

FINANCE AND PERSONNEL COMMITTEE

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



Monday, February 05, 2024 at 6:15 PM

AGENDA

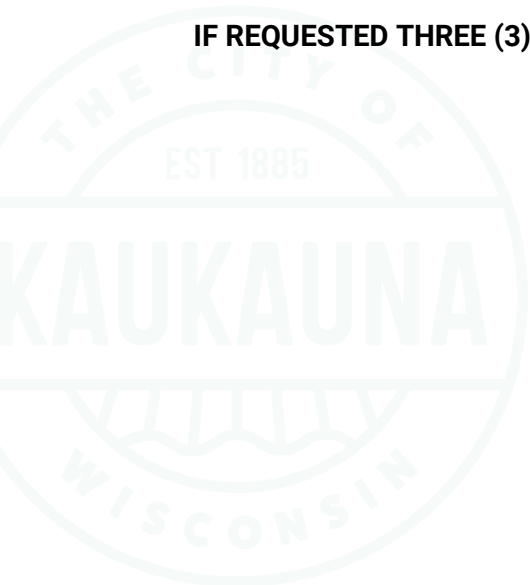
In-Person

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Summer Hours 2023 Pilot Program Report.
 - [b.](#) Code Enforcement Classification.
 - [c.](#) Budget Amendment for Code Enforcement Officer moving to Police Department and Record Clerk Hour changes.
 - [d.](#) Financial Request Submission - Electric City Experience 2024.
 - e. 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.
 - f. Return to Open Session for possible action.
3. 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, February 5, 2024 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.



SUMMER HOURS 2023 PILOT PROGRAM REPORT

Recap of Program:

The purpose of this program was to try to provide more flexibility and work-life balance for as many staff as possible while still providing great service to our residents. The program began June 1, 2023, and ended September 6, 2023.

Affected departments were DPW, Engineering, Planning, Finance/HR, SPAR Office personnel, and Clerk's Office.

The hours for each department were as follows:

MSB and SPAR offices were open to the public Monday – Thursday from 7:30 am – 4:30 pm and Fridays from 7:30 am – 11:00 am. However, actual staff work hours varied. Staff work hours worked are listed below.

MSB

Monday – Thursday: 7:30 am – 4:30 pm

Friday: 7:30 am – 11:00 am

Lunches were adjusted from 60 mins to 30 mins

SPAR Office

Monday – Thursday: 7:30 am – 4:30 pm

Friday: 7:30 am – 2:00 pm

Lunches remained at the regular 60 mins

Street Department Crew

Monday – Thursday: 7:00 am – 3:30 pm

Friday: 7:00 am – 1:00 pm

Lunches were adjusted from 30 mins unpaid to 15 mins paid

Traffic tracking:

Prior to bringing the summer hours pilot program forward to the council for consideration, staff tracked window and phone traffic on Fridays from 4/7/2023 – 5/5/2023. The following information was gathered during that tracking period:

- Mayor's Office, Finance, HR, and Planning had no unexpected visits on
- Fridays.
- Engineering had two visits after 11:00 am on Fridays during the tracking period. One visit was for a metal detector return and one was for general utility questions.
- Clerk's office had an average of 3-5 visits per Friday after 11:00 am during

the tracking period of 4/7 – 5/5. There were a total of 21 visits after 11:00 am. There were 10 customers served before 8:00 am with the extended morning hours during the summer hours period.

Most of these visits were for dog licenses, bartender licenses, tobacco licenses, and court fines.

- SPAR office had a total of 29 visits after 11:00 am during the tracking period of 4/7 – 5/5. Most of these visits were for disposal site cards and program
- registrations. SPAR office also served 21 customers before 8:00 am with the extended morning hours during the summer hours period.

Staff also tracked traffic after the summer hours program.

- Clerk's office and SPAR office tracked Friday traffic from 9/1 – 12/1.
 - Clerk's Office: on Fridays between 9/1 and 12/1, they served 50 customers either via the phone or in person. 41 were in person and 9 were via the phone. The latest visit during this period was 3:45 pm. The vast majority of calls and visits occurred before 2:00 pm.
 - SPAR Office: On Fridays between 9/1 and 12/1, they served 134 customers. 61 were served before 11 am and 74 were served after 11 am. Of the 134 customers served, 9 were white goods (refrigerator stickers) and 62-yard waste cards. These represent services that are not available online.
 - In 2024, customers will be able to complete additional services online due to the implementation of the new Rec Trac system including purchasing pool passes, registering and paying for classes, and pavilion reservations.

Staff feedback:

All City employees were sent a survey after the summer hours program ended to get their feedback. The survey asked them five questions which were:

1. What department do you work in?
2. How do you feel the summer hours affect your department's operations?
3. Y/N Did you experience any feedback, positive or negative, from residents?
4. If Yes to #3, please share more detail.
5. Overall feedback or suggested changes.

26 employees responded to that survey.

Notable themes from these responses:

- 11 employees noted a “yes” to question #3 above. Of those 11 responses, 8 indicated the feedback was positive and 3 indicated that the feedback was negative. All 3 of the responses that indicated they received negative feedback were from the police department. More details regarding this is noted below:
 - The police department front office staff did not participate in the summer hours program. They noted that they had around 20 residents come to their office for assistance after 11:00 am on Fridays during the summer hours program. One employee from this area did note that they felt with more proactive and timely communication to residents that some of these may have been able to be avoided. They did not have information on what the residents needed assistance with.
- No employees indicated that they felt their department’s operations were negative affected. Instead, many shared they felt there was increased productivity due to a boost in morale.
- Some respondents noted that it may be difficult for some employees to arrive to work by 7:30 am if the program continued beyond summer due to their children’s school schedules.
- The overwhelming response from respondents was they were appreciative of the flexibility, felt it was a huge morale boost, and would love to see the program continued.

Themes from suggestions on survey:

- Continue program next summer.
- Continue program year-round.
- Consider a rotating schedule.

Comments from Department Heads of participating departments:

Comparables:

In researching this topic we found a number of surrounding municipalities have alternative schedules. A summary of those are provided below.

	Monday - Thursday	Friday	Timeframe
Town of Grand Chute	7:00 am – 4:30 pm	7:00 am – 11:00 am	Year Round
City of Neenah	7:30 am – 4:30 pm	7:30 am – 4:00 pm	September - May
City of Neenah	7:30 am – 5:00 pm	7:30 am – 12:00 pm	Summer (Memorial Day – Labor Day)
Village of Kimberly	8:00 am – 4:00 pm	8:00 am – 3:00 pm	Year Round
Village of Greenville	7:00 am – 4:30 pm	8:00 am – 12:00 pm	Year Round
City of De Pere	7:30 am – 5:00 pm	7:30 am – 11:30 am	Year Round

Overall Impression:

The program did not seem to have a significant impact on our ability to serve residents. With an increase in online services and a scheduled website update in 2024 to further enhance our website, we can continue to offer residents easy access to common questions and services. Employee morale was boosted by the program and staff were very appreciative of the opportunity to have more work/life balance during the summer months.

If the program is continued during the subsequent summers or otherwise, we suggest earlier and more frequent communication to residents to allow them ample notice.

Staff Recommendation:

Staff are recommending implementing summer hours as a regular program annually from Memorial Day – Labor Day, aligned by pay periods. The program will be continually monitored to ensure that city staff are able to continue meeting the needs of residents and the community. Hours suggested as regular seasonal hours are below.

MSB and SPAR Office

Monday – Thursday: 7:30 am – 4:30 pm

Friday: 7:30 am – 11:00 am

Lunches adjusted from 60 mins to 30 mins

Street Department Crew

Monday – Thursday: 7:00 am – 3:30 pm

Friday: 7:00 am – 1:00 pm

Lunches adjusted from 30 mins unpaid to 15 mins paid

Staff are also recommending that Marketing and Communication Manager works with staff to implement proactive communication to the public to provide ample notice of summer hours to allow residents to plan accordingly and to be educated on online services available 24/7.



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Jamie Graff, Police Chief
Shanon Swaney, Human Resources Director
Date: February 5, 2024
Re: Code Enforcement Classification

Staff have completed a review of the Code Enforcement Officer position and classification. This included a review of work products and progress the position made from its inception in June of 2022 to its vacancy in December of 2023, current outstanding caseload, potential caseload, review of current Code Enforcement processes and procedures, and review of other municipalities' Code Enforcement programs.

In completing this review, staff determined that a part-time position with a well-qualified candidate would better meet current needs. Staff also believe a re-alignment of the position is warranted moving its supervision from Planning to the Police Department.

We are confident that with a skilled Code Enforcement Officer under the Police Department's supervision, 20 hours per week will be sufficient to begin to implement a successful Code Enforcement program. The Police Department will work closely with the Code Enforcement Officer to monitor the program and will come back to

this body should an additional part-time position or a re-classification to full-time be warranted.

The Police Department will provide better access to resources, databases, and collaboration with law enforcement officers which will further help the success of the position. The Police Department's approach of education, respect, fairness, and integrity will also help support the success of the program.

Staff Recommendation:

Re-classify the full-time Code Enforcement Officer position to a part-time Code Enforcement Officer position at 20 hours per week.

Re-classify the Code Enforcement Officer position from exempt to non-exempt in pay grade 11.

Staff are also seeking permission to fill a part-time Code Enforcement Officer due to the position being currently vacant.





MEMO

Finance

To: Finance and Personnel
 From: Finance Director, William Van Rossum
 Date: 2/5/2024
 Re: 2024 Budget Amendments

Code Enforcement Budget Item Reallocation

To align the budget effects of the code enforcement classification change from the previous agenda item, we will need a reallocation of budgeted funds from the Planning Department to the Police department to align with where the expenses that will be charged with the position change.

This reallocation will include the salary and benefits that were originally budgeted. This reclassification will also free up budgeted funds that will go toward the cost to convert the storage space into office space for this position. Below are the table showing the lines that will be affect. This is showing that \$41,972 is moving from planning to Police department. There is resolution to formalize this on the February 6, 2024, Council agenda.

PLANNING/COMMUNITY DEVELOPMENT				<i>Ammended</i>	
OBJECT			2024	2024	
CODE		DESCRIPTION	BUDGET	Budget	Diff
		PERSONNEL SERVICES			
		Wages & Salaries			
5101		Regular Payroll	262,865	225,665	(37,200)
5104		Temporary Payroll	0	0	0
5119		Longevity Pay	15	15	0
		Fringe Benefits			0
5151		Retirement Plan	16,211	16,211	0
5152		Residency	4,021	1,789	(2,232)
5154		Social Security	20,110	18,426	(1,684)
5157		Group Health Insurance	37,290	37,290	0
5160		Group Life Insurance	484	484	0
5163		Workers Compensation	7,001	6,145	(856)
		TOTAL PERSONNEL SERVICES	347,997	306,025	(41,972)

POLICE DEPARTMENT					
				<i>Ammended</i>	
<i>OBJECT</i>			<i>2024</i>	<i>2024</i>	
<i>CODE</i>		<i>DESCRIPTION</i>	<i>BUDGET</i>	<i>Budget</i>	<i>Diff</i>
PERSONNEL SERVICES					
Wages & Salaries					
5101		Regular Payroll	2,239,228	2,272,028	32,800
5107		Overtime Pay	60,000	60,000	0
5110		Shift Premium Pay	0	0	0
5113		Job Class Premium Pay	585	585	0
5116		Holiday Pay	116,688	116,688	0
5119		Longevity Pay	1,890	1,890	0
5125		Call Time	0	0	0
Fringe Benefits					0
5151		Retirement Plan	358,014	358,014	0
5152		Residency	8,914	11,146	2,232
5154		Social Security	189,791	191,475	1,684
5157		Group Health Insurance	685,721	685,721	0
5160		Group Life Insurance	3,425	3,425	0
5163		Workers Compensation	59,044	59,900	856
TOTAL PERSONNEL SERVICES			3,723,300	3,760,872	37,572
OUTLAY					
5804		Office Equipment	2,500	6,900	4,400
				Total Expense Change	0

This budget amount amendment does not increase spending in the 2024 budget. It is reallocating budgeted funds to the area where we are anticipating the expenses occurring.

Police Record Clerk Hours

The second budget adjustment also in the Police Department pertaining to the Record Clerk position. The four positions within this area have budgeted scheduled hours ranging from 20 hours to 29 hours. With the recent retirements the department is looking make all positions within this area budgeted 25 hours. This will help with scheduling, crossing training and some of the processes within the department. There will be little to no fiscal impact on the 2024 Budget. With the recent changes, retirement, and vacant positions, it will allow this change to stay within budget.

Position	NUMBER OF FULL-TIME EQUIVALENTS	
	<i>Budgetd</i>	<i>Amended Budget</i>
Police Records Assistant	0.73	0.63
Police Records Assistant	0.63	0.63
Police Records Assistant	0.50	0.63
Police Records Assistant	0.50	0.63
Total	2.36	2.50

0.14 Diff

Staff Recommend Actions

1. Approve the reallocation of funds from Planning/Community Development to the Police department to match budget with actual expenses.
2. Approve the adjusted hours for the four Records Assistant positions within the police department, making them all consistently budgeted at 25 hours.



MEMO

Finance

To: Finance and Personnel Committee
 From: Finance Director
 Date: 2/5/2024
 Re: Financial Request Submission - Electric City Experience 2024

The attached financial request has been submitted. This is the first request since implementing our process. The request is for an existing event that has happened for many years and appears to be successful without any issues with the crowd.

The event organizer has shared that the event will be like years past and has indicated the request is to help pay for expenses for the event to survive. While reviewing the request, below are the items we took into consideration.

Budget: There are budgeted funds for this event as we were thinking about this during our 2024 budget process.

- Note: The event organizer has not provided any event financials in the past after being asked. He has agreed to provide for this request per the form.

Strategic Plan: Although there is not a specific initiative on this one, it fits under community of choice in that we want to continue getting people to downtown with events like this.

Special Event application: This application has been submitted to Community Enrichment Department for review.

Event Description: With it being an existing event, we have an idea, but a formal description is what we would like to see that gives more information for our files.

Staff Recommended Action:

Approve funding request for Electric City Experience 2024 contingent upon event organizer providing more information on the event description than what he has below as well as it being approved by the special events committee.

William J. VanRossum

From: City of Kaukauna <wordpress@digisage.com>
Sent: Thursday, January 11, 2024 12:04 PM
To: William J. VanRossum
Subject: Financial or In-Kind Services - Request Submitted

Organization Name	Electric City Experience
Date	January 11, 2024
Contact Person	Jason Lipsky
Contact Email	appletonrockschool@gmail.com
Contact Phone	920-968-9773
Purpose of Request	Expenses for Electric City Experience
Amount Requested	\$10,000
Has this request been previously requested?	Yes
Is this financial support to help get a new event started or to keep an existing event surviving? Select one.	Survival
Organization's Mission or Cause	Electric City Experience event and related community engagements
Brief Description of Organization	Electric City Experience. I will follow up with this year's event letter when completed, but we are planning to run the same event layout as previous years.
How will the financial support be utilized (itemize the expenses)?	\$5000 Fox Valley Party Rental (tents) \$4000 Ray's Sanitation (porta-pots) \$1000 Elite Rentals (tents)
Event Name	Electric City Experience

Date of Event	June 5-8, 2024
Location of Event	Downtown Kaukauna
Brief Description of Event	I will follow up with this year's event letter when completed, but we are planning to run the same event layout as previous years.
Recipient agrees to report back to City staff and council on the event success. Any support request over \$5,000 will require the update to include the financials of the event.	Yes, I agree.