



CITY OF MARSHFIELD
MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, FEBRUARY 2, 2016
Council Chambers, City Hall Plaza
5:30 P.M.**

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of January 19, 2015 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any
5. Request to recommend to Common Council approval of Payroll Resolution No. 2016-01 adopting a salary schedule for non-represented employees effective July 1, 2016. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Recommend approval of Payroll Resolution No. 2016-01 to the Common Council

6. Request to recommend to Common Council approval of Payroll Resolution No. 2016-05, adjusting pay for temporary, seasonal, and part-time positions effective January 1, 2016. Presented by Jennifer Rachu, Human Resource Manager/Assistant to the City Administrator

Recommended Action: Recommend approval of Payroll Resolution No. 2016-05 to the Common Council.

7. Request to approve revised Policy 3.800 (compensation). Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve revised Policy 3.800

8. Review of Council pay for possible increase. Presented by Steve Barg, City Administrator

Recommended Action: At the discretion of the Committee

9. Suggested items for future agendas

10. Adjourn

FINANCE, BUDGET AND PERSONNEL COMMITTEE

February 2, 2016

Posted this day, January 29, 2016 at 3:30 p.m., by Deb M. Hall, City Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JANUARY 19, 2016

Meeting called to order by Chairperson Feddick at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Alanna Feddick, Rebecca Spiros and Peter Hendler.

ABSENT: None

ALSO PRESENT: City Administrator Barg and City Personnel (Keith Strey, Amy VanWyhe, Eng Ng, Dan Knoeck, Jen Rachu and Deb M. Hall)

Citizen Comments

None

FBP16-001 Motion by Spiros, second by Hendler to approve the items on the consent agenda:

1. Minutes of the December 15, 2015 meeting.
2. Payroll in the amount of \$921,483.84 and Bills in the amount of \$941,589.14 and \$8,483,138.81.
3. Monthly Position Control Report as of December 31, 2015.
4. Report of Personnel Actions of January 19, 2016.
5. December 2015 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-002 Motion by Earll, second by Reinart to approve revised Policy 4.330 – Capital Improvement Program (CIP), and the 2016 meeting schedule.

Motion carried

FBP16-003 Motion by Earll, second by Hendler to recommend approval of Budget Resolution No. 01-2016 to the Common Council transferring \$1,635 within the General Fund Information Technology budget for the purchase of 2 GPS Receivers.

Motion carried

FBP16-004 Motion by Hendler, second by Spiros to recommend approval of Budget Resolution No. 02-2016 to the Common Council transferring \$56,015 from Project TIF #4 to TIF #9 for the North Central Avenue (Arnold to Harrison) project.

Motion carried

FBP16-005 Motion by Spiros, second by Reinart to go into closed session pursuant to Wisconsin Statutes, Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Possible termination of lease in City Hall

Roll call vote, all ayes. (Time: 5:41 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Reinart, Earll, Spiros and Hendler, City Administrator Barg, Finance Director Strey, Public Works Director Knoeck and City Clerk Hall.

FBP16-006 Motion by Spiros, second by Earll to return to open session. Roll call vote, all ayes.
(Time: 5:55 p.m.)

Motion carried

FBP16-007 Motion by Earll, second by Spiros to approve the request of Dr. Funk to terminate his lease for space in City Hall Plaza. Nay - Hendler

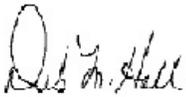
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Earll, second by Hendler to adjourn at 5:57 p.m.

Motion carried



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$859,222.50** and General Expense Bills for **JANUARY, 2016** amounting to **\$826,763.10** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
2/3/2016

PREPAID BILLS
PREPAID BILLS PAID BY CHECK

| Check # | Check Date | Vendor Name | Amount |
|--|------------|--|---------------------|
| 86462 | 1/20/2016 | SECURITY HEALTH PLAN | \$446,837.00 |
| 86463 | 1/22/2016 | ADVANCED DISPOSAL SERVICES LLC | \$868.43 |
| 86464 | 1/22/2016 | THE BOSON COMPANY INC | \$37,667.48 |
| 86465 | 1/22/2016 | CHARTER COMMUNICATIONS | \$209.99 |
| 86466 | 1/22/2016 | DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES | \$82.00 |
| 86467 | 1/22/2016 | DEPT OF MILITARY AFFAIRS | \$150.00 |
| 86468 | 1/22/2016 | FRONTIER | \$697.18 |
| 86469 | 1/22/2016 | GANNETT WISCONSIN MEDIA | \$291.68 |
| 86470 | 1/22/2016 | MARLING DOORS & HARDWARE | \$513.60 |
| 86471 | 1/22/2016 | MARSHFIELD AREA CHAMBER | \$35.00 |
| 86472 | 1/22/2016 | MARSHFIELD UTILITIES | \$29,528.30 |
| 86473 | 1/22/2016 | CITY OF MARSHFIELD | \$5,641.28 |
| 86474 | 1/22/2016 | NWBIA | \$100.00 |
| 86475 | 1/22/2016 | PENNWELL-FDIC16 | \$1,350.00 |
| 86476 | 1/22/2016 | PIERCE ENGINEERS INC | \$90.00 |
| 86477 | 1/22/2016 | REGISTRATION FEE TRUST | \$74.50 |
| 86478 | 1/22/2016 | TELRITE CORPORATION | \$45.32 |
| 86479 | 1/22/2016 | UNITED MAILING SERVICE INC | \$6,264.10 |
| 86480 | 1/22/2016 | WAHMR | \$1,350.00 |
| 86481 | 1/22/2016 | WALMART COMMUNITY/GECRB | \$282.26 |
| 86482 | 1/22/2016 | WE ENERGIES | \$13,881.81 |
| 86483 | 1/22/2016 | WI LIBRARY ASSOCIATION | \$131.00 |
| 86484 | 1/22/2016 | WI LIBRARY ASSOCIATION | \$480.00 |
| 86485 | 1/22/2016 | ZIMMERMAN ARCHITECTURAL STUDIOS | \$7,212.50 |
| 86486 | 1/25/2016 | DELTA DENTAL OF WISCONSIN | \$11,851.06 |
| TOTAL PREPAID BILLS PAID BY CHECK | | | \$565,634.49 |

PREPAID BILLS PAID BY EFT

| | | | |
|--|-----------|-------------------|--------------------|
| EFT000000005274 | 1/25/2016 | WOOD CO TREASURER | \$267.71 |
| EFT000000005275 | 1/25/2016 | WOOD CO TREASURER | \$25,097.31 |
| TOTAL PREPAID BILLS PAID BY EFT | | | \$25,365.02 |

CURRENT BILLS
CURRENT BILLS PAID BY EFT

| | | | |
|-----------------|----------|---------------------------------------|------------|
| EFT000000005276 | 2/3/2016 | THE ACTIVE NETWORK | \$2,000.00 |
| EFT000000005277 | 2/3/2016 | ADVANCE AUTO PARTS FINANCIAL SERVICES | \$42.78 |
| EFT000000005278 | 2/3/2016 | AMERICAN WELDING & GAS INC | \$65.99 |
| EFT000000005279 | 2/3/2016 | ARAMARK UNIFORM SERVICES | \$80.62 |
| EFT000000005280 | 2/3/2016 | MARK BABCOCK | \$40.00 |
| EFT000000005281 | 2/3/2016 | BALTUS OIL COMPANY INC | \$19.99 |
| EFT000000005282 | 2/3/2016 | BATTERIES PLUS BULBS # 072 | \$1,846.30 |
| EFT000000005283 | 2/3/2016 | BAUERNFEIND BUSINESS TECH | \$1,434.72 |
| EFT000000005284 | 2/3/2016 | BOUND TREE MEDICAL, LLC | \$124.95 |
| EFT000000005285 | 2/3/2016 | STEVE BURNS | \$80.27 |
| EFT000000005286 | 2/3/2016 | CARQUEST AUTO PARTS | \$530.97 |
| EFT000000005287 | 2/3/2016 | CDW GOVERNMENT INC | \$766.30 |
| EFT000000005288 | 2/3/2016 | CENTRAL STATE SUPPLY CORP | \$316.45 |
| EFT000000005289 | 2/3/2016 | DALCO ENTERPRISES, INC. | \$572.86 |
| EFT000000005290 | 2/3/2016 | ED ERICKSON | \$66.11 |

| Check # | Check Date | Vendor Name | Amount |
|--|------------|---------------------------------|--------------------|
| EFT00000005291 | 2/3/2016 | BELINDA FECHHELM | \$125.28 |
| EFT00000005292 | 2/3/2016 | FREMONT INDUSTRIES, INC. | \$5,868.86 |
| EFT00000005293 | 2/3/2016 | GALLS LLC | \$35.53 |
| EFT00000005294 | 2/3/2016 | GRAINGER | \$327.25 |
| EFT00000005295 | 2/3/2016 | GRANICUS INC | \$600.00 |
| EFT00000005296 | 2/3/2016 | HEINZEN PRINTING INC | \$43.00 |
| EFT00000005297 | 2/3/2016 | HOUSE OF HEATING INC | \$124.80 |
| EFT00000005298 | 2/3/2016 | INGRAM LIBRARY SERVICES INC | \$594.46 |
| EFT00000005299 | 2/3/2016 | JOSH JOHNSON | \$105.50 |
| EFT00000005300 | 2/3/2016 | LOUIS KUHLKA | \$100.00 |
| EFT00000005301 | 2/3/2016 | MARAWOOD REAL ESTATE 200 LLC | \$3,072.30 |
| EFT00000005302 | 2/3/2016 | JOSH MAURITZ | \$118.00 |
| EFT00000005303 | 2/3/2016 | MCMASTER-CARR | \$23.79 |
| EFT00000005304 | 2/3/2016 | MERKEL COMPANY INC | \$24,297.21 |
| EFT00000005305 | 2/3/2016 | MIDSTATE TRUCK SERVICE | \$88.66 |
| EFT00000005306 | 2/3/2016 | MIDWEST TAPE | \$292.86 |
| EFT00000005307 | 2/3/2016 | MISSISSIPPI WELDERS | \$276.11 |
| EFT00000005308 | 2/3/2016 | MONROE TRUCK EQUIPMENT | \$478.16 |
| EFT00000005309 | 2/3/2016 | NORTHERN SAFETY CO INC | \$153.43 |
| EFT00000005310 | 2/3/2016 | RAY OHERRON CO INC | \$739.45 |
| EFT00000005311 | 2/3/2016 | OTIS ELEVATOR COMPANY | \$960.00 |
| EFT00000005312 | 2/3/2016 | THOMAS OTT | \$271.12 |
| EFT00000005313 | 2/3/2016 | POMP'S TIRE SERVICE INC | \$1,192.04 |
| EFT00000005314 | 2/3/2016 | POWER PAC INC | \$618.27 |
| EFT00000005315 | 2/3/2016 | TIM RASMUSSEN | \$150.00 |
| EFT00000005316 | 2/3/2016 | REIGEL PLUMBING & HEATING INC | \$415.20 |
| EFT00000005317 | 2/3/2016 | ROCK OIL REFINING INC | \$30.00 |
| EFT00000005318 | 2/3/2016 | SAFE FAST INC | \$153.02 |
| EFT00000005319 | 2/3/2016 | SCHOOL DISTRICT OF MARSHFIELD | \$2,310.87 |
| EFT00000005320 | 2/3/2016 | SOLUTIONZ LLC | \$11,519.50 |
| EFT00000005321 | 2/3/2016 | SVA CONSULTING LLC | \$94.00 |
| EFT00000005322 | 2/3/2016 | THERESA TRACY | \$188.34 |
| EFT00000005323 | 2/3/2016 | TRAFFIC AND PARKING CONTROL INC | \$1,285.53 |
| EFT00000005324 | 2/3/2016 | LOCATE HOLDINGS INC | \$757.56 |
| EFT00000005325 | 2/3/2016 | V & H INC | \$1,738.17 |
| EFT00000005326 | 2/3/2016 | VIDCOM LLC | \$8,675.00 |
| EFT00000005327 | 2/3/2016 | VON BRIESEN AND ROPER, S.C. | \$946.00 |
| EFT00000005328 | 2/3/2016 | SAM WARP JR. | \$22.82 |
| TOTAL CURRENT BILLS PAID BY EFT | | | \$76,780.40 |

CURRENT BILLS PAID BY CHECK

| | | | |
|-------|----------|-----------------------------------|-------------|
| 86487 | 2/3/2016 | 2FA INC | \$800.50 |
| 86488 | 2/3/2016 | ABR EMPLOYMENTSERVICES | \$699.20 |
| 86489 | 2/3/2016 | ADVANCED TECHNICAL SOLUTIONS | \$568.06 |
| 86490 | 2/3/2016 | ALL TRAFFIC SOLUTIONS | \$195.00 |
| 86491 | 2/3/2016 | L. W. ALLEN LLC | \$16,817.00 |
| 86492 | 2/3/2016 | DONNA ALLINGTON | \$100.00 |
| 86493 | 2/3/2016 | AMAZON | \$783.84 |
| 86494 | 2/3/2016 | AMERICAN FENCE COMPANY | \$166.32 |
| 86495 | 2/3/2016 | ASSOCIATED SERVICE CENTER | \$371.62 |
| 86496 | 2/3/2016 | BAKER AND TAYLOR INC | \$3,323.27 |
| 86497 | 2/3/2016 | BAY STEEL & FABRICATION LLC | \$85.01 |
| 86498 | 2/3/2016 | BB COMMUNITY LEASING SERVICES INC | \$550.32 |
| 86499 | 2/3/2016 | I BRANDL INC | \$81.00 |
| 86500 | 2/3/2016 | BROOKS TRACTOR INC | \$2,767.12 |

| Check # | Check Date | Vendor Name | Amount |
|---------|------------|---|------------|
| 86501 | 2/3/2016 | CAPITAL DATA INC | \$2,880.00 |
| 86502 | 2/3/2016 | CASTLEROCK VETERINARY HOSPITAL | \$54.00 |
| 86503 | 2/3/2016 | COMPLETE CONTROL INC | \$4,030.00 |
| 86504 | 2/3/2016 | COMPLETE OFFICE OF WISCONSIN | \$605.93 |
| 86505 | 2/3/2016 | CTL COMPANY INC | \$226.01 |
| 86506 | 2/3/2016 | CUMMINS NPOWER LLC | \$893.00 |
| 86507 | 2/3/2016 | DON'S AUTOMOTIVE CENTER, LLC | \$130.00 |
| 86508 | 2/3/2016 | DRAXLER'S SERVICE, INC | \$1,169.00 |
| 86509 | 2/3/2016 | DUFFY'S AIRCRAFT SALES | \$6,381.49 |
| 86510 | 2/3/2016 | JFTCO INC | \$432.76 |
| 86511 | 2/3/2016 | FAMILY HEALTH PLAN | \$200.00 |
| 86512 | 2/3/2016 | FASTENAL COMPANY | \$793.84 |
| 86513 | 2/3/2016 | FASTSIGNS | \$14.59 |
| 86514 | 2/3/2016 | FESTIVAL FOODS | \$27.80 |
| 86515 | 2/3/2016 | TERRY FLECK | \$40.00 |
| 86516 | 2/3/2016 | FRONTIER | \$270.80 |
| 86517 | 2/3/2016 | FUTURE ELECTRONICS | \$41.60 |
| 86518 | 2/3/2016 | GRACO INC | \$250.00 |
| 86519 | 2/3/2016 | GRANITE STOCK REMOVAL INC | \$1,407.00 |
| 86520 | 2/3/2016 | GRANT ELEMENTARY SCHOOL | \$1,250.00 |
| 86521 | 2/3/2016 | HACH COMPANY | \$173.68 |
| 86522 | 2/3/2016 | HAMMEL, GREEN & ABRAHAMSON INC | \$462.00 |
| 86523 | 2/3/2016 | JAMES HASENOHRL | \$150.00 |
| 86524 | 2/3/2016 | HILLER'S HARDWARE INC | \$316.07 |
| 86525 | 2/3/2016 | ILLINOIS TOLLWAY | \$27.13 |
| 86526 | 2/3/2016 | INTERNATIONAL SOCIETY OF FIRE SVC INSTRUCTORS | \$125.00 |
| 86527 | 2/3/2016 | E O JOHNSON COMPANY | \$193.00 |
| 86528 | 2/3/2016 | ROBERT A JONES | \$699.95 |
| 86529 | 2/3/2016 | THE KING COMPANY, LLC | \$1,259.64 |
| 86530 | 2/3/2016 | LINCOLN ELEMENTARY SCHOOL | \$1,250.00 |
| 86531 | 2/3/2016 | ANITA LYRENMANN | \$100.00 |
| 86532 | 2/3/2016 | MADISON ELEMENTARY SCHOOL | \$1,250.00 |
| 86533 | 2/3/2016 | MAID TO ORDER | \$250.00 |
| 86534 | 2/3/2016 | MALL FURNITURE OF MARSHFIELD | \$2,800.00 |
| 86535 | 2/3/2016 | MARSHFIELD AREA CHAMBER | \$140.00 |
| 86536 | 2/3/2016 | MARSHFIELD BUYERS GUIDE | \$240.00 |
| 86537 | 2/3/2016 | MARSHFIELD CLINIC | \$3,189.53 |
| 86538 | 2/3/2016 | MARSHFIELD GLASS LLC | \$130.00 |
| 86539 | 2/3/2016 | MARSHFIELD MALL | \$3,000.00 |
| 86540 | 2/3/2016 | MARSHFIELD PARKS & REC DEPT | \$45.19 |
| 86541 | 2/3/2016 | MARSHFIELD ROTARY CLUB | \$215.00 |
| 86542 | 2/3/2016 | MARSHFIELD SENIOR HIGH SCHOOL | \$25.00 |
| 86543 | 2/3/2016 | MARSHFIELD UTILITIES | \$7,822.56 |
| 86544 | 2/3/2016 | MENARDS | \$670.26 |
| 86545 | 2/3/2016 | MIDSTATES ORGANIZED CRIME | \$200.00 |
| 86546 | 2/3/2016 | MILLER BRADFORD AND RISBERG | \$2,035.75 |
| 86547 | 2/3/2016 | MILWAUKEE RUBBER PRODUCTS | \$58.92 |
| 86548 | 2/3/2016 | MINISTRY ST JOSEPH'S HOSPITAL | \$2,535.95 |
| 86549 | 2/3/2016 | MPPA LE SUPPLY | \$902.82 |
| 86550 | 2/3/2016 | NAPA AUTO PARTS | \$317.10 |
| 86551 | 2/3/2016 | NELSON MANUFACTURING COMPANY | \$508.20 |
| 86552 | 2/3/2016 | NIEMUTH IMPLEMENT CO INC | \$112.00 |
| 86553 | 2/3/2016 | NORTH CENTRAL CHIEFS OF POLICE ASSOC | \$25.00 |
| 86554 | 2/3/2016 | O'REILLY AUTO PARTS | \$16.61 |
| 86555 | 2/3/2016 | OFFICE DEPOT | \$548.18 |
| 86556 | 2/3/2016 | OFFICE MAX INCORPORATED | \$23.49 |
| 86557 | 2/3/2016 | OPPORTUNITY DEVELOPMENT CENTER | \$579.56 |
| 86558 | 2/3/2016 | PALM SUNDAY CONCERT | \$750.00 |
| 86559 | 2/3/2016 | PEGGY PETERSON | \$100.00 |
| 86560 | 2/3/2016 | RICHARD HAYES PHILLIPS | \$112.65 |
| 86561 | 2/3/2016 | PHYSIO CONTROL CORPORATION | \$1,920.60 |
| 86562 | 2/3/2016 | PROVISION PARTNERS | \$668.08 |
| 86563 | 2/3/2016 | PUBLIC SAFETY CENTER | \$111.96 |

| Check # | Check Date | Vendor Name | Amount |
|---------|------------|--|---------------------|
| 86564 | 2/3/2016 | ROTARY CLUB OF MARSHFIELD SUNRISE | \$144.00 |
| 86565 | 2/3/2016 | SCAFFIDI TRUCK CENTER | \$117.36 |
| 86566 | 2/3/2016 | HENRY SCHEIN ANIMAL HEALTH | \$17.85 |
| 86567 | 2/3/2016 | SCHENCK SC | \$6,250.00 |
| 86568 | 2/3/2016 | SCHREINERS PLUMBING & HEATING, LLC | \$820.00 |
| 86569 | 2/3/2016 | KIM SCHULTZ | \$100.00 |
| 86570 | 2/3/2016 | TOWNSHIP OF SHERRY | \$89.75 |
| 86571 | 2/3/2016 | MIKE SHORT | \$100.00 |
| 86572 | 2/3/2016 | SIMPLEX GRINNELL LP | \$1,916.99 |
| 86573 | 2/3/2016 | SNAP ON INDUSTRIAL | \$131.37 |
| 86574 | 2/3/2016 | SOUND SOLUTIONS INC | \$2,083.56 |
| 86575 | 2/3/2016 | SOUTH CENTRAL LIBRARY SYSTEM | \$14,851.40 |
| 86576 | 2/3/2016 | SPEE-DEE DELIVERY SERVICE INC | \$57.53 |
| 86577 | 2/3/2016 | ST VINCENT DE PAUL | \$125.00 |
| 86578 | 2/3/2016 | STREICHER'S POLICE EQUIPMENT | \$2,237.56 |
| 86579 | 2/3/2016 | STRYKER SALES CORPORATION | \$709.22 |
| 86580 | 2/3/2016 | SWWBIA | \$194.00 |
| 86581 | 2/3/2016 | TASER INTERNATIONAL | \$235.60 |
| 86582 | 2/3/2016 | TELRITE CORPORATION | \$343.89 |
| 86583 | 2/3/2016 | TIME CLOCK PLUS | \$600.00 |
| 86584 | 2/3/2016 | TOWN & COUNTRY ENGINEERING INC | \$18,863.75 |
| 86585 | 2/3/2016 | JOAN TRIERWEILER | \$100.00 |
| 86586 | 2/3/2016 | TRIPLE R BUSINESS SERVICES, LLC | \$4,581.45 |
| 86587 | 2/3/2016 | UNIFIRST CORPORATION | \$394.34 |
| 86588 | 2/3/2016 | UNIQUE MANAGEMENT SERVICES INC | \$107.40 |
| 86589 | 2/3/2016 | US IDENTIFICATION MANUAL | \$82.50 |
| 86590 | 2/3/2016 | UW-EXTENSION | \$20.00 |
| 86591 | 2/3/2016 | VIERBICHER ASSOCIATES | \$110.00 |
| 86592 | 2/3/2016 | VITAL COMMUNICATION | \$189.47 |
| 86593 | 2/3/2016 | THE WALL STREET JOURNAL | \$395.88 |
| 86594 | 2/3/2016 | WASHINGTON ELEMENTARY SCHOOL | \$1,250.00 |
| 86595 | 2/3/2016 | WCM | \$310.00 |
| 86596 | 2/3/2016 | WE ENERGIES | \$348.68 |
| 86597 | 2/3/2016 | WEILER ENTERPRISES | \$29.12 |
| 86598 | 2/3/2016 | WI DEPT OF REVENUE | \$4,648.20 |
| 86599 | 2/3/2016 | STATE OF WISCONSIN | \$50.00 |
| 86600 | 2/3/2016 | WI EMERGENCY MANAGEMENT | \$485.00 |
| 86601 | 2/3/2016 | WI HOUSING ALLIANCE | \$50.00 |
| 86602 | 2/3/2016 | WI STATE LABORATORY OF HYGIENE | \$373.00 |
| 86603 | 2/3/2016 | WI SUPREME COURT | \$700.00 |
| 86604 | 2/3/2016 | WINTER EQUIPMENT COMPANY INC | \$3,193.36 |
| 86605 | 2/3/2016 | CITY OF WISCONSIN RAPIDS | \$10.00 |
| 86606 | 2/3/2016 | WORLD BOOK INC | \$899.00 |
| 86607 | 2/3/2016 | WSTMA | \$45.00 |
| 86608 | 2/3/2016 | WVOA | \$80.00 |
| 86609 | 2/3/2016 | ZIMMERMAN ARCHITECTURAL STUDIOS | \$6,075.00 |
| | | TOTAL CURRENT BILLS PAID BY CHECK | \$158,983.19 |

| | |
|----------------------------|----------------------------|
| TOTAL PREPAID BILLS | \$590,999.51 |
| TOTAL CURRENT BILLS | \$235,763.59 |
| GRAND TOTAL | <u>\$826,763.10</u> |

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF JANUARY 31, 2016

| Department | Division | Position | FTE | Last Name | First Name |
|----------------------------|----------|--------------------------------|-------------|--------------|-------------|
| Administrator | | City Administrator | 1.00 | BARG | STEVEN |
| Administrator | | HR Manager/Assist. to the CA | 1.00 | RACHU | JENNIFER |
| Administrator | | Administrative Assistant III | 0.50 | KROGMAN | AMY |
| Administrator Total | | | 2.50 | | |
| Assessor | | City Assessor | 1.00 | SPENCER | JOAN |
| Assessor | | Property Appraiser | 1.00 | FECHHELM | BELINDA |
| Assessor | | Administrative Assistant II | 1.00 | PUGH | KEITH |
| Assessor Total | | | 3.00 | | |
| Cemetery | | Cemetery Caretaker Assistant | 1.00 | BRAUNSKY | WILLIAM |
| Cemetery | | Cemetery Coordinator/Caretaker | 1.00 | BALTUS | MICHAEL |
| Cemetery Total | | | 2.00 | | |
| Clerk | | City Clerk | 1.00 | HALL | DEBORAH |
| Clerk | | Deputy Clerk | 1.00 | PANZER | LORI |
| Clerk Total | | | 2.00 | | |
| Finance | | Accounting Clerk | 0.50 | OPPMAN | JOANN |
| Finance | | Accounting Clerk | 1.00 | STREBE | KATHLEEN |
| Finance | | Accountant | 1.00 | NICHOLS | CHRISTOPHER |
| Finance | | Payroll Technician | 1.00 | MICHALIK | JANETTE |
| Finance | | Accounting Technician | 0.80 | RINDFLEISCH | MARILYN |
| Finance | | Payroll Technician | 1.00 | SCHOOLEY | ROBERT |
| Finance | | Accounting Manager | 1.00 | VAN WYHE | AMY |
| Finance | | Finance Director | 1.00 | STREY | KEITH |
| Finance Total | | | 7.30 | | |
| Fire | | Deputy Fire Chief | 1.00 | DEGRAND | CRAIG |
| Fire | | Deputy Fire Chief | 1.00 | DOLENS | ROY |
| Fire | | Deputy Fire Chief | 1.00 | ERICKSON | EDWIN |
| Fire | | Deputy Fire Chief | 1.00 | OWEN | SCOTT |
| Fire | | Deputy Fire Chief | 1.00 | CLEMENTS | JODY |
| Fire | | Fire Chief | 1.00 | HAIGHT | ROBERT |
| Fire | | Firefighter | 1.00 | BARTH | JEFFREY |
| Fire | | Firefighter | 1.00 | BAUER | RODNEY |
| Fire | | Firefighter | 1.00 | BREUER | BRAD |
| Fire | | Firefighter | 1.00 | CHRISTOPHER | LANCE |
| Fire | | Firefighter | 1.00 | ESKER | KELLY |
| Fire | | Firefighter | 1.00 | TACKES | PAUL |
| Fire | | Firefighter | 1.00 | LUCARELI | JON |
| Fire | | Firefighter | 1.00 | MEYER | JAMES |
| Fire | | Firefighter | 1.00 | MUELLER | EVERETT |
| Fire | | Firefighter | 1.00 | VANDEN ELZEN | JOSEPH |
| Fire | | Firefighter Paramedic | 1.00 | ALTMAN | JONATHAN |
| Fire | | Firefighter Paramedic | 1.00 | BAKOS | STEVEN |
| Fire | | Firefighter Paramedic | 1.00 | BARNES | BRIAN |
| Fire | | Firefighter Paramedic | 1.00 | FLETTY | PETER |
| Fire | | Firefighter Paramedic | 1.00 | FOTH | JASON |
| Fire | | Firefighter Paramedic | 1.00 | FRYDENLUND | LUCAS |
| Fire | | Firefighter Paramedic | 1.00 | GILBERTSON | BJORN |
| Fire | | Firefighter Paramedic | 1.00 | GRIESBACH | BENJAMIN |
| Fire | | Firefighter Paramedic | 1.00 | JONAS | ERIK |
| Fire | | Firefighter Paramedic | 1.00 | KARNOWSKI | MATTHEW |
| Fire | | Firefighter Paramedic | 1.00 | LANG | ERIC |
| Fire | | Firefighter Paramedic | 1.00 | MCNAMARA | NATHANIEL |
| Fire | | Firefighter Paramedic | 1.00 | PATTON | DAVID |
| Fire | | Firefighter Paramedic | 1.00 | SADAUSKAS | JENI |
| Fire | | Firefighter Paramedic | 1.00 | SCHAD | JASON |
| Fire | | Firefighter Paramedic | 1.00 | MILLER | ZACHARY |
| Fire | | Firefighter Paramedic | 1.00 | LUCHINI | ANTHONY |

| Department | Division | Position | FTE | Last Name | First Name |
|-------------------------------------|----------|---------------------------------|---------------|-------------|-------------|
| Fire | | Firefighter Paramedic | 1.00 | WEILAND | TROY |
| Fire | | Firefighter Paramedic | 1.00 | ANNEN | STEPHEN |
| Fire | | Firefighter Paramedic | 1.00 | WINISTORFER | PETER |
| Fire | | Administrative Assistant III | 1.00 | BERGER | SUZANNE |
| Fire Total | | | 37.00 | | |
| Technology | | Technology Analyst | 1.00 | WESTMAN | ERIK |
| Technology | | Technology Analyst | 1.00 | SUTTON | MATTHEW |
| Technology | | Technology Director | 1.00 | NG | ENG |
| Technology | | Technology Technician | 1.00 | SCHROEDER | SHAWN |
| Information Technology Total | | | 4.00 | | |
| Library | | Adult Services Supervisor Lib | 1.00 | ADLER | MARY LOU |
| Library | | Asst Dir./Tech. Svcs Supervisor | 1.00 | BAKER | KATHLEEN |
| Library | | Childrens' Services Supervisor | 1.00 | ROPSON | KIM |
| Library | | Library Assistant II | 0.625 | AUSTIN | JANE |
| Library | | Library Assistant II | 0.5 | CERA | JILL |
| Library | | Library Assistant II | 1.00 | SMITH | PENNY |
| Library | | Library Custodian | 1.00 | FRUEHBRODT | WILLIAM |
| Library | | Library Director | 1.00 | BELONGIA | LORI |
| Library | | Library Specialist I | 0.50 | BAKER | DAVID |
| Library | | Library Specialist I | 1.00 | SMITH | DEBORAH |
| Library | | Library Specialist I | 1.00 | DERFUS | MARY |
| Library | | Library Specialist I | 1.00 | HILL | SANDRA |
| Library | | Library Specialist II | 0.725 | SLADE | CHELSEA |
| Library | | Library Specialist III | 0.50 | KRUSE | NATALIE |
| Library | | Library Specialist III | 0.5 | APFEL | STEVE |
| Library | | Library Specialist III | 1.00 | DUER | AMANDA |
| Library | | Library Specialst III | 1.00 | SCHULTZ | ROBERT |
| Library | | Library Specialst III | 1.00 | STEELE | PATRICIA |
| Library | | Library Systems Analyst | 1.00 | MADER | ROBERT |
| Library Total | | | 16.350 | | |
| Mayor | | Administrative Assistant III | 0.50 | KROGMAN | AMY |
| Mayor | | Mayor | 0.50 | MEYER | CHRISTOPHER |
| Mayor Total | | | 1.00 | | |
| Municipal Court | | Municipal Court Clerk | 0.75 | CARLSON | SUSAN |
| Municipal Court Total | | | 0.75 | | |
| Parks & Recreation | | Classification II | 1.00 | DOLGNER | JEFFREY |
| Parks & Recreation | | Classification II | 1.00 | ROGERS | DANIEL |
| Parks & Recreation | | Classification II | 1.00 | WEINFURTNER | JEFFREY |
| Parks & Recreation | | Classification III | 1.00 | ADAMSKI | CHARLES |
| Parks & Recreation | | Parks & Recreation Director | 1.00 | CASPERSON | JUSTIN |
| Parks & Recreation | | Parks & Recreation Maint Supv | 1.00 | STEINBACH | BENJAMIN |
| Parks & Recreation | | Parks & Recreation Supv II | 1.00 | CASSIDY | KELLY |
| Parks & Recreation | | Administrative Assistant II | 1.00 | BEAUCHAMP | AMY |
| Parks & Recreation | | Zoo Keeper | 1.00 | BURNS | STEVEN |
| Parks & Recreation Total | | | 9.00 | | |
| Development Services | | Director of Planning/Econ Dev | 1.00 | ANGELL | JASON |
| Development Services | | Planner/Zoning Administrator | 1.00 | MILLER | JOSHUA |
| Development Services | | GIS Coordinator | 1.00 | BUEHLER | DAVID |
| Development Services | | Zoning Administrator | 1.00 | SCHROEDER | SAMUEL |
| Development Services | | Building Services Supervisor | 1.00 | POKORNY | RICHARD |
| Development Services | | Electrical Inspector | 1.00 | KILTY | PATRICK |
| Development Services | | Administrative Assistant II | 1.00 | UTHMEIER | CHERYL |
| Planning Total | | | 7.00 | | |
| Police | | Administrative Assistant III | 1.00 | LINDNER | PEGGY |
| Police | | Custodian | 1.00 | TIBBETT | BRUCE |
| Police | | Drug Officer | 1.00 | IVERSON | DEREK |
| Police | | Drug Officer | 1.00 | SCHLEI | SCOTT |
| Police | | Ordinance Enforcement Officer | 1.00 | LARSEN | ROBERT |
| Police | | Ordinance Enforcement Officer | 1.00 | LEONARD | DANIEL |
| Police | | PD Staff Services Supervisor | 1.00 | KROKSTROM | LORRIE |

| Department | Division | Position | FTE | Last Name | First Name |
|---------------------|-----------------------|---------------------------------|--------------|------------|-------------|
| Police | | Police Chief | 1.00 | GRAMZA | RICHARD |
| Police | | Police Detective | 1.00 | FOEMMEL | JASON |
| Police | | Police Detective | 1.00 | HAMILL | KEVIN |
| Police | | Police Detective | 1.00 | NEINAST | ALLAN |
| Police | | Police Detective | 1.00 | PARKS | JASON |
| Police | | Police Lieutenant | 1.00 | LARSON | DARREN |
| Police | | Police Lieutenant | 1.00 | ZEPS | PATRICK |
| Police | | Police Officer | 1.00 | ABEL | LIBBY |
| Police | | Police Officer | 1.00 | BEATHARD | ROBERT |
| Police | | Police Officer | 1.00 | BEAUCHAMP | JARED |
| Police | | Police Officer | 1.00 | BERG | CHRISTOPHER |
| Police | | Police Officer | 1.00 | BORCHARDT | BLAKE |
| Police | | Police Officer | 1.00 | BORNBACH | CALEB |
| Police | | Police Officer | 1.00 | CHRISTIAN | CORY |
| Police | | Police Officer | 1.00 | ENDRIES | TERRY |
| Police | | Police Officer | 1.00 | FOX | SAMUEL |
| Police | | Police Officer | 1.00 | GOODNESS | SARI |
| Police | | Police Officer | 1.00 | GROSS | ROCHLEY |
| Police | | Police Officer | 1.00 | GRUBER | TANNER |
| Police | | Police Officer | 1.00 | HASZ | CHRISTOPHER |
| Police | | Police Officer | 1.00 | KIZER | JAMIE |
| Police | | Police Officer | 1.00 | KRAMER | LONDON |
| Police | | Police Officer | 1.00 | LARSEN | JOSHUA |
| Police | | Police Officer | 1.00 | LEU | JULIE |
| Police | | Police Officer | 1.00 | MATTHEISEN | DAVID |
| Police | | Police Officer | 1.00 | MEEK | STEVEN |
| Police | | Police Officer | 1.00 | MITCHELL | ALEXANDER |
| Police | | Police Officer | 1.00 | PUNKE | JASON |
| Police | | Police Officer | 1.00 | SHERDEN | TRAVIS |
| Police | | Police Officer | 1.00 | TOPNESS | MICHAEL |
| Police | | Police Officer | 1.00 | WARGOWSKY | AARON |
| Police | | Police Records Specialist | 1.00 | GAETZ | CINDY |
| Police | | Police Records Specialist | 1.00 | KARL | DEBRA |
| Police | | Police Records Specialist | 1.00 | STARGARDT | CHRIS |
| Police | | Police School Liaison Officer | 1.00 | BERRES | MATTHEW |
| Police | | Police School Liaison Officer | 1.00 | GIACOMINO | CHRISTINE |
| Police | | Police Sergeant | 1.00 | ESSER | TRAVIS |
| Police | | Police Sergeant | 1.00 | GEURINK | JODY |
| Police | | Police Sergeant | 1.00 | KEFFER | DENNIS |
| Police | | Police Sergeant | 1.00 | POESCHEL | DOMINIC |
| Police | | Traffic Safety/Crime Prevention | 1.00 | SALACINSKI | DANIEL |
| Police Total | | | 48.00 | | |
| Public Works | Administration | Public Works Director | 1.00 | KNOECK | DANIEL |
| Public Works | Administration | Administrative Assistant II | 1.00 | ANDERSON | MARY |
| Public Works | Facilities Management | Maintenance Technician II | 1.00 | MOLTER | JEFFREY |
| Public Works | Engineering | Assistant City Engineer | 1.00 | CASSIDY | TIMOTHY |
| Public Works | Engineering | City Engineer | 1.00 | TURCHI | THOMAS |
| Public Works | Engineering | Civil Engineer II | 1.00 | MAURITZ | JOSH |
| Public Works | Engineering | Engineering Technician | 1.00 | OLDHAM | LANCE |
| Public Works | Engineering | Engineering Technician | 1.00 | MILLER | SHAWN |
| Public Works | Engineering | Civil Enginner I | 1.00 | ULNESS | NATHAN |
| Public Works | Street Services | Administrative Assistant II | 1.00 | WARP | JEAN |
| Public Works | Street Services | Asst Street Superintendent | 1.00 | BORNBACH | KURT |
| Public Works | Street Services | Asst Street Superintendent | 1.00 | HAWLEY | KRISTOFER |
| Public Works | Street Services | Classification II | 1.00 | BINDER | JOEL |
| Public Works | Street Services | Classification II | 1.00 | GUENSBURG | WILL |
| Public Works | Street Services | Classification II | 1.00 | KIEFFER | GREGORY |
| Public Works | Street Services | Classification II | 1.00 | SMITH | MELVIN |
| Public Works | Street Services | Classification II | 1.00 | GABEL | BRIAN |
| Public Works | Street Services | Classification II | 1.00 | JOHNSON | JOSH |

| Department | Division | Position | FTE | Last Name | First Name |
|---------------------------|-----------------|--------------------------------|----------------|--------------|-------------|
| Public Works | Street Services | Classification II | 1.00 | KOZIK | KYLE |
| Public Works | Street Services | Classification II | 1.00 | LINZMEIER | BRYAN |
| Public Works | Street Services | Classification II | 1.00 | NIEHAUS | PATRICK |
| Public Works | Street Services | Classification II | 1.00 | SCHMIDT | PHILIP |
| Public Works | Street Services | Classification II | 1.00 | CHRISTIANSEN | CHRISTOPHER |
| Public Works | Street Services | Classification III | 1.00 | BABCOCK | MARK |
| Public Works | Street Services | Classification III | 1.00 | LANGFELDT | TIMOTHY |
| Public Works | Street Services | Classification III | 1.00 | MCCLUNG | BRIAN |
| Public Works | Street Services | Classification III | 1.00 | NEEDHAM | PAUL |
| Public Works | Street Services | Classification III | 1.00 | RASMUSSEN | TIMOTHY |
| Public Works | Street Services | Classification III | 1.00 | SONNEMANN | LESTER |
| Public Works | Street Services | Classification III | 1.00 | TRUDEAU | MICHAEL |
| Public Works | Street Services | Classification IV | 1.00 | BECKER | JEFFREY |
| Public Works | Street Services | Classification IV | 1.00 | CHURKEY | MATTHEW |
| Public Works | Street Services | Classification IV | 1.00 | ESSER | JEROLD |
| Public Works | Street Services | Classification IV | 1.00 | NIKOLAI | HUGH |
| Public Works | Street Services | Classification IV | 1.00 | SCHERR | MICHAEL |
| Public Works | Street Services | Classification IV | 1.00 | SCHROEDER | WILLIAM |
| Public Works | Street Services | Classification IV | 1.00 | WENDELL | ERIC |
| Public Works | Street Services | Mechanic | 1.00 | BRUHN | TODD |
| Public Works | Street Services | Mechanic | 1.00 | WANTA | DUANE |
| Public Works | Street Services | Street Superintendent | 1.00 | WINCH | MICHAEL |
| Public Works | Wastewater | Asst Wastewater Superintendent | 1.00 | KIVELA | MARK |
| Public Works | Wastewater | Plumbing Insp/Asst Bldg Insp | 1.00 | OTT | THOMAS |
| Public Works | Wastewater | Administrative Assistant II | 0.50 | COY | JEAN |
| Public Works | Wastewater | Wastewater Operator - Level 4 | 1.00 | CHRISTENSEN | TERRY |
| Public Works | Wastewater | Wastewater Operator | 1.00 | VACANT | |
| Public Works | Wastewater | Wastewater Operator | 1.00 | KUHLKA | LOUIS |
| Public Works | Wastewater | Wastewater Operator - Level 4 | 1.00 | OTT | ANDREW |
| Public Works | Wastewater | Wastewater Operator | 1.00 | CHARRON | JACOB |
| Public Works | Wastewater | Wastewater Operator | 1.00 | GOHAM | JOEL |
| Public Works | Wastewater | Wastewater Operator | 1.00 | FISCHER | BRANDON |
| Public Works | Wastewater | Wastewater Operator | 1.00 | NOSBISCH | MITCHELL |
| Public Works | Wastewater | Wastewater Superintendent | 1.00 | WARP | SAMUEL |
| Public Works Total | | | 51.50 | | |
| Grand Total | | | 191.400 | | |



City of Marshfield Memorandum

Date: February 2, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: July 1, 2016 Compensation Non-Represented Compensation Plan

BACKGROUND

The non-represented employees (excluding Library personnel) compensation program is defined in City Personnel Policy No. 3.800. The City of Marshfield Non-Represented Compensation Plan was first implemented in October 2013 at which time a salary survey was completed to determine the market value of jobs and job groups. The compensation plan establishes a pay range, minimum, control point (market rate), and maximum for each job group.

It is the policy of the City to compensate its non-represented employees fairly to attract and retain highly motivated, productive employees.

ANALYSIS

Payroll Resolution No. 2016-01 will adjust the compensation for the non-represented employees at the control point to maximum by 2.5% on July 1, 2016, as approved by the Common Council during the 2016 Budget Review Process. Employees above the maximum will per Policy No. 3.800, receive half of any annual adjustments which for July 1, 2016 would be 1.25%.

New salary amounts for the non-represented employees effective July 1, 2016 have been determined based on the pay ranges noted in Payroll Resolution 2016-01. If additional detail is needed regarding this information, it can be provided upon request.

This is not a request for additional funding, as this percentage was approved with the 2016 budget. Staff expenditures will remain within the 2016 budget requests. The Proposed Payroll Resolution No. 2016-01 is attached.

RECOMMENDATION

I recommend that you approve Payroll Resolution No. 2016-01 providing for a 2.5% compensation plan increase on July 1, 2016 and the subsequent salary adjustments for non-represented employees.

Attachments

Concurrence: 
Steve Barg, City Administrator

CITY OF MARSHFIELD COMPENSATION SCALE EFFECTIVE JULY 1, 2016

| Job Title | Department | Grade | One year apart | | | | | Two years apart | | | |
|--|--|-------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | | Control Point | | | | | Maximum | | | |
| | | | 92.5% Step 1 | 95.0% Step 2 | 97.5% Step 3 | 100.0% Step 4 | 102.5% Step 5 | 105.0% Step 6 | 107.5% Step 7 | 110.0% Step 8 | 112.5% Step 9 |
| Accountant Property Appraiser Wastewater Operator-Level 4 Certification Zoning Administrator | Finance Assessor Wastewater Utility Planning | H | \$22.65 | \$23.27 | \$23.87 | \$24.48 | \$25.09 | \$25.71 | \$26.32 | \$26.94 | \$27.54 |
| Accounting Technician Payroll Technician Engineering Technician Mechanic Technology Technician Maintenance Technician II Wastewater Operator Zoo Keeper | Finance Finance Engineering Public Works/Parks and Rec. Technology Building Services Wastewater Utility Park and Recreation | G | \$21.01 | \$21.59 | \$22.15 | \$22.72 | \$23.29 | \$23.85 | \$24.42 | \$24.99 | \$25.55 |
| Ordinance Enforcement Officer Streets/Parks and Rec Classification Four | Police Streets/Park & Rec | F | \$19.64 | \$20.17 | \$20.71 | \$21.24 | \$21.77 | \$22.29 | \$22.84 | \$23.36 | \$23.89 |
| Administrative Assistant III Deputy Clerk Streets/Parks & Rec Classification Three Administrative Assistant III Administrative Assistant III | Mayor/City Administrator Clerk Streets/Park & Rec Fire Police | E | \$18.27 | \$18.77 | \$19.26 | \$19.75 | \$20.24 | \$20.75 | \$21.24 | \$21.73 | \$22.22 |
| Accounting Clerk Administrative Assistant II Municipal Court Clerk | Finance Streets Division Municipal Court | D | \$17.09 | \$17.55 | \$18.01 | \$18.48 | \$18.93 | \$19.39 | \$19.86 | \$20.32 | \$20.79 |

CITY OF MARSHFIELD COMPENSATION SCALE EFFECTIVE JULY 1, 2016

| Job Title | Department | Grade | One year apart | | | | | Two years apart | | | |
|--|---------------------|-------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|-----------------------------|
| | | | 92.5% Step 1 | 95.0% Step 2 | 97.5% Step 3 | 100.0% Step 4 | 102.5% Step 5 | 105.0% Step 6 | 107.5% Step 7 | 110.0% Step 8 | 112.5% Maximum Step 9 |
| Police Records Specialist | Police | | | | | | | | | | |
| Streets/Parks & Rec Classification Two | Streets/Parks & Rec | | | | | | | | | | |
| Administrative Assistant II | Assessor | | | | | | | | | | |
| Administrative Assistant II | Building Services | | | | | | | | | | |
| Administrative Assistant II | Parks & Recreation | | | | | | | | | | |
| Administrative Assistant II | Public Works | | | | | | | | | | |
| Administrative Assistant II | Wastewater | | | | | | | | | | |
| Administrative Assistant I | | C | \$15.89 | \$16.33 | \$16.75 | \$17.18 | \$17.61 | \$18.04 | \$18.48 | \$18.90 | \$19.32 |
| Custodian | Police | | | | | | | | | | |
| Cemetery Caretaker Assistant | Cemetery | | | | | | | | | | |
| Streets/Parks & Rec Classification One | Streets/Park & Rec | B | \$14.85 | \$15.27 | \$15.67 | \$16.06 | \$16.47 | \$16.86 | \$17.27 | \$17.67 | \$18.07 |
| <i>vacant grade</i> | | A | \$13.82 | \$14.20 | \$14.57 | \$14.94 | \$15.32 | \$15.69 | \$16.06 | \$16.44 | \$16.81 |

Streets/Parks & Rec Classification One

No CDL and minimal related experience

Streets/Parks and Rec Classification Two

Parks Technician I, Laborer, Truck Operator, Skid Steer Operator, Stock Room Helper, and Sweeper

Streets/Parks and Rec Classification Three

Parks Technician II, Tile Layer, Sign Person, Mini Excavator, Equipment Technician, Concrete Helper, Front End Loader, Bulldozer Operator, Grade Person

Streets/Parks & Rec Classification Four

Parks Technician III, Concrete Specialist, Ariel Truck Operator, Loader/Backhoe, Motor Grader, Rubber Tired Excavator, Tracked Excavator, Stock Clerk

Acting Street Supervisor is pay grade H: Effective May 1, 2014

Zookeeper Assistant I: Employees will receive an additional \$1.20 per hour if currently classified as Class I and assigned to perform Zookeeper Assistant I work, \$.90 per hour if currently classified in a

CITY OF MARSHFIELD COMPENSATION SCALE EFFECTIVE JULY 1, 2016

| Job Title | Department | Grade | One year apart | | | | | Two years apart | | | |
|-----------|------------|-------|----------------|--------|--------|-------------------------|--------|-----------------|--------|--------|-------------------|
| | | | 92.5% | 95.0% | 97.5% | 100.0% | 102.5% | 105.0% | 107.5% | 110.0% | 112.5% |
| | | | Step 1 | Step 2 | Step 3 | Control Point Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Maximum Step 9 |

Class II and assigned to perform Zookeeper Assistant I work, and \$.60 per hour if currently classified as Class III and assigned to perform Zookeeper Assistant I work.

Classification II - Night Shift Sweeper Night Shift Differential: Effective October 27, 2013 - \$.15 per hour. Effective July 1, 2014 - \$.25 per hour.

Longevity is frozen as of 12/31/11 for Street, Parks and Recreation and Clerical/Technical Groups. Ordinance Enforcement Officer and Wastewater Group is frozen as of 12/31/13. Employees earning longevity prior to the dates listed above for their respective group will have their longevity frozen as of the dates listed above. Employees hired both before (and not yet eligible for longevity) and after the frozen dates for their respective group are not eligible for longevity. Frozen longevity is paid in addition to their base wage as follows:

- 5 to 10 years of service \$.07 per hour
- 10-15 years of service \$.13 per hour
- 15-20 years of service \$.19 per hour
- 20-25 years of service \$.26 per hour (OEO Group is \$.25)
- 25 or more years of service is \$.32 per hour

Municipal Court Judge Payroll Resolution No. 2014-69: Municipal Court Judge compensation to follow non-represented range adjustments as they occur (typically on July 1 of a given year).



City of Marshfield Memorandum

Date: February 2, 2016
 To: Finance, Budget and Personnel Committee
 From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
 RE: 2016 Seasonal Pay Rate effective 01/01/2016

BACKGROUND

Seasonal/Casual employees are compensated on a schedule separate from the non-represented workforce based upon the nature of their work. The compensation rates for Seasonal/Casual employees reviewed annually and adjusted based on workforce needs. Several of the seasonal/casual wage rates were adjusted and/or reclassified in January 2014.

In review of the current seasonal positions hired by City of Marshfield, a request was made by the Parks and Recreation Supervisor, Ben Steinbach, and Director of Parks and Recreation, Justin Casperson regarding the current rates of pay for zoo employees.

The City of Marshfield typically employs 1 Zoo Intern, 2 Zoo Attendants, and 1 Zookeeper Assistant. These positions work varied hours throughout the course of the year based on need.

ANALYSIS

In review of the Zoo Intern and Zoo Attendant positions, the last increase in pay for these positions occurred on July 24, 2009. Payroll Resolution No. 2016-05 will adjust the compensation scale for these positions in Steps A-D on the following schedule:

| ZOO OPERATIONS | 0-480 hrs. | 481-960 hrs. | 961-1441 hrs. | 1442 + hrs. | |
|---------------------|------------------------|------------------------|------------------------|------------------------|----|
| Zoo Intern (1) | 7.75 \$8.00 | 8.25 \$8.50 | 8.5 \$ 8.75 | 9.00 \$9.25 | ** |
| Zoo Attendant (2-3) | 7.5 \$7.75 | 7.75 \$8.00 | 8 \$8.25 | 8.25 \$8.50 | ** |

**Park/Street Operations rates increase by \$.30 each year for no more than a \$1.50 increase.

The Zookeeper Assistant position was implemented in 2013. This position has not had a pay scale increase since that time.

| ZOO OPERATIONS | 0-480 hrs. | 481-960 hrs. | 961-1441 hrs. | 1442 + hrs. | |
|-------------------------|------------------------|---------------------|-----------------------|-----------------------|----|
| Zookeeper Assistant (1) | 8.55 \$8.75 | 9 \$9.25 | 9.5 \$9.75 | 10 \$10.25 | ** |

Payroll Resolution No. 2016-05 establishes new salary ranges for each position noted above, effective January 1, 2016.

While this will be an increase in wages, all staff expenditures will remain within the 2016 budget parameters. The proposed Payroll Resolution No. 2016-05 is attached.

RECOMMENDATION

I recommend that you approve Payroll Resolutions No. 2016-05 providing for an increase to the aforementioned positions effective January 1, 2016 and the proposed language adjustments.

Attachment

Concurrence: 
Steve Barg, City Administrator

**Marshfield Seasonal/Casual
Payroll Resolution No. 2016-05 Detail
Rates Effective 1/1/16**

| | STEP A | STEP B | STEP C | STEP D | STEP E |
|---|-------------------|---------------------|----------------------|--------------------|---------|
| LEVEL I | \$7.40 | \$7.65 | \$7.90 | \$8.15 | * |
| Ice Rink Supervisor from Level II to Level I | | | | | |
| Pool Attendant/Cashier | | | | | |
| Scorekeeper from Level II to Level I | | | | | |
| Special Event Assistant | | | | | |
| LEVEL II | \$7.75 | \$8.00 | \$8.25 | \$8.50 | * |
| Facility Supervisor from Level III to Level II | | | | | |
| Youth Baseball Coach from Level III to Level II | | | | | |
| Program Instructor | | | | | |
| LEVEL III | \$8.25 | \$8.50 | \$8.75 | \$9.00 | * |
| Lifeguard | | | | | |
| LEVEL IV | \$8.75 | \$9.25 | \$9.75 | \$10.25 | * |
| Program Director | | | | | |
| LEVEL V | \$10.00 | \$10.50 | \$11.00 | \$11.50 | * |
| Pool Manager from Level IV to Level V | | | | | |
| Early Bird Lap Swim Guard | | | | | |
| Program Coordinator | | | | | |
| LEVEL VI | \$11.00 | \$12.00 | \$13.00 | \$13.50 | *** |
| Recreation Program Supervisor | | | | | |
| ADULT OFFICIALS | | | | | |
| Adult Basketball Scorekeeper 1 hour gm. | \$7.25 | \$7.75 | \$8.25 | \$8.75 | |
| Adult Basketball Supervisor 1 hour gm. | \$8.00 | \$8.50 | \$9.00 | \$9.50 | * |
| Adult Volleyball (1/ma) 45 min match | \$10.00 | \$10.50 | \$11.50 | \$12.50 | * |
| YOUTH OFFICIALS | | | | | |
| Baseball (1/gm) | \$8.00 | \$8.50 | \$9.00 | \$9.50 | *** |
| Soccer Referee | | | | | |
| Non-Certified | \$8.00 | \$8.50 | \$9.00 | \$9.50 | |
| Certified | \$10.00 | \$10.50 | \$11.00 | \$11.50 | |
| PARKS AND RECREATION OFFICE OPERATIONS | | | | | |
| Parks and Recreation Casual Temp I | \$8.25 | \$8.50 | \$8.75 | \$9.00 | \$10.00 |
| ZOO OPERATIONS | 0-480 hrs. | 481-960 hrs. | 961-1441 hrs. | 1442 + hrs. | |
| Zoo Intern | 7.75 \$8.00 | 8.25 \$8.50 | 8.5 \$8.75 | 9.00 \$9.25 | ** |
| Zoo Attendant | 7.5 \$7.75 | 7.75 \$8.00 | 8 \$8.25 | 8.25 \$8.50 | ** |
| Zoo Attendant Weekend | \$7.75 | \$8.00 | \$8.50 | \$8.75 | |
| Zookeeper Assistant | 8.55 \$8.75 | 9 \$9.25 | 9.5 \$9.75 | 10 \$10.25 | ** |
| Zoo Education Coordinator | \$12.50-\$15.00 | | | | |
| PARK/STREET OPERATIONS | 0-480 hrs. | 481-960 hrs. | 961-1441 hrs. | 1442 + hrs. | |
| Seasonal Parks Maintenance | \$8.50 | \$9.00 | \$9.50 | \$10.00 | ** |
| Seasonal Street Maintenance | | | | | |
| Facility Maintenance | | | | | |
| Seasonal CDL Street Maintenance | \$12.50-\$15.00 | | | | |
| CEMETERY OPERATIONS | | | | | |
| Cemetery Laborer | \$7.43 - \$10.00 | | | | * |
| INTERNS | 1st Summer | 2nd Summer | 3rd Summer | | |
| Engineering Intern Level I (H.S.Student) | \$9.18 | \$10.20 | \$11.22 | | |

**Marshfield Seasonal/Casual
Payroll Resolution No. 2016-05 Detail
Rates Effective 1/1/16**

| | | | | | |
|---|-------------------|------------------|-----------------|--|--|
| Engineering/WW Intern Level II (Engineering Student - College) | \$11.22 | \$12.24 | \$13.26 | | |
| Engineering Intern Level III (Civil Engineering Student) | \$13.26 | \$14.28 | \$15.30 | | |
| Technology Interns | \$9.00 - \$16.00 | | | | |
| Scanner | \$8.00 - \$11.00 | | | | |
| POLICE DEPARTMENT | 1st Step | 1040 hrs | 2080 hrs | | |
| Park Patrol | \$8.72 | \$9.81 | \$10.06 | | |
| Transport Coordinator | \$15.00 | | | | |
| Transport Officers | \$12.00-\$15.00 | | | | |
| Parking Enforcement I | \$8.00-\$9.25 | | | | |
| | 1-4 years | 5 + years | | | |
| Crossing Guards | \$10.82 | \$11.22 | | | |
| OFFICE OPERATIONS | (1st Step) | 1040 hrs | 2080 hrs | | |
| Casual Temporary Clerical I | \$9.36 | \$10.40 | \$10.92 | | |
| Casual Temporary Clerical II | \$10.72 | \$11.79 | \$12.86 | | |
| ELECTION WORKERS | | | | | |
| Election Inspector | \$8.50 | | | | |
| Voter Registration Deputy | \$9.00 | | | | |
| Chief Election Inspector | \$18.19 | | | | |
| *Level I, II, III, Adult Official's and Cemetery laborer rates rates increase by \$.25 each year for no more than a \$1.00 increase. | | | | | |
| **Park/Street Operations rates increase by \$.30 each year for no more than a \$1.50 increase. | | | | | |
| ***Level V, VI, and Youth Official's rates increase by \$.50 each year for no more than a \$2.00 increase. | | | | | |
| Home/ad/resolutions/2015 Seasonal and Casual Resolution | | | | | |



City of Marshfield Memorandum

DATE: February 2, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Personnel Policy No. 3.800, Compensation Plan Administration

BACKGROUND

Personnel Policy No. 3.800, Compensation Plan Administration was last revised in September 2014. The policy allows for annual increases employees on July 1st of each year if the compensation range is increased. For newly hired employees, the current policy language allows a new employee to receive a pay increase on July 1st of the year following six months of employment.

In addition, the policy includes guidance for various employment circumstances such as internal promotions, newly created positions, etc., but does not provide guidance on demotions or a decrease in a current pay range.

ANALYSIS

Based upon the current policy language, a newly hired employee of City may not be eligible for increase for up to 18 months. For example, an employee hired on April 1, 2016 would not be eligible for an increase until July 1, 2017.

The proposed policy change will enable the City to provide a wage increase consistent with the current year's compensation scale following 6 months of employment in the position. This would not be a step increase but instead a movement to rate of the current year's compensation scale. This change allows for a higher level of equity among employees working in the same position. In the example noted above, an employee hired on April 1, 2016 would be eligible for the wage scale increase on October 1, 2016 vs. July 1, 2017.

Proposed language has also been added to the current policy for demotions or decrease in a current pay grade. This language provides options for consistently handling the employee's rate of pay at the time of a demotion or decrease in paygrade.

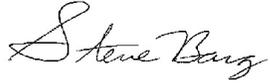
Attached is a copy of the proposed revisions and track changes to Personnel Policy No. 3.800, Compensation Plan Administration which incorporates the change in language regarding eligibility for increases and internal demotions/decreases in pay grade.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Council approve revised Personnel Policy No. 3.800, Compensation Plan Administration.

Attachments

Concurrence:

A handwritten signature in cursive script that reads "Steve Barg".

Steve Barg, City Administrator



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Compensation

SUBJECT: Compensation Plan Administration

POLICY NUMBER: 3.800

PAGES: 7

EFFECTIVE DATE: February 8, 1994

REVISION DATE: September 9, 2014

PERMANENT DELETION DATE:

APPROVED BY:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

BACKGROUND:

The City of Marshfield conducted a comprehensive compensation study which included both internal and external analysis of positions and resulted in a formal classification system and salary structure for all non-represented positions (excluding Library personnel) in March 2012 and incorporated on May 28, 2013. A point factor evaluation system was used to determine where a position is classified on the non-represented pay schedule.

The study was completed in the following steps: project orientation, job analysis and evaluation, market analysis, base pay plan design, and interaction with City leadership. Employee communication and participation were accomplished in the project through employee preparation of detailed job description questionnaires (JDQ), department head review of the questionnaires and follow up questions posed to department heads as needed.

Project orientation was accomplished by (1) conducting strategic meetings with City administration leaders to refine the purpose and goals of the study, (2) group meetings with all affected employees to explain the study and how to fill out the Job Description Questionnaire (JDQ), and (3) gathering documentation on the City's current classification and compensation plan and practices.

The Job Evaluation System defines five key job-related factors that were objectively measured by the Compensation Consultant. The five key factors are: Formal Preparation and Experience, Decision Making (Impact), Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. Each factor includes definitions of various levels that can be applied to job content to determine an appropriate "score" on that factor. The evaluation factors and the defined levels for each factor correspond to sections of the JDQ, so the evaluation is verifiable in the sense that one could actually observe work being performed that corresponds to the written description. The validity of the rating system is achieved through use of the proper job evaluation factors as well as the consistent application of the system.

The integrity of the salary structure is maintained by adjusting the ranges according to economic trends. The need for range adjustments will be assessed annually by the Human Resources Manager and City Administrator. The City will conduct a salary survey on benchmark positions through an independent consultant approximately every five years. When adjustments are necessary, recommendations will be made through the Finance, Budget and Personnel Committee to the Common Council. If there are budget constraints the City will prioritize budgeting as 1) steps to the control point, 2) merit compensation, 3) annual wage adjustments, and 4) steps above the control point.

Administration of the Pay Plan:

POLICY:

The City of Marshfield considers its staff to be key assets. The salary and benefits program provided to the non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City's fiscal capabilities and awarding employees based on performance on the job.

The objectives of the City of Marshfield's compensation program are to:

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate and reward employees to help the City achieve its short- and long-term goals;
- Communicate expectations regarding different rates of pay;

- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within chosen market and within our available resources; and
- Ensure consistent administration and application of pay policies.
- Ensure that pay plan administration decisions are not based upon or influenced by an employee's sex, race, color, age, religion, or any other legally protected personal characteristic.

PROCEDURES:

1. New Employees will be placed at a salary within the pay grade established for their specific position classification. Most entry-level employees will be placed at the minimum value of the range.

A salary above the minimum but below the control point may be granted in consideration of skills and experience. Newly appointed employees may be placed above the midpoint value of their respective range only upon the approval of the Finance, Budget, and Personnel Committee.

2. Progression to Control Point: The classification and pay study defined the control point value of each range. The control point of the respective pay range represents the estimated market value of the job, i.e. the estimated economic value that other employers with whom the city competes for employees place on the same or similar job. Pay adjustments for non-represented employees below the control point are based on:

- a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained.
- b) Employees whose wage is below the control point of the range will move through the steps below the control point of the range annually. After six months in the current position, employees are eligible for a step increase on the July 1st following their six month anniversary. Employees will be hired into the current year's compensation scale time of hire or promotion. Employees may be eligible for the annual increase following six (6) months of employment if the annual wage scale has been increased and the employee is meeting performance expectations.

For example: If an employee is hired on April 1st and the compensation scale is adjusted on July 1st, the employee would receive the compensation scale increase for their current step following 6 months of employment, October 1st.

- c) Movement from one step to the next is contingent upon the employee receiving a satisfactory performance appraisal in the preceding performance review period.

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- d) Progression to control point is not subject to annual approval by the Common Council.
3. Progression to Maximum: The classification and pay study defined the maximum as 112.5% of the range. Pay adjustments for non-represented employees at or above control point are based on:
- a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained;
 - b) **and** on the basis of satisfactory performance, as documented in a written performance appraisal, based upon cost parameters developed annually by the City Administrator and approved by the Common Council through the Finance, Budget, and Personnel Committee. Employees would step annually from control point to step seven and bi-annually for step eight and nine.
4. Merit Performance Recognition: Pay adjustments for merit are on the basis of an employee exceeding the performance standard, as documented in a written performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. Non-represented employees are eligible for "one-time" merit payments of \$250, \$500 or \$1,000 (non-base building) regardless of the step that they are at.
- a) Who is covered? All non-represented employees on the non-represented compensation plan are eligible for merit consideration. Seasonal employees are not eligible.
 - b) What is covered? Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee's supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:
 - An employee provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Stream lined process.
 - Through the employee's initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.
 - Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical

operations or major project (this is not for employees that are compensated for additional duties).

- Significant cost savings or cost avoidance realized beyond normally expected or established standards.
- Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.
- Contribution on major or special projects that clearly and significantly impact the accomplishment of important and critical business operational goals, deliverables and/or time line or other merit worthy considerations that are over and above regular work duties.

- c) How does the selection process work? Employee's overall performance review has to be a satisfactory review. An employee, coworker or their supervisor may complete the Recommendation for Merit Performance Recognition Form. The employee's supervisor and department head will sign the form showing that it was received by them and detail any concerns or comments below their signature area. The signed form should be sent to the Human Resources Manager. The Mayor, City Administrator, Common Council President or their designee, Chair of the Finance Budget and Personnel Committee or their designee, and Human Resources Manager will review all merit recommendations and make a decision to approve or not approve the merit request. The Human Resources Manager will notify the appropriate Department/Division Head of the decision made by the Review Committee. Merit requests for the positions of City Administrator and Human Resources Manager will be reviewed for approval or non-approval separately by the Mayor, Common Council President or their designee, and Chair of the Finance Budget and Personnel Committee or their designee. If the merit request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.
- d) What will finalists receive? Employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file and one-time (non-base building) merit compensation of \$250, \$500 or \$1,000.
- e) Funding: If more employees qualify than there is funding for the Human Resources Manager will ask the Finance, Budget and Personnel Committee for consideration of contingency funds, departmental budget funds, and/or additional vacation hours in lieu of dollars. If contingency funds, departmental budget funds, or additional vacation hours are not approved then the City Administrator and Human Resources Manager will prioritize

merit recipients with the top recipients' only receiving merit.

The City of Marshfield reserves the right to modify any portion or all of the program on an annual basis as determined by the needs of the City and cost of the program.

5. Employees Above the Maximum: Employees above the maximum of the salary range are available for merit compensation if earned. Additionally, employees above the maximum will receive half of any annual adjustments made to the range. Example: If the range is adjusted by two percent a year, employees above the maximum would be eligible for a one percent one-time payment (non-base building) assuming a successful performance appraisal.
6. Internal Promotions: An employee promoted to a position in the non-represented pay plan will be brought to the minimum of that range on the date of promotion. At the discretion of management recommendation of Administration and final approval by the Common Council:
 - a) The employee may be placed at a salary within the pay grade established for their specific position classification per Paragraph 1;
 - b) or upon documentation of satisfactory performance in the new position, the employee may progress to midpoint of the new range;
 - c) or be placed at midpoint of the new range upon successful completion of the probationary period. This discretion is based on an assessment of the skills and experience required for the position and those possessed by the employee prior to promotion.

7.7. Internal Demotions: An employee who is affected by a decrease in paygrade due to re-evaluation of the position or demotes to a position in a lower pay grade, at the recommendation of Administration and final approval by the Common Council

- a. The employee's current rate of pay will be redlined until the employee's wage scale exceeds the employee's current rate of pay; or
- b. The employee's rate of pay will decrease to the appropriate step in the wage scale of the new position.

8. Temporary Assignment (Acting Duties): Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the Human Resources Manager will confer with appropriate departmental personnel to determine who, if anyone will assume the additional duties and responsibilities. In the event an employee assumes additional work duties and responsibilities resulting from the vacancy or extended leave of absence for one full day or greater, he/she shall be temporarily reclassified to the supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position title)" during this period of time. Temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the

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Common Council.

An employee temporarily reclassified to a higher salary grade based on the circumstances described above will be compensated at the rate of pay corresponding to the minimum of the respective higher pay grade; or five percent above their current salary whichever is greater.

At the time the temporary assumption of additional work duties and responsibilities ceases, the employee will revert to the salary grade and step held at the time of the temporary reclassification occurred.

8. Out of Class Compensation: Employees in the Street Division and Parks and Recreation Department (Park employees) who work out of class will receive compensation according to the pay grade they are performing work when performing a higher level or more skilled level of work. The work performed in each classification is summarized on the non-represented compensation plan (detail). When working out of class an employee would be placed at the same step but in the appropriate pay grade for the time worked.
9. Classification Process of New Positions and Current Positions: The City will retain a compensation firm to classify newly approved positions and positions where a significant change is made in the duties and responsibilities of a position to the extent that the level of decision-making in the position is appreciably changed. A department/division head may request that the classification of the position be reviewed. A Job Description Questionnaire should be completed by the employee with department/division head review and concurrence prior to forwarding the questionnaire to the Human Resources Manager. The Human Resources Manager will review the questionnaire and coordinate the classification process with a compensation consultant if appropriate. The Human Resources Manager will bring recommendations from the compensation consultant to the City Administrator and Finance, Budget and Personnel Committee for their review and approval.
10. Appeal Process of Merit and Classification: If merit or a classification request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.



City of Marshfield Memorandum

DATE: January 28, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Increased compensation for Council members

Background

On November 30th, after reviewing a survey of other cities shown below, and 3 options to increase pay for Council members, the Committee selected Option #2:

| <u>City</u> | <u>Pay</u> | <u>Pop.</u> | <u>Mayor/Council representation</u> |
|-------------------|----------------|---------------|--|
| DePere | \$6,392 | 24,359 | PT mayor & 8 Council members |
| WI Rapids | \$5,880 | 18,039 | FT mayor & 8 Council members |
| Wausau | \$5,355 | 39,106 | FT mayor & 11 Council members |
| Stevens Point | \$5,300 | 26,670 | FT mayor & 11 Council members |
| Superior | \$4,800 | 26,869 | FT mayor & 10 Council members |
| Marshfield | \$4,000 | 19,186 | PT mayor & 10 Council members |
| Chippewa Falls | \$3,000 | 13,718 | PT mayor & 7 Council members |

- Option #1: Flat rate of \$250/month (\$3,000/year) with \$50 added for each regular meeting attended of the Council and the Council committee (Finance, Budget & Personnel or Board of Public Works) on which that member serves, to a combined maximum of 4/month. A member attending all required meetings could receive an additional \$200 per month (\$2400/year), for a total of \$5,400.
- Option #2: Flat rate of \$425/month (\$5,100/year), reduced by \$100 for any month in which a member misses 2 or more required Council/Committee meetings.
- Option #3: Flat rate of \$5,000 per year (regardless of meeting attendance).

On December 15th the Council deadlocked 5-5, so the proposal failed. At the January 12th Council meeting, Councilmember Earll requested that this topic revisited, given the level of interest expressed.

Further analysis

While Council pay hasn't risen in 16 years, maybe the proposed bump seemed too much. But it's clear that from the survey that we've fallen behind other cities. To move us closer to our comparables, staff offers the following option for the Committee's consideration:

- Flat rate of \$375/month (\$4,500/year), reduced by \$100 per month for any month in which a member misses 2 or more required Council/Committee meetings (Board of Public Works or Finance, Budget & Personnel Committee)

This would advance us closer to comparable cities, and it would also reflect the concern that has been raised about meeting attendance.

Recommendation

Staff requests that the Committee discuss this issue and provide direction. If an increase is ultimately approved by the Committee and Council, the change won't take effect until May 1, 2017, following next year's Council elections.