



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**FINANCE COMMITTEE MEETING
IN PERSON
TUESDAY, JULY 9, 2024 – 5:00 PM
CITY HALL – SECOND FLOOR CONFERENCE ROOM**

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. New Business**
 - a. Review of documentation associated with updates to the **2024 Non-Represented Pay Plan** (Houseman, City Manager)
 - b. Presentation of 2025 Budget Information Available (Houseman, City Manager)
- 4. Adjournment**

Date Posted: July 3, 2024

CC: Finance Committee Members: Chairperson Davin Lescohier, Mason Becker, and Eric Schultz; City Council; City Staff; City Attorney; News Media

Notice is hereby given that a majority of the Fort Atkinson City Council will be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This may constitute a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d. 553, 494 N.W.2d 408 (1993), and must be noticed as such although the City Council will not take any formal action at this meeting.

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MEMORANDUM

DATE: July 9, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review of documentation associated with updates to the 2024 Non-Represented Pay Plan (Houseman, City Manager)

BACKGROUND

The City's Employee Handbook outlines the following compensation philosophy:

The City of Fort Atkinson 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.

The Pay Structure Appendix in the Handbook outlines the City's pay structure, pay ranges, and general compensation strategy for non-represented employees. The Handbook indicates that decisions relating to the pay structure are the responsibility of the City Manager. However, it also indicates that the role of determining the annual pay structure increases, typically called "cost of living adjustments" or "COLA" are the responsibility of the Finance Committee and City Council.

The changes to the 2024 Non-Represented Pay Plan outlined below stem from the updated position descriptions and adjustments to pay grades and ranges due to the market, recruitment, and compression.

DISCUSSION

The following are the planned adjustments to the 2024 Non-Represented Pay Plan:

Public Works Administrative Assistant:

- The position remains in pay grade 4.
- The adjustment represents a 2% increase over the current wage, as a market adjustment.

- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Library Assistant (3):

- The position remains in pay grade 5.
- The adjustment represents a 2% increase over the current wage, as a market adjustment.
- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Deputy Clerk:

- The position remains in pay grade 5.
- The adjustment represents a 2% increase over the current wage, as a market adjustment.
- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Deputy Treasurer:

- The position remains in pay grade 5.
- The adjustment represents a 2% increase over the current wage, as a market adjustment.
- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Utility Billing Specialist:

- The position remains in pay grade 5.
- The adjustment represents a 2% increase over the current wage, as a market adjustment.
- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Municipal Court Clerk:

- The position remains in pay grade 5.
- The adjustment represents a 2% increase over the current wage, as a market adjustment.
- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Recreation Administrative Assistant/Program Coordinator:

- The position remains in pay grade 6.
- The adjustment represents a 2% increase over the current wage, as a market adjustment.
- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Records Clerk/Telecommunicator:

- The position is moving from a pay grade 5 to a pay grade 7.
- The adjustment was made in March 2024 as part of the recruitment for a position vacated by retirement. The position description was updated to reflect the addition of the duties of a telecommunicator for back-up as needed within the Police Department.
- Change effective 3.24.24 (20 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Recreation Supervisor:

- The position is moving from a pay grade 15 to a pay grade 17.
- The adjustment will be made when the position description has been updated to reflect the duties of the position, which have changed substantially over the last 20 years.
- Change effective 7.7.24 (12 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Police Lieutenants (3):

- The position is moving from a pay grade 24 to a pay grade 25.
- This represents a market adjustment to remain competitive in the Police Administration

market.

- Note that there are three such positions in 2024; however, there will likely be two Lieutenant positions in 2025.
- There are four administrative positions in the Police Department, aside from the Chief, which are not part of the Police Union. Currently, only three positions are filled at the Lieutenant level. As shown below, The Chief's plan is to reorganize in 2025 with two Lieutenant positions and two Captain positions.
- Change effective 7.21.24 (11 remaining pay periods).
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

Police Captain (0):

- The position is moving from a pay grade 25 to a pay grade 27.
- This represents a market adjustment to remain competitive in the Police Administration market.
- Note that there are no such positions in 2024; however, there will likely be two Captain positions in 2025.
- There are four administrative positions in the Police Department, aside from the Chief, which are not part of the Police Union. Currently, only three positions are filled at the Lieutenant level. Chief Bump would like to reorganize the administration in 2025 to accommodate two Lieutenant positions and two Captain positions.
- Change effective 1.1.25 or as soon as Captains are hired.
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

City Engineer:

- The position represents an upgrade of a current position. The Assistant City Engineer position was at pay grade 22, and the new City Engineer position will be at a pay grade 27. The Assistant City Engineer position has been vacant all but a brief time since February 2021.
- Currently, the responsibilities of the City Engineer are incorporated into the Public Works Director position. However, staff developed new job descriptions for both the City Engineer and the Public Works Director positions. The City is currently advertising to fill the City Engineer position. The goal is to remove some of the responsibilities from the Public Works Director for certain project management. The City Engineer will report to the Public Works Director Andy Selle.
- Change effective 7.7.24 or as soon as a City Engineer has been hired.
- This position will be eligible for any 2025 COLA for non-represented employees included in the 2025 budget.

FINANCIAL ANALYSIS

The financial impact of the reclassification of these positions is shown in Table 1. This includes the prorated hours for the remainder of 2024 as outlined in the Discussion section above. At the end of 2024, the salary accounts in these departments may be slightly overbudget, but the increases will be budgeted in 2024 moving forward. The total financial impact is just under \$19,000 in 2024.

Position	Current Pay Grade	Amended Pay Grade	Current Hourly Wage	Amended Hourly Wage	Prorated Total Impact - 2024 (estimate)
All positions (1)	4	4	\$ 21.2875	\$ 21.7133	\$ 408.72
All positions (7)	5	5	\$ 22.9097	\$ 23.3679	\$ 3,079.06
All positions (1)	6	6	\$ 20.9790	\$ 21.3986	\$ 402.80
Records Clerk/Telecommunicator	5	7	\$ 21.7047	\$ 22.8965	\$ 1,906.88
Recreation Supervisor	15	17	\$ 29.6855	\$ 30.2373	\$ 529.73
Police Lieutenants (3 -> 2)	24	25	\$ 38.8339	\$ 40.7762	\$ 5,127.67
Captains (0 -> 2)	25	27	\$ 40.7762	\$ 44.5240	\$ -
City Engineer (was Assistant)	22	27	\$ 36.6710	\$ 44.5240	\$ 7,538.88
Public Works Director (was CE/PWD)	31	31	\$ 53.5247	\$ 53.5247	\$ -
				Est. Total:	\$ 18,993.74

Positions highlighted in light red represent market adjustments. Positions highlighted in light green represent positions with updated position descriptions and additional job responsibilities.

Table 2 shows the financial impact by Fund. As one can see, the total impact is spread over five funds.

Table 2: Financial Impact by Fund						
Position	Water Utility	Sewer Utility	Storm Water Utility	TIDs	Library Fund	General Fund
Public Works Admin Assistant	0%	10%	10%	0%	0%	80%
	\$ -	\$ 40.87	\$ 40.87	\$ -	\$ -	\$ 326.98
Library Assistant (3)	0%	0%	0%	0%	100%	0%
	\$ -	\$ -	\$ -	\$ -	\$ 1,319.60	\$ -
Deputy Clerk	20%	20%	10%	0%	0%	50%
	\$ 87.97	\$ 87.97	\$ 43.99	\$ -	\$ -	\$ 219.93
Deputy Treasurer	20%	20%	10%	0%	0%	50%
	\$ 87.97	\$ 87.97	\$ 43.99	\$ -	\$ -	\$ 219.93
Utility Billing Specialist	50%	20%	20%	0%	0%	10%
	\$ 219.93	\$ 87.97	\$ 87.97	\$ -	\$ -	\$ 43.99
Municipal Court Clerk	0%	0%	0%	0%	0%	100%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 439.87
Recreation Admin/Program Assistant	0%	0%	0%	0%	0%	100%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402.80
Records Clerk/Telecommunicator	0%	0%	0%	0%	0%	100%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,906.88
Recreation Supervisor	0%	0%	0%	0%	0%	100%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 529.73
Police Lieutenants (3 -> 2)	0%	0%	0%	0%	0%	100%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,127.67
Captains (0-> 2)	0%	0%	0%	0%	0%	100%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Engineer (was Assistant)	30%	20%	20%	0%	0%	30.00%
	\$ 2,261.66	\$ 1,507.78	\$ 1,507.78	\$ -	\$ -	\$ 2,261.66
Totals by Fund	\$ 2,657.54	\$ 1,812.57	\$ 1,724.59	\$ -	\$ 1,319.60	\$ 11,479.44

RECOMMENDATION

These changes will be made under the authority of the City Manager per the Employee Handbook and will be effective on the dates outlined above.

ATTACHMENTS

None



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2025 Budget & 2025-2030 CIP Schedule

Wednesday, July 3, 2024 – Discussion of 2025 Budget and 2025-2030 CIP Process with Management Team at regular meeting at 8:30 a.m. via Zoom.

Wednesday, July 10, 2024 – Budget & CIP request memorandum to Department Heads (City Manager, Police, Fire, Public Works, Clerk/Treasurer/Finance, Parks & Recreation, Dwight Public Library, Hoard Museum) for 2025 Budget Proposals and 2025-2030 Capital Improvements Projects with August 9th deadline, including CIP worksheets.

Friday, August 9, 2024 at 5:00 p.m. – Deadline for all 2025 budget numbers to be entered into MiBudget, including 2024 year-end projections and 2025 requested budget numbers; and deadline for budget narrative documents. CIP worksheets must be completed and emailed to rhouseman@fortatkinsonwi.gov and mebbert@fortatkinsonwi.gov or hard copies dropped off to the Manager's office by 5:00 p.m. The CIP will once again be included in the Budget Document.

Friday, August 16, 2024 – Manager/Finance Internal Review of Proposed 2025 Budget Numbers and 2025-2030 CIP Project Requests.

August 19, 20, 21, 22, 26, 27, 2024 – 2025 Budget and 2025-2030 Capital Improvements Budget Meetings. Department Heads must schedule meetings with the City Manager and Finance Director to review the Budget CIP requests. Contact Sarah at sweihert@fortatkinsonwi.gov to make appointments.

Tuesday, September 10, 2024 at 5:00 p.m.– Finance Committee Meeting to discuss 2025 wages and the 2025 Schedule of Fees.

Wednesday, September 18, 2024 – Management Team Meeting/Budget Discussion (First draft of 2025 Budget & 2025-2030 CIP Presentation to be complete).

Wednesday, October 9, 2024 Budget Workshop from 4:00 p.m. to 9:00 p.m. – 2025 Draft Budget and 2025-2030 CIP Presentation to the City Council by Management Team.

Tuesday, October 15, 2024 – Send notice of Public Hearing & Budget Summary to the *Jefferson County Daily Union* for publication on 10/22/2024.

Tuesday, October 22, 2024 – Notice of Public Hearing & Budget Summary published in the *Jefferson County Daily Union*.

Thursday, November 7, 2024 – Public Hearing for 2025 Budget at regular City Council meeting.

Tuesday, November 19, 2024 – 2025 Budget adoption at regular City Council meeting.

Version 1; updated May 28, 2024