

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, May 15, 2023, at 6:37 p.m.

Members present: Mayor Penterman, Antoine, Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Schell, Ald. DeCoster, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Authorization to fill vacant Police Officer position due to resignation.**

Motion by Moore, seconded by Coenen to authorize the filling of the vacant Police Officer position due to resignation.

All members voted aye.

Motion carried.

b. **Summer hours pilot program.**

Staff would like to propose a pilot program for alternative hours. The purpose of this program is to try and provide more flexibility and work-life balance for as many staff as possible, while still providing great service to our residents. This pilot program will not reduce the number of hours in which staff work, but will adjust start times, and lunch lengths in some cases, to provide for early outs on Fridays. This may also benefit residents by opening the Municipal Services Building and Street Park and Recreation offices at 7:30 am to allow the public to take care of their business in the early AM hours before many other businesses are open. In researching this topic, we found numerous municipalities in our area have alternative schedule arrangements providing shortened workdays on Fridays. Additionally, we asked departments that may be affected by this to track their unexpected window and phone traffic on Fridays. This tracking began in April 2023. Observationally staff felt that window and phone traffic was very sparse, but tracking allowed us to better identify whether closing early on Fridays would provide a major disruption for residents. Discussion was held and questions answered.

Proposed Municipal Services Building Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday

Proposed Municipal Services Building Staff Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday Lunch = ½ hour unpaid

Total hours for the week = 37.5 hours

Proposed Street Department Crew Hours:

7:00 am – 3:30 pm Monday – Thursday 7:00 am – 1:00 pm Friday Lunch = 15 minutes paid

Total hours for the week = 40 hours.

Proposed SPAR Building Office Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday.

Proposed SPAR Office Staff Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 2:00 pm Friday Lunch = 1-hour unpaid

Total hours for the week = 37.5 hours Full and part-time employees within these

departments/buildings will be participating in the alternative schedules.

We would like to implement these hours beginning on June 1 and ending on September 6.

Motion by Moore, seconded by Eggleston to approve the summer schedule for the dates and areas mentioned above and direct mayor and staff to report back the data at the end of the year.

All members voted aye.

Motion carried.

c. Strategic Plan Facilitator.

Staff have been working to determine a process to better align capital and people requests with overall City priorities and goals that can be understood by all those involved in these processes. This began by establishing the People Operations Plan or POP plan. The purpose of this was to allow us to identify and budget for staffing requests over an ongoing five-year period. However, this process didn't solve some of the other concerns that arise from multiple capital and staff requests coming in with a limited budget to allocate. Specifically, we would like to establish a process in which requests are being allocated in alignment with overall City goals and priorities. We believe this will allow us to more effectively and confidentially allocate resources and provide a shared understanding of decisions. Additionally, as part of these requests, we would like to equip departments with tools to be able to analyze and identify if other solutions may exist other than the allocation of additional people and capital. Dates have been established for this process to begin. The dates selected are June 27 and June 28, 2023. Because this project is one that is complex and may have a significant impact on the City's resource allocation strategy, we believe it would be prudent to work with a professional who has experience in facilitating strategic plans. Additionally, hiring a facilitator will ensure that all City department heads can be active participants in the process. Staff had discussions with multiple strategic planning facilitators and have determined that Fox Valley Technical College has the expertise and experience to help us accomplish our goals outlined. Discussion was held and questions answered.

Motion by Thiele, seconded by Moore to authorize staff to engage Fox Valley Technical College to facilitate the development of an operational strategic plan, with a maximum cost of \$7,085.

All members voted aye.

Motion carried.

3. Adjourn.

Motion by Moore, seconded Antoine to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:31 p.m.

Sally Kenney, Clerk