



## Bargaining Committee Agenda

February 3, 2016  
4:30 p.m.

### BARGAINING COMMITTEE AGENDA

1. Call to Order
2. Minute Approval
  - January 27, 2016 [Bargaining Minutes 01-27-2016](#)
3. Discussion and Action Items:
  - Charter Ordinance - [City of St. Francis, - existing Administrator Charter Ord 020116](#)
  - Memo from the City Clerk/Treasurer re: Staffing hours - [Memo Blank - Mlinar LOA](#)
  - 2015 Pay for Performance Program
    - South Milwaukee Comp/Class Study - [South Milwaukee Comp Study](#)
    - St. Francis Evaluation Process Update
4. Adjourn

### PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD  
JANUARY 27, 2016**

Present: Alderperson Fliss, Brickner, Wattawa

Also Present: City Administrator Rhode, Chief Lockwood, Representatives of the St. Francis Fire Department Union

Chairwoman Fliss called the meeting to order at 4:40 p.m.

Moved by Alderman Wattawa, seconded by Alderman Brickner to place on file the minutes of the Bargaining Committee meeting held January 6, 2016. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Brickner to adjourn to Closed Session for discussion regarding: Wisconsin Statutes **§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 – Fire Department Union Negotiations for 2016-2017 Labor Agreement. Motion carried.

Time: 4:43 p.m.

Moved by Alderwoman Fliss, seconded by Alderman Brickner to reconvene to Open Session and adjourn. Motion carried.

Time: 6:45 p.m.

City of St. Francis, WI  
Wednesday, January 27, 2016

## Chapter 105. Officers and Employees

### § 105-12. Administrator.

[Amended 7-1-2008 by Ord. No. 1259; 3-15-2011 by Ord. No. 1298]

- A. Appointment and term. See § **105-3**.
- B. Duties and powers. The Administrator shall have the combined positions of Administrator, Finance Director, Budget Director, Labor Negotiator, Purchasing Agent, and Legislative Representative. Subject to limitations defined in resolutions and ordinances of the City, s/he shall be the chief administrative officer of the City, responsible only to the Mayor and the Common Council for proper administration of the business and affairs of the City under the state statutes, the ordinances of the City and the resolutions and directions of the Common Council, with the following duties and responsibilities. The Administrator shall:
- (1) Be responsible for effectuating all actions of the Common Council which require administrative implementation or where the Mayor and Council have directed him/her to act.
  - (2) Be responsible for coordinating the administrative activities of all City departments. This shall include making or directing studies as necessary to ensure the most economical, efficient operation of such departments and may require reports from them when deemed necessary.
  - (3) Attend all meetings of the Common Council, Finance Committee, and Bargaining Committee and all meetings of such other committees and commissions as the Mayor and Council shall direct.
  - (4) Supervise the preparation of the agenda and approve the content of the agenda and the order of business for all Council meetings. Nothing contained in this section shall be so construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Council.  
[Amended 12-18-2012 by Ord. No. 1331]
  - (5) Act as Personnel Officer for the City, including but not limited to, recommending salary, wage scales, and working conditions for those officers, officials, or employees not covered by collective bargaining agreements. S/he shall establish and maintain a personnel file for all City departments.  
[Amended 12-18-2012 by Ord. No. 1331]
  - (6) Work with the Bargaining Committee and make whatever studies or surveys as are necessary for the proper conduct of negotiations with the various bargaining units. S/he shall hold preliminary meetings with representatives of bargaining units and with department heads and make recommendations to the Bargaining Committee.
  - (7) Work in cooperation with the department heads to resolve any grievances submitted.
  - (8) Prepare in coordination with other department heads the annual City budget for submission to the

Finance Committee.

- (9) Make such reports as the Mayor and Common Council may require as to the current status of budgeted items and review and report to the Mayor and Council any variations in the operation of the City Budget.
  - (10) As purchasing agent, handle the administration of all purchasing of materials, supplies, equipment, and services for all departments of the City.
  - (11) Investigate and inform the Mayor and Common Council of the availability of state and federal funds and grants, and assist department heads in procuring such funds.
  - (12) Serve as the City's legislative representative and appear on its behalf at hearings and meetings as directed by the Mayor or Council.
  - (13) Submit, as deemed necessary, recommendations or suggestions for improving the health, safety, or welfare of the City and institute and operate a system so that City Departments and persons having business with the Mayor or Council or any city Department may properly and efficiently conduct such business.
  - (14) Perform such other duties and have such other responsibilities not inconsistent with law as may be prescribed by the Mayor and Council.
- C. Cooperation. All officers and employees of the City shall cooperate with and assist the City Administrator so that the affairs of the City shall be most economically and harmoniously administered.

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CHARTER ORDINANCE NO. C-14

A CHARTER ORDINANCE TO DEFINE THE ROLE OF MAYOR AS CHIEF EXECUTIVE OFFICER AND TO ESTABLISH THE OFFICE OF CITY ADMINISTRATOR

WHEREAS, Section 66.1001 of the Wisconsin Statutes provides for the enactment of charter ordinances by the Common Council to enact, amend or repeal the charter, or any part of the charter, of the City and elect under that Section that any law relating to the local affairs and government of the City, other than those enactments of the legislature of statewide concern as shall with uniformity affect every city or every village, shall not apply to the City; and

WHEREAS, Section 105-11 of the City of St. Francis Code of Ordinances currently provides that the duties and responsibilities of Mayor shall be as set forth in Wis. Stat. sec. 62.09(8); and

WHEREAS, Section 105-12 of the City of St. Francis Code of Ordinances currently provides for the establishment of the position of City Administrator; and

WHEREAS, questions have arisen as to the extent of authority to be exercised by the City Administrator as “Chief Administrative Officer” of the City and the Mayor as “Chief Executive Officer” of the City; and

WHEREAS, the Common Council finds that use of the authority granted under Section 66.1001 of the Wisconsin Statutes to amend the charter of the City of St. Francis for purposes of establishing the authority of the City Administrator and defining the limits of a mayor as chief executive officer of the City will promote the governance and good order of the City, its commercial benefit, and the health, safety, and welfare of the public;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. FRANCIS DO HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Chapter 105, Section 11, entitled “Mayor and Aldermen”, Subsection B, entitled “Duties and powers”, subparagraph 1, entitled “Mayor”, is hereby repealed and recreated as Charter Ordinance 14 and codified as Section 105-11(B)(1) to read as follows:

§ 105-11. Mayor and Aldermen.

...

B. Duties and powers.

(1) Mayor. See § 62.09(8), Wis. Stats. The Mayor shall have such duties and powers as

are enumerated in Ch. 62, Wis. Stats., and elsewhere in the statutes and this Code from time to time subject to the following conditions enacted in accordance with Section 66.1001 of the Wisconsin Statutes. ~~Such duties and powers shall be construed to include a duty for the Mayor to:~~

- (a) Serve as presiding officer at Council meetings as set forth in § 32-3 of this Code;
- (b) Serve as a representative of the City at intergovernmental (e.g., Milwaukee County Intergovernmental Cooperative Council) and other meetings from time to time;
- (c) Make all required appointments/reappointments to boards, commissions, and committees and all standing committees within the time periods set forth in the Wisconsin Statutes or this Code and, where no such time period is otherwise provided, within 60 days of the expiration of a term or the occurrence of a vacancy;
- (d) Ensure timely communication of appointments, reappointments, and nonrenewal of appointments of citizens to boards, commissions, and committees;
- (e) Pursue removal of citizens from boards, commissions, and committees in accordance with applicable provisions of the Wisconsin Statutes; and
- (f) Obtain approval of the Council prior to the discipline or dismissal of any appointed official or employee of the City.

(g) The Mayor's exercise of the power granted under Wis. Stat. sec. 62.09(8)(a) to act as "chief executive officer" shall be limited to monitoring the activities of the City Administrator provided under Section 105-12 of this Code.

(h) The Mayor's exercise of the power granted under Wis. Stat. sec. 62.09(8)(a) to "take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties" shall be limited to bringing any and all questions, comments, concerns, and recommendations concerning the officers and employees and/or the various departments of city government to the attention of the City Administrator; it being the express intention of this Ordinance that the City Administrator be solely responsible for day-to-day operations of the City subject only to the control and management of the Council as a body and not any individual member of the Council including, but not limited to, the Mayor.

SECTION 2: Section 105-12 of the City of St. Francis Code of Ordinances is hereby repealed and recreated as Charter Ordinance No. C-14 of the City of St. Francis Code and codified as Section 105-12 to read as follows:

§ 105-12. City Administrator.

- A. Office created. In order to provide the City of St. Francis with a more efficient,

effective and responsible government under a system of a part-time mayor and part-time Common Council at a time when city government is becoming increasingly complex, there is hereby created the office of City Administrator for the City of St. Francis ("Administrator") to better ensure the competent, expeditious, efficient, and harmonious administration and action of the City and the uniform application of policies established by the Common Council.

B. Appointment and term. The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office by a majority vote of the Common Council. The Administrator shall hold office for an indefinite term, subject to removal by a three-fourths ( $\frac{3}{4}$ ) vote of the entire Common Council. This section shall not preclude the Common Council from establishing other employment terms and conditions, not inconsistent with the provisions of this Chapter or this Code.

C. Powers.

(1) The Administrator shall have the combined positions of Administrator, Finance Director, Budget Director, Labor Negotiator, Human Resources Director, Purchasing Agent and Legislative Representative. Subject to the limitations defined in resolutions and ordinances of the City and, except as otherwise modified by this Charter Ordinance the Wisconsin State Statutes, shall be the chief administrative officer of the City and shall have complete authority and responsibility to direct and control all City departments; except the fire, police and library departments to the extent employees in those departments are regulated by the Police & Fire Commission and the Library Board.

(2) In granting the Administrator the powers set forth herein, it is expressly intended that the Administrator have sole responsibility for the day-to-day operations of the City subject only to the control and management of the Council as a body and not any individual member including, but not limited to, the Mayor.

D. Responsibilities to Mayor and Common Council. The responsibilities of the City Administrator to the Common Council shall include:

(1) Attend all meetings of the Common Council, Finance Committee, and Bargaining Committee and all meetings of such other committees and commissions as the Mayor and Council shall direct unless excused by the Mayor and Council President, or by a majority of the Common Council.

(2) Keep the Mayor and Common Council regularly informed about matters pertaining to the City and the activities of the Administrator's office through written and/or oral reports.

(3) Supervise the preparation of the agenda and approve the content of the agenda and the order of business for all Council meetings. Nothing contained in this section shall be so construed as to give the Administrator

authority to limit or in any way prevent matters from being considered following direction by the Common Council.

- (4) Assist the Mayor and Common Council in setting goals and objectives and implementation of programs to achieve them.
- (5) Submit, as deemed necessary, recommendations or suggestions for improving the health, safety, or welfare of the City and institute and operate a system so that City Departments and persons having business with the Mayor or Council or any City Department may properly and efficiently conduct such business.
- (6) Effectuate, or cause to be effectuated, all actions of the Common Council which require administrative implementation or where the Council has directed him/her to act.
- (7) Investigate and inform the Mayor and Common Council of the availability of state and federal funds and grants, and assist department heads in procuring such funds.
- (8) Act as the City's public information officer, to keep the news media informed about the City's operations.
- (9) Receive directives from the Mayor and Council President in the event that action normally requiring Common Council approval is necessary in an emergency situation and at a time when the Common Council cannot meet.
- (10) Perform such other duties and have such other responsibilities not inconsistent with law as may be prescribed by the Common Council.

E. Additional Responsibilities. The Administrator shall have the following duties and responsibilities:

- (1) Coordinate the operations of, and facilitate the cooperation of, all City departments, commissions and boards to maximize the efficiency of implementation of policies set by the Council, regardless of whether the City Administrator has direct authority over the departments, commissions or boards. This shall include, but is not limited to, making or directing studies as may be necessary to ensure the most economical, efficient operation of such departments and may require reports from them when deemed necessary.
- (2) Act as Personnel Officer for the City, including but not limited to, recommending salary, wage scales, benefits, terms and conditions of employment for those officers, officials, or employees not covered by collective bargaining agreements. Recommend to the Council the appointment, promotion, evaluation of City Employees. When necessary for the good order of the City, the City Administrator shall have authority to suspend or remove an employee under Section 26-12 of this Code or recommend the discipline or termination of any Department Head who is

not subject to the jurisdiction of the Police & Fire Commission or Library Board. S/he shall establish and maintain a personnel file for all City departments.

- (3) Work with the Bargaining Committee and make whatever studies or surveys as are necessary for the proper conduct of negotiations with the various bargaining units. S/he shall hold preliminary meetings with representatives of bargaining units and with department heads and make recommendations to the Bargaining Committee.
- (4) Receive, coordinate, and authorize requests to the City Attorney and labor counsel for the City for legal opinions except as otherwise directed by the Common Council.
- (5) Work in cooperation with the department heads to resolve any personnel problems or grievances submitted.
- (6) Prepare in coordination with other department heads the annual City budget for submission to the Finance Committee and, once approved, administer the annual City budget.
- (7) Make such reports as the Finance Committee or Common Council may require as to the current status of budgeted items and review and report to the Mayor and Council any variations in the operation of the City Budget.
- (8) As purchasing agent, handle the administration of all purchasing of materials, supplies, equipment, and services for all departments of the City in accordance with the budget and policies established by the Common Council.
- (9) Work in conjunction with appropriate commercial, industrial, and citizen representatives to define the role of the City in promoting the economic well-being and growth of the City.
- (10) Supervise the accounting function of the City and ensure that the system employs methods in accordance with current professional accounting practices.
- (11) Serve as the City's legislative representative and appear on its behalf at hearings and meetings as directed by the Mayor and Council and coordinate services with other municipalities as authorized and directed by the Council.
- (12) Submit, as deemed necessary, recommendations or suggestions for improving the health, safety, or welfare of the City and institute and operate a system so that City Departments and persons having business with the Mayor or Council or any City Department may properly and efficiently conduct such business.
- (13) Establish and maintain procedures to facilitate communications between citizens and the City Departments, Mayor or Council to assure that

complaints, concerns, recommendations, and other matters receive prompt attention by a responsible official and to assure that all such matters are expeditiously resolved.

- F. Cooperation. All officers, and employees of the City shall cooperate with, coordinate with, and assist the City Administrator so that the affairs of the City shall be most economically and harmoniously administered.

SECTION 3: All ordinances or parts of ordinances contravening the terms and provisions of this ordinance are hereby repealed provided, however, that such repeal shall not be construed to create any lapse or vacancy in the position of City Administrator.

SECTION 4: This Charter Ordinance shall be included in the Code of Ordinances as Charter Ordinance No. C-14 and shall be entitled, "A Charter Ordinance to Define the Role of Mayor as Chief Executive Officer and to Create the Office of City Administrator".

SECTION 5: SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 5: This is a Charter Ordinance and shall take effect sixty (60) days after its passage and publication, subject to the provisions of Wis. Stat. § 66.0101.

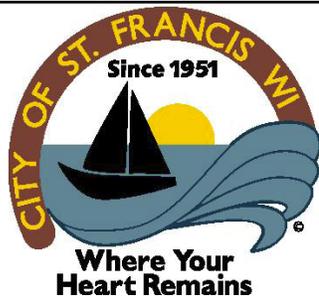
Passed and approved by a 2/3 vote of the Common Council this \_\_\_\_ day of \_\_\_\_\_, 2016.

City of St. Francis

By: \_\_\_\_\_  
CoryAnn St. Marie-Carls, Mayor

ATTEST:

\_\_\_\_\_  
Anne B. Uecker, City Clerk/Treasurer



# MEMO

**TO:** Bargaining Committee  
**FROM:** City Clerk/Treasurer Uecker  
**RE:** Part Time Staff  
**DATE:** 02/01/2016

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Joanne Mlinar, one of the Part Time Administrative Assistants, will be on medical leave starting February 8, 2016. She anticipates being off for 4-6 weeks.

During her absence, I am asking to increase the hours of Kelly Fisler and/or Todd Willis to cover the front counter.

If you have any questions or concerns, please contact me.

**ORDINANCE NO. 2116**

**ORDINANCE TO AMEND ORDINANCE NO. 2093 TO FIX AND ESTABLISH THE AMOUNT OF SALARIES, WAGES AND CERTAIN BENEFITS AND ALLOWANCES WHICH SHALL BE PAID BY THE CITY OF SOUTH MILWAUKEE TO ITS SUPERVISORY AND CIVIL SERVICE EMPLOYEES**

The Common Council of the City of South Milwaukee do ordain as follows:

SECTION 1 – Beginning January 1, 2016, and every two weeks thereafter, the monthly, bi-weekly, and hourly rates of the elected and appointed officials and civil service employees of the City of South Milwaukee, and certain special allowances to be paid, are hereby fixed at the following rates:

**(A) ELECTED OFFICIALS - PER MONTH**

POSITION	ACTUAL
Mayor	925.00
Council President	705.00
Aldersperson (excluding Council President)	655.00
Municipal Judge	1,608.34

**(B) ELECTED OFFICIALS – HOURLY**

GRADE	POSITION	MINIMUM	MAXIMUM	ACTUAL
L	City Clerk/Comptroller	30.51	39.23	34.87
	City Treasurer	30.51	39.23	38.36

**(C) ELECTION OFFICIALS**

PER HOUR

Chief Inspector	\$ 9.25
Inspectors	8.25

**(D) APPOINTED OFFICIALS – PER MONTH**

POSITION	ACTUAL
City Attorney – General	5,972.00
– Labor Related	1,716.97
– Litigation (per hour)	165.00

**(E) APPOINTED OFFICIALS – HOURLY**

GRADE	POSITION TITLE	MINIMUM	MAXIMUM	ACTUAL
U	City Administrator	54.57	70.17	62.37
S	Public Works Director/City Engineer	47.02	60.46	57.77
R	Police Chief	43.14	55.46	54.23
	Fire Chief	43.14	55.46	51.77
P	Police Captain	38.28	49.22	Varies
N	Fire Captain	34.40	44.22	Varies
	Police Lieutenant	34.40	44.22	Varies
	Public Health Administrator	34.40	44.22	42.26
	Library Director (set by Library Board)	34.40	44.22	34.40
M	WWTF Superintendent	32.45	41.73	39.87
	Water Superintendent	32.45	41.73	39.87
	Street Superintendent	32.45	41.73	39.87
	Engineering & Inspection Supervisor	32.45	41.73	39.87

GRADE	POSITION TITLE	MINIMUM	MAXIMUM	ACTUAL
L	Asst. Street Superintendent	30.51	39.23	34.87
	Environmental Health Specialist	30.51	39.23	36.61
K	Senior Center Director	28.57	36.73	32.65
	Senior Public Health Nurse	28.57	36.73	31.02
	Human Resources Coordinator	28.57	36.73	31.02
J	Deputy Clerk	26.63	34.23	30.43
	Public Health Nurse	26.63	34.23	30.43
	Asst. Library Director (set by Library Board)	26.63	34.23	N/A
	Economic Development Coordinator	26.63	34.23	26.63
I	GIS & Surveying Tech	24.68	31.74	26.80
	Water Office Manager	24.68	31.74	28.21
E	Fire Confidential Secretary	16.91	21.75	18.36
D	Asst. to WWTF Superintendent	15.46	19.88	19.88
	Water Billing Clerk	15.46	19.88	19.88

**(F) APPOINTED OFFICIALS – BIWEEKLY**

	Emergency Mgmt. Director	N/A	N/A	150.00
	Emergency Mgmt. Deputy Director	N/A	N/A	75.00

**(G) CIVIL SERVICE POSITIONS – HOURLY**

J	IT Specialist	26.63	34.23	30.43
I	Chief Operator – WWTF	24.68	31.74	28.21
	Chief Operator – Water	24.68	31.74	27.50
	Leadman – WWTF	24.68	31.74	26.80
	Lead Serviceman – Water	24.68	31.74	27.50
H	Children's Librarian	22.74	29.24	25.99
	Lab Tech – WWTF	22.74	29.24	27.29
	Lab Tech/Operator – Water	22.74	29.24	27.29
	Reference Librarian	22.74	29.24	22.74
	Road Repair Leadman	22.74	29.24	25.99
	Senior Equipment Mechanic	22.74	29.24	27.94
G	Assessor/Inspection Specialist	20.80	26.74	24.36
	Automotive Mechanic	20.80	26.74	Varies
	Building Custodian – City Hall	20.80	26.74	25.55
	Municipal Court Clerk	20.80	26.74	24.96
	Payroll Clerk	20.80	26.74	24.96
	Sewer Maintainer	20.80	26.74	25.55
	Street Department Clerk	20.80	26.74	25.55
	Treasurer Accounting Clerk	20.80	26.74	24.96
	Equipment Operator II	20.80	26.74	25.55
	Operator – WWTF	20.80	26.74	26.15
	Operator – Water	20.80	26.74	26.15
	Serviceman - Water	20.80	26.74	26.15
F	Health Dept. Clerk	18.86	24.24	24.24
	Insurance Clerk	18.86	24.24	24.24
	Equipment Operator I	18.86	24.24	24.77
	Treasurer Clerk	18.86	24.24	24.24
	Library Office /Accounting Specialist	18.86	24.24	24.24
	Mechanics Helper	18.86	24.24	N/A
	Police Clerk (F/T)	18.86	24.24	23.17
	Public Safety Officer	18.86	24.24	Varies
	Utility Maintenance Serviceman	18.86	24.24	N/A
	Code Enforcement Inspector	18.86	24.24	19.40
	E	Admin. Asst. – Engineering	16.91	21.75
Municipal Court Clerk (P/T)		16.91	21.75	18.36

GRADE	POSITION TITLE	MINIMUM	MAXIMUM	ACTUAL
D	Environmental Health Secretary	15.46	19.88	15.46
	Police Clerk (P/T)	15.46	19.88	22.04
C	Library Assistant I	14.32	18.41	23.03
	Library Assistant II	14.32	18.41	23.38
	Office Assistant – Clerk	14.32	18.41	17.59
	Building Service Helper – Library	14.32	18.41	14.32
A	Circulation Desk	12.28	15.78	20.76

Employees whose actual salary exceeds the maximum for their pay grade are red-circled until the pay scale increases beyond their actual pay. Employees appointed after January 1, 2016 will advance to the next pay step of the appropriate pay grade on their anniversary date.

**(H) TEMPORARY/CONTRACT POSITIONS**

POSITION TITLE	MINIMUM	MAXIMUM	ACTUAL
Board of Review – up to 4 hours per session	N/A	N/A	40.00
Board of Review – more than 4 hours per session	N/A	N/A	80.00
City Sealer	N/A	N/A	29.27
Clinic Nurse	N/A	N/A	25.00
Construction Inspector	N/A	N/A	16.00
Crossing Guards (per occurrence)	N/A	N/A	10.00
Environmental Health Inspector (PT)	N/A	N/A	27.55
Inspector (PT) (per inspection)	N/A	N/A	30.00
Intern (Health/Engineering/SWU)	7.75	13.00	Varies
Library Page (Probationary-set by Library Board)	N/A	N/A	7.85
Library Page (Regular-set by Library Board)	N/A	N/A	8.13
Medical Advisor	N/A	N/A	100.00
Temporary Laborer Help	7.75	9.00	Varies

The positions of Fire Chief and Fire Captain shall receive an annual amount of \$1,248.00, or \$48.00 bi-weekly, as EMT pay in addition to the bi-weekly salaries listed, subject to verification of training and qualifications for EMT status.

SECTION 2 – LONGEVITY. All full-time officials and employees covered by this ordinance shall be entitled to and be granted additional compensation based on length of service with the municipality in accordance with the following schedule:

- Five Dollars (\$5.00) per month after five (5) years of service
- Ten Dollars (\$10.00) per month after ten (10) years of service
- Fifteen dollars (\$15.00) per month after fifteen (15) years of service
- Twenty Dollars (\$20.00) per month after twenty (20) years of service
- Twenty-five Dollars (\$25.00) per month after twenty-five (25) years of service

SECTION 3 – The City of South Milwaukee shall pay only the employer's share of the required contributions for each general employee or elected official that qualifies for benefits under the Wisconsin Retirement Fund. For protective service employees, the Municipality shall pay the contribution that is paid for the applicable represented employees.

SECTION 4 – The amounts herein before specified shall be the salaries and wages in full per year, per month, per hour, or as specified, for the various officials and employees, subject to the following:

EXPENSE ALLOWANCE. The Mayor will receive a monthly expense allowances in the amount of \$125.00.

MILEAGE: Reimbursement for mileage shall be paid to all employees who are authorized by their department head/supervisor to use their personal vehicles for city purposes subject to the guidelines established in Policy No. 99-03 for mileage reimbursement, adopted May 4, 1999. All officials and employees designated must be insured by a responsible insurance company for bodily injury and property damage liability with minimum policy limits of \$100,000/\$300,000/\$10,000, a certificate of insurance stating that such coverage is in force must be filed with the City Clerk, and annually a motor vehicle report (performed by the Police Dept.) shall be on file with the department manager before any such payment shall be made. Reimbursement shall be made at the current federal rate, for actual mileage incurred. A Mileage Reimbursement form shall be filed with the City Clerk on a monthly basis for all reimbursement requests before any such payment shall be made.

SECTION 5 – For full-time elected officials and full-time supervisory and civil service employees, the City shall pay 88% of the monthly premium for the lowest cost eligible plan offered. For protective service non-represented employees, the Municipality shall pay the contribution that is paid for the applicable represented employees. The employee will pay the balance of the premium of the plan of his/her choice on a monthly basis via payroll deduction. For full-time elected officials and full-time supervisory and civil service

employees, the City shall pay the premium for dental care insurance for employees and their dependents less the month contribution of ten dollars (\$10) per month for single coverage and twenty dollars (\$20) per month for family coverage. Health and dental insurance premiums for eligible part time employees shall be prorated as per the Non-Represented Benefits Policy or Civil Service Personnel Manual, as applicable. All eligible part-time elected officials (alderpersons and mayor) who enroll for dental benefits will contribute twenty-five dollars (\$25) per month towards the family plan and ten dollars (\$10) per month towards the single plan. Health and dental benefits for the City Administrator are per employment contract. Employee premium deductions will be made under a Section 125 premium only plan.

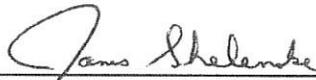
SECTION 6 – All officials and eligible employees covered by this ordinance shall be reimbursed by the City for one (1) pair of eye glasses or contact lenses and the cost of one eye examination once every year, and such total cost shall not exceed one hundred dollars (\$100.00); or the employee may elect to use the one hundred dollars (\$100) towards the monthly premium for voluntary vision insurance, if the city offers such a plan.

SECTION 7 – Officials and employees covered by this ordinance will continue to be covered by the salaries, wages, benefits and allowances set forth in Ordinance No. 2093 until passage and publication of this ordinance.

SECTION 8 – This ordinance shall not be printed or published as part of the South Milwaukee Code of Ordinances.

SECTION 9 – This ordinance shall take effect beginning January 1, 2016 and shall be in full force from and after its passage and publication.

  
\_\_\_\_\_  
Erik Brooks, Mayor

  
\_\_\_\_\_  
James Shelenske, City Clerk

ADOPTED: December 15, 2015

PUBLISHED: December 24, 2015

2016

Pay Grade	Min	1	2	3	4	Midpoint	6	7	8	9	Max
U	\$54.57	\$56.13	\$57.69	\$59.25	\$60.81	\$62.37	\$63.93	\$65.49	\$67.05	\$68.61	\$70.17
T	\$50.65	\$52.10	\$53.55	\$55.00	\$56.44	\$57.89	\$59.34	\$60.78	\$62.23	\$63.68	\$65.13
S	\$47.02	\$48.37	\$49.71	\$51.05	\$52.40	\$53.74	\$55.08	\$56.43	\$57.77	\$59.11	\$60.46
R	\$43.14	\$44.37	\$45.60	\$46.84	\$48.07	\$49.30	\$50.53	\$51.77	\$53.00	\$54.23	\$55.46
Q	\$40.22	\$41.37	\$42.52	\$43.67	\$44.82	\$45.97	\$47.12	\$48.27	\$49.42	\$50.57	\$51.72
P	\$38.28	\$39.38	\$40.47	\$41.56	\$42.66	\$43.75	\$44.84	\$45.94	\$47.03	\$48.13	\$49.22
O	\$36.34	\$37.38	\$38.42	\$39.45	\$40.49	\$41.53	\$42.57	\$43.61	\$44.64	\$45.68	\$46.72
N	\$34.40	\$35.38	\$36.36	\$37.34	\$38.33	\$39.31	\$40.29	\$41.28	\$42.26	\$43.24	\$44.22
N*	\$24.57	\$25.27	\$25.97	\$26.67	\$27.38	\$28.08	\$28.78	\$29.49	\$30.19	\$30.89	\$31.59
M	\$32.45	\$33.38	\$34.31	\$35.24	\$36.16	\$37.09	\$38.02	\$38.94	\$39.87	\$40.80	\$41.73
L	\$30.51	\$31.38	\$32.25	\$33.13	\$34.00	\$34.87	\$35.74	\$36.61	\$37.49	\$38.36	\$39.23
K	\$28.57	\$29.39	\$30.20	\$31.02	\$31.83	\$32.65	\$33.47	\$34.28	\$35.10	\$35.92	\$36.73
J	\$26.63	\$27.39	\$28.15	\$28.91	\$29.67	\$30.43	\$31.19	\$31.95	\$32.71	\$33.47	\$34.23
I	\$24.68	\$25.39	\$26.09	\$26.80	\$27.50	\$28.21	\$28.92	\$29.62	\$30.33	\$31.03	\$31.74
H	\$22.74	\$23.39	\$24.04	\$24.69	\$25.34	\$25.99	\$26.64	\$27.29	\$27.94	\$28.59	\$29.24
G	\$20.80	\$21.39	\$21.99	\$22.58	\$23.18	\$23.77	\$24.36	\$24.96	\$25.55	\$26.15	\$26.74
F	\$18.86	\$19.40	\$19.93	\$20.47	\$21.01	\$21.55	\$22.09	\$22.63	\$23.17	\$23.71	\$24.24
E	\$16.91	\$17.40	\$17.88	\$18.36	\$18.85	\$19.33	\$19.81	\$20.30	\$20.78	\$21.26	\$21.75
D	\$15.46	\$15.90	\$16.34	\$16.79	\$17.23	\$17.67	\$18.11	\$18.55	\$19.00	\$19.44	\$19.88
C	\$14.32	\$14.72	\$15.13	\$15.54	\$15.95	\$16.36	\$16.77	\$17.18	\$17.59	\$18.00	\$18.41
B	\$13.26	\$13.64	\$14.01	\$14.39	\$14.77	\$15.15	\$15.53	\$15.91	\$16.29	\$16.67	\$17.04
A	\$12.28	\$12.63	\$12.98	\$13.33	\$13.68	\$14.03	\$14.38	\$14.73	\$15.08	\$15.43	\$15.78

Hourly rates are based on a 2,080 hour work year schedule. For other schedules, i.e. certain fire positions, the hourly rate should be multiplied by the 2,080 then divided by the appropriate schedule of 2,912 to arrive at the actual hourly rate. (\*calculated to 2,912 rate)

2015 COMPENSATION STUDY – CARLSON DETTMANN CONSULTANTS  
**FINAL POSITION RANKING LIST\***

**GRADE U**

City Administrator

**GRADE S**

City Engineer/Director of Public Works

**GRADE R**

Police Chief

Fire Chief

**GRADE P**

Police Captain

**GRADE N**

Fire Captain

Library Director

Police Lieutenant

Public Health Administrator

**GRADE M**

Engineering/Inspection Supervisor

Street Superintendent

Wastewater Superintendent

Water Utility Superintendent

**GRADE L**

Assistant Street Superintendent

City Clerk

City Treasurer

Environmental Health Specialist

**Executive Director - CDA**

**GRADE K**

Human Resources Coordinator

Senior Public Health Nurse

Senior Center Director

**GRADE J**

Assistant Library Director

Deputy City Clerk

Economic Development Coordinator

IT Specialist

Public Health Nurse

**GRADE I**

Chief Operator – Water

Chief Operator – WWTF

GIS/Surveying Tech.

Lead Serviceman – Water

Lead Man – WWTF

Office Manager – Water

**GRADE H**

Children's Librarian

**Maintenance Supervisor - CDA**

Reference Librarian

Road Repair Lead Man

Senior Equipment Mechanic

Wastewater Lab Tech

Water Lab Tech/Operator

**GRADE G**

Assessor/Inspection Specialist

Automotive Mechanic

Building Custodian - City Hall

Equipment Operator II

Municipal Court Clerk (F/T)

Payroll Clerk

Sewer Maintainer

Street Department Clerk

Treasurer Accounting Clerk

Wastewater Operator

Water Operator

Water Serviceman

**GRADE F**

**Administrative Assistant - CDA**

Code Enforcement Inspector  
Health Dept. Clerk  
Insurance Clerk  
Equipment Operator I  
Library Office & Accounting Specialist

**Maintenance Tech - CDA**

Mechanics Helper  
Police Clerk (F/T)  
Public Safety Officer  
Treasurer Clerk

**GRADE E**

Admin. Asst. (Engineering)  
Fire Confidential Secretary  
Utility Maintenance Serviceman  
Municipal Court Clerk (P/T)

**GRADE D**

Police Clerk (P/T)  
Environmental Health Secretary (P/T)  
Water Billing Clerk  
WWTF – Asst. to Superintendent

**GRADE C**

Building Service Helper (Library)  
Library Asst. I  
Library Asst. II  
Office Assistant (P/T Clerks Office)

**GRADE A**

Circulation Desk

\*Position classifications are listed alphabetically by grade

**CITY OF SOUTH MILWAUKEE**  
**CLASSIFICATION AND COMPENSATION STUDY**  
**APPEAL PROCESS**

The following information outlines the process for employee appeals of position allocations resulting from the Classification and Compensation Study:

**Basis for appeal**

If an employee feels that the Consultant:

- 1) Committed an error in classifying his/her position; or
- 2) If the employee's job has changed significantly since the original Job Description Questionnaire (JDQ) response, then the employee may supply additional information and request a re-evaluation.

**Grade review guidelines**

Grade reviews must be focused on the JDQ. If an employee believes their job has been incorrectly classified, the employee must read through their JDQ and determine which areas they feel were evaluated incorrectly. Any comparisons with other positions must be based on documented evidence submitted by the appellant.

**Note: Policy decisions on pay structure, market comparisons, and pay plan implementation are not subject to appeal.**

**How to appeal**

There are three steps in the appeal process:

1. Should an employee decide she/he may want to appeal, the employee would submit a signed **Statement of Intent to Appeal** form to the Administration Department, asking to review the Carlson Dettmann Consulting Point Factor Job Evaluation levels for that employee's classification. The Carlson Dettmann Consulting Point Factor Job Evaluation system is a proprietary product, so the Administration Department will provide a non-disclosure form for the employee to assign and arrange a time for the employee to review the rating levels in the Administration Department. **Any employee that wishes to file an Intent to Appeal form must do so by November 13, 2015.**
2. Based on this review, if the employee wishes to submit an appeal, then the employee shall complete an **Appeal Form**. The appeal form must include a statement for the appeal limited to the two criteria previously explained above, which are: 1) The consultant committed an error in classifying his/her position, or 2) The employee's job has changed significantly since the original JDQ response.

If the appeal involves a claim of additional responsibilities or significant changes to the position since the completion of the JDQ, the employee must attach a hard copy of their original JDQ, with any changes indicated on the JDQ itself. Changes can either be shown in handwriting, or if the employee

uses the electronic form of the JDQ, changes should be made very clear using underlining or some other demarcation.

3. The Department Head will review the information provided by the employee, certify that it is factual and correct, sign the **Department Head appeal review** portion of the form and provide comments. Department Heads will then submit the appeals to the Administration Department.

The Consultant will discuss the appeal with the Administration/HR Analyst, the City Administrator, and the employee's Department Head, reviewing the substance and merits of each appeal. Based upon this review, the Consultant will make a recommendation on each appeal to the Client indicating if he/she feels the appeal should be upheld, or if not, the reason for recommending denial of the appeal.

**All intent to appeal forms must be filed by November 13, 2015.**

**CITY OF SOUTH MILWAUKEE**

**STATEMENT OF POSSIBLE INTENT TO APPEAL**

I, \_\_\_\_\_, am considering submitting an appeal of my pay grade classification under the pay plan recently adopted by my employer. I understand that my employer's policy decisions on pay structure, market comparisons, and pay plan implementation are not subject to appeal. Carlson Dettmann Consulting, LLC ("Discloser") utilized its proprietary Point Factor Job Evaluation System in preparing the pay plan adopted by my employer, and I understand that application of this system by Discloser on behalf of my employer is a trade secret.

By signing this form, I am indicating I may appeal and am requesting an opportunity to review the Discloser's evaluation of my position in order to decide whether I wish to submit a formal appeal. In order for the Administration Department to share the evaluation of my position, I am voluntarily agreeing to be bound by the following terms:

"I acknowledge and agree that all of the information regarding my evaluation is Confidential Information and the proprietary property of DISCLOSER, and I agree not to divulge, reveal, report, or disclose any of this evaluation information."

Acknowledged and agreed:

\_\_\_\_\_

Date: \_\_\_\_\_