



PERSONNEL COMMITTEE
TUESDAY, JUNE 4, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

AGENDA

1. Meeting called to order by Chairperson Proksa
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from the May 7, 2019 Personnel Committee Meeting
5. Discussion/Recommendation regarding update of City of Lake Geneva Wage Scale Resolutions for Full-Time and Part-Time Employees
6. Discussion/Recommendation regarding permanent position of the Harbormaster
7. Discussion/Recommendation regarding update to City of Lake Geneva Compensation Policy
8. Discussion regarding committee overlook on employee evaluations and evaluation retention
9. Future Agenda Items
10. Adjourn

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE MINUTES
TUESDAY, MAY 7, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

Meeting was called to order by Chairperson Proksa at 4:31 p.m.

Roll Call

Clerk Kropf called the roll and noted that Proksa, Halverson, and Straube were present with Skates, and Flower being absent and excused.

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the April 2, 2019 Personnel Committee Meeting

Motion by Halverson to approve, second by Straube. No discussion. Motion carried 3-0.

Update on Council/Elected Official Onboarding

Clerk Kropf reviewed the current Council Orientation Binder with the committee. She indicated that she is waiting for more department reviews and that she would like to find materials that would outline elected officials' ethics procedures. The committee discussed the need to add an ethics overview and would like to see a general alderpersons' responsibilities/obligation section added as well. No action taken.

Update on Interim Harbormaster Position Recruitment

City Administrator Nord stated that the job had been posted and that six people are slated to be interviewed. He is hopeful to have this position filled by May 20, 2019 so that there may be overlap with the current harbormaster. The City has received only six resumes and Nord felt that was due to the position being interim. No action.

Update regarding bids sought for City of Lake Geneva Public Restroom Sanitation Maintenance/Upkeep

Clerk Kropf noted that there weren't any bids received for this. The committee would like to see a solution for this issue, however felt that the Public Works Committee may wish to discuss this issue and possible solutions further. No action taken.

Future Agenda Items

- Permanent Harbormaster Position
- Health Insurance Update
- Employer Clinic

Adjourn

Motion by Halverson to adjourn, second by Straube. Motion carried 3-0. Meeting adjourned at 5:04 p.m.

Resolution 19-RXX

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Full-time Non-Represented Employees for the 2019 Budget Year effective January 1, 2019:

Position	Assigned Pay Scale Grade	Grade Salary Range		
		Min	Mid	Max
Full Time Salaried Staff:				
City Administrator	23	96,575.06	111,061.32	125,547.57
Police Chief	19	76,496.49	87,970.96	99,445.44
Finance Director (Comptroller)	18	72,166.50	82,991.48	93,816.45
Director of Public Works	18	72,166.50	82,991.48	93,816.45
Police Administrative Lieutenant	17	68,081.60	78,293.85	88,506.09
Police Patrol Lieutenant	16	64,227.93	73,862.12	83,496.31
Building & Zoning Administrator	15	60,592.39	69,681.24	78,770.10
Police Sergeant*	14	57,162.63	65,737.02	74,311.42
City Clerk	13	53,927.01	62,016.06	70,105.11
Parking Manager	12	50,874.54	58,505.72	66,136.90
PD Communications Supervisor*	10	45,278.16	52,069.88	58,861.60
PD Data Systems Administrator*	7	38,016.41	43,718.87	49,421.34
PD Confidential Administrative Assistant*	7	38,016.41	43,718.87	49,421.34
Telecommunicators*	6	35,864.54	41,244.22	46,623.90
Data Specialist*	6	35,864.54	41,244.22	46,623.90
Full time Hourly Staff:				
DPW Superintendent	14	27.4820	31.6043	35.7266
Lead Financial Analyst/Treasurer	11	23.0744	26.5356	29.9968
Human Resources/Benefits Specialist	11	23.0744	26.5356	29.9968
DPW Arborist/Lead	11	23.0744	26.5356	29.9968
DPW Lead Operator	10	21.7683	25.0336	28.2988
Assistant City Clerk	9	20.5362	23.6166	26.6970
Cemetery Sexton	8	19.3737	22.2798	25.1859
Heavy Equipment Operators	8	19.3737	22.2798	25.1859
Equipment Operators	7	18.2771	21.0187	23.7603
Cemetery Equipment Operator	7	18.2771	21.0187	23.7603
Riviera Maintenance Engineer	7	18.2771	21.0187	23.7603
Building & Grounds Administrator	7	18.2771	21.0187	23.7603
Municipal Court Clerk	7	18.2771	21.0187	23.7603
Front Desk Counter Clerk	7	18.2771	21.0187	23.7603
Building & Zoning Adm. Asst.	7	18.2771	21.0187	23.7603
Parking Clerk	7	18.2771	21.0187	23.7603
Cemetery Laborer / Operator	6	17.2426	19.8290	22.4153
DPW Laborer / Operator	6	17.2426	19.8290	22.4153
Custodian	5	16.2666	18.7066	21.1465
Permanent Part-time Staff:				

Pay Scale 21 to 23

Corrected Pay Grade 8

Notes:

* Salaried Employees that receive Overtime.

Resolution 19-RXX

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2019 Budget Year effective January 1, 2019:

Position	% Pro Rated	Assigned Pay Scale Grade	Grade Salary Range		
			Min	Mid	Max
Permanent Part Time Salaried Staff:					
City Attorney *	60%	22	54,665.13	62,864.90	71,064.67
City Judge *	15%	20	12,162.94	13,987.38	15,811.82
Fire Chief	50%	17	34,040.80	39,146.92	44,253.04
Deputy Fire Chief	8%	12	4,069.96	4,680.46	5,290.95
Assistant Fire Chief	5%	10	2,263.91	2,603.49	2,943.08
Emergency Mgmt Deputy Director	30%	10	13,583.45	15,620.96	17,658.48
Permanent Part Time Hourly Staff:					
PD Part time Patrol Officer		9	20.5362	23.6166	26.6970
Financial Analyst		9	20.5362	23.6166	26.6970
Harbormaster		7	18.2771	21.0187	23.7603
Assistant Building Inspector/Code Enforcement		7	18.2771	21.0187	23.7603
City Hall Counter Clerk		7	18.2771	21.0187	23.7603
Part-time Telecommunicator		6	17.2426	19.8290	22.4153
Lead Booking Officer		4	15.3458	17.6477	19.9496
FD Confidential Administrative Assistant		4	15.3458	17.6477	19.9496
Assistant Court Clerk		4	15.3458	17.6477	19.9496
PD Booking Officer		3	14.4772	16.6488	18.8203
Parking Maintenance Lead		2	13.6577	15.7064	17.7550
Parking Enforcement		1	12.8846	14.8173	16.7500
Videographer		1	12.8846	14.8173	16.7500
Chief Inspector poll workers per hour		0.4	9.0832	10.4456	11.8081
Poll Workers per hour		0.2	8.0840	9.2966	10.5092
Seasonal Part-time Hourly Staff:					
Beach Supervisor		1	12.8846	14.8173	16.7500
Street Seasonal Lead		1	12.8846	14.8173	16.7500
Asst Beach Supervisor		0.9	12.1553	13.9786	15.8019
Street Seasonal		0.9	12.1553	13.9786	15.8019
Boat Launch Attendants		0.8	11.4673	13.1874	14.9075
Riviera Security Guards		0.8	11.4673	13.1874	14.9075
Beach Attendants		0.5	9.6282	11.0724	12.5166
Crossing Guards		0.5	9.6282	11.0724	12.5166

 THOMAS HARTZ, Mayor

 LANA KROPF, City Clerk

Job Title: Permanent Harbormaster	Represented: No
Department: City Administrator	Annual Contract
Revision Date:	May 18, 2019

Job Description

Position Overview:

This position is under the general direction of the City Administrator and performs specialized and responsible administrative work for the City's lakefront enterprise.

Essential Job Functions:

Boat Ramp Manager, including oversight of all Lakefront seasonal employees

Oversee beach and all staff (beach manager, lifeguards?, and beach attendants)

Respond to Lakefront issues as made aware or under direction from the City Administrator

Respond to any mooring, launch or beach complaints in a timely and professional manner

Monitor Riviera maintenance

Personally monitor pier slips/buoys (West End, Lagoon) on an at least a bi-weekly basis for infractions, maintenance/damage

Direct beach ~~attendants-manager~~ to ~~monitor~~have west end pier monitored on a twice daily basis. ~~Contact~~Have Harbormaster ~~if there are~~contacted with any issues

Consult with Riviera security and city hall staff in regard to any damages and possible deductions from ballroom rental deposits

~~Consult / check in on a regular basis~~Meet with City Hall front counter staff on a regular basis to identify any administrative issues that need to be addressed

Work~~ing~~ with concourse tenants to ensure lease compliance

Continually check phone messages and incoming emails. Respond to all inquiries within 24 hours.

Collaborate and coordinate with other Department Heads to manage and improve the City's lakefront.

Other Job Functions:

Ability to provide direction or assistance to residents or visitors to Lake Geneva

Requirements:

Ability to work with Microsoft Office products such as Word, Excel and Outlook

Close attention to detail and ability to handle difficult customers and situations

Trouble shooting and an ability to anticipate issues and resolve them before they become bigger issues

Previous Harbormaster job duties reassignment suggestions:

Riviera Event Scheduling – Event Manager (Stephanie ~~Copsey~~^{Klett}?)

Schedule showings of the Riviera Ballroom to potential renters

Riviera security and rentals

Schedule security guards for confirmed Ballroom rentals

Address questions concerning Riviera Ballroom (event related)

Assure rental compliance and administration for Riviera Ballroom, including collaborating with outside consultant in booking events at the Ballroom and maintaining event calendar schedule

Monitor city designated websites geared towards rental of the Riviera Ballroom (CVENT, Wedding Wire, etc.)

Front Desk Staff:

Administer Riviera Ballroom deposits, rental payments and refunds after scheduled events occur

Maintain buoy/slip waitlist (shared document Front Desk Staff)

Collect slip/buoy payments

City Administrator:

Lease administration for Riviera Concourse Shops

Lease agreements for Riviera Docks (Gage, etc.)



CITY OF LAKE GENEVA PERSONNEL POLICY

COMPENSATION POLICY

Adopted by Common Council	7/11/2016
Amended by Common Council	11/14/2016 2/13/2017 <u>6/10/2019</u>

I. PURPOSE

The City recognizes that employees play a significant role in the provision of services in the community. The City strives to recruit and retain high quality employees to provide public services. It is the policy of the City to provide fair and competitive pay and benefits to its employees. Compensation, inclusive of all pay and benefits, shall be established and adjusted periodically to ensure the city's ability to recruit, motivate and retain quality employees. The City's pay plan shall be based on the principles of job content and responsibility, with compensation based on merit and local market conditions.

II. DEPARTMENT RESPONSIBLE

The City Administrator will ensure that this policy is enforced.

III. COMMITTEE OVERSIGHT

The Personnel Committee and Common Council will oversee this policy.

IV. OBJECTIVES

- Provide fair and equitable rates of pay to employees with respect to comparable municipal employers.
- Maintain an equitable compensation relationship among the various positions within the City.
- Provide a rational, consistent, and objective method to establish and maintain a wage/salary structure that includes a market rate, with a minimum and maximum wage rate, for each position.

- Ensures pay rates and employee progression through the pay range are based on individual performance that meets or exceeds expectations and reflects changing economic conditions.
- Establishes and maintains a market position which is fiscally responsible with public resources.
- Establishes pay rates that allow the City to successfully compete for, recruit and retain qualified employees

V. POSITION CLASSIFICATION PLAN

The City of Lake Geneva utilizes an objective classification system to rate job positions. The basis of the system is a written job description and job evaluation points for each position. The City Administrator is responsible for the administration and maintenance of the Classification Plan with job classification changes approved by the Personnel Committee and City Council.

The job description includes essential duties; education; experience; training; licensure; certification(s); level of knowledge; and skills and abilities required to perform essential duties of the position.

Job evaluation points are assigned to each position. Job descriptions are the basis for the assignment of job evaluation points. The job evaluation point totals are used to assign a position to a pay range.

VI. PAY RATE ADJUSTMENTS

The City Administrator shall be responsible for implementing all salary adjustments. Employees shall be advised of all salary changes. Salary adjustments may occur as result of the following:

- **Cost-of-Living Adjustment to Pay Scale:** The Common Council may grant a cost-of-living adjustment each fiscal year based on the recommendation of the City Administrator and budgetary constraints. Cost of living increases shall be applied uniformly to each pay range in the Pay Scale.
- **Performance-Based Increase:** Performance-based increases may be awarded in conjunction with the City's Performance Evaluation Program. The Performance Evaluation Program shall include the following performance levels:
 - Excellent (E)
 - Very Good (VG)

- Satisfactory (S)
- Needs Improvement (NI)

Employees who receive a performance rating below “satisfactory” shall be placed on a performance improvement plan and shall be ineligible for a performance-based wage increase.

VII. PERFORMANCE EVALUATIONS

Employee performance evaluations shall be completed annually, between July and November, for implementation in January of the subsequent year. Performance increases are based on individual employee’s performance evaluation rating. The maximum amount of a performance adjustment shall be established annually by the Common Council.

VIII. PERFORMANCE-BASED INCREASE

Employees whose base pay is less than the maximum rate established for their respective position range will be eligible for an annual step advancement and performance adjustment in accordance with the following:

1) Performance Advancement for Employees Below Maximum Range: Annually and until the employee reaches the maximum rate of the pay range, covered employees shall be eligible to advance to a higher pay rate amount in the Wage and Salary Schedule. Advancement shall be granted as a percentage, up to 100%, of the maximum allowed Performance Based Increase in accordance with the scoring method.

~~2) Performance Adjustment for Employees above Mid Range: Upon attaining the mid-point rate of the pay range, covered employees become eligible for a performance increase annually thereafter. Advancement beyond the mid-point of the salary range shall be granted as a percentage, up to 75%, of the maximum allowed Performance Based Increase in accordance with the scoring method.~~

3)2) Performance Bonus for Employees above the Maximum Range: An employee shall not be paid at a rate exceeding the maximum step in the pay range. Employees whose base pay has reached the maximum rate for their respective position range shall be eligible to receive a Performance Bonus. The criteria for a performance bonus shall be the same as established for performance adjustment for employees below the maximum. A performance bonus shall be recognized to be a one-time payment that does not increase the employee’s base pay rate.

4)3) Scoring Method for Performance Based Increase. Using the Employee Performance Evaluation Form, the scoring for each goal/criteria item and for the overall goals and performance rating, shall be as follows:

Commented [JG1]: Should we add clarification about it being based off of the employee’s regular work hours x the performance increment?

- Excellent (E) equals 10 points.
- Very Good (VG) equals 8 points.
- Satisfactory (S) equals 6 points.
- Needs Improvement (NI) equals 4 points.

The completed Employee Performance Evaluation Form shall be submitted to the City Human Resources Department (HR). HR shall calculate the Total Evaluation Score and the Total Score Possible and then derive the Percentage Eligible Score. The Total Merit Increase percentage as determined by the Common Council shall be multiplied by the Percentage Eligible Score to determine the Merit Increase % (percentage) Earned. The Merit Increase % Earned shall be applied as set forth in the Compensation Policy, Section VIII Items (1), (2), and (3).

IX. NEW EMPLOYEES

The annual step advancement or performance adjustment for employees with less than one year of service shall be postponed to the anniversary date of employment and unless otherwise agreed upon by the Personnel Committee. ~~The City Administrator may approve hiring from the minimum to midpoint pay range.~~ Starting salary will be substantiated based on skills and experience. ~~Hiring above midpoint shall require Personnel Committee approval. The City Administrator shall approve pay wage within appropriate wage grade, prior to employment offer is initiated by Department Head.~~

X. SPECIAL ADJUSTMENTS

In the event that an employee’s experience; and/or skills and abilities; and/or performance substantially exceed expectations for an employment position(s), the Personnel Committee may recommend special adjustments in addition to the cost-of-living and performance-based increases. The City Administrator may approve progress promotions (already approved progressions such as Laborer to Equipment Operator, and Equipment Operator to Heavy Equipment Operation) from the minimum to mid point in the new pay scale range. New salary will be substantiated based on skills and experience. Promotions above midpoint shall require Personnel Committee approval.

Commented [JG2]: Should this section reflect the same approach of Section IX? (Have suggestions below that may work)

Commented [JG3]: a Department Head

Commented [JG4]: special adjustments within a respective position’s grade and wage range.

XI. ELECTED POSITIONS OF CITY ATTORNEY AND MUNICIPAL JUDGE

The elected positions of City Attorney and Municipal Judge are exempt from the annual evaluation process and shall receive the annual cost of living increase when there is one.

