



PERSONNEL AND FINANCE COMMITTEE MEETING (REVISED 1-20-23)

Tuesday, January 24, 2023 at 6:00 PM

**Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241**

MINUTES

1. CALL TO ORDER

The meeting was called to order by Chairperson Dahlke at 6:00 PM.

2. ROLL CALL

Committee Members: Jeff Dahlke, Bonnie Shimulunas, Adam Wachowski

ALSO PRESENT: Councilmember Tracey Koach; Councilmember Scott Stechmesser; and Greg Buckley, City Manager

3. REVIEW 2022 YEAR-END OVERTIME REPORT

Mr. Buckley reviewed the 2022 year-end overtime report. General Fund overtime was budgeted at \$457,067.00 for 2022. Actual overtime as of year end was \$517,404.16, 113.2% of budget. Individual overtime budgets were exceeded in the areas of Police Administration and Patrol, Fire Administration and Firefighters, Community House, and Parks.

Compared to 2021 actual overtime at \$487,587.52, 2022 overtime totals as of year end for General Fund operations was up approximately \$30,000.

4. DISCUSS CHANGES TO PERSONNEL POLICY REGARDING WORKING ON HOLIDAYS

Jamie Jackson, City Clerk/Human Resources Director, discussed the need for amendments to the Personnel Policy manual for clarification on policies related to overtime, longevity, and pay for work performed on legal holidays and city-observed holiday dates.

Motion by Adam Wachowski, supported by Bonnie Shimulunas, to recommend to Council for approval the Personnel Policy amendments related to overtime, longevity, and pay for work performed on legal holidays and city-observed holiday dates. The motion was approved by voice vote.

5. REVIEW STATUS AND RECOMMENT POSSIBLE REVISIONS TO THE CITY'S GOALS

City Manager Buckley then led a review of the City's most recent Goals, as adopted by City Council in June 2021 and last reviewed in December 2021. He noted that this review was in preparation for review and revision of the Goals by the full Council at the work session on January 30. He encouraged committee members to identify goals or objectives that could be dropped from the list, and to identify goals or objectives that might be added to the list.

In the approximately 2.5 hour discussion that followed, Committee members and the City Manager reviewed the City's progress on the various goals and objectives listed, which fall under five major goals:

- I. Focus relentlessly on fiscal new revenue streams and operational sustainability
- II. Deliver outstanding city services & innovations for both sustainability and to support future growth.
- III. Drive strategic community development
- IV. Continue to grow a vibrant, sustainable, safe & connected community while respecting our traditions & history to attract new residents, visitors & new businesses
- V. Encourage employees' personal and professional development, invest in employees to deliver the highest quality services for our community today and tomorrow while being a preferred city for career opportunities
- VI. Enhance and promote the City's identity and brand story throughout the region

Committee members identified several objectives that could be eliminated from the list, either because they have been accomplished or are no longer seen as priorities. By consensus, there was also agreement on several objectives that should be added to the list.

City Manager Buckley stated that he would provide both the document reviewed at this meeting and a revised list of goals and objectives, reflecting discussion at this meeting, as backup for the January 30 Council work session.

6. DISCUSS CITY MANAGER'S ANNUAL EVALUATION

Committee members next discussed the City Manager's annual evaluation and possible action on a three percent wage increase for the City Manager, as allowed for in the 2023 City Budget.

Following discussion, Adam Wachowski moved, supported by Bonnie Shimulunas, to recommend City Council approval of a 3 percent wage increase for the City Manager. They noted that this motion reflected their general satisfaction with the City's progress on identified goals over the past year. The motion was approved by voice vote, 2-1, with Jeff Dahlke voting no. Committee member Dahlke stated that his vote was consistent with his recent votes on other employee wage increases, whether in the recently-approved Police and Fire union contracts or as provided for non-union employees in the 2023 Budget.

It was the consensus of the committee that members would still like to conduct a "360 evaluation" of the City Manager, involving City department heads, likely in March.

7. DISCUSS DATE FOR NEXT MEETING.

Recommended: Wednesday, February 8, Thursday, February 9, or Wednesday, February 15 at 6:00 PM, for review of 2023 capital projects financing with Robert W. Baird representative

It was agreed to schedule the next meeting for 6:00 PM on Wednesday, February 8, 2023.

8. ADJOURNMENT

Motion by Adam Wachowski, supported by Bonnie Shimulunas, to adjourn the meeting at 9:37 PM. The motion was approved by voice vote.