



## FINANCE COMMITTEE MEETING AGENDA

MONDAY, SEPTEMBER 12, 2022 AT 5:30 PM

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

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**By Phone or GoToMeeting:** Members of the media and the public may attend by calling:

+1 (571) 317-3122 **Access Code:** 153-925-469 or <https://www.gotomeet.me/EMcFarland>

All public participants' phones will be muted during the meeting except during the public comment period.

### 1. CALL TO ORDER

### 2. REVIEW AND APPROVE MINUTES

- A. Minutes of August 22, 2022

### 3. BUSINESS

- A. Review and take action: application for the 2023 WDNR Urban Forestry Grant
- B. Review and take possible action: Approval of Street/Solid Waste Division Reorganization
- C. Review and take possible action: Approval Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment Pay
- D. Review and Take Action: Proposed adjustment to the City of Watertown Employee Handbook for final pay and awarding of vacation.
- E. Review and approve the Achievement Recognition Award Program
- F. Discuss change in approach to sharing administrative services and Dept of Public Works compensation costs with other funds
- G. Convene into closed session per Wis. Stat. Sec. 19.85(e) for 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 (Offer for Purchase of Real Estate).
- H. Reconvene into open session
- I. Convene into closed session per § 19.85(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Development Update).
- J. Reconvene into open session

### 4. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, AUGUST 8, 2022 AT 5:30 PM

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Ruetten

Others present: Finance Director Mark Stevens, Public Works Director Jaynellen Holloway, Andrea Peters, Alex Allon, Griffin Armament owners

1. **Call to order:** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Review and approve:** Minutes from August 8, 2022. Ald Ruetten moved, seconded by Ald Lampe, to approve as presented, and carried by unanimous voice vote.
3. **TID 7 Request for Assistance:** Owners of Griffin Armament (801 S 12<sup>th</sup> St) were present to share their expansion plans of approximately 40,000 SF, with an expectation to add 10-15 new jobs over the next five years. The request is for \$650,000 in tax increment financing (pay-go structure) to enable this project.
4. **Convene into closed session** per § 19.85(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (TID 7 Development). Ald Bartz moved, seconded by Ald Lampe, to convene into closed session, and carried by unanimous roll call vote.
5. **Reconvene into open session**
6. **Review and approve:** EMS billing write-offs. Fire Dept Office Manager Andrea Peters presented a list of \$32,491 for write-off due to death, unlocatable, uncollectable, or small balance accounts. Ald Ruetten moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
7. **Review and take action:** Budget amendment increasing Occupy Street/Sidewalk Permit [01-43-51-49] by \$10,000 and increasing Engineering Review Fees [01-54-10-44] by \$10,000 for utility accommodation permit review. TDS is proposing to install a city-wide fiber optic utility starting in October. Ald Bartz moved, seconded by Ald Lampe, to approve as presented, and carried by unanimous voice vote.
8. **Review and take action:** Hire Sheri Larson as Deputy Treasurer/Clerk for Finance Department at Grade K, Step 2 [\$29.73/hr]. Ald Ruetten moved, seconded by Ald Bartz, to approve as presented, and carried by unanimous voice vote.
9. **Review and discuss 2023 budget materials**
  - a. Capital Improvement Plan (2023-2027) – current iteration has \$4.4 million including \$1.5 million infrastructure (not able to buy as much mileage as in past years) and \$600,000 fire station design costs. The past practice is a borrow amount of \$2.5-\$3 million with more debt retirement than new borrowing.
  - b. Compensation budget summary and draft pay table – Mayor McFarland shared an initial plan to adjust the pay table 1.5% and provide a step (2.5%) to employees with a satisfactory performance evaluation.

10. **Adjournment.** Ald. Lampe moved to approve adjournment at 6:52 pm, seconded by Ald. Davis, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

**RESOLUTION  
AUTHORIZING THE CITY OF WATERTOWN TO APPLY FOR THE WISCONSIN  
DEPARTMENT OF 2023 NATURAL RESOURCES URBAN FORESTRY GRANT**

**SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE**

**WHEREAS**, the City of Watertown is interested in applying for a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and

**WHEREAS**, there exists an available grant award up to \$25,000 (Twenty-five Thousand Dollars) to support the foregoing objectives related to community tree management, maintenance, and/or education within the City of Watertown in the year 2023; and

**WHEREAS**, grant funds will be designated to revenue account 01-42-73-75 and the City will commit to provide grant-applicable matching funds GRANT EXP: TREES & ASH INJECT from expense account 01-56-11-19, wherein 50% (fifty percent) can be obtained in-kind for and under said project as required by the Wisconsin DNR Urban Forestry grant application; and

**WHEREAS**, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

**WHEREAS**, the applicant requests a grant agreement to carry out the project;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN**, the City of Watertown will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

**BE IT FURTHER RESOLVED**, the City of Watertown will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Parks, Recreation, and Forestry, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		

ADOPTED Type meeting date

CITY CLERK

LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

APPROVED Type meeting date

\_\_\_\_\_  
MAYOR

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Mayor McFarland and Committee Members

FROM: Jaynellen J. Holloway, P.E.

DATE: September 7, 2022

RE: Finance Committee Agenda Narrative for September 12, 2022

### Agenda Items:

Review and take possible action: Approval of Street/Solid Waste Division Reorganization

### BACKGROUND

Review and take possible action: Approval of Street/Solid Waste Division Reorganization: With the resignation of Street Superintendent, Dan Zuelsdorf, the Public Works Director has been evaluating the current structure in the Street and Solid Waste Division and studying ways to improve the structure, culture, and ways to improve job satisfaction. What I realized in this research is that we once had a structure that functioned, that structure has morphed over the years into a structure that is not successful. Interestingly enough, the structure I am proposing the Street and Solid Waste Division shift to is most nearly the structure that previously was successful for that Division. Over two decades ago, the then Street Department had the following leadership team: Public Works Director/City Engineer, Street Superintendent, Assistant Street Superintendent, and two foremen. In the last five years, because the pay differential between foreman and the top paid Class V operator was in the negative, the Street/Solid Waste Division has been unable to fill the two foremen positions consistently, if at all (currently we have an interim foreman since Dan's departure, before that we had none) – no one wants to take a cut in pay to take the position or wants to earn less than the people they are directing daily work to. With the loss of the foremen positions being filled, it adds additional daily responsibilities onto the Assistant Street Superintendent and the Street Superintendent – resulting in added day to day responsibilities and making it more difficult for them to complete the work they should be doing. This has ultimately led to some of their required deliverables falling through the cracks. Adding to the situation is the inability to hire and retain talented employees. It has been rare over the past five years or more to have all positions filled in these two divisions at the same time, thus causing consistent stealing from one division's work force to fill voids in the others. This results in project completion times being extended, deadlines not being met, or not completed at all until the following construction season. I believe if the Division is reorganized to most nearly how it was over 20 years ago, and we can set wages in such a fashion as to attract qualified, positive minded, and talented employees, I believe this Division can get back on track and become sustainable and even more successful. I am requesting the Finance Committee approve the proposed Street/Solid Waste (Operations) Division reorganization and allow the Public Works Director/City Engineer to move forward with having the Operations Manager, Assistant Operations Manager, and Foremen positions evaluated by Carlson Dettmann – and once a grade is set for those positions, I can advertise in house for all of them. In the meantime, I am requesting moving forward in advertising for the Public Works Project Manager position. It was approved in the 2022 budget, however, it was assigned to Building, Safety & Zoning. I have attached a draft payroll amendment resolution for your review to reassign the position to Street/Solid Waste Division. Attached are: Current/Proposed staffing table, Reorganization Salaries table, current organizational chart, proposed organizational chart.

### Attachments:

Review and take possible action: Approval of Street/Solid Waste Division Reorganization:

- Current and Proposed Reorganization Table and Charts
- Current/Proposed staffing table
- Reorganization Salaries table

## STREETS/SOLID WASTE SALARIES

9/8/2022

<u>CURRENT</u>					<u>POTENTIAL - Best Guess</u>					<u>FUNDING</u>				NOTES
Position	Grade	Step	Hrly	Salary		Position	Grade	Step	Hrly	Salary	Streets	Solid W.	Storm	
St. Supt.	Q	1	40.46	84480.48		Oper. Manager	R	1	42.39	88510.32	70%	25%	5%	
Office Manager	L	1	28.12	58714.56		Asst. Oper. Man.*	O	1	36.61	76441.68	60%	35%	20%	Same as Ast. Water Systems Manager
Supervisor (Open)	N	1	34.68	72411.84		PW Proj. Man.	N	1	34.68	72411.84	60%	20%	20%	Same as Eng. Proj. Man.
Working Foreman	I	2	25.76	53786.88		St. W. Foreman	J	2	27.74	57921.12	100%			Adjusted so Foreman earns approx. 5% more than the top paid people they assign work to and coord. Projects with
Class V Operator	I	5	26.47	55269.36		Storm. W. Foreman	J	2	27.74	57921.12			100%	
Class V Operator	I	5	26.47	55269.36		Class V Operator	I	5	26.47	55269.36	N/A		N/A	Top paid position a foreman would direct work to
				379932.48						408475.44				

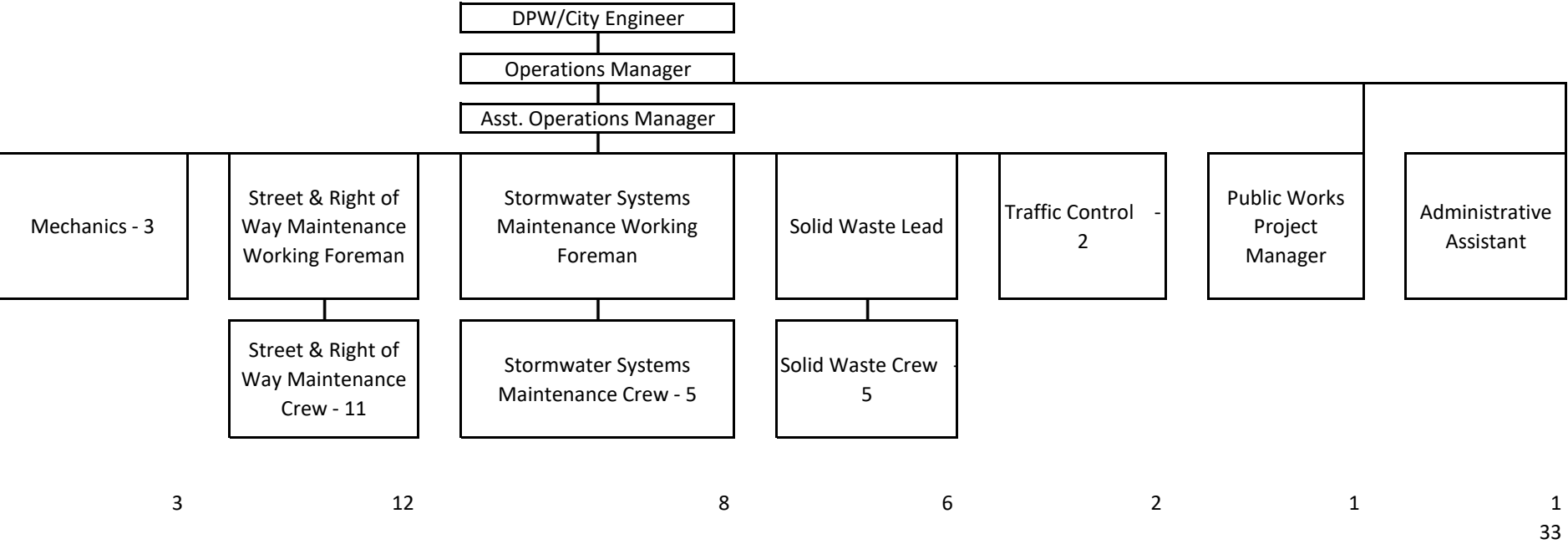
\*Note: Largest amount increase in salary, however, most of this increase is covered by utility funds and won't effect Fund #1 monies.

**STREETS/SOLID WASTE DIVISION****CURRENT DIVISION LAYOUT (Prior to Dan's Departure)**

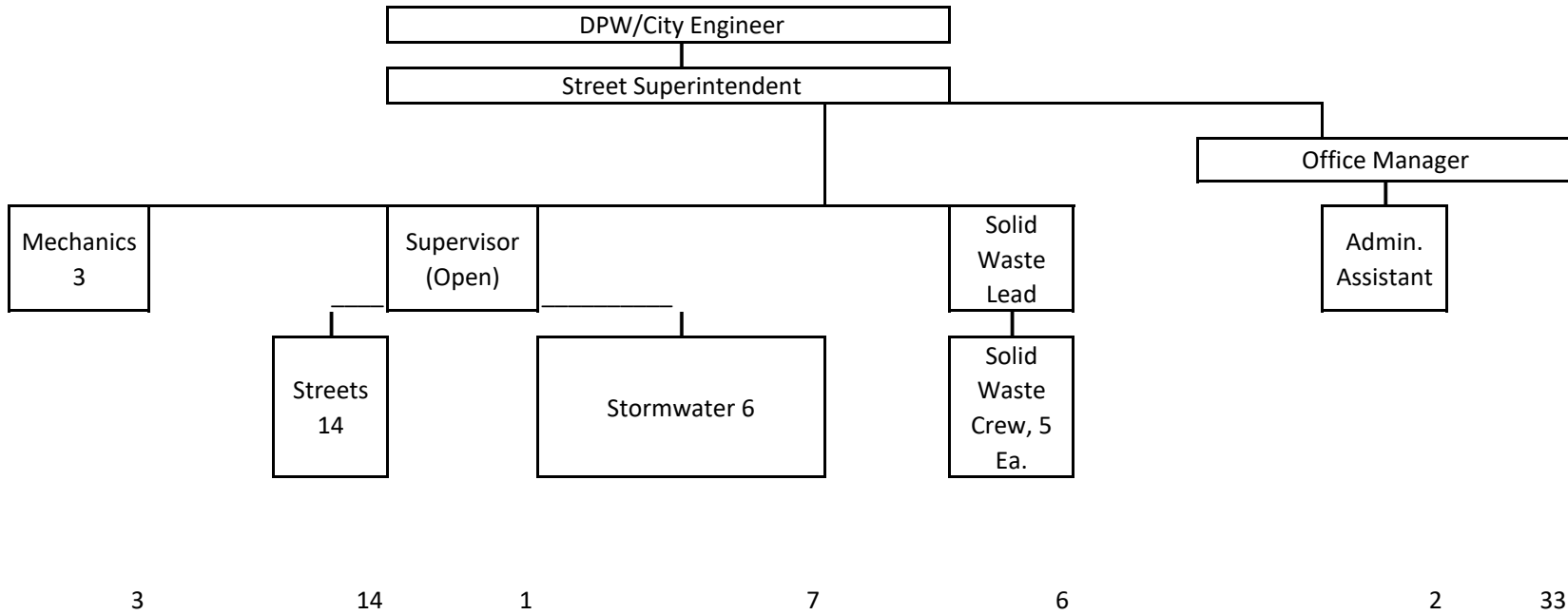
<b>CURRENT</b>				<b>PROPOSED</b>		
<b>POSITION</b>	<b>QUANTITY</b>	<b>FUNDING</b>		<b>POSITION</b>	<b>QUANTITY</b>	<b>FUNDING</b>
Street Supt.	1	S/SW/ST		Operations Manager	1	S/SW/ST
Office Manager	1	S/SW/ST		Asst. Oper. Manager	1	S/SW/ST
PW Project Manager (Open)	1	Streets		PW Project Manager	1	S/SW/ST
Admin. Asst.	1	Streets/Solid Waste		Admin. Asst.	1	Streets/Solid Waste
Mechanics	1	Solid Waste		Mechanics	1	Solid Waste
	2	Streets			2	Streets
Solid Waste Foreman	1	Solid Waste		Solid Waste Foreman	1	Solid Waste
Solid Waste	5	Solid Waste		Solid Waste	5	Solid Waste
				Stormwater Syst. Maint. Foreman	1	Stormwater Utility
Stormwater crew	6	Stormwater Utility		Stormwater Syst. Maint. Crew	5	Stormwater Utility
				St. & ROW Maint. Fore.	1	Streets
Streets crew	13	Streets		St. & ROW Maint. Crew	11	Streets
Traffic Control	1	Streets		Traffic Control	2	Streets/Stormwater
<b>TOTAL</b>	<b><u>33</u></b>			<b><u>33</u></b>		



**PUBLIC WORKS DEPARTMENT  
OPERATIONS DIVISION  
ORGANIZATION CHART**



**PUBLIC WORKS DEPARTMENT  
STREET/SOLID WASTE DIVISION  
ORGANIZATION CHART**



**PUBLIC WORKS DEPARTMENT**  
**OPERATIONS DIVISION**  
**OPERATIONS MANAGER**  
**JOBS DUTIES OVERVIEW**

**Street & Right of Way**

**DUTIES:**

Reports to Director of Public Works/City Engineer

Reports all personnel matters to Director of Public Works/City Engineer

**Oversees Public Works Project Manager & Administrative Assistant**

Oversees policies, procedures and sets priorities

Oversees Operations Division

Oversees Operations Superintendent

Prepares Annual Budget

Prepares 5 Year Capital Improvements Plan

Oversees implementation of services under Operations:

Street & ROW Maintenance; Traffic control management (signs and signals);

Street Lighting; Stormwater Systems Maintenance; Solid Waste and Recycling;

Mechanics and Fleet & Work Management; and Administration

Responsible for City Landfill Contract and Reporting Requirements

Responsible for City Fill Site and Reporting Requirements

Responsible for siting, negotiating, contracting, management, administration,  
and reporting of all future City fill sites

Responsible for City Quarry DNR operations and reporting requirements

Responsible for City Quarry MSHA operations and reporting requirements

Responsible for Quarry Reclamation Plan and reporting requirements

Responsible for Compost and Yard waste site contracts and all reporting requirements

**PUBLIC WORKS DEPARTMENT**  
**OPERATIONS DIVISION**  
**ASSISTANT OPERATIONS MANAGER**  
**JOBS DUTIES OVERVIEW**

**Street & Right of Way**

**DUTIES:**

Reports to Operations Manager  
 Reports daily progress to the Operations Manager  
 Coordinates supply and material needs  
 Oversees Street & ROW Maintenance Working Foreman, Stormwater Systems Maintenance Working Foreman, Solid Waste Lead, & Mechanics  
 Participates, as needed, in preparation of Annual Budget  
 Participates, as needed, in preparation of 5 Year Capital Improvements Plan  
 Carries out implementation of services under Operations:  
     Street & ROW Maintenance; Traffic control management (signs and signals);  
     Street Lighting; Stormwater Systems Maintenance; Solid Waste and Recycling;  
     Mechanics and Fleet & Work Management; and Administration  
 Prepares weekly work schedule and directs division leads and foremen  
 Schedules & holds "weekly work schedule" meetings with division leads, foremen, Operations Manager, and other divisions when they are needed  
 Coordinates utility locates  
 Coordinates Preparation & processing of purchase requisitions for parts and supplies  
 Reviews all division invoices prior to submitting them to Admin. Assist. for processing  
 Schedules monthly and annual safety training opportunities and requirements  
 Maintains safety records of incidents  
 Monitor and document all division team members for compliance of safety regulations  
 Perform facility and fleet safety inspections along with associated reporting  
 Oversees Fleet Management Software and training  
 Oversees preparation & processing of invoices and accounts payable  
 Approves or denies division crews vacation and sick time requests  
 Will be in a four way rotation of "on call" to oversee snow and ice removal and other emergencies with Director of Operations, and the two working foremen  
 Recommend to Director of Operations replacement of fleet vehicles at appropriate times  
 Prepares division quarterly and annual reviews, and probationary reviews  
 Attends and represents division at various meetings as directed by Director  
     Operations as needed: Public Works, Finance, Public Safety & Welfare, Site Plan Review, and Common Council  
 Excellent written and oral communication skills  
 Excellent Microsoft Office, GIS, blue print reading, general computer skills required

**QUALIFICATIONS:**

AA in Civil Engineering Technology or related field preferred or equivalent job experience.  
 Five plus years of progressive management experience

**LICENSE:**

Must possess and maintain a valid Wisconsin Driver's License

Possess and maintain a Wisconsin Commercial Driver's License w/ Class B, C, & D preferred  
(Class A brake endorsements *preferred*) and have an excellent driving record.

**PHYSICAL REQUIREMENTS:**

Hear and speak effectively to communicate in person and over the phone

Visual acuity to read computer screens and printed documents

Others as outline in full job description

**PUBLIC WORKS DEPARTMENT**  
**OPERATIONS DIVISION**  
**ADMINISTRATIVE ASSISTANT**  
**JOBS DUTIES OVERVIEW**

**Street & Right of Way**

**DUTIES:**

Reports to Operations Manager  
Reports daily progress to the Operations Manager  
Reports supply and material needs to the Operations Manager  
Prepare and manage payroll, time cards, vacations, sick time, filing of employee records, etc.  
Answer division incoming phone calls and direct calls to appropriate personnel  
Sit at front counter to address resident/customer needs  
Responsible for daily front counter business receipts  
Process purchase orders

Order and maintain office supplies  
Performs a variety of administrative & personnel office tasks in relieving division of details  
Assists with preparing correspondence, types a variety of minutes, meeting notices, reports, ordinances, resolutions, contracts, etc., from rough copy or stenographic notes  
Assists in uploading and maintaining division software (i.e., fleet management, work management, fuel usage, work orders, etc.)  
Understands and can interpret geographic information system (GIS) division layers  
Excellent written and oral communication skills

**QUALIFICATIONS:**

High school graduation plus one-year advanced schooling and one year experience working on a billing system  
Complete working knowledge of Microsoft Office  
Working knowledge of computer tablets (i.e., iPads, etc.)  
Working knowledge and ability of geographic information system (GIS) mapping  
Working knowledge of various software (i.e., fleet management, work management, fuel usage, work orders, etc.)  
And others as found in full job description

**LICENSE:**

Must possess and maintain a valid Wisconsin Driver's License

**PHYSICAL REQUIREMENTS:**

Hear and speak effectively to communicate in person and over the phone  
Visual acuity to read computer screens and printed documents  
Others as outline in full job description

**PUBLIC WORKS DEPARTMENT**  
**OPERATIONS DIVISION**  
**STREET & RIGHT OF WAY MAINTENANCE WORKING FOREMAN**  
**JOBS DUTIES OVERVIEW**

**DUTIES:**

Reports to Operations Manager  
 Will have daily communication with Operations Superintendent on daily job status and supply and/or equipment needs for the following day or week  
 Attends "weekly work schedule" meetings with division leads, foreman, Operations Manager, Operations Superintendent, and other divisions when they are needed  
 Forward utility locate requests to Operations Superintendent as needed  
 Attend monthly and annual safety training opportunities and requirements  
 Report all safety incidents to the Operations Manager  
 Monitor all division team members for compliance of safety regulations. Correct all infractions.  
 Perform facility and fleet safety inspections along with associated documentation  
 Will be in a four way rotation of "on call" to oversee snow and ice removal and other emergencies  
 Operations Manager, Operations Superintendent, & Stormwater Systems Maint. W. Foreman  
 Lead and direct crews for various division maintenance activities  
 Drive and operate several sizes of trucks, tractors, loaders/backhoes, skid-steers, street sweepers, and line painting equipment  
 Operate air compressor, hand tools, power tools, and other equipment used in maintenance  
 Sidewalk, curb and gutter removal and installation, and landscaping  
 Storm sewer installation and maintenance (cleaning and/or building) and concrete finishing  
 Street cleaning and maintenance  
 Snow removal operations  
 Traffic signal, street lighting and directional sign installation, traffic painting and maintenance activities  
 Preparation and placement of wayfinding signs, detours, and lane closures  
 Trained, maintain certification, and work in confined space entry to accomplish City maintenance activities  
 May perform other related work as required within the classes of III, IV, and V  
 May be required to work a fluctuating schedule  
 May be required to work mandatory overtime  
 Will be required to give instructions and work duties to crew members  
 Will have extensive communication with crews  
 Will oversee projects, work progress and efficiency  
 Will be required to complete other tasks as assigned  
 Coordinate construction work with outside contractors and city crews when working together  
 Carry out assignments from Operations Manager  
 Notifies the Operations Manager of any problems or changes as soon as possible  
 Excellent Microsoft Office, GIS, blue print reading, various softwares, general computer skills required

**QUALIFICATIONS:**

High school graduation or HSED equivalent with four years of experience in the operation of light and some medium equipment.  
 Four years of experience in public works construction and maintenance including, but not limited to: construction and maintenance of road ways, construction and maintenance

of storm sewer systems and landscaping.

Must have an equivalent combination of education, experience and training that provides the following knowledge, skills and abilities:

See existing job description

Working knowledge of blue prints/construction drawings

Working knowledge of computer tablets (i.e., iPads, etc.)

Assist Project Managers with surveying and/or staking

Working knowledge and ability of geographic information system (GIS) mapping

Working knowledge of various software (i.e., fleet management, work management, fuel usage, work orders, etc.)

Working knowledge of wayfinding sign placement, traffic control detours and lane closures

And others as found in full job description

**LICENSE:**

Must possess and maintain a Wisconsin Commercial Driver's License w/ Class B, C, D and air brake endorsements and have an excellent driving record. Must obtain a Class A CDL within 6 months of hire.

Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire; random drug and alcohol screens thereafter.

**PHYSICAL REQUIREMENTS:**

Hear and speak effectively to communicate in person and over the phone

Visual acuity to read computer screens and printed documents

Others as outline in full job description



**PUBLIC WORKS DEPARTMENT**  
**OPERATIONS DIVISION**  
**STORMWATER SYSTEMS MAINTENANCE WORKING FOREMAN**  
**JOBS DUTIES OVERVIEW**

**DUTIES:**

Reports to Operations Manager  
 Will have daily communication with Operations Superintendent on daily job status and supply and/or equipment needs for the following day or week  
 Attends "weekly work schedule" meetings with division leads, foreman, Operations Manager, Operations Superintendent, and other divisions when they are needed  
 Forward utility locate requests to Operations Superintendent as needed  
 Attend monthly and annual safety training opportunities and requirements  
 Report all safety incidents to the Operations Manager  
 Monitor all division team members for compliance of safety regulations. Correct all infractions.  
 Perform facility and fleet safety inspections along with associated documentation  
 Will be in a four way rotation of "on call" to oversee snow and ice removal and other emergencies  
 Operations Manager, Operations Superintendent, & Stormwater Systems Maint. W. Foreman  
 Lead and direct crews for various division maintenance activities  
 Drive and operate several sizes of trucks, tractors, loaders/backhoes, skid-steers, street sweepers, and line painting equipment  
 Operate air compressor, hand tools, power tools, and other equipment used in maintenance  
 Sidewalk, curb and gutter removal and installation, and landscaping  
 Storm sewer installation and maintenance (cleaning and/or building) and concrete finishing  
 Street cleaning and maintenance  
 Snow removal operations  
 Traffic signal, street lighting and directional sign installation, traffic painting and maintenance activities  
 Preparation and placement of wayfinding signs, detours, and lane closures  
 Trained, maintain certification, and work in confined space entry to accomplish City maintenance activities  
 May perform other related work as required within the classes of III, IV, and V  
 May be required to work a fluctuating schedule  
 May be required to work mandatory overtime  
 Will be required to give instructions and work duties to crew members  
 Will have extensive communication with crews  
 Will oversee projects, work progress and efficiency  
 Will be required to complete other tasks as assigned  
 Coordinate construction work with outside contractors and city crews when working together  
 Carry out assignments from Operations Manager  
 Notifies the Operations Manager of any problems or changes as soon as possible  
 Excellent Microsoft Office, GIS, blue print reading, various softwares, general computer skills required

**QUALIFICATIONS:**

High school graduation or HSED equivalent with four years of experience in the operation of light and some medium equipment.  
 Four years of experience in public works construction and maintenance including, but not limited to: construction and maintenance of road ways, construction and maintenance

of storm sewer systems and landscaping.

Must have an equivalent combination of education, experience and training that provides the following knowledge, skills and abilities:

See existing job description

Working knowledge of blue prints/construction drawings

Working knowledge of computer tablets (i.e., iPads, etc.)

Assist Project Managers with surveying and/or staking

Working knowledge and ability of geographic information system (GIS) mapping

Working knowledge of various software (i.e., fleet management, work management, fuel usage, work orders, etc.)

Working knowledge of wayfinding sign placement, traffic control detours and lane closures

And others as found in full job description

**LICENSE:**

Must possess and maintain a Wisconsin Commercial Driver's License w/ Class B, C, D and air brake endorsements and have an excellent driving record. Must obtain a Class A CDL within 6 months of hire.

Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire; random drug and alcohol screens thereafter.

**PHYSICAL REQUIREMENTS:**

Hear and speak effectively to communicate in person and over the phone

Visual acuity to read computer screens and printed documents

Others as outline in full job description

**PUBLIC WORKS DEPARTMENT**  
**OPERATIONS DIVISION**  
**PUBLIC WORKS PROJECT MANAGER**  
**JOBS DUTIES OVERVIEW**

**Street & Right of Way**

**DUTIES:**

Reports to Operations Manager

Reports daily progress to the Operations Manager

Coordinates supply and material needs as needed

Participates, as needed, in preparation of Annual Budget

Participates, as needed, in preparation of 5 Year Capital Improvements Plan

Assists as needed the implementation of services under Operations:

Street & ROW Maintenance; Traffic control management (signs and signals);

Street Lighting; Stormwater Systems Maintenance; Solid Waste and Recycling;

Mechanics and Fleet & Work Management; and Administration

Assists as needed in preparing weekly work schedule

Attends "weekly work schedule" meetings with division leads,

foremen, Operations Manager, and other divisions when they are needed

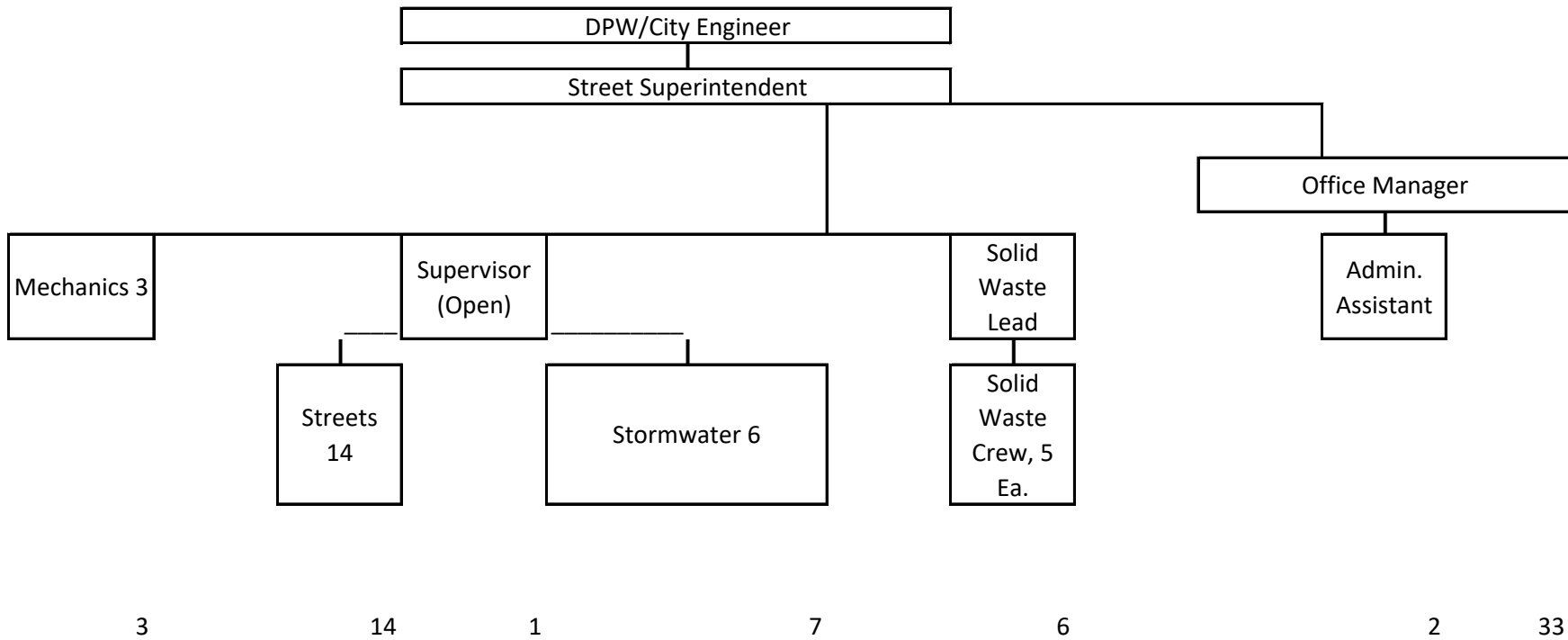
Determines need and location of utility locates and forwards that info onto Expeditor to call in

Preparation of purchase requisitions for parts and supplies as needed

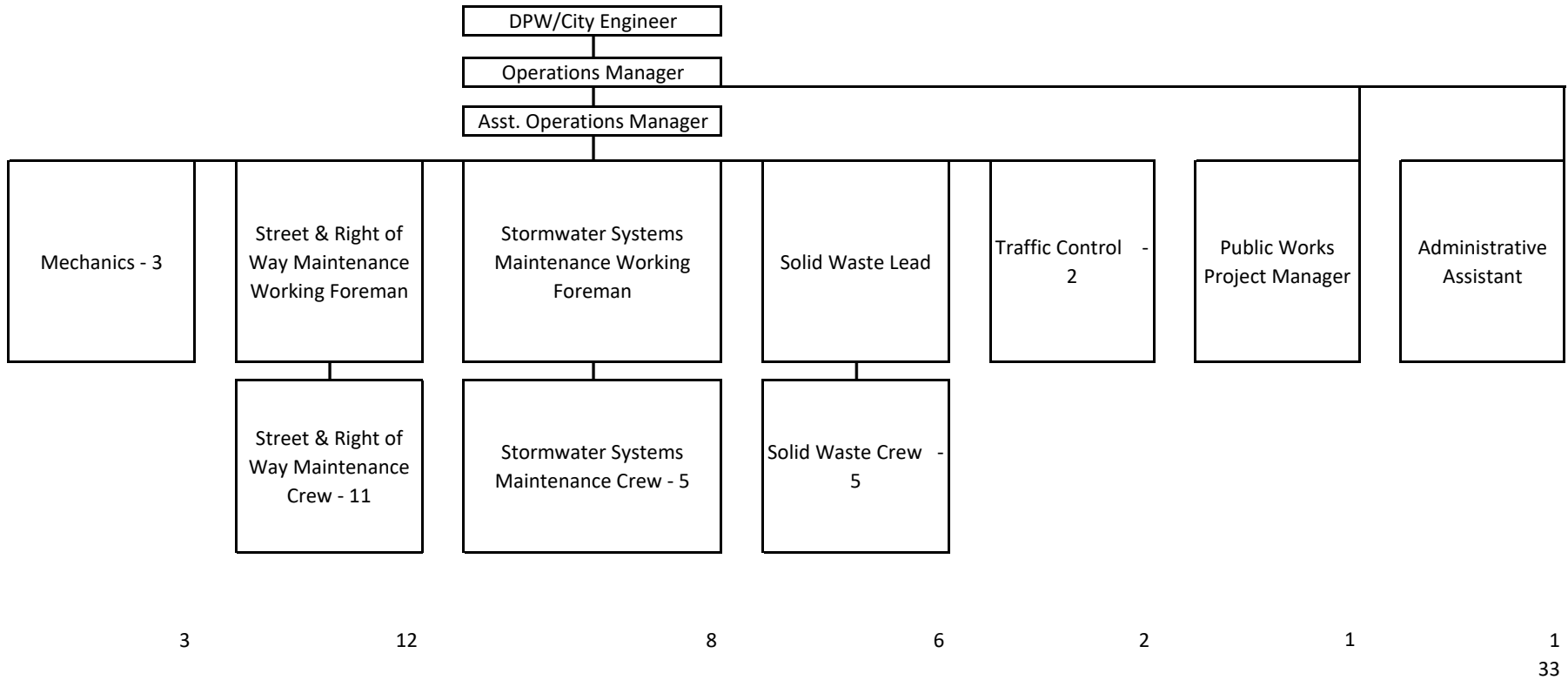
Excellent Microsoft Office, GIS, blue print reading, various softwares, general computer skills required

See job description for other duties and abilities.

**PUBLIC WORKS DEPARTMENT  
CURRENT STREET/SOLID WASTE DIVISION  
ORGANIZATION CHART**



**PUBLIC WORKS DEPARTMENT  
OPERATIONS DIVISION  
ORGANIZATION CHART**



**RESOLUTION TO  
ADJUST 2022 PAYROLL RESOLUTION TO CLARIFY SPONSORING  
DIVISION OF THE PUBLIC WORKS PROJECT MANAGER**

**SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE**

**WHEREAS**, the City of Watertown Street and Solid Waste Division of the Public Works Department was approved in the 2022 Budget and in the payroll resolution for the hiring of a Public Works Project Manager at Grade N; and,

**WHEREAS**, this position was placed under the Building, Safety & Zoning Division of the Public Works Department as the sponsoring division in the payroll resolution; and,

**WHEREAS**, the sponsoring division needs to be corrected to be shown under the City of Watertown Street and Solid Waste Division of the Public Works Department; and,

**WHEREAS**, this has been brought before the Finance Committee and the Finance Committee approves this clarification and makes recommendation to the Common Council to also approve the Public Works Project Manager be shown under the City of Watertown Street and Solid Waste Division of the Public Works Department in the 2022 payroll resolution as the sponsoring division; and,

**WHEREAS**, once this clarification has been met, the City of Watertown Street and Solid Waste Division of the Public Works Department can advertise for and fill this position immediately.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:**

That the 2022 payroll resolution be amended to clarify the Public Works Project Manager position be placed under the City of Watertown Street and Solid Waste Division of the Public Works Department as the sponsoring division and that the position is assigned a Grade N.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED September 20, 2022

CITY CLERK/TREASURER

APPROVED September 20, 2022

MAYOR



Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Mayor McFarland and Committee Members

FROM: Jaynellen J. Holloway, P.E.

DATE: September 8, 2022

RE: Finance Committee Agenda Narrative for September 12, 2022

### Agenda Items:

Review and take possible action: Approval Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment Pay

### BACKGROUND

Review and take possible action: Approval Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment Pay: With the resignation of Street Superintendent, Dan Zuelsdorf, the Public Works Director, with approval from the Mayor, appointed Office Manager, Stacy Winkelman, to Interim Street Superintendent and appointed Class IV Operator, Jason Heller, Interim Foreman, both effective July 1, 2022.

Stacy Winkelman: On page 19 of the Employee's handbook under Compensation upon Interim Assignment (attached for your reference), it states, "Employees assigned to an interim classification in a higher pay range for a planned period of at least sixty days and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of ... eight percent (8) if additional duties are usually perform by a position two or more grades higher or be brought to the minimum of the higher grade, whichever is greater. A base compensation adjustment of greater than eight percent (8%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given."

Stacy is currently at Step/Grade: L1, \$30.83. Dan was at Step/Grade: Q1: \$40.45. Per this section, Stacy has been performing the Street Superintendent's responsibilities for more than 60 days and there is more than 2 grades higher difference between her and Dan's pay grades. I am requesting that Stacy receive the Compensation upon Interim Assignment and be brought to the minimum of the higher grade – Grade Q1: \$40.45/hour as she has not only been doing her job, but Dan's as well during this time. I would ask that this pay be retroactive to July 1, 2022. There is funding available for this in Street/Solid Waste salaries as Dan has been gone since the end of June.

Jason Heller: On page 19 of the Employee's handbook under Compensation upon Interim Assignment (attached for your reference), it states, "Employees who are assigned additional work from a classification in the same pay grade or lower pay grade for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given."

Jason is currently at Step/Grade: I1, \$25.04. Foreman position is at Step/Grade: I2, \$25.76. 5 Jason's current hourly rate would be \$26.29/hour. Per this section, Jason has been performing responsibilities for more than 60 days. I am requesting that Jason receive the Compensation upon Interim Assignment and receive a minimum 5% increase. He has been a real asset to the Division and the City during this time. I would ask that this pay be retroactive to July 1, 2022. There is funding available for this in Street/Solid Waste salaries as Dan has been gone since the end of June.

Section 3, Item C.

Attachments:

Review and take possible action: Approval Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment Pay:

- Page 19 of Employee Handbook



### Transfer

Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.

### Compensation upon Interim Assignment

Employees assigned to an interim classification in a higher pay range for a planned period of at least sixty (60) days and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) if additional duties are usually performed by a position one grade higher or eight percent (8%) if additional duties are usually performed by a position two or more grades higher or be brought to the minimum of the higher grade, whichever is greater. A base compensation adjustment of greater than eight percent (8%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Employees who are assigned additional work from a classification in the same pay grade or lower pay grade for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Upon return to the employee's original classification, the employee's pay shall revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

### Compensation upon Involuntary Demotion

An employee demoted for involuntary reasons unrelated to performance will retain his/her present pay if the base compensation exceeds the new range maximum. As long as an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range at the step closest to their current pay.

### Compensation upon Voluntary Demotion

An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstances.

### *Pay Range Assignment for New and Reclassified Positions*

#### New Position

In order for a new position to be considered for approval, a job description questionnaire (JDQ) outlining the major duties, responsibilities, knowledge, skills, and ability requirements, reporting relationships, and working conditions of the proposed position; and a draft job description that summarizes information from the questionnaire must be completed and signed off by the supervisor, department head, and Mayor.

The City may elect to forward the updated Job Description Questionnaire (JDQ) to its Compensation Consultant to obtain a recommendation for classification of the new positions. The consultant will utilize

**Memo**

**To:** Mayor McFarland & Finance Committee

**From:** Lisa Schwartz, Human Resources Generalist

**Date:** September 6, 2022

**Re:** Proposed Employee Handbook Updates

Please find the following agenda item for your consideration and approval.

The handbook was reviewed and updated in full in August 2021 to include the final pay policy and the vacation policy. Two situations have occurred regarding the exempt and non-exempt employees' vacation benefits. Prior to January 1, 2022, exempt employees were given vacation on the first day of employment before it was earned. When an exempt employee separated, vacation benefits for the next year were prorated for the time that worked in the year that they had separated. This is in contrast with the non-exempt employees who were given vacation benefits on the anniversary after one year of work and the proration of the next year's benefits on the date of separation.

Please note the following vacation related items for update: the definition of when the vacation benefit is considered earned by employees, addressing of the calculation of awarded vacation, and the calculation of the final payout of vacation.

**Item 1:**

On January 1, 2022, the annualized vacation change took effect awarding both exempt and non-exempt employees with a full 2022 vacation award. The proposed change below defines when vacation is considered earned for both categories. The vacation section currently states employees are entitled to annual vacation. Please note the clarification that employees will earn vacation throughout the work year but will have vacation available to use as of the first date of employment.

**Current Policy:**

**Under Section V. Benefits letter B. Vacation**

**B . VACATION**

Full-time and eligible part-time employees, except employees in the Fire Department who work on a platoon basis, shall be entitled to annual vacations in accordance with their continuous service with the City.

**Proposed Change Policy:**

**Under Section V. Benefits letter B. Vacation**

**B . VACATION**

Full-time and eligible part-time employees, except employees in the Fire Department who work on a platoon basis, shall earn vacation days in accordance with their continuous service with the City.

Item 2:

The second change involves the calculation of the final payout of vacation for employees. The final pay policy requires employees to work for one year before they can be paid vacation benefit when they separate. The vacation policy requires employees to work for three months before they can be paid for the vacation benefit. Employees that have worked longer than this period are not noted regarding a final payout of vacation.

Please confirm the addition of “prorated” and removal of the “minimum employment time requirement of one year” in Section III. Hiring and Promotion Policies letter F to reflect, “for any prorated unused awarded, accumulated, and/or accrued vacation time to be paid to any separating employees as well as to recoup a proration of vacation used that had not been earned by the time of separation.” In section Section V. Benefits letter B. Vacation, please confirm the removal of “Employees with less than three (3) months of continuous service shall not be compensated for unused vacation at the time of separation.”

Current Policy:

**Section III. Hiring and Promotion Policies letter F. Termination states:**

**Final Pay**

An employee who resigns or is discharged will be paid through the last physical day of work, plus any unused benefit time, less any other agreements the employee may have with the City, in compliance with state laws. This does not apply to promotions.

Any benefit time accumulated and/or accrued cannot be used to extend the termination date. Remaining benefit time, with the exception of sick leave, will be paid out on the employee’s final pay date if the employee was employed for **at least one year.** (*Emphasis added.*)

**Under Section V. Benefits letter B. Vacation**

**B . VACATION**

Full-time and eligible part-time employees, except employees in the Fire Department who work on a platoon basis, shall be entitled to annual vacations in accordance with their continuous service with the City.

Vacation schedules, including the number of employees able to be on vacation at the same time and when any employee shall be allowed to take a vacation shall be established and approved by the department head or his or her representative. Vacations must be taken in segments as authorized by the department head.

If vacation is not used within the year it is earned, it may be carried over into the following year. Full-time and eligible part-time employees may carry over up to five (5) days of vacation leave per calendar year. All vacation carried over must be used by March 31st of the following year. A request

for vacation carryover form must be provided to the department head by December 1st every year. Any remaining vacation time in excess of five (5) days will be forfeited, absent express written approval of the Mayor for good cause. In the case of department heads, approval is given by the Mayor.

Any employee who terminates employment for any reason will be entitled to pay for all unused, earned vacation from January 1 to the date of termination. **Employees with less than three (3) months of continuous service shall not be compensated for unused vacation at the time of separation.** Vacation shall not accrue during any period of unpaid leave except in the cases of military leave. (*Emphasis added.*)

Proposed Policy:

### **Section III. Hiring and Promotion Policies letter F. Termination states:**

#### **Final Pay**

An employee who resigns or is discharged will be paid through the last physical day of work, plus any unused ~~comp time or prorated earned vacation benefit~~ time, less any other agreements the employee may have with the City, in compliance with state laws. This does not apply to promotions.

Benefit time ~~such as prorated unused vacation or accumulated comp time~~ cannot be used to extend the termination date. ~~Used and unearned vacation time will be recouped.~~ Remaining benefit time, with the exception of sick leave, will be paid out on the employee's final pay date.

### **Under Section V. Benefits letter B. Vacation**

#### **VACATION**

Full-time and eligible part-time employees, except employees in the Fire Department who work on a platoon basis, shall be entitled to annual vacations in accordance with their continuous service with the City.

Vacation schedules, including the number of employees able to be on vacation at the same time and when any employee shall be allowed to take a vacation shall be established and approved by the department head or his or her representative. Vacations must be taken in segments as authorized by the department head.

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Any employee who terminates employment for any reason will be entitled to pay for all unused, earned vacation from January 1 to the date of termination. ~~Refer to Final Pay section. Employees with less than three (3) months of continuous service shall not be compensated for unused vacation at the time of separation.~~ Vacation shall not accrue during any period of unpaid leave except in the cases of military leave.

Item 3:

The final discrepancy is between the proration of vacation time for non-exempt and exempt general employees at the time of hire leading up to the January 1st annual award date. Non-exempt employees are awarded a prorated amount from the date of hire through December 31st and awarded a full amount on January 1st. Exempt employees are awarded a full amount of vacation on the date of hire and the full amount on January 1st.

Please review and approve the addition of the proration of initially awarded vacation already described in the non-exempt section to also be included in the exempt section under Section V. Benefits letter B. Vacation, "During the first year of employment, employees will accrue a prorated amount of the standard allowance based on the number of weeks worked from their date of hire through December 31."

Current Policy:

**VACATION**

**General, Non-Exempt Employees**

Non-exempt employees regularly working 40 hours per week shall be entitled to annual vacations based on continuous years of service as follows:

**During the first year of employment, employees will accrue a prorated amount of the standard allowance based on the number of weeks worked from their date of hire through December 31.** (Emphasis added.)

During 1-2 years of service 10 days

During the 3-4 years of service 12 days

During the 5-6 years of service 13 days

During the 7-9 years of service 15 days

During the 10-11 years of service 17 days

During the 12-13 years of service 18 days

During the 14-16 years of service 20 days

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During the 17-18 years of service 22 days

During the 19-20 years of service 23 days

During the 21+ years of service 25 days

### **Salaried/Exempt Employees**

Exempt employees hired from outside the City of Watertown shall receive credit for the number of years of public service with their previous employer(s) as verified by the Wisconsin Retirement System, or other public pension systems, or private employer. Exempt employees shall be entitled to annual vacations based on the combination of previous verified service and continuous service to the City of Watertown as follows:

During the first 8 years of service 15 days

Years 9-15 of service 20 days

After 16 years of service 25 days

Human Resources shall determine what employment counts as verifiable service under this policy. For employees with previous verified service outside the City of Watertown, the employee earns additional vacation as provided herein on January 1 in the next full calendar year.

Proposed Policy:

### **Under Section V. Benefits letter B. Vacation**

#### **VACATION**

##### **General, Non-Exempt Employees**

Non-exempt employees regularly working 40 hours per week shall be entitled to annual vacations based on continuous years of service as follows:

During the first year of employment, employees will accrue a prorated amount of the standard allowance based on the number of weeks worked from their date of hire through December 31.

During 1-2 years of service 10 days

During the 3-4 years of service 12 days

During the 5-6 years of service 13 days

During the 7-9 years of service 15 days



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During the 10-11 years of service 17 days

During the 12-13 years of service 18 days

During the 14-16 years of service 20 days

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During the 19-20 years of service 23 days

During the 21+ years of service 25 days

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During the first year of employment, employees will accrue a prorated amount of the standard allowance based on the number of weeks worked from their date of hire through December 31.

During the first 8 years of service 15 days

Years 9-15 of service 20 days

After 16 years of service 25 days

Human Resources shall determine what employment counts as verifiable service under this policy. For employees with previous verified service outside the City of Watertown, the employee earns additional vacation as provided herein on January 1 in the next full calendar year.

Please review and decide that vacation benefit is defined as earned by employees as they work, to address the proration of awarded vacation for exempt employees, and the final payout/recoupment of prorated vacation as it is earned in the year of separation.

## Achievement Recognition Award

September 8, 2022

1. **Program Name:** Achievement Recognition Award (ARA)
2. **Phraseology:** This is an “award” or something is being “awarded”
3. **Eligibility Definition:** Regular Employees as defined in the employee handbook averaging more than 20 hours per week who are subject to the directions of the Common Council and are not on a performance improvement plan. Employee must receive performance evaluation rating of Exceptional or Exceeds Expectation.<sup>1</sup>
4. **Department heads** for the purposes of the program are defined as: Police Chief, Fire Chief, Public Health Officer/Director, Recreation and Parks Director, Media and Communications Director, Finance Director, Public Works Director/City Engineer and City Attorney
5. **Nomination:** Supervisor must fill out nomination form for eligible employee. Nomination must be approved by Department Head.
6. **Nomination Period:** January
7. **Selection Period:** February
8. **Selection Process and Selection Committee:** Need to determine (see options below)
9. **Payout of Award:** Q1
  - a. Award will be budgeted as a lump sum and added the HR budget
  - b. Award Payout: Equal lump sum for all selected. Suggested \$500 (after tax). Vacation day for those nominated and not selected (depending on department #s)

All eligible regular employees who score Exceptional or Exceeds Expectations would be eligible for this award. The pool shall accommodate a \$500 award (after taxes) based on the allocation of dollars. HR lets Supervisors know which employees are eligible and asks the Supervisor to fill out nomination form for those employees. Forms are deidentified and shared with the department head or in the case of pooled departments, the Selection Committee, for determination of the award. The Selection Committee is the department heads from the pooled departments. Department heads from not pooled departments can determine if they would like a selection committee specific to their department for this process. Nomination forms are then reviewed and those selected for award receive a monetary benefit, those not selected may receive an extra day of vacation, or no award at all. The number of financial award and extra day of vacation awards shall be the same.

Awards are based proportionately by department and number of employees that are eligible for the program. Small departments (Admin, Finance, Media, & Attorney) are pooled together. See the chart below.

Department	Monetary Awards Available	Vacation Day Awards Available
Police Department	6	6
Fire Department	3	3
Public Works Department	6	6
Pooled Small Departments: Administration, Finance, Media, City Attorney	1	1

<sup>1</sup> The City is aware that the union represented employees would have to agree to amend the contract. For planning purposes we're including them.



Health Department	1	1
Parks, Recreation and Forestry	1	1
Department/Division Heads	1	1
Discretionary Mayoral Designation	1	1

If a department or group does not have enough candidates to qualify for all the spots they have available, the spot can be allocated to another department who has more candidates than spots available upon approval by the Mayor.

Department/division heads will be considered as a separate “department,” for the purposes of ARA. The selection committee for the Department/division Head awards will be the Finance Committee.

A report summarizing this program is due to the Finance Committee. This plan shall be reviewed annually in advance of the budget preparation.

TO: Mayor McFarland, Finance Committee  
FR: Mark Stevens  
DATE: September 12, 2022  
RE: Sharing Costs of Administrative Services

It makes sense that a portion of the compensation costs of various administrative staff is shared among other funds, our utilities, in order to apportion a cost of oversight to those funds. But I would suggest a different approach be taken to streamline the processes of monthly invoice processing and budgeting.

#### Current Practice

The budgeting process has split the wage and benefits expenses of a dozen administrative staff members (mayor, finance department, human resources, city attorney, info technology) on an individual basis to spread a shared cost to the utility funds (water, storm water, wastewater, solid waste). I discovered I needed to piecemeal the parts back together to determine the entire compensation costs of any of these employees. Each month staff time is spent splitting and reconciling the various invoices for health, life, and dental insurances to make sure we're posting costs appropriately to the other funds.

#### Suggested Change

##### Background

Borrowing a practice from a couple of WI agencies, the accounting for administrative costs is streamlined through an assignment of AMSO- Agency Management, Support, and Overhead. An allocation is determined on an annual basis to represent a share of the executive's costs, finance/payroll staff costs, clerical staff costs, and all other overhead costs (HR, IT). I've also experienced similar allocations for IT Support and Facilities Management (utilities, repair, maintenance, custodial, supplies) on either an FTE or square footage basis.

##### Changes in Process:

- Assign 100% of the compensation expenses of a position to each appropriate primary department.
- Add AMSO (**Administrative** Management, Support, and Overhead) allocation expense accounts in the administrative departments, utility funds, and **library special fund**.
- Determine an annual assessment percentage. I have determined 2023 amounts based upon a comparison to the 2022 expense totals that are currently assigned to the utility funds. As a percentage, the AMSO costs will automatically be altered annually with personnel expense changes.
- Conduct an annual assessment of the time allocation of each administrative department to the other funds.
- Provide an AMSO assessment to each department during budget creation.
- Create quarterly journal entries to subtract AMSO allocations from admin departments and post to the other funds.
- Follow a similar approach in Dept Public Works by allocating a percentage of the Street Admin, Engineering, and Inspection/Zoning departments to the utility funds.

My goal is to build in efficiencies into processes where they make sense. I consider this approach to be a time savings monthly as well as during the annual budget creation. The AMSO allocation will incorporate an aggregated cost for services to be provided, not on an individual employee basis.