



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Human Resources and Public Safety Committee
Date and Time: Wednesday, March 11, 2020 at 7:00 P.M.
Location: City Hall, North Conference Room, 2000 North Calhoun Road

Members Present: Alderman Bob Reddin, Alderman Dan Sutton, Alderman Renee Lowerr, and Alderman Rick Owen
Members Excused: Alderman Gary Mahkorn
Others Present: Human Resources Director James Zwerlein and Police Chief Daniel Tushaus

1. Roll Call

After noting a quorum was present, Chairman Reddin called the Human Resources and Public Safety Committee to order at 7:00 p.m.

2. Announcements

Chairman Reddin stated the next meeting of the Human Resources and Public Safety Committee will be held on April 7, 2020 at 6:00p.m., if needed.

3. Minutes of the January 21, 2020 Meeting

Alderman Sutton moved to approve the minutes of the January 21, 2020 meeting. Seconded by Alderman Owen. Motion carried 4-0.

4. Human Resources and Public Safety Committee Items

2020 Health Insurance Plan Experience Review.

Director Zwerlein presented the Executive Summary contained in the Data Dashboard report provided by the City's Insurance consultant, Willis, Inc. Through January 2020, the health plan ran at 112.7% of budgeted accrual. Discussion item only.

No action taken.

5. Common Council Items

- a. Intergovernmental Agreement for Law Enforcement Services for the 2020 Democratic National Convention in Milwaukee, Wisconsin

Police Chief Tushaus presented the Intergovernmental Agreement for Law Enforcement Services for the 2020 Democratic National Convention in Milwaukee, Wisconsin. He stated the City of Milwaukee has requested the services of the Waukesha County Civil Disturbance Unit, for which the City of Brookfield Police Department provides the services of one (1) patrol supervisor and six (6) patrol officers, for the 2020 Democratic National Convention.

Alderman Sutton moved to approve the Intergovernmental Agreement for Law Enforcement Services for the 2020 Democratic National Convention in Milwaukee, Wisconsin. Seconded by Alderman Lowerr. Motion carried 4-0.

Police Chief Tushaus left the meeting at 7:17 p.m.

b. Ordinance Chapter 2.24 – Miscellaneous Employment Issues

Director Zwerlein stated that the amendment clarifies that when the Common Council exercises its authority to amend a section of the Addendum that such action does not constitute a promotion or demotion for incumbents of City positions holding a title contained therein. This ensures that general maintenance of the City's sound compensation system cannot result in or be construed to cause a pay rate effect not specifically otherwise authorized by the Municipal Code.

Alderman Lowerr moved to approve amending the Ordinance Chapter 2.24 – Miscellaneous Employment Issues. Seconded by Alderman Sutton. Motion carried 4-0.

c. 2020 Salary Ordinance Addendum Amendment

Director Zwerlein presented the transfer of all Fair Labor Standards Act (FLSA) non-exempt titles from the management pay plan (Section I) to the non-management pay plan (Section II); and, a reduction in the number of salary grades contained in the management pay plan from sixteen (16) to fifteen (15). This is achieved by deleting the lowest three (3) salary grades and adding two (2) salary grades at the top, which creates sufficient room to consider pay adjustments for incumbents of certain titles more in line with the levels paid by comparable jurisdictions. The 2020 total salary impact of this transaction for all seven (7) affected incumbents will be approximately \$4,000.

The recalibration of the management pay plan (Section I) will enable the City to more effectively spread out the allocation level of management staff to better match the external labor market. The 2020 total salary impact of this transaction will be zero; however, the re-positioning of titles based on labor market considerations will yield merit adjustments for staff in future years, which would have otherwise not been received due to the rate being capped at the top of the previous salary grade to which their titles were assigned. In sum total, there are fifty-eight (58) titles in the management pay plan. In nominal terms, this transaction will lower the salary grade of four (4) titles; increase the salary grade of fifteen (15) titles; and, maintain the salary grade level of thirty-nine (39) titles. Accordingly, future year cost of this transaction is estimated to be approximately \$10,000 on an annual basis.

Director Zwerlein presented a 1% performance incentive payment concept for the duration of the rating year for employees at the maximum of the pay range in positions contained in section 2 of the Salary Ordinance Addendum. This payment would not be applied to base pay, but would preserve the pay for performance system for these very long tenured non-managers. The concept was rejected by the Committee on a consensus basis.

Lastly, Director Zwerlein presented a pay increase for intermittent technical position titles to ensure adequate staffing of the related functions. The City has a number of positions that work on an ad hoc basis to perform highly technical functions that cannot be staffed through traditional means. These intermittent roles include the part-time plumbing inspector and the part-time electrical inspector who work only when the regular staff is unavailable due to vacation or extended leave, or, alternatively, the demand for the service has spiked. The bailiff in the Municipal Court is another example of a role not suited for our standard staffing model. These positions average approximately 200 hours of work per year.

The rate of pay for these non-benefit positions has been \$30 per hour for the past several years, which is no longer a competitive rate. With relatively new incumbents in these roles, it has become apparent a significant movement in pay closer to the labor market is needed. The uniform rate of \$42 per hour is being recommended to bridge the gap between our pay levels and the market. Fully benefitted journeymen plumbers and electricians, for examples, make an equivalent wage level. The City requires Master level plumbing and electrical certifications for its inspectors. Similarly, Municipal Court bailiffs, in general, are full-time police officers and command staff working for other jurisdictions at normal rates of pay at this level or higher. Given the paucity of hours worked in these positions, the salary impact of this transaction would cost approximately \$5,000 per year.

Alderman Owen moved to approve amending the 2020 Salary Ordinance Addendum Amendment. Seconded by Alderman Sutton. Motion carried 4-0.

6. Adjournment

Alderman Owen moved to adjourn. Seconded by Alderman Sutton. Motion carried 4-0. 9:30 p.m.

Respectfully Submitted:

James Zwerlein

Human Resources Department/Human Resources Director