 4th Year	\$12.70	\$12.95
DPW – GIS 9018	GIS Intern – 1 st Year	\$14.30	\$14.59
	GIS Intern – 2 nd Year	\$15.73	\$16.04
	GIS Intern – 3 rd Year	\$17.16	\$17.50
	GIS Intern – 4 th Year	\$18.59	\$18.96
DPW – ENGINEERING 9016	Seasonal Aide – 1 st Year	\$13.01	\$13.27
	Seasonal Aide – 2 nd Year	\$14.31	\$14.60
	Seasonal Aide – 3 rd Year	\$15.61	\$15.92
	Seasonal Aide – 4 th Year	\$16.91	\$17.25
WATER WORKS 9017	Seasonal Aide – 1 st Year	\$9.77	\$9.97
	Seasonal Aide – 2 nd Year	\$10.75	\$10.97
	Seasonal Aide – 3 rd Year	\$11.73	\$11.96
	Seasonal Aide – 4 th Year	\$12.70	\$12.95
DPW- Yard Waste Attendant 386	Yard Waste Attendant – 1 st Year	\$11.84	\$12.08
	Yard Waste Attendant – 2 nd Year	\$12.54	\$12.79
	Yard Waste Attendant – 3 rd Year	\$13.23	\$13.49
	Yard Waste Attendant – 4 th Year	\$13.93	\$14.21
POLICE 1035	Crossing Guard – 1 st Year	\$11.84	\$12.08
	Crossing Guard – 2 nd Year	\$12.54	\$12.79
	Crossing Guard – 3 rd Year	\$13.23	\$13.49
	Crossing Guard – 4 th Year	\$13.93	\$14.21
POLICE	Crossing Guard Manager	\$14.87	\$15.17

These positions are currently listed under the "Part-time Rates" on this table. We recommend correcting the table by placing these positions in the "Seasonal Rate" group.

Chapter 4 – Employment Categories and Classification

4.01 – Employment Categories

4.02 – Introductory Period

4.03 – Hours of Work

4.04 – Flexible Work Schedules

4.05 – Inclement Weather

4.06 – Separation of Employment

4.07 – Protective Services Employees Repayment Commitment

4.01 – Employment Categories

The City has the following employment categories:

Regular Full-time: A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City's policies or as required by law.

Regular Part-time: A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee does receive prorated employment benefits from the City unless specifically identified in the City's policies or as required by law.

Part-time: A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Seasonal or Temporary: Employees in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12 month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

In-Training: In-training employment is designed to provide a means to recruit and develop employees for hard to fill positions. In-training employee(s) are hired without fully possessing all of the minimum qualifications required for the position and are then placed on a program to attain all qualifications criteria. Depending upon the skill level gap, the salary may be pro-rated by the Human Resources Director until position qualifications are met. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The City may separate from service any employee who has not successfully completed any portion of the in-training plan, or subsequent licensure or certification requirements.

Human Resources may designate specific positions or job classifications as in-training. Department Directors, working in conjunction with Human Resources, will determine and document the in-training program, which will include a description and length of the program. The in-training plan must include:

- (1) The title of the job classification of the in-training plan.
- (2) The duties and responsibilities of the class.



January 10, 2014

ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee
Jim Tipple, Mayor

FROM: Michael Loy, Director of Human Resources

RE: Amendments to Part-time, Seasonal, and Temporary Wage Rates

Issue: Whether to adjust the rates for Part-time, Seasonal and Temporary employees.

Employees classified as part-time, seasonal or temporary employees are not integrated into the pay matrix (grade system) that governs all regular employees. The current wage and proposed rates are attached to this memo for these employees. The exceptions to these rates include the part-time Customer Service staff and Legal Secretary at City Hall who are included in the pay matrix.

Regularly the Council reviews and approves adjustments to these rates. Staff requests that the committee consider updating these wages and the policies guiding their administration in light of the salary study that was performed.

Current administration of these rates uses the following policies:

- 1) Part-time staff wages are adjusted annually as Council approves increases for general employees.
- 2) Seasonal employee's wages are benchmarked to full-time equivalents for their respective departments and will be provided four steps at 50%, 55%, 60% and 65% of the mid-points of the respective full-time equivalents.
- 3) Temporary wages are fixed and are only updated as recommended.

Amendments to these rates and policies would include:

- 1) Adjusting the part-time Assessors rate to reflect market information obtained from the study.
- 2) Adjust the Community Services Officer rate by moving their rates to the seasonal rate table so the rate reflects the benchmarking practice to the full-time equivalent position (Police Officer).
- 3) Adjust the temporary production assistant and substitute crossing guard rate to respective first year rates of their part-time positions.
- 4) Adjustments to part-time and seasonal rates will be made automatically when inflationary adjustments are made to the midpoints of salary ranges for general City employees.

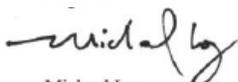
Financial Impact: The financial impact is variable and dependent on returning staff and hours worked in the future. Department's will be able to absorb these increase within their 2014 budgets for these positions by adjusting hours worked as necessary.

Michael Loy
Director of Human Resources

January 10, 2014

Recommendation: Adopt the recommended updates to Part-time, Seasonal & Temporary Wages and policies governing their administration as included in this memo and in the attached proposed rate tables.

Motion Sought: To recommend the City Council approve the amendments and updates to Part-time, Seasonal & Temporary Wages and the policies governing their administration.



Michael Loy
Director of Human Resources



****All present are expected to conduct themselves in accordance with our City's Core Values****

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: **Human Resources Committee**
Date/Time: **January 13, 2014, 4:30 p.m.**
Location: City Hall (407 Grant Street) - Board Room 2nd Floor
Members: Romey Wagner (C), Gary Gisselman, David Oberbeck, David Nutting, Bill Nagle

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

- 1) Approval of 12/3/2013 Minutes
- 2) Public Comment on Matters Appearing on the Agenda
Administrative Items
 - a) Creation of Administrative Position in Community Development (0.75 FTE) - Werth
 - b) Amendments to Part-time, Seasonal, and Temporary Wage Rates
- 4) Future Agenda Items for Consideration
- 5) Adjourn

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 01/10/2014 at 2:00 p.m.

Questions regarding this agenda may be directed to the Human Resources Office .

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau WI 54403 or by phone (715) 261-6620.

Other Distribution: Media, Alderpersons, Mayor, Department Heads, City Departments, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2014 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck
MEMBERS ABSENT: D. Nutting
Also Present: Mayor Tipple, N. Giese, A. Jacobson, M. Lawrence, M. Loy, A. Werth

Amendments to Part-time, Seasonal, and Temporary Wage Rates. Loy explained that employees classified as part-time, seasonal, or temporary are not paid according to the pay matrix system used for regular employees. Though recent adjustment to these wages occurred in 2013, Loy requested clarification of how the wages will be adjusted moving forward, now that the City is using the new pay for performance compensation system. Part-time and seasonal rates will continue to get adjusted as the ranges for the regular employees are adjusted. Wagner asked if just the process of how the rates get adjusted needs approval. Loy confirmed that only the process of how the rates will be adjusted needs approval. Gisselman asked if the rate plan could just be approved by the HR Committee and Council each year. Loy said that everything would be built into the budget recommendation each year. It was previously decided that any cost of living increase percentage given to regular employees would also be applied to part-time and seasonal position rates. Because of the change of compensation systems, Loy said he needs to have approval to apply any adjustments applied to the regular employee pay ranges to the part-time and seasonal wages. Additional adjustments were recommended by Loy to various positions: adjust the part-time Assessor rate to reflect market information obtained from the study, adjust the Community Service Officer rate by moving their rates to the seasonal rate table so the rate reflects the benchmarking practice to the full-time equivalent position (Police Officer), and adjust the temporary production assistant and substitute crossing guard rates to respective first year rates of their part-time positions. Nagle asked if the City has trouble filling seasonal positions, given the rates the positions pay. Loy said there is no issue filling the positions. There was difficulty in the past with filling the Engineering and GIS positions, but since then, the rates have been increased to be more competitive. Gisselman asked if these changes will affect the 2014 budget. Loy said that departments that utilize these types of positions will have to adjust hours for the positions accordingly to stay within their budgets, or they can divert money from elsewhere to cover the increases (which are expected to be minimal). Motion by Nagle to approve the amendments and updates to part-time, seasonal, and temporary wages and the policies governing their administration. Second by Oberbeck. (Jacobson arrived at 5:00 p.m.) Discussion regarding the CSOs increased roles and responsibilities with the Police Department took place. All ayes. Motion passes unanimously.

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving Amendments to Part-time, Seasonal, and Temporary Wage Rates

Committee Action: Approved 4-0

Fiscal Impact: Within 2014 Budget

File Number: 08-0608

Date Introduced: January 28, 2014

RESOLUTION

WHEREAS, at its January 2014 meeting, your Human Resources Committee reviewed, discussed, and considered the value updating the wage rates and pay schedules for part-time, seasonal and temporary employees, and

WHEREAS, information obtained from and changes made as a result of the result Compensation and Classification Study required some additional updates to the Part-time, seasonal and temporary rates, and

WHEREAS, the Human Resources Committee, in finding merit in adjusting these wages and recommends the following amendments to these wages:

- 1) Adjusting the part-time Assessors rate to reflect market information obtained from the study.
- 2) Adjust the Community Services Officer rate by moving their rates to the seasonal rate table so the rate reflects the benchmarking practice to the full-time equivalent position (Police Officer).
- 3) Adjust the temporary production assistant and substitute crossing guard rate to respective first year rates of their part-time positions.
- 4) Adjustments to part-time and seasonal rates will be made automatically when inflationary adjustments are made to the midpoints of salary ranges for general City employees.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the proper city officials and designees are hereby authorized and directed to update the Part-time, Seasonal and Temporary rates as proposed and attached.

Approved:

James E. Tipple, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: November 14, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, C. Buckner, P. Czarapata, N. Giese, M. Groat, J. Henrichs, M. Hubacher, A. Jacobson, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, R. Mohelnitzky, P. Peckham

Discussion and Possible Action on Authorizing a General Wage Adjustment for Non-Represented Employees of 2% Effective 12/31/2016.

Wagner asked Groat if this is a budget amount that is already in the budget that they will be voted on. Groat said that yes, the money is in the budget. There was a provision made for an increase for 2017 which was placed in a salary contingency account. Wagner asked how the budget would be affected if the committee did not pass this item. Groat said that if the increase is not passed, it wouldn't prevent the committee from reconsidering it in the future. Wagner said that Council putting the increase in the budget and the HR Committee deciding when that increase would take affect seemed more appropriate to him.

Motion by Gisselman to approve authorizing a general wage adjustment for non-represented employee of 2% effective 12/31/2016. Second by Smith. Gisselman asked if this is across-the board or if it would be a pot of money to be used from the system of performance measures. Wagner asked for clarification; Groat said that this would be an across the board adjustment for all non-represented employees, and any money for future increases for performance would be brought back to the committee for approval, as there is also a provision for pay-for-performance increases in the budget, although not a large amount. Neal said that he would like to see the inequities within the organization dealt with. Gisselman expressed his concerns for having enough money allocated for pay-for-performance. Neal questioned how the amount of 2% was determined. Groat said that Krohn surveyed what other communities were doing for wage adjustments. Groat pointed out that the salary range would be matured by 2% also according to the resolution presented; this will help allow employees who are redlined to receive an adjustment. The Mayor explained how, without an HR Director and without a compensation plan in place that people understand, a 2% adjustment is a good way to let employees know that they are appreciated. Kujawa spoke to support the Mayor's comments. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Authorizing a 2% general wage adjustment for non-represented employees effective 12/31/2016.	
Committee Action: Approved 5-0	
Fiscal Impact: Total Fiscal Impact is \$196,584. General Fund \$124,903, CDBG \$16,517 Water \$18,724, Sewer \$14,354, Transit \$8,256, Parking \$3,843, Animal Control \$706, Motor Pool \$9,280.	
File Number: 03-1111	Date Introduced: November 22, 2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Payroll Contingency</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$196,584</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, as City of Wausau is committed to a compensation policy that strengthens the recruitment and retention of well qualified and effective employees; and

WHEREAS, the salary range structure has not been adjusted since 2012; and

WHEREAS, as requested by the Human Resources Committee a survey of communities were considered to evaluate a reasonable salary range structure and general wage rate adjustment for 2017 for non-represented employees; and

WHEREAS, your Human Resources Committee has reviewed and recommends the salary range structure be adjusted by 2% to reflect maturation of the salaries as compared to other communities and

WHEREAS, you Human Resources Committee has reviewed and recommends a general wage adjustment of 2% be implemented 12/31/2016 for non-represented employees covered under the City of Wausau Employee handbook

WHEREAS, funds for general wage adjustment was provided for in the 2017 budget;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the salary range structure of the City of Wausau Employee Handbook – non-represented employee be increased by 2% to reflect the maturation of salaries in the market; and

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that a 2% general wage adjustment be implemented effective 12/31/2016 pursuant to the terms outlined in the City of Wausau Employee Handbook – non-represented employees.

Approved:

Robert B Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: November 14, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, C. Buckner, P. Czarapata, N. Giese, M. Groat, J. Henrichs, M. Hubacher, A. Jacobson, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, R. Mohelnitzky, P. Peckham

Discussion and Possible Action on Authorizing a General Wage Adjustment for Non-Represented Employees of 2% Effective 12/31/2016.

Wagner asked Groat if this is a budget amount that is already in the budget that they will be voted on. Groat said that yes, the money is in the budget. There was a provision made for an increase for 2017 which was placed in a salary contingency account. Wagner asked how the budget would be affected if the committee did not pass this item. Groat said that if the increase is not passed, it wouldn't prevent the committee from reconsidering it in the future. Wagner said that Council putting the increase in the budget and the HR Committee deciding when that increase would take affect seemed more appropriate to him.

Motion by Gisselman to approve authorizing a general wage adjustment for non-represented employee of 2% effective 12/31/2016. Second by Smith. Gisselman asked if this is across-the board or if it would be a pot of money to be used from the system of performance measures. Wagner asked for clarification; Groat said that this would be an across the board adjustment for all non-represented employees, and any money for future increases for performance would be brought back to the committee for approval, as there is also a provision for pay-for-performance increases in the budget, although not a large amount. Neal said that he would like to see the inequities within the organization dealt with. Gisselman expressed his concerns for having enough money allocated for pay-for-performance. Neal questioned how the amount of 2% was determined. Groat said that Krohn surveyed what other communities were doing for wage adjustments. Groat pointed out that the salary range would be matured by 2% also according to the resolution presented; this will help allow employees who are redlined to receive an adjustment. The Mayor explained how, without an HR Director and without a compensation plan in place that people understand, a 2% adjustment is a good way to let employees know that they are appreciated. Kujawa spoke to support the Mayor's comments. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair