

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Tuesday, November 19 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. **Discuss vacation time request for Police Department Records Clerk. Possible recommendations to the Council.**
2. **Discuss request for additional hours for the Fire Department Office Assistant. Possible recommendations to the Council.**
3. **Discuss other 2020 personnel related requests. Possible recommendations to the Council.**
4. **Contemplated Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications" to:**
 - a. **Discuss labor negotiation issues and strategies;**
 - b. **Negotiations with Chippewa Falls Professional Police Association related to a new contract.**

May return to open session.

5. **Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on November 15, 2019 at 1:45 pm by BNG.

PERSONNEL REQUEST

POLICE DEPARTMENT
Requesting Department

RECORD CLERK
Job Title

N/A
% of FTE (Note: if LTE or Seasonal)

N/A - Current position
Date Position Begins

N/A
Union or Managerial Grade/Step

Hourly Rate
Hourly Rate

THIS A REQUEST TO ADJUST RECORDS CLERK APRIL HOLTY'S HOURLY RATE AND VACATION TIME TO CREDIT HER FOR HER PREVIOUS 6 YEARS AND 5 MONTHS OF SERVICE TO THE CITY OF CHIPPEWA FALLS.

Justification for this request:

April Holty worked for the City of Chippewa Falls during these periods:

- > 2 Years 2 Months - Dispatcher: Started 5/12/03, resigned 7/18/05
- > 4 Years 3 Months - Dispatcher: Rehired 1/20/09, (Resigned due to Joint Dispatch) 4/12/13
- > Currently Employed as Records Clerk: Rehired 5/23/16

April Holty has been a good employee for the City of Chippewa Falls during each period of employment here. Giving credit for this time is a good practice to retain valuable employees.

How will the position be funded?

PD Wages and Benefits

Additional Information Regarding this Request:

None

Recommendation (Administration/Mayor)

NEW PERSONNEL REQUEST FORM

<u>FIRE</u>	<u>Office Administrative Assistant</u>	<u>NA</u>	
Requesting Department	Job Title	% of FTE (Note: if LTE or Seasonal)	
<u>January 1, 2020</u>	<u>NA</u>	<u>Grade/Step</u>	<u>\$18.98</u>
Date Position Begins	Union or Managerial		Hourly Rate

Justification for this request:

(Please give a 2-4 sentence narrative why this position is essential to departmental operations)

Making a request to add 5 hours to the 27.5 hours of the current position for a total of 32.5 hours for the work week.

Additional workload to the position of administering and maintaining electronic and hard copy data. Examples: Department/City website, social media updates & monitoring, overtime/school time records, vacation, flex and comp-time records, apparatus maintenance records, hose records, and facility and EMS contracts. Target Solution Training documentation, monitoring and administration.

With the abilities and skills of the current employee in this position the department is continuing to add more responsibilities and workload.

How will the position be funded?

(Please indicate any resources beyond property taxes such as fees, grants, donations etc.)

MTM reimbursements: \$6,392.00 - 2018

Lift Assists rates: \$2,700.00 - 2018

Additional information regarding this request:

Recommendation

(Administration/Mayor): _____

Chippewa Falls Fire & Emergency Services - Administrative Assistant Position

CURRENT ADMINISTRATIVE ASSISTANT TASK SUMMARY

	Average Hours Spent	
	Weekly	Monthly
EMS Reports - scan, attach to Elite for billing	6	
MTM - check log book, check Elite, check ForwardHealth, submit eligible within 2 business days, attach reports to Elite record, process payments received	4	
Accounts Payable/Receivable - match PO with invoice, code with proper account, enter in spreadsheet, scan, submit to Finance, Hazmat & Task Force reimbursement tracking, etc	2	
Payroll - data entry, electronic calculations, reporting to finance	1.5	
Public Relations - phone, email, walkins, station tours, event planning/displays, room reservations, fire safety programs - poster contest/National Fire Safety fundraising & material ordering, etc	6	
Misc. - correspondence, file creation/updates, mail, filing, copying, faxing, supply inventory/orders, requests for records, reports, meeting minutes, scanning with electronic storage - inspection reports/apparatus checks/narcotic inventories, EMS forms, fire report filing, apparatus maintenance records, hiring process/personnel correspondence, etc	10	
No Treatment Transport Processing - reports, correspondence, billing, receipts		2

EMS Run Volume History
2012 - 2499
2013 - 2634
2014 - 2750
2015 - 2831
2016 - 2929
2017 - 2977
2018 - 2884

Weekly Hour/Task Summary Total 29.5

Current position working hours = 27.5 hours per week (5.5 hours/day)

ADDITIONAL TIME NEEDED

Target Solutions - Training record documentation & maintenance, reporting, training setup assistance	2
Elite Inspections - electronic updating of preplans, contact information, reporting, scanning, electronic file storage, etc	2
Public Relations - Website/Social Media - community outreach, safety education and updates	1
TOTAL POSITION HOURS NEEDED	34.5

Requesting increase to = 32.5 hours per week
Requesting to Increase by 1 hour per day (6.5 hours/day)

EXTRA REVENUES EXPERIENCED (added duties since 2017)

	2017	2018
MTM (began February 2017)	\$9,742.67	\$6,392.54
No Treatment/Transport - Program runs Fiscal Year - June to July	\$4,050.00	\$2,700.00
<i>(2017 total is 7 months, program began in December - 2019 total is 2 months) Fiscal Year June to July</i>		
Annual Savings - Firehouse software no longer needed - moved inspection records to Elite		\$765.00
	\$13,792.67	\$9,857.54

2020 PERSONNEL REQUESTS/ADJUSTMENTS

DEPARTMENT	2020 APPROVED FUNDING	AMOUNT RECOMMENDED	ESTIMATED COST	DESCRIPTION
Public Works/City Hall			\$ 2,500	Rate increase (\$2.50/hr) for contracted janitorial service (add'l incr in 2021)
Parks, Recreation & Forestry Dept				Wage increase for Seasonal and Perm. Part-time Positions
Police Department			\$ 123,506	Addition of Police Officer or Detective Sergeant position
			\$90,943	Addition of Patrol Officer position
2020 Request			\$ 22,735	Middle School SRO - this is anticipated to be funded 75% by the school district
				Request to adjust records clerk April Holty's hourly rate and vacation time to credit her for her previous 6 years and 5 months of service to the city
2021-2025 requests			\$ 2,500	Pay/benefit increase for Records Clerk
				Additional Patrol Officer - This would add a second power shift officer position. This would allow scheduling a power shift officer 100% of the year, instead of the current 50%
				Investigative Sergeant - This position would provide first line supervision to the investigative division. It would also allow for more focused investigations into Human Trafficking and Internet crimes against children cases as well as potential participation in the Eau Claire Regional Forensic Lab.
				crimes against children cases as well as potential participation in the Eau Claire Regional Forensic Lab.
Fire Department			\$ 5,800	Request to add 5 hrs to the 27.5 hrs of current position for a total of 32.5 hrs a week for the Office Administrative Assistant
2020 Request				Addition of a Firefighter/EMT Position
2021-2025 Requests				2021 - Addition of a Firefighter/EMT Position
				2022 - Addition of a Firefighter/EMT Position
Street Department			\$88,150	Additional Staff up to 4 employees - There has been over 9,000 hrs Not included in these hours are the Bridge Maintenance
2021-2025				Adding employees for snow removal would require adding snow removal equipment
Inspection - 2021-2025				Requesting Assistant City Inspector
Clerk/Finance - 2021-2025				Requesting (1) additional staff member shared by Finance/Clerks Office
CITY TOTALS		\$ -	\$336,134	