

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 16, 2015
7:00 PM**

Or immediately following Board of Public Works

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 6/1/15](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Consideration of Wage/Salary Increase for City Non-Represented Employees \(Excluding Police Supervisory and Library Employees\) effective 1/3/16.](#)
 - 2. [Consideration of Wage Increase for Police Supervisory Employees effective 1/3/16.](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
June 1, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 9:11 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Nichols, Taylor, Krautkramer, Mayor Merkes.

ALSO PRESENT: CA Captain, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/21/15](#)

Moved by Mayor Merkes seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [City Attorney Position \(Ald. Taylor\)](#)

ASD Steeno provide a copy of the job description, current salary range, and salary comparables from other municipalities of similar size and location for the City Attorney position.

General discussion ensued regarding the position of City Attorney/Human Resource Director no longer being a joint position, the nature of the City Attorney duties compared to the HR duties, and options for the salary going forward.

Moved by Ald. Benner seconded by Ald. Krautkramer to recommend to Common Council to amend the job title of City Attorney/Human Resource Director to City Attorney and maintain current salary.

Motion carried on roll call 8-1. Ald. Taylor voted no.

E. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Rollins-Jump to adjourn at 9:20 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, Director of Administrative Services

Date: November 12, 2015

RE: 2016 Wage/Salary Increase for Non-Represented Employees (Excluding Police Supervisory and Library Employees)

BACKGROUND

In conjunction with the proposed 2016 Budget, the Mayor has included in the budget and is recommending a 2% pay increase for non-represented employees, excluding police supervisory lieutenants, who are associated with the police union employees and are included under a separate request, and Menasha Public Library employees, whose wages/salaries are set by Library Board.

ANALYSIS

The annual increases for non-represented employees over the past five years are shown below:

Five Year History of Pay Increases for Non-Represented Employees

2015 – 1%
2014 – 1%
2013 – 3% (1.5% in January / 1.5% in July)
2012 – 1%
2011 – 0%

As shown above, the average pay increase over the past five years, for non-represented employees, was 1.2% per year. This is substantially less than the average 2.8%, per year, wage increase our represented police union employees received, and the average 2.50%, per year, wage increase our represented fire union employees received, both during the same time period.

And, in reviewing non-represented employee wage/salary increases for other Wisconsin public sector employers, the average increase in 2014 was 1.78%, and the average increase in 2015 was 1.81%.

Also, for 2016, our represented police union employees are contracted to receive a 1% increase as well as a 1% lump sum bonus, which was a trade-off for the 2.5% health insurance premium sharing that is starting for those employees in 2016. Non-represented employees will also be paying 2.5% of the health insurance premiums in 2016. The 2.5% premium sharing equates to an approximate 1% wage increase for a mid-level employee with a family insurance plan.

FISCAL IMPACT

The fiscal impact of a 2% pay increase, with the benefit roll-ups included, for non-represented employees, is approximately \$158,100 in 2016.

RECOMMENDATION

Staff recommends approval of a 2% increase for non-represented employees, excluding Police Supervisory Lieutenants and Library employees, effective January 3, 2016.



MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, Director of Administrative Services

Date: November 12, 2015

RE: 2016 Wage Increase for Police Supervisory Employees

BACKGROUND

In conjunction with the proposed 2016 Budget, the Mayor has included in the budget and is recommending a 1% pay increase plus a 1% lump sum bonus for police supervisory employees.

ANALYSIS

A Police Administration Pay Plan was approved by the Common Council in March of 2014, to maintain a 5% separation between the represented police union employees and the lieutenants that supervise them. As part of that plan, the police supervisory employees that were not at least 5% higher than the police union employees received immediate increases, and all police supervisory employees received an additional increase at the end of 2014, to coincide with the increase for the represented group, at that time.

Also, for 2016, our represented police union employees are contracted to receive a 1% increase as well as a 1% lump sum bonus, which was a trade-off for the 2.5% health insurance premium sharing that is starting for those employees in 2016.

In order to maintain the integrity of the Police Administration Pay Plan, created in 2014, and to avoid going back and forth with the increases for the police supervisory employees, sometimes aligning them with the non-represented employees and sometimes aligning them with the represented employees, the recommendation is to keep the pay structure for these employees on pace with the represented police employees.

FISCAL IMPACT

The fiscal impact of a 1% pay increase, with the benefit roll-ups, and the 1% lump sum bonus for police supervisory employees is approximately \$9,500 in 2016.

RECOMMENDATION

Staff recommends approval of a 1% pay increase plus a 1% lump sum bonus for police supervisory employees, effective January 3, 2016.