

PERSONNEL COMMITTEE

October 12, 2020 - 6:25 PM

(or immediately following previously scheduled meeting)

Join Zoom Meeting

<https://us02web.zoom.us/j/86942370841?pwd=cHZDYVQybmFUY0cyVnNTUGs3MGJWdz09>

Meeting ID: 869 4237 0841

Passcode: 418057

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(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Request to increase hours for the Production Specialist
3. Elected Official Salary - City Attorney, City Clerk, City Comptroller-Treasurer for the 2021 - 2025.
4. Alderperson Salary.
5. Adjournment

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

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

TO: Mayor Mike Wiza

FROM: John Quirk

DATE: October 7, 2020

SUBJECT: Increase in hours for Production Specialist (from 20 to 32hours)

Changes in the Production Specialist's workload in the last couple of years that have created a need for more hours for Sara (current occupant of the position).

- In order to free up some of my time for new duties, Sara is now responsible not just for shooting and editing all the meetings, but also for preparing all the graphics, uploading and indexing the videos, scheduling them, and publishing the news to tell the public when the videos are online and when they will play on the radio & TV.
- Since meetings moved to the Police Dept. Community Room, Sara has been prepping, recording, editing, indexing, uploading, and publishing more meetings than ever. We added Police & Fire Commission, Bicycle & Pedestrian Street Safety Committee, Historic Preservation / Design Review Commission, Redevelopment Authority, and Joint Review Board meetings to her monthly workload.
- Since March when the City started holding meetings online due to COVID-19, Sara has also been prepping, recording, editing, indexing, uploading, and publishing Board of Water & Sewerage Commissioners, Transportation Committee, and Airport Committee meetings every month.
- Sara has been responsible for shooting and editing videos for other departments such as Fire Dept. Citizens Academy videos and Live Fire Training videos. Future projects like a walk-through of the Sculpture Park and a promotional video for the Learn to Skate program are on hold because she doesn't have time to complete them.
- Sara now takes care of most of my duties when I go on vacation or when I am too sick to work from home. She always did some of it, but Tom also did some and now Sara now has to do it all. That's 5 weeks a year when Sara has to work more than 20 hours just to cover my duties. In order to have just one FTE working in the department when I'm gone, that's an additional 100 hours per year.
- Last year, I let Sara work additional hours as long as the cost was offset by other areas in the operating budget. This year I told her to stay around 20 hours per week, and work is already piling up. I'm being forced to work remotely when I'm on vacation, and she doesn't have time to work on all the projects that other departments would like her to complete.



October 6, 2020

MEMORANDUM

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: ELECTED OFFICIALS SALARY FOR UPCOMING TERM

Salary for elected officials needs to be set for the upcoming term. The position of City Clerk, City Attorney, and Comptroller/Treasurer are scheduled for an April 2021 election.

To evaluate these positions, we used roughly the same format and comparable communities that were used for all of the non-represented employees in the current Market Survey.

The compensation for each position was gathered and then an average was calculated.

It is obvious that the Comptroller/Treasurer/Finance Director position was lower in Stevens Point than the average, and we needed to come more in line with other communities if we want to continue to attract good candidates. I am recommending a 2.5% annual increase to help get us back in line with our comparable communities.

We were, however, still relatively close on the City Attorney and City Clerk. I used a modest 1.5% annual increase that to help calculate the recommendations for those two positions. This will still allow an increase, but still keep us near the averages from our comparables.

All salaries for these positions must be set for the entire term (4 years) and we've included a consistent increase for each subsequent year for the term.

Therefore, it is my recommendation that the salaries for these elected positions be set as follow for the upcoming term:

City Clerk: Current salary \$69,540

Starting on 5/1/2021 \$70,583.00

Starting on 5/1/2022 \$71,641.00

Starting on 5/1/2023 \$72,716.00

Starting on 5/1/2024 \$73,807.00

Comptroller/Treasurer: Current salary \$94,080

Starting on 5/1/2021 \$96,432.00

Starting on 5/1/2022 \$98,842.00

Starting on 5/1/2023 \$101,313.00

Starting on 5/1/2024 \$103,846.00

City Attorney: Current salary \$102,650

Starting on 5/1/2021 \$104,189.00

Starting on 5/1/2022 \$105,752.00

Starting on 5/1/2023 \$107,338.00

Starting on 5/1/2024 \$108,949.00

The total increase would be about \$4935, not including benefits for the three positions, in 2021.

Below is a worksheet for each position, so the Council can see the comparable information used in creating this recommendation.

	Fond Du Lac	Manitowoc	Marshfield	Neenah	Superior	Watertown	Wausau	Wisconsin Rapids	Avg
City Clerk	83,725	72,966	62,338	60,283	70,138	86486.4*	63,485	63,400	\$ 68,048
City Attorney	105,361	93,226	Contracted	111,174	114,608	82,784	94,870	97,362	\$ 99,912
Finance Director	113,904	107,370	92,498	106,783	114,608	86486.4*	100,200	92,705	\$ 104,010
*Watertown has a Clerk/Treasurer (Excluded from Averages)									
City Clerk	83,725	72,966	62,338	60,283	70,138	86,486	63,485	63,400	\$ 70,353
City Attorney	105,361	93,226	Contracted	111,174	114,608	82,784	94,870	97,362	\$ 99,912
Finance Director	113,904	107,370	92,498	106,783	114,608	86,486	100,200	92,705	\$ 101,819
*With Watertown Included									



October 6, 2020

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Elected salaries for the 2021-2023 term of office

It's time to review compensation for positions to be elected in 2021. Alderperson salaries are staggered based on the year elected.

Alderperson salary was increased in 2016 from \$4800 to \$5300 annually. The Council President receives an extra \$200 per year. Prior to 2016, the salary had been frozen for 10 years. Last term, the Council chose to forego an increase in salary and instead chose a small increase in the expense account.

We have made a commitment to keeping up with COLA increases for all City employees which is anticipated to be 1.56% for next year.

That being said, I am recommending a modest increase of about 1.5% per year to the Alderperson salary, beginning in the terms as follows:

Commencing April 20, 2021 - \$5380.00 for Alders elected in 2021
Commencing April 19, 2022 - \$5460.00 for Alders elected in 2021 or 2022

Mike Wiza
Mayor of the City of Stevens Point, WI