



**CITY OF STURGEON BAY
PERSONNEL COMMITTEE
THURSDAY, MARCH 12, 2020
Council Chambers - 421 Michigan Street
1:30 P.M.**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Increasing Seasonal Employee Wages.
4. Consideration of: Associated Appraisals Addendum for Assessing Technician Services.
5. Consideration of: Re-establishment of Community Development Secretary to full time.
6. Adjourn.

Personnel Committee Members:
Dan Williams, Chr.
Helen Bacon, Vice-Chr.
Kelly Avenson

Posted:

Date: 3/11/20
Time: 10:15 am
By: slr

Executive Summary

Date: 27 February 2020


Title: Increasing Seasonal Employee Wage

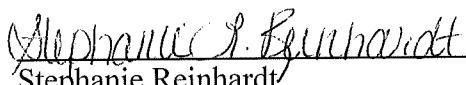
Background: The Municipal Services department is experiencing difficulty in hiring seasonal employees for 2020. Our current pay scale has seasonal employees under the age of 18 starting at \$10.50 and employees over the age of 18 starting at \$11.50. The City is no longer competitive with our wages in our area. To date we have only nine applicants, we typically hire around 18 seasonal employees.

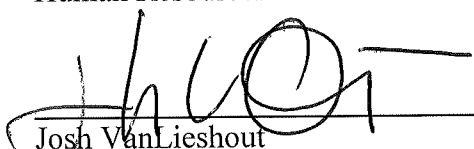
Proposal: I propose increasing the starting wages to \$11.50 and employees over the age of 18 starting at \$12.50.

Fiscal Impacts: There would be no fiscal impact. The budget is already passed for this year so we would keep within our already approved budget. We may need to hire one or two fewer seasonal employees.

Recommendation: Staff fully supports and recommends increasing the seasonal employee wage.

Prepared By:  **Date:** 27 Feb 2020
Mike Barker
Municipal Services Director

Reviewed By:  **Date:** 2/27/2020
Stephanie Reinhardt
Human Resources Director

Reviewed By:  **Date:** 3/10/20
Josh VanLieshout
City Administrator

EXECUTIVE SUMMARY

Title: Replacement of Assessing Technician/Addendum to Contract with Associated Appraisal

Background: Currently, the Sturgeon Bay Assessing Department duties are handled in part by contracting such services to Associated Appraisal and in part through an in house assessing technician. The assessing technician position is budgeted at 32 hours per week. This position also handles some non-assessing tasks including clerking the Aesthetic Design & Site Plan Review Board meetings, handling office coverage on Mondays for the Community Development Department and other tasks.

The long-time assessing technician recently resigned her position. When a vacancy occurs, particularly for a position that hasn't changed in a long time, the City typically examines various options for refilling the position. These include reassigning the tasks to other employees, contracting out the duties to the private sector, and combining positions.

In terms of contracting out the duties of the assessing technician, Associated Appraisal submitted a contract addendum for additional scope of services to handle all assessing related duties. The contract addendum calls for Associated Appraisal to pick up the services for the next 4 years. The cost is \$22,000 for year 2020 and \$26,000 for the other three years.

According to Associated Appraisal it is uncommon for municipalities that they contract with to have their own in house assessing staff. Typically, they perform all or nearly all duties.

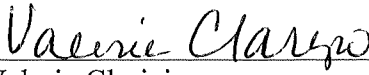
If the City elects to contract out the assessing duties, there will be an impact on other community development department services. This includes office coverage as the Community Development Secretary currently works four days per week. In addition, the assessing technician handles the Design Review Board duties. Therefore, if the Assessing Technician position is eliminated, it is requested that the hours for the Community Development Secretary be increased.

Other options for staffing include maintaining the status quo or dispersing the duties of the assessing technician to other staff. The staff opinion is that other options do not provide the benefits of contracting the assessing duties. Recent history suggests finding a qualified part-time person will be difficult and trying to combine with other part-time positions has inherent coordination and management issues, and it might likewise be difficult to find someone with multiple skill sets to handle more than one job description. By using Associated Appraisal for all assessing services means there will always be multiple people who can be available to answer questions and provide back-up during vacations and illnesses.


Fiscal Impact: The annual cost for a 32-hour per week assessing technician is about \$52,500. The annual fiscal impact of contracting out the assessing duties and increasing the Community Development Secretary is approximately \$41,300. This is based upon Associated Appraisal's proposal of \$26,000 per year and estimated annual cost to increase the Community Development Secretary hours of \$15,300. So the total fiscal impact would be a savings of \$11,200.

Recommendation: Approve the addendum for additional scope of services with Associated Appraisal and change the Community Development Secretary position to full time.

Prepared by:  3/11/2020
Martin Olejniczak
Community Development Director
Date

Reviewed by:  3/11/20
Valerie Clarizio
Finance Director
Date

Reviewed by:  3/11/20
Stephanie Reinhardt
City Clerk/HR Director
Date

Reviewed by:  3/11/20
Josh Van Lieshout
City Administrator
Date

**ADDENDUM A
ADDITIONAL SCOPE OF SERVICES**

This Addendum A is now attached to and incorporated into the agreement for assessment services made by and between the **City of Sturgeon Bay, Door County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") AND ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter "Assessor").

In consideration of the promises and agreements hereinafter set forth, and in consideration of the execution of those promises, both parties agree to the following:

PERSONAL PROPERTY AND OFFICE SUPPORT

I. SCOPE OF SERVICES

Assessor shall assume the assessment related duties and responsibilities currently handled by the Municipality's Assessing Department Clerk. Such duties and responsibilities were answering of assessment related phone calls, responding to property record inquires, processing building permits, sale transfer returns, monthly mobile home parking permits and personal property accounts. The Assessor shall provide this additional service during each of the 2020, 2021, 2022 and 2023 assessment years.

II. CAMA SOFTWARE

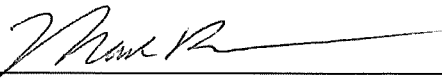
Municipality shall continue to provide the Assessor with computer assisted mass appraisal (CAMA) software and be responsible for any and all associated expenses relating to such software.

III. COMPENSATION

This additional scope of services agreement runs simultaneously with the 2020-2023 Agreement for Assessment Services. The Municipality shall pay the Assessor an additional Twenty-Two Thousand Dollars (\$22,000.00) for the 2020 assessment year and Twenty-Six Thousand Dollars (\$26,000.00) during each of the 2021, 2022 and 2023 assessment year(s).

A. The additional compensation due to the Assessor shall be paid in monthly installments throughout the 2020, 2021, 2022 and 2023 assessment year(s).

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

02/24/2020

Date

Authorized Signature
City of Sturgeon Bay

Date