



Bargaining Committee Agenda

April 6, 2016
6:00 p.m.

BARGAINING COMMITTEE AGENDA

1. Call to Order
2. Minute Approval
 - March 9, 2016 - [Bargaining Minutes 03-09-2016](#)
3. Discussion and Action Items:
 - Letter dated March 25, 2016 re: Resignation of City Administrator - [Rhode Resignation Letter 3-2-2016](#)
 - Replacement of City Administrator – Job Ad - [St Francis Job add 2016 Draft](#)
 - Letter dated March 31, 2016 re: Clerk II position - [Candidate Hire Request](#)
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
MARCH 9, 2016**

Present: Alderpersons Fliss, Brickner and Wattawa

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker

Chairwoman Fliss called the meeting to order at 4:24 p.m.

Moved by Alderman Brickner, seconded by Alderman Wattawa 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 – Police Department Union Negotiations for 2016-2017 Labor Agreement; City Administrator Review finalizing 2016 goals. Motion carried.

Moved by Alderman Brickner, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 6:00 p.m.



City of St. Francis

TIM RHODE
CITY ADMINISTRATOR
Tim.Rhode@stfranwi.org

March 25th, 2016

It is with a heavy heart that today I am submitting my resignation as the City Administrator for the Beautiful City of St. Francis. My professional goal was to leave the City of St. Francis a better place than when I arrived, I feel that goal was accomplished, thus it's time for me to move on to my next professional opportunity. I have enjoyed serving the community and I am truly honored to have been City Administrator for the past 5 years.

As per my employment contract with the City of St. Francis, it requires that I provide a minimum of 60 day notice in order to allow flexibility to the City Council. I anticipate my last day with the City as June 3rd, 2016. I will be happy to present options or a timeline to the City Council to find a qualified replacement at the next City Council meeting April 6th, 2016.

Thank You for allowing me to serve as the City Administrator of St. Francis for the last 5 years.

Tim Rhode

Options for replacing the Administrator

Two typical options for replacing the City Administrator which I have participated in or helped facilitate in my professional time as a City Administrator.

In-house

St. Francis managing the replacement process internally with Committee's and the City Council. This the process used to hire the current administrator and if done effectively and efficiently can result in a successful search and hiring. However, if not done correctly or more importantly if not done timely, may not work out well for the City. Keep in mind currently three other Municipalities in Southeastern Wisconsin are either advertising or about to advertise for similar jobs. Creating and maintaining a tight timeline will avoid good candidates getting selected by other communities during the search process.

External

Firms would be happy to facilitate the process of filling the City Administrator position. Generally 4-6 firms do work in Wisconsin on a regular basis which manage the process from creating the job add, identifying and doing background checks for candidates and ultimately narrowing down to 3-5 finalist to interview. These firms charge for services they provide, anywhere from 5-7k for general items or up to 25k for the all the services.

Job Add Draft

Administrator – St. Francis, Wisconsin (8959): **Salary \$80-\$100K** plus benefits DOQ. 7 member Common Council; \$8.5 million General Fund budget; 66 full time and 68 part time employees. Requires a four year degree in Public Administration, Business or related field, Master's Degree in Public Administration preferred. **3-5 years local government City Administrator experience** recommended; knowledge of budgeting/finance, human resources, intergovernmental relations, community/economic development and general municipal operations; strong interpersonal skills and commitment to team management and citizen participation/service. Application letter, resume, salary history, and references to: City of St. Francis, Attn: Anne Uecker, City Clerk/Treasurer, 3400 East Howard Ave, St. Francis WI 53235. Deadline for applying **is April 29th, 2016**. Job description is available on the City's website: <http://www.stfranwi.org>

Highlighted areas are good discussion items for the committee Wednesday night to discuss.

- 1) Pro's and Con's for pay range. Generally the higher the pay range the more qualified/years of experience the candidate will have. The Committee may want to increase this range based on current market situations.
- 2) Year of experience in the Local government management is a key factor to the job add. It establishes the qualifications which help narrow in the candidate pool the City is looking for.
- 3) Date the applications should be submitted. 95% will be emailed into the City, so generally the trend is not to have a time they are due to the City just a day to allow applicants to email at night.

Timeline

My suggested timeline for replacing the City Administrator would be to advertise ASAP for the job. If the Job add was approved April 6th at the Bargaining Committee and Council Meeting then staff could insert the advertisement into the relevant publication such as but not limited to:

- ICMA
- WCMA
- League of Municipalities
- South Shore Now

If advertised promptly after approval April 6th, that would give approximately three full weeks for candidates to submit the applications which is the going time frame.

Following application submittals at the end of April, it allows the committee 2 weeks to review the candidates, and have the Police Department do some primary background checks.

Following the review and background checks, the committee could narrow down to 8-10 candidates for the first round of interviewing 30-45 minutes. This round would allow the committee to narrow down to a reasonable amount of finalists which would be 3-5. With the finalist selected, the full Council could participate in the interviews to make the selection of the finalist.

With a finalist selected, an employment contract will need to be negotiated which takes 5-10 business days. The Council should determine the parameters for the employment contract before the final interview in order to save time and effort.

Interim City Administrator

If the process is not complete by the end of May, the City should start to give thought to an Interim City Administrator. This position would require approximately 12-16 hours per week. This position would be responsible for assisting with some of the on-going projects and issues facing the City. This position would be responsible for being the final decision on the day to day items which the City Administrator is tasked to accomplish.



City of St. Francis

Anne B. Uecker MMC / WCPC
CITY CLERK – TREASURER
Anne.Uecker@stfranwi.org

March 31, 2016

City of St. Francis
Bargaining Committee
3400 East Howard Avenue
St. Francis Wisconsin 53235

Dear Members of the Bargaining Committee:

We are doing the final interview of the two most qualified candidates for the Clerk II position on Monday, April 4th. Both candidates would bring excellent experience to the City and be an asset to our team.

I am respectfully requesting authorization to offer the position to the qualified candidate. I will have the name and information available for you at the meeting.

If you have any questions please contact me.

Sincerely,

/s/Anne B. Uecker

Anne B. Uecker, MMC/WCPC
City Clerk/Treasurer