

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, October 17, 2022 at 6:15 PM

AGENDA

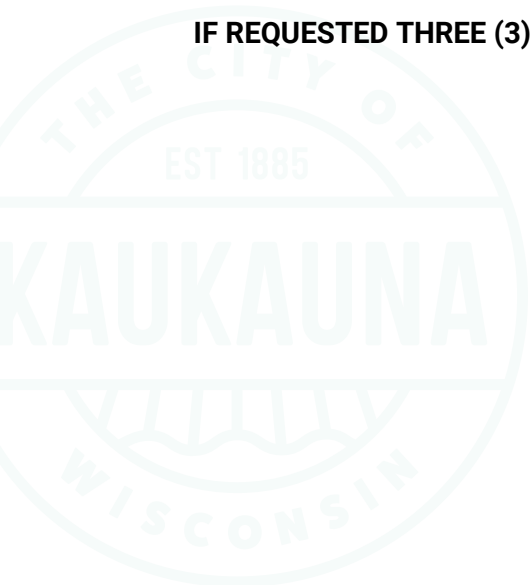
In-Person

1. Correspondence.
2. Discussion Topics.
 - a. [Park pavilion fee increase for 2023.](#)
 - b. [Presentation of personnel budget items for comment and feedback.](#)
 - c. [Update Purchasing Policy.](#)
3. Closed Session
 - a. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.
 - b. Return to open session for possible action.
4. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, October 17, 2022 at 6:15 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.





MEMO

COMMUNITY ENRICHMENT & RECREATION

To: Personnel and Finance Committee

From: Terri Vosters, Community Enrichment & Recreation Director
 Jake Van Gompel, Street & Park Superintendent

Date: 10/17/2022

Re: Park pavilion fee increase for 2023

Staff evaluated current park pavilion rental fees and used comparable from neighboring communities**. Our current rental fee is \$25 per day per pavilion. Additionally, there is no security deposit required. The current fee structure has been in place for at least 15 years. Currently, pavilion reservation process opens the first business day of the year for the upcoming year. Our facility (SPaR Building) reservation opens to:

- Kaukauna-based, not-for-profit organizations 395 days (13 months) in advance of the rentals first booking date.
- The patron that booked this year may reserve 366 days in advance of the booking date.
- All other City resident 365 days in advance of the booking date.
- Non-resident 335 (11 months) days in advance of the booking date.
- Kaukauna Area School District is exempt from rental fees.

We recommend mirroring the facility rental policy for the park pavilion rentals. Below are fees from local communities.

**

	Small	Medium	Large
Outagamie County	\$65	\$75	\$75
Little Chute	\$60	\$60	\$60
Kimberly	\$53	\$58	\$74
Menasha	\$35	\$80	\$110
Appleton	\$50	\$65	\$90

*All communities require a security deposit.

Staff recommendations for fee structure:

Rentals Available	Resident	Non-Resident	Picnic Tables/Capacity
Horseshoe Valley Park	\$50	\$75	5/40
La Follette Park	\$75	\$100	24/192
Riverside Park	\$75	\$100	18/144
Hydro Park	\$50	\$75	5/40
Jonen Park	\$75	\$100	9/72

Security deposit \$50 resident/non-resident.

Recommended Action:

Approval of the new fee structure and policy for the 2023 season.



2023 Personnel Budget Item Preview

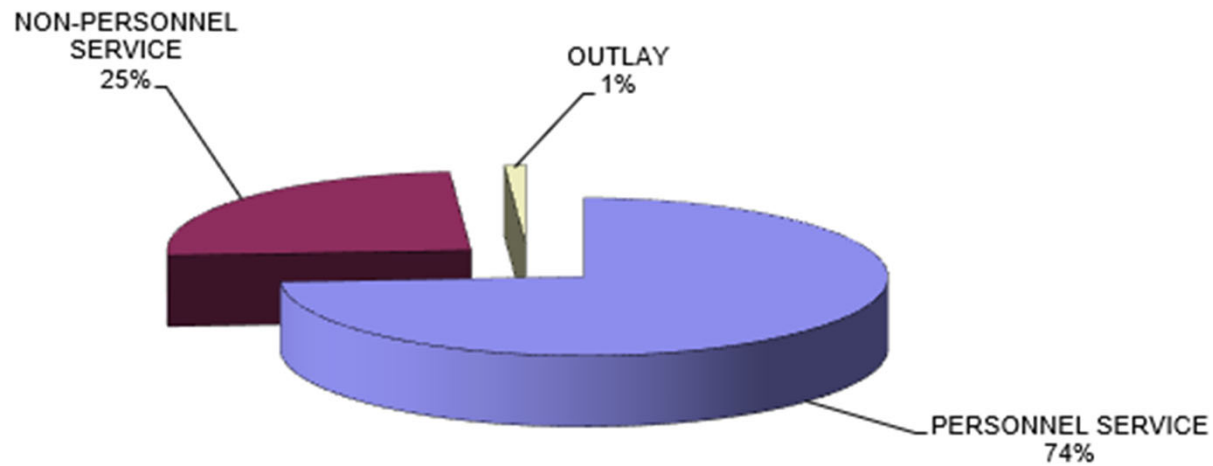


Budget Calendar

October '22							November '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31												

- October 17th – Present Personnel items to Finance/Personnel committee for feedback
- *Week of November 1st – Print Budget Books and Distribute*
- November 2 – Proposed Budget Presentation to Council at 6:30pm
- November 15 – Public Hear and Budget Adoption

2023 Budgeted General Fund Expenditures by Type



Personnel 2023 Budget Preview

<i>2022</i>	<i>2023</i>		
<i>BUDGET</i>	<i>BUDGET</i>	<i>\$ Diff</i>	<i>% Diff</i>
11,824,709	12,795,732	971,023	8.2%

*2022 Budget does not include 201/219 amounts, but 2023 is including them

Larger Variances

- The tables to the right are showing any large variances +/- from 2022 to 2023 budget by category
- We break our Personnel budget categories into two groups, Benefits and Salary.

	2022	2023		
	BUDGET	BUDGET	\$ Diff	% Diff
Regular Payroll	7,198,883	7,679,664	480,781	6.7%
Temporary Payroll	381,561	447,549	65,988	17.3%
Total Salary & Wages	7,995,889	8,599,824	603,935	7.6%

	2022	2023		
	BUDGET	BUDGET	\$ Diff	% Diff
Group Health Insurance	2,169,854	2,333,730	163,876	7.6%
Residency	191,393	227,201	35,808	18.7%
Retirement Plan	770,767	897,685	126,918	16.5%
Social Security	464,816	503,316	38,500	8.3%
Total Benefits	3,828,820	4,195,908	367,088	9.6%

Wages

Significant Changes

- New Positions
 - Police Detective
 - Fire Lieutenant of Training
 - Children Services Librarian (not filling Assistant Director position)
- Increased Hours
 - Paralegal: 30 hours a week
 - Librarian: 37.5 hours a week
 - 1000 Island Administrative Assistant: 29 hours a week
- Various pay increases to align better with market (Recreation seasonal, Streets seasonal, Community Enrichment Coordinator, interns)
- Wages scale is under a comp study. Data is expected back in time for final budget presentation. Preliminary data is showing that adjustments will look different across the staff unlike previous years.
- Several Employees making a step increase through the 7-step wage scale
- Partial budgeted Position in previous budget that is now fully budget
 - Associate Planner

Group Health Insurance

- City offers Ten (10) different health plans through the State (Employee Trust Fund)
- WEA Trust no longer available, replaced with Common Ground HealthCare Cooperative
- All plans had a 5-7% increase
- Overall plan mix had a 6% increase in premiums

Group Health Insurance Continued

- Budgeting for the unknowns
 - New and Vacant positions don't have previous year as benchmark
 - Police Detective, Fire Lieutenant of Training, Children Service Librarian, and Associate Librarian (moving to full-time)
 - Budgeting these positions for family plan to cover potential cost
- Some elections have switched from Single to Family and some have added coverage through the city
- Note Open enrollment goes through October 21st. We will have all the known plan changes in the budget at Oct 20th cutoff. Any unknown at that time will be budgeted status quo to last year

Residency

- The City provides a 6% of salary in residency incentive for those employee's who live within the city corporate limits.
- The city capped this overall benefit to an aggregate of \$250,000. If the City reaches this amount, it will then adjust the overall percentage by employee of the incentive to stay within that total amount.
- The City is at \$227,000 in the 2023 budget
- Like health insurance, we budget for the unknown positions as if they are were getting this incentive.
 - These positions include Police Detective, Fire Lieutenant of Training, and Children Service Librarian

Retirement

- The City participates in the Wisconsin Retirement System (WRS). The City has 4 category classes within the system in which 2 had a slight increase and 2 had higher increase.

Category	2022	2023	% Diff
WRS General	6.50%	6.80%	0.30%
WRS Elected	6.50%	6.80%	0.30%
WRS Protective W	12.04%	13.22%	1.18%
WRS Protective W/O	16.44%	18.12%	1.68%

- The majority of City employees eligible (1,200 hours or more worked in year) are in the General Category
- With this being tied to wages, it fluctuate the same direction as overall wages.
- Police & Fire rate increase above will account for 80% of this WRS increase in 2023.

Social Security

- Social Security is also tied to wages, which too will fluctuate the same direction as overall wages
 - Larger Increases include:
 - Police Department
 - Attorney Department (Paralegal)
- New Positions making up some of the increase
 - Police Detective, Fire Lieutenant of Training, and Children Service Librarian

Noteworthy Items

- Promote Officer within to Detective and hire new Road Officer
- Promote Fire personnel within to Lieutenant of Training and hire new Firefighter/Paramedic
- Hiring Children Services Librarian to replace Assistant Director
 - Move one Associate Librarian to Full-Time
- Bringing in Environmental Center & Grignon Mansion to 101 Fund

Current Organizational Chart

The next pages will have the current organizational Chart of City Staff

Slide 13

AR1 Ashley Roehl, 10/13/2022

Personnel By Area Handout

Next Page contains expense type by area



Microsoft Excel
Worksheet

CITY OF KAUKAUNA

2023 BUDGET
GENERAL FUND
SUMMARY OF EXPENDITURES BY TYPE

<i>DESCRIPTION</i>	<i>PERSONNEL SERVICES</i>
GENERAL GOVERNMENT	
Assessment	150
City Attorney	146,411
City Clerk	210,911
Commissioners	4,573
Common Council	41,856
Community Enrichment	170,643
Elections	17,077
Finance	295,863
Human Resources	231,296
Information Technology	35,022
Mayor	201,819
Municipal Judge	34,003
Planning/Community Development	301,622
TOTAL GENERAL GOVERNMENT	1,691,246
PUBLIC SAFETY	
Fire	2,747,355
Building Inspection	124,646
Police	3,542,443
School Patrol	60,533
TOTAL PUBLIC SAFETY	6,474,977
TRANSPORTATION	
Engineering	443,430
Street Department Administration	191,964
Street Maintenance	2,113,373
TOTAL TRANSPORTATION	2,748,767
COMMUNITY ENRICHMENT	
Adult Sports	148,755
Dance Classes	47,842
Grignon Mansion	71,341
Library	712,904
Swimming Pool	238,581
Youth Sports	116,605
TOTAL COMMUNITY ENRICHMENT	1,336,028
CONSERVATION & DEVELOPMENT OF NATURAL RESOURCES	
1000 Islands Environmental Center	228,647
TOTAL CONSERVATION	228,647
OTHER	
Health Insurance	316,068
TOTAL OTHER	316,068
TOTAL EXPENDITURES	12,795,732