

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Road, Franklin, WI 53132
Monday, December 18th, 2023 – 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Approval of the Minutes from 10/16/2023
- IV. Approval of a Job Description for a Probationary Firefighter/EMT
- V. Revised Job Descriptions for the Secretary and Administrative Clerk positions in the Clerk's Department
- VI. Approval of a Job Description for a Deputy DPW Clerk
- VII. 2024 Non-Represented Pay Increases
- VIII. Personnel Committee Membership
- IX. Process for Future Insurance Renewals and Selection of Insurance Broker
- X. Approval to Revise the City of Franklin 457(b) Offerings
- XI. Update on 2024 Fire Negotiations
- XII. Update on Employee Recruitment & Retention Tool Policy
- XIII. Staffing Report
- XIV. Future Agenda Items
 - Compensation Study
 - Employee Survey
- XV. Next Scheduled Meeting Date – January 15th, 2024
- XVI. Adjournment

*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *States ex re Badke v Greendale Village Bd* even though the Common Council will not take formal action at this meeting.

CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., October 16th, 2023

MINUTES

I The October 16th, 2023 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Wikel in the Hearing Room at City Hall. Members present were Chair Wikel, Alderman Barber, Alderman Holpfer, Alderman Hasan, Traynor, Budny, and Prusko. Member Emmons was excused. Also in attendance were Director of Administration Hersh and Human Resources Manager Zahn.

II Citizen comment period

III. Approval of the Minutes from 7/17/2023

Motion by Member Traynor and seconded by Member Prusko to amend the minutes to show Member Budny as excused instead of absent. Motion Carried: Ayes- All.

IV. 2024 Benefit Renewals – Approval of 2024 Employee Benefit-Related Coverages, Carriers, and Premium Shares, Including: Health Insurance, Stop-Loss Insurance, Dental Insurance, Vision Insurance, Supplemental Life Insurance, Flexible Spending, Health Savings Accounts, Health Reimbursement Arrangements, and Related Contracts

Motion by Alderman Barber and seconded by Alderman Holpfer to approve the 2024 employee benefit-related coverages, carriers, and premium shares, as outlined, including health insurance, wellness, health and wellness supplementary programs, and dental insurance; authorize the Director of Administration to execute the appropriate related contracts and authorize Human Resources to incorporate the approved changes into the Employee Handbook, and to also examine the requested data on preventive exams that was requested. Motion Carried: Ayes – All.

V. Discussion regarding Employee Benefit Survey (no action will be taken at this meeting).

No action was taken but the group did request that employees be sent a letter to let them know that survey results had been received and could be reviewed.

VI. Amendment to the Employee Handbook to include the Police Chief in positions eligible for Retiree Health Insurance Coverage

Motion by Alderman Holpfer and seconded by Member Traynor to move to accept the changes as requested Motion Carried: Ayes – All.

VII. Update on the Compensation Study

GovHR continues to work on the study and we expect a preliminary report sometime in November/December.

- VIII. Employee Recruitment and Retention Policy which was approved by Common Council on 7/6/2021

Discussion was held regarding forming a sub-committee to discuss clarifying and implementing the policy. Members Traynor and Prusko and Alderman Barber volunteered to participate in the sub-committee. Director Hersh also commented that she would like to see employees involved as well.

Motion by Member Traynor and seconded by Alderman Barber to form a special group with at least 2 Personnel Committee members and employees from each department. Motion Carried: Ayes – All.

- IX. Staffing Report

Information was provided but no action was needed.

- X. Next Meeting Date

The next regularly scheduled meeting is planned for November 20th, 2023.

- XI. Adjournment

Motion by Alderman Barber and seconded by Member Prusko to adjourn the Personnel Committee meeting at 7:03 p.m. Motion carried: Ayes-All.

November 8, 2023

Memorandum from the Fire Department

TO: City of Franklin Personnel Committee
CC: City of Franklin Police and Fire Commission

FROM: Fire Chief Adam Remington

RE: Job Description, new position of Probationary Firefighter/EMT

Background:

The Franklin Fire Department is the only 100% Paramedic municipal fire department in Milwaukee County, and likely the entire state. Many other departments can staff at least one paramedic on every apparatus 24/7; however, FFD is the only department where all personnel staffing every apparatus 24/7 are licensed paramedics. The difference is evident on a critical medical call, such as a cardiac arrest. When all personnel on scene are trained to the highest levels in patient assessment, and when all can perform every necessary critical task, procedure, and intervention simultaneously, the stress level for the responder decreases, and the likelihood of a positive outcome for the patient is enhanced (FFD has among the highest cardiac arrest resuscitation rates in the County).

The Department has worked extremely hard for well over a decade to achieve this level of training, dedication, and commitment; and both administration and bargaining unit leadership are extremely proud of the accomplishment, and in the reputation and status of the department.

Unfortunately, despite the Department’s performance level and reputation, it’s extremely high qualification requirements for applicants has become a barrier to recruitment. In a time when fire departments across the country struggle to recruit and retain public safety employees, Franklin is particularly affected due to the requirement that applicants have to have both Wisconsin Firefighter II certification, and licensure at the paramedic practice level in order to apply. Most other departments in the region require only EMT (a considerably lower practice level and training commitment). Candidates coming through the Technical College system are being offered intern/apprentice type positions while still in school, that potentially transition to full-time positions in the future. At the time of the writing of this memorandum, the department has had a standing vacancy since June, and will have a second vacancy in January. The current recruitment and hiring paradigm is broken, and FFD has identified changes that must be made in order to be competitive against these other departments.

Proposal:

The department has identified a course forward that allows for a greater applicant pool, while not compromising its high standards or 100% paramedic status. FFD Administration does not and will not propose lowering its employee qualification requirement standards; however, FFD staff proposes creation of a new position that would allow for hiring candidates who possess only

CITY OF FRANKLIN
Job Description

Job Title: Probationary Fire Fighter/EMT

Department: Fire

Appointing Authority: Fire Chief/Fire & Police Commission

Reports To: Battalion Chief

Salary Level: Per Collective Bargaining Agreement

Prepared By: Adam J. Remington, Fire Chief

Prepared Date: November XX, 2023

Approved By:

Approved Date:

Summary:

Under the general direction of the Battalion Chief, the Probationary Firefighter/EMT protects life and property by performing firefighting, providing emergency medical care and treatment, hazardous materials, and fire prevention duties; and maintains fire equipment, apparatus, and facilities.

The Purpose of the Probationary Firefighter Position is to function as a recruitment tool and career development pathway that would allow an employee to begin employment as an EMT and complete paramedic education while employed in a full-time capacity by the Franklin Fire Department.

Application Requirements:

- State of Wisconsin (WI) Firefighter I
- Valid WI EMT License or National Registry
- Must be actively enrolled in an accredited Paramedic training program, with an expected completion date of less than one year (12 Months) from date of hire.
- Must have valid Candidate Physical Ability Test (CPAT) at time of appointment
- Must obtain WI Firefighter II within 18 months of date of hire.

Other duties as assigned by supervisors.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, and Licensure:

Must be 18 years old and possess a valid WI Driver's License.

High School Diploma or Equivalent.

State of Wisconsin Firefighter I

Wisconsin state licensed EMT-B or current NREMT.

Ability to learn the operation of fire suppression and other emergency services response equipment.

Ability to perform strenuous or peak physical activity during emergency, training or station maintenance activities for prolonged periods of time and under conditions of extreme heights, intense heat, cold or smoke.

Ability to perform in team-based activities and in a frequently stressful environment.

Language Skills:

Ability to follow verbal and written instructions.

Ability to effectively communicate in writing and verbally.

Reasoning Ability:

Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.

Ability to act effectively in emergency and stressful situations.

Ability to make independent judgements which have considerable impacts on the organization.

Job Responsibilities Related to Patient Privacy:

It is expected to protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Probationary Firefighter/EMT may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Firefighter/EMT may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Fire department operations.

The Probationary Firefighter/EMT is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

Disclaimer:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



V

Date: 12/12/2023

To: Personnel Committee

From: Dana Zahn, Human Resources Manager

RE: Revised Job Descriptions for 2 Clerk's Department Positions

Karen Kastenson, Director of Clerk Services, has updated the job descriptions for her current Secretary and Administrative Clerk positions. Although some of the updated job duties were incorporated into the salary grade determinations when the Classification and Compensation Study were done in December 2015, the job descriptions were never formally updated.

Karen did request an upgrade of both positions to be 2 salary grades higher than the current positions, however, Kelly Hersh and I evaluated the job duties along with the submitted Job Analysis Questionnaires, and determined the change in duties warrant an increase of only 1 salary grade (It would be quite rare for a position to change so drastically to warrant a change of 2 salary grades.)

We propose the Secretary title be changed to Administrative Assistant – Clerk's Dept. to be consistent with other Administrative positions, and the Administrative Clerk position to be retitled as a Permit/Licensing Specialist.

Staff has agreed that these positions needed to be re-evaluated and believe we also need to review our Secretary positions in the Inspections Department and the Planning Department as well. Department Heads have also requested that a few other positions be reviewed. These will be done in the near future.

The Clerk's Department Job Descriptions are being brought forward at this time as we currently have a vacant position which needs to get posted. Having an accurate job description and commensurate salary is important to attract the best qualified applicant.

Karen will be in attendance at the Personnel Committee meeting to answer any specific questions regarding the revisions to the job descriptions

Requested Motion: Motion to approve the 2 revised job descriptions for positions in the Clerk's Department, including the Job Titles and Salary Grades.

CITY OF FRANKLIN
Job Description

Job Title: Administrative Assistant – Clerk’s Dept

Department: Clerk’s Office

Appointing Authority: Director of Clerk Services

Reports To: Director of Clerk Services

Salary Level: Salary Range 3

FLSA Status: Non-Exempt

Prepared By: Karen L. Kastenson, Director of Clerk Services &
Dana Zahn, Human Resources Manager

Prepared Date: November 1, 2023

Approved By: Common Council

Approved Date:

Summary

Providing administrative support to Clerk’s office staff and other City Staff when deemed necessary. Performs a variety of confidential, complex and routine clerical, secretarial and administrative work in the keeping of elections and licensing related documents, reports and records. Assists in administration of the operating policies and procedures of the department.

Essential Duties and Responsibilities include the following.

Performs routine clerical and administrative work in answering phones, receiving the public and providing customer assistance and refers, when necessary, to appropriate persons, data processing, ordering/purchasing office/miscellaneous supplies, duplicating and distributing materials, and maintain office files.

Schedules appointments for Director of Clerk Services and Deputy Clerk.

Composes, types and edits a variety of confidential correspondence including, reports, memoranda, background reports, and other classified material requiring judgment as to content, accuracy and completeness.

Coordinates the office operations, including miscellaneous supplies, duplicating and distributing materials, and maintaining office files

Develops and maintains office forms and procedures and assists with administrative tasks involving licensing, meetings preparation and elections.

Prepares required Wisconsin Department of Justice background checks for all operators, transient merchants, and vendors for all City related events.

Prepares outgoing mail, sorts and distributes incoming mail and parcel packages and travels to and from the post office for daily mail runs and special mailings.

Remains current on election laws.

Receives in-coming telephone calls for the entire City, and provides information as needed and routes callers to appropriate personnel throughout the City.

Assists the Director of Clerk Services with processing requests for open record requests for residents, staff, and the District Attorney's office, the news media, and Wisconsin Elections Commission

Acts as one of the system administrators for WisVote.

Reviews, coordinates and processes licenses and permits in BS&A software

Enters and updates voter information into WisVote for all elections.

Assists with supplemental reports for the annual budget preparation.

Works directly with the Treasurer's office in processing payments for licensing, permits, transient vendors, and merchants for community events and fairs.

Assists with meeting agendas and minutes for various committee meetings Prepares agendas and minutes for License Committee and St. Martins Fair meetings. Assists Deputy Clerk in preparing agendas, minutes, and the meeting shell for Common Council meetings.

Researches and collects price quotes for comparison on department equipment (furniture, copiers, faxes, electronic screens, postage machine, etc) in order to obtain a quality product at the best possible price. Maintains inventory and order office supplies, materials, and forms

Arranges for maintenance on department equipment as necessary (printers, mail room equipment, etc.)

Assists the public with the use of City facilities and processing park rentals and issuing deposit refunds.

Assists City staff with brochures, newsletters, mailings, etc.

Assists with voter registrations, in-person voting, and set-up and take down of election equipment.

Inputs data to standard office and department forms, and compiles tabulated data for elections, licensing and City-wide events.

Prepares Property Assessment letters in the absence of the Permit / License Specialist.

Processes Ordinances and Resolutions after approval at Common Council Meeting.

Performs other administrative and clerical duties.

Runs departmental errands as needed.

Any and all other duties as assigned by the Director of Clerk Services or Deputy Clerk.

Supervision Received:

Works under the general supervision of the Director of Clerk Services.

Supervision Exercised:

None.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Windows and the Microsoft Office Suite (Excel, Word, Outlook, Access, and PowerPoint) Ability to work with a variety of computer hardware and other computer related equipment.

Certificates, Licenses, Registrations

Driver's license required.

Certification within 6 months of hire by the Wisconsin Elections Commission is required.

Notary Public within 6 months of hire is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, talk, and hear. The employee is occasionally required to use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

Other Qualifications

Ability to maintain strict confidentiality.

Working knowledge of computers and electronic data processing.

Working knowledge of modern office practices and procedures.

Working knowledge of Clerk's Department operations

Working knowledge of Elections.

Some knowledge of accounting principles and practices.

Skill in operation personal computer including word processing software, telephone switchboard, copy machine, shredder, fax machine, calculator, typewriter, and telephone.

Ability to effectively meet and deal with the public

Exercises rational judgment in all job responsibilities.

Maintains the confidence and trust of peers, subordinates, superiors, and citizens.

Ability to multi-task.

Ability to effectively communicate in writing and verbally.

Ability to handle stressful situations.

Ability to make independent judgments which have minor impacts on the organization.

Other Skills and Abilities

Shared responsibility for implementation of new department equipment and software, and contact with vendors for support.

Serve on various employee or other committees as assigned.

Assist with performance duties of other department personnel as required.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FRANKLIN
Job Description

Job Title: Permit / Licensing Specialist

Department: Clerk's Department

Reports To: Director of Clerk Services

Salary Level: Salary Grade 4

FLSA Status: Non-Exempt

Prepared By: Karen L. Kastenson, Director of Clerk Services & Dana Zahn, Human Resources Manager

Prepared Date: November 1, 2023

Approved By: **Common Council**

Approved Date:

Summary:

Coordinates the issuance of all new and renewal licenses and permits issued by the department. Coordinates all election processes and training of department staff. Processes Property Status reports. Maintains the City's Sign and Calendar for City-wide meetings. Provides clerical support and training for the department.

Essential Duties and Responsibilities:

Coordinates from start to finish the issuance of all permits and licenses issued by the Department including:

- Acts as a "lead" staff person for annual license management.
- Issues annual licenses for the annual review and renewal process which included Cigarette, Amusement, Temporary Class B, Liquor, Coin Operated Machines, Daycares, Salvage Yards, Mobile Homes, Animal Fancier, Christmas Tree Sales, and Entertainment as authorized by the Director of Clerk Services.
- Enters license and permit records into department software and various computer databases such as Operator, Burn, Alarm, Park Rental and Transient Merchant permits.

- Receives and performs preliminary checks of Extraordinary Event applications, Annual Licenses and Election materials for Special Events and Annual Licensing. Ensures that application submittals are complete and routed to the proper City Departments and staff for review.
- Works as staff liaison between the Clerk's Office and other City Departments for processing Extraordinary Events, Temporary Events and Fair Applications as well as all annual licenses and operator licenses.
- Attends License Committee meetings as needed.

Corresponds with applicants, owners, and the public to answer general questions regarding elections, special events, licensing, and department procedures.

Remains current on election laws.

Conducts set up and take down of Badger Books for both in-person and election day voting which includes knowledge of the electronic ballot processing equipment. Conducts set up of election equipment for all polling locations, and prepares all election day materials for those locations.

Conducts processing, scanning and counting of ballots for all elections.

Assists Deputy Clerk with election set-up and testing of all election equipment.

Prepares applications and enters information into the computer system for elections.

Coordinate in-person absentee voting with front office staff for all elections.

Assists Franklin residents with registration, absentee applications, and all other election related questions and concerns.

Processes Property Status Reports by receiving, invoicing, gathering appropriate information from the City's Property Tax Web Portal, the Assess Web Portal, or the Property Viewer Portal, creates special assessment report documents, communicates with other departments to gather information and sends report via email or fax.

Responds to Extraordinary Events, Licensing and Elections open records requests.

Provides support to other departments on special events.

Provides backup support to the Deputy Clerk including coordinating the agenda for the Common Council meetings, mail and fax required notices, and transcribe minutes.

Maintains and updates City sign to ensure City meetings and events are posted promptly.

Maintains and updates the Franklin Meetings Calendar for City-wide scheduling.

Prepares various detailed monthly and yearly reports for federal and state governments, such as tax-exempt parcel filings and weights and measures reports, Milwaukee County Election Commission reports, and material for the annual budget

Acts as Notary Public for all City staff and Franklin residents.

Assists as back-up to front office staff (Administrative Assistants and Deputy Clerk) answering phones, servicing customers at counter, processing incoming and outgoing mail, and covering during the absence of other front office staff.

Assists Administrative Assistants with establishing standardized office procedures and plan reviews.

Assists in preparing newsletter articles.

Trains front office staff.

Compose, type, and edit a variety of correspondence, reports, memoranda, and other materials.

Maintain filing systems, control records, and indexes.

Maintain department records.

Other duties as assigned by the Director of Clerk Services.

Minimum Qualifications:

Education and Experience:

Graduation from high school or GED equivalent with 2 years of related experience required. Experience administering elections and experience with licensing is preferred. .

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Strong interpersonal skills are required.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts and interest. Ability to apply concepts of basic algebra and geometry. Ability to prepare and maintain spreadsheets for balancing election day ballot counts.

Reasoning Ability:

Ability to interpret State Statutes in regards to elections and liquor licensing. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Necessary Knowledge, Skills, and Abilities:

Working knowledge of State Statutes and the ability to explain in general terms their requirements.

Ability to acquire advanced knowledge of the Clerk's Office computer programs and teach the operation of the systems to others.

Skill in operation of listed tools and equipment.

Ability to present and communicate ideas and concepts to the public, verbally and in writing.

Ability to be accurate, organized and able to multi-task.

Ability to maintain effective working relationships and other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have moderate impacts on the organization.

Certificates, Licenses, and Registrations:

Certification by the Wisconsin Election Commission within 6 months of hire required.

Notary Public within 6 months of hire required.

Valid Driver's license required.

Supervision Received:

Works under the general supervision of the Director of Clerk Services.

Supervision Exercised:

Does not supervise other employees, but does designate work to other employees in the department and temporary election pollworkers.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Tools and Equipment Used:

Personal computer including word processing, business licensing, complaint tracking, election software, Fire software, GIS, database and spreadsheet software, copy machine, fax machine, folding machine, calculator, radio, and telephone.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. (The employee is primarily in the office setting but will perform election site inspections when needed.)

The noise level in the work environment is usually quiet in the office.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/19/2023
REPORTS AND RECOMMENDATIONS	Request Council Approval and Adoption of a Newly Created Job Description for DPW Deputy Clerk Position and to Promote Andrea Stormoen to DPW Deputy Clerk.	ITEM NUMBER

Background:

Please see the attachments, particularly the memo from DPW Superintendent Kevin Schlueter who is in attendance to speak to this request.

Requested Action:

The Director of Administration and the Superintendent of DPW are requesting approval and adoption of the newly created job description for a DPW Deputy Clerk. We intend to fill this position immediately by promoting Andrea Stormoen. Andrea has been completing these duties and requesting this action for over five years, as documented in the attached memos, emails, appeal, and job analysis questionnaire. Director Hersh desires to compensate Andrea Stormoen for her dedication, perseverance, and hard work, going above and beyond her current classification to do what is necessary to aid the Superintendent of DPW and her coworkers.

This new position is ranked accordingly by duties that score a total of 425 points, putting this position in line with the Deputy Clerk for Clerk Services at salary level 6.

Fiscal Note:

The DPW Deputy Clerk position is a salary grade 6. Staff requests Andrea Stormoen be promoted to DPW Deputy Clerk, and her salary be adjusted to \$27.92 an hour from \$23 23. This is \$785.60 over the lowest range for salary grade 6.

COUNCIL ACTION REQUESTED

Motion to Approve and adopt the newly created job description for a DPW Deputy Clerk Position and to Promote Andrea Stormoen into this New Position as she has been completing these duties for five or more years, as documented in the attached memos, emails, appeal, and job analysis questionnaire.

CITY OF FRANKLIN
Job Description

Job Title: DPW Deputy Clerk
Department: Public Works
Appointing Authority: City Engineer
Supervisor: Public Works Superintendent
Grade Level: 6
FLSA Status: Hourly, Non-Exempt
Prepared By: Kevin Schlueter, Public Works Superintendent
Last Update: October 30th, 2023
Approved By: **Superintendent Schlueter and Director Hersh**
Date Approved:

Summary:

Perform clerical and administrative tasks, including data processing, records keeping, scheduling, budgeting, invoicing, purchase orders, and complaint processing for DPW, Parks/Pavilions, City Garage, Sign Department, and Forestry divisions.

Receive the public, provide customer assistance and information, and follow up via telephone, person, and other media. Create, design, and cut City signs and logos using graphic design software and a paper media cutting machine. Gather and submit data for grant writing procedures and state and federal reporting compliance.

Essential Duties and Responsibilities:

Develop and maintain office forms, procedures, record keeping, scheduling of annual inspections, and administrative tasks. Maintain DPW office supply inventory. Prepare all outgoing packages and mail, and sort and process all incoming packages, deliveries, and mail.

Receive the public via in-person, phone, email, and other media. Answer questions, provide information, follow up, and direct to other City personnel. This includes the use of inter-department radios.

Assist the public with the use of department and city-resident-accessible facilities. Supply and maintain information about trash/refuse/recycling disposal locations—set up new residences with trash and recycling services. Assist existing residents with missed pickups and exchanging carts. Work with the City trash hauler to maintain the residential database for trash and recycling units. Establish dates for additional special pickups.

Create and edit the annual budget and process all budget-related reports and forms under the supervision of the Superintendent.

Gather, compile, and submit data for grants and grant writing procedures. Follow up with documentation for completion of grants.

Use finance software modules for invoice entry, purchase order entry, and general ledger data. Create invoices for accident billings involving City property and other city-billed services.

Review bi-weekly payroll for all staff, including timesheets and weekly worksheets. Create and submit job requisitions and change of status forms. Receive paid leave reports. Record activity hours of personnel and vehicle usage. Process employee confidential information, including letters of resignation and termination. Create new-hire ID badges and add staff to all required databases and lists for fueling and purchasing.

Create and cut all municipal signs and logos for streets, parks, city infrastructure, and vehicles and equipment using computer-aided design software, a cutting machine, and a hydraulic press. Training is required for software, all machinery, and paper media, with ongoing education yearly. This position requires training other employees on using sign software and machinery.

Administer, update, and maintain City fuel and vehicle maintenance systems databases. Authorize users and vehicles within the City and via agreements with other entities. Requires the use of confidential personal information to establish use. Notify all City personnel when systems are down, troubleshoot, and arrange maintenance. Monitor fuel tank levels, fuel orders, and pricing.

Order, receive, pick up, and deliver replacement parts and supplies for City Garage and Mechanics. Assist mechanics with general maintenance. Coordinate and schedule vehicle maintenance with all City departments and provide service billing.

Receive, process, and close all DPW complaints via complaint software, including assigning work to staff, maintaining contact and follow-up with complaint filers, and relaying information to other necessary personnel.

Administer GPS for DPW vehicles and maintain a database of users, vehicles, and other administrators. Monitor and administer camera systems for DPW buildings and grounds. Provide records from both systems to City staff and the public.

Provide the public with information on all City park areas, trails, wetlands, baseball fields, and amenities; process requests involving these areas. Coordinate maintenance, repairs, and cleaning for City parks, playgrounds, and pavilions. Issue closures for these areas as necessary, and work with the Clerk's Office on scheduling the usage of these areas and permitting. Approve pavilion permits and barricade permits for refund.

Assist the City Forester with requests and complaints and coordinate removals and orders for new plantings. Provide the public with instructions for new trees, invasive species, and removals. Organize Citywide Cleanup Events with other agencies, including the application process, volunteer sign-up, equipment, supplies, and DPW cleanup arrangements. Assist with tree ordering and grant processing.

Process Digger's Hotline notifications for all DPW work conducted in the field, including sign and tree installations and city infrastructure repairs and replacements. Maintain and update tickets, monitor utility responses, and coordinate with utilities for larger projects.

Basic IT knowledge for resetting modem and firewall. Checking battery backups. Troubleshooting initial IT issues occurring at the DPW building.

Report streetlight outages, downed power lines, gas line strikes, and electrical outages to proper utilities.

Performs other related similar or logical duties as assigned or required by supervisor.

The duties listed above are ILLUSTRATIVE ONLY and are not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

Minimum Qualifications, Education, and Experience:

An Associate's Degree or two years of technical or business school in which extensive technical or specialized training would be received. Minimum of five years of experience with office software such as Microsoft and Excel.

Preferred experience in finance-related fields (accounts payable, invoice entry, purchase orders, and budget processes), computer-aided graphic design and use of tools and cutting machinery, and familiarity with utility notification systems, ProPortal.

Language Skills:

Ability to communicate orally and in writing and understand and follow written instructions. Ability to use appropriate communication across all forms of media and function as an information officer for the department.

Ability to read, interpret, and create documents such as multifunctional spreadsheets, safety rules, operational maintenance, and procedure manuals. Use proper terminology when identifying vehicle parts, equipment/tools, and construction/operating procedures.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.

Calculate measurements, tools and equipment needs, and monetary amounts in decimals, fractions, and percentages.

Ability to think in proportions, percentages, and conversions using Geometry, Algebra, and advanced mathematical concepts necessary for Computer Aided Graphic Design software.

Reasoning Ability:

Ability to establish and maintain effective relationships with employees, supervisors, city officials, vendors, and the general public.

Ability to make independent judgments and decisions without guidance from a supervisor or policy. Delays in such may moderately to significantly impact time, money, or public/employee goodwill costs and delay important projects, schedules, and deadlines.

Necessary Skills and Abilities:

Intermediate to advanced skills in software programs such as Microsoft and Excel for processing documents and spreadsheets.

Ability to operate Windows-based software modules for processing complaints, budget and invoice entry, and purchase orders. Knowledge of tax-exempt and billing procedures.

Knowledge of modern office practices and procedures, including telephone and message systems, handheld radio usage, mail, and product/part ordering procedures.

Ability to effectively meet and communicate with the public via telephone, email, or other current media forms.

Ability to act as a public information officer of the department and sub-departments.

Skills in operating a sign-cutting machine and hydraulic press.

Ability to effectively use Computer Aided Graphic Design programming and other design software media.

Ability to maintain fuel systems, fleet management systems, and databases.

Skills in maintaining and administering confidential information and databases using personal information.

Skills in following oral and written instructions, policies and procedures, and independent decision-making.

Supervisory skills include handing out work and assignments and training staff. Ability to set own schedule and workload and complete work with minimal supervision.

Supervision Received:

Works under the general supervision of the Public Works Superintendent according to an established work routine.

Supervision Exercised:

Decision-making in the absence of specific policies or immediate guidance from a supervisor. Responsible for assigning tasks and work to other staff while acting in a limited Supervisory role. Serves as a trainer for sign software and cutting machine operation.

Responsibility for Public Contact:

Daily contact in person, via phone and email, and other media, requiring courtesy, discretion, patience, and sound judgment—the ability to act as a Public Information officer in a limited capacity on behalf of the Supervisor or department.

Licensing and Regulation:

A valid Wisconsin Driver's License is required.

Initial and yearly maintenance training is required to operate computer-aided graphic design software and cutting machinery.

Initial and yearly training is required, as well as successfully taking and passing a test and probationary period to use ProPortal entry of Digger's Hotline tickets.

Tools and Equipment Used:

Office equipment: Telephone, personal computer including word processing software, copier/scanner/collating machine, fax machine, laminating machine, calculator, postage meter, two-way radio, binding and cutting equipment, hole punching and paper cutting tools.

Additional Equipment: Computer-aided design software, sign cutting machine, hydraulic press—use of drills, screwdrivers, razor blades, and other mechanics/shop tools.

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, speak, hear, climb stairs, walk distances, kneel, and bend. The employee must also use hands and fingers to feel, handle, or operate objects, tools, or controls and reach with hands and arms.

The employee must frequently lift and move up to 20 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate as it is near the City garage—exposure to dust and odors and light machinery.

Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE APPEAL FORM

City of Franklin, Wisconsin

IDENTIFICATION INFORMATION

NAME: <i>Andrea Stormoen</i>	JOB TITLE: <i>Admin Asst - DPW</i>
NAME OF IMMEDIATE SUPERVISOR: <i>Glen Morrow</i>	HIS/HER TITLE: <i>Director of Engineering</i>

Appeals are considered within four categories:

Internal Equity: you believe your position has been graded incorrectly compared to other positions in the organization

External Competitiveness: you believe the salary range assigned to your job grade is inappropriate compared to similar organizations

Job Title Recommendation: you believe the recommended job title for your position is inappropriate

Other: you are appealing an aspect of the study not covered by the three categories above

Please select a category for your appeal below and explain your reason(s) for making the appeal. If you are appealing in more than one category, please use the following sections as needed

CATEGORY: *Internal Equity + Other*

REASON FOR APPEAL: *This position has gained additional responsibility in the 'information technology' category, including the following:*

- 1 Administrator in the city for operating system*
- 2 Administrator in the new GPS system for DPW fleet (Precise)*
- 3 Administrator/Creator of Franklin DPW Facebook page*

CATEGORY: *4 Operator of the new security camera system at DPW*
5 AED - both device + portal user - completes + logs security checks

REASON FOR APPEAL: *6. ^{Design} Creator/User of design software for city signs + logos (Corel Draw + Co Cut) + Facebook Page (Canva).*

7. I am also the only clerk in the city that uses / operates machinery, including the sign/logo cutting machine and hydraulic press.

** At this point in time, I am also the only city employee*

City of Franklin *with the ability to use the sign cutting machine and design software for designing the city's custom signs door logos, stencils, etc* Page 1

(cont'd)

Internal Equity and Job Title Recommendation

Of all of the city recognized 1st Responder departments (police, fire, DPW), I am the only office staff person not in pay class #4 CATEGORY. I am currently an Administrative Assistant in pay class #3 I operate in similar fashion to the staff in pay class #4 with regard to setting up purchasing accounts, paying invoices ordering for REASON FOR APPEAL: our facility. I have access to personal forms and data, such as unredacted accident reports, employee personal data forms, social security info (fuel system), medical injury reports + other HR forms I am also the only user of Gov Spend + Gov Quote that is not currently in pay class #4.

Type your name and the date below, then save this form as a Word document with your last name in the file name and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

Audrey M. Stormoen
EMPLOYEE'S SIGNATURE OR TYPED NAME

5/5/20 updated
DATE (original submitted in 2018)

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet.

Do you agree with the employee's appeal(s)? Please explain.

Type your name and the date below, then email this form to your Department Head (if applicable) or to the Human Resources Coordinator. If using a printed copy of this form, sign and date it before forwarding.

SUPERVISOR'S SIGNATURE OR TYPED NAME

DATE

If Supervisor isn't Department Head, Department Head should review this form as well.

- I have read the supervisor's comments above and substantially concur
 I have read the above and have the following comments:

Type your name and the date below, then email this form to the Human Resources Manager. If using a printed copy of this form, sign and date it before forwarding.

DEPARTMENT HEAD'S SIGNATURE OR TYPED NAME

DATE

EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

City of Franklin, Wisconsin

IDENTIFICATION INFORMATION

NAME: Andrea M Stormoen	DATE 10/26/23
YEARS OF EXPERIENCE WITH EMPLOYER: 19	JOB TITLE: Administrative Assistant
YEARS OF EXPERIENCE ON THIS JOB: 6	YOUR JOB IS: FULL TIME <input checked="" type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD: 6	YOUR EDUCATION: <input type="checkbox"/> High Sch. <input type="checkbox"/> Assoc. Deg <input checked="" type="checkbox"/> Bach Deg <input type="checkbox"/> Mas Deg
NAME OF IMMEDIATE SUPERVISOR: Kevin Schlueter	HIS/HER TITLE: Superintendent

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your supervisor, who will complete his/her section.

Job Description: Please review your job description. Are there any major changes (additions and/or deletions) that need to be made? Yes No If yes, please explain Previous job description was last updated in 2004. Please see updated, revised job description.

If you do not have a job description, please respond to the following questions regarding the primary function and job tasks associated with your position:

Summarize the major purpose or primary function of your job in three or four sentences.

Job Tasks: Please list your job duties. Try to place your duties in their order of importance, and group "like" tasks together (e.g. "clerical duties including word processing, opening mail, filing, etc." or e.g. "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc.").

Job Duty

- 1.
- 2.
- 3.
- 4.

- 5
- 6
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Feel free to add more numbers/duties if necessary.



1. Education and Training: In your opinion, what kind of education and training is necessary to perform your job?

- Level of knowledge that is below what is normally attained through high school graduation.
- High school diploma (GED) or equivalent.
- High school, plus elementary technical training, acquired through one year or less of technical or business school.
- Extensive technical or specialized training such as would be acquired by an Associate’s Degree or two years of technical or business school.
- Extensive technical or specialized training such as would be acquired by an Associate’s Degree or two years of technical or business school, plus two or more certifications in incumbent’s field.
- Completion of four-year college degree program.
- Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- Completion of graduate coursework equal to a Master’s Degree or higher.

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license: Required initial and yearly training for CAD Graphic Design Software & sign cutting machine. Initial & yearly training, successfully passing a test & probationary period to use Digger's Hotline PropPortal, with continuing compliance monitoring.

What special skills, knowledge, and abilities are required to perform your job? Please list: Microsoft programs (Word, Excel), Computer Aided Design (CoralDraw program - signs), Sign Cutting Machine training/experience (Summa Cutter), graphic media experience. Design programs for media (Canva design software), Proficient in windows based data programs (modules for complaint processing,

budgeting, purchase order entry & invoice entry). Budget entry & accounting experience. Experience in accounts payable/receivable & tax exempt processes, basic technical experience for rebooting modem, firewall, & battery backup equipment. Experience in fuel systems & fleet management & maintenance, with ability to order & differentiate vehicle & equipment components. Supervisory skills, including ability to train others on equipment used for the above.

2 **Years of Experience:** How much previous work experience do you feel is necessary to perform your job?

- LESS THAN 1 YEAR 1 TO 3 YEARS 4 TO 6 YEARS 7 TO 10 YEARS MORE THAN 10 YEARS

3. **Independent Judgment and Decision Making:** How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- Little discretion or independent judgment exercised.
 Some discretion or judgment exercised, but supervisor is normally available.
 Job often requires making decisions in absence of specific policies and/or guidance from supervisor, but some direct guidance is received from supervisor
 High level of discretion with decisions restricted only by broad Organization-wide policies and little direct guidance from superiors
 Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- Minor. Some inconvenience and delays but little cost in terms of time, money, or public/employee good will
 Moderate: Significant costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
 Serious: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
 Very Serious: Critical goals and objectives would be adversely and very seriously affected.

4. **Responsibility for Policy Development.** Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- Position involves only the execution of policies or use of existing procedures.
 Position involves some participation in the development of policies and procedures for the department only.
 Position involves some development of policies/procedures, as well as the interpretation and execution of broader policies in the department
 Position involves the primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
 Position involves significant responsibility for major input/development of departmental policies and procedures, plus occasional participation in the development of policies which affect other departments in the organization.
 Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating:

5 **Planning:** How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- Position requires that my daily work load and activities are assigned to me by my supervisor.
- Position requires that I plan my own daily work load and work independently according to established procedures or standards.
- Position requires that I plan my own daily work load and those of others in the department (first-level supervision).
- Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level supervision)
- Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level supervision).

How much planning do you do for others in the department?

Scheduling: Yes No Assigning of Duties/Jobs: Yes No

.....

6. **Contacts with Others:** In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- Position involves interaction with fellow workers on routine matters with relatively little public contact.
- Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information
- Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence or to resolve the problem
- Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- Position involves frequent internal and external contacts in which I act as the spokesperson for the department and may be authorized to make commitments on behalf of the department
- Position involves frequent internal and external contacts where I represent the organization and am authorized to make commitments in matters of critical interest to the Organization.

With which internal individuals or groups do you have the most contact? Police Dept, Fire Dept, Engineering, S&W, Alderpersons/Mayor (all city employees for vehicle maintenance & fueling)

With which external individuals or groups do you have the most contact? Residents/Citizens, Equipment & Fleet Maintenance Vendors, Sales & Supplies personnel

.....

7. **Supervision Given:** Do you supervise or assign work to other employees? Yes No

If yes.

- Position is responsible for assigning work to an employee or employees, without acting in a supervisory role
- Position is responsible for the supervision of one full time or several part time employees.
- Position is responsible for the supervision of two to five full time (or full time equivalent) employees

- Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees
- Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

8. **Physical Demands:** Please describe any physical demands required to perform your job

Demand	No	Yes	How often? (rarely, occasionally or daily)
Lifting up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Lifting 20-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W
Lifting 50+ pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	O
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	O
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Prolonged Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Prolonged Visual Concentration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often? (rarely, occasionally or daily)
Lighting-dimness or brightness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Electrical Currents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Violence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

9. **Use of Technology:** Please check the level of technology needed for you to perform your job

- Position has no responsibility for, or use of, technology.

- Position has some basic use of computers for word processing/data entry and some use of the telephone, copier, etc.
- Position has daily use of computers for word processing/data entry and use of the telephone, fax machine, copier, etc
- Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports.
- Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization (applications super user). Or, may use/repair/troubleshoot specialized software such as GIS, SCADA or various pieces of equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical equipment.
- Position is responsible for advanced computer programming, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- Position is responsible for system security, as well as the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel)

10 **Comments/Additional Information:** Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

Type your name and the date below, then save this form as a Word document with your last name and job title in the file name and email it to your supervisor with a copy to Dana Zahn at dzahn@franklinwi.gov. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

Andrea M Stormoen

10/26/2023

EMPLOYEE'S SIGNATURE OR TYPED NAME

DATE

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. Please do not mark in employee's portion of the questionnaire

1. Do you agree with the employee's answers to all of the above questions? If not, please explain. Yes
2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.
3. How long has this employee worked for you? 6 Years
4. Additional comments from the employee's immediate supervisor: None

Type your name and the date below, then email this form to your Department Head (if applicable) or to Dana Zahn in Human Resources dzahn@franklinwi.gov If using a printed copy of this form, sign and date it before forwarding

Kevin Schlueter

11/03/23

SUPERVISOR'S SIGNATURE OR TYPED NAME

DATE

If Supervisor isn't Department Head, Department Head should review this form as well.

- I have read the above and substantially concur
- I have read the above and have the following comments:

Type your name and the date below, and then email this form to Dana Zahn in Human Resources at dzahn@franklinwi.gov If using a printed copy of this form, sign and date it before forwarding

DEPARTMENT HEAD SIGNATURE OR TYPED NAME

DATE

MEMORANDUM FROM DEPARTMENT OF PUBLIC WORKS

DATE: November 1st, 2023

TO: Board of Public Works

FROM: Kevin Schlueter, Superintendent

SUBJECT: Authorization of Re-Classification & Promotion of DPW Administrative Clerk

I would like to thank you for your time and assistance with helping the DPW Department, myself, our supervisors, and Andrea to correct an issue that has taken us approximately 5 years to resolve.

A little backstory: The original Class & Comp study was conducted in 2015. During the time of the study, the previous Secretary was out of the office intermittently on personal leave and, shortly thereafter, vacated her job with the City after 15+ years of service. We believe the original Class & Comp paperwork was submitted using outdated information at best, including a 2004 job description which was not only 11 years outdated but also highly unreflective of the job duties that this position was responsible for in 2015. We also experienced the retirement of not one, but two superintendents shortly thereafter.

Between 2018 and 2023, the request to reclassify this position to a more appropriate classification was brought to two different City Administrators. Mark Luberta requested an appeal of the original 2015 decision, at which time he resigned shortly after, leaving this as an outstanding issue that he had not completed. We re-approached the next City Administrator, Peggy Steeno, with this task. After having Andrea and myself re-write the appeal several times (with items she preferred included/excluded), Ms. Steeno then resigned unexpectedly just short of seeing this issue all the way through fruition. We are very happy to have the new City Administrator making this issue a priority, as five years is a long time to be under-classified and under-compensated for work that is already being done by this staff member. The decision to appropriately reclassify this position has had the approval the DPW Superintendent & the City Engineering during this entire process.

In 2017, Andrea Stormoen transferred to the Department of Public Works after 10 years with the Franklin Police Department and an additional 3 years with the Franklin City

Clerk's Office. She brought with her a vast knowledge of the City itself, including infrastructure & residents, City services offered, familiarity with city departments, city officials, and City procedures, and her advanced communications abilities.

Her role is unique in the sense that she is not only an Administrative Assistant to the Public Works facility itself, but she also operates as a coordinator for the Mechanics Garage, Construction division, and Forestry & Parks divisions. She IS the City's sign shop – making all logos, street signs, park signs, and traffic signs for the entire City – from designing the signs to spec, to using a cutting machine & hydraulic press. She also operates, in part, as our account guru & Human Resource advisor for the department, as she leads all City departments in volume of invoice entry, purchase ordering, & parts ordering, as well as providing assistance to the DPW staff with their health benefits, open enrollment information, and assistance with setting up apps & log-ins.

After I took over as Superintendent in 2018, we restructured areas of our department to allow for better efficiency & service both internally and to the residents of Franklin. We were able to give Andrea more supervisory type responsibilities in-house, giving myself and the Assistant Superintendent more capability of being out in the field to supervisor DPW operations at the job sites. She sets her schedule and completes her own workload with little supervision, and is able to hand out job duties and tasks to other DPW employees. She is currently training one Equipment Operator on the sign making operations, as she is the only employee in the City with this capability, as well as training another supervisor in Accounts Payable financial modules. She has also taken on the task of creating & editing the DPW budget under my supervision, including all required documents. Andrea has taken on additional functions of a Confidential Secretary, which includes parts of the hiring & termination process & paperwork. She has spearheaded and implemented a program for DPW Employee work ID's in coordination with the Police Department (using the PD's ID equipment). Andrea operates as a DPW "public information spokesperson", especially with newer technology & social media. She is the administrator of our Facebook Page which allows us to reach out to residents & visitors to Franklin with more information than ever before. She actively monitors the Franklin and surrounding community social media pages, and will often give information to residents in the Franklin Facebook Groups both after-hours and on weekends.

I cannot express enough how having Andrea in this position, functioning in the way that it is currently functioning, is crucial to our department running smoothly. For lack of better words, we would be much less effective without her and the role she has taken on in this department & in the City. With her specialized skills in the trade of sign making, as well as the sheer volume of work she has to do as the sole administrative person in our department of 22 employees (as demonstrated in the BS&A numbers), I sincerely hope that we can rectify her position to the proper category. Thank you so much for your consideration in helping us compensate her, and this position, appropriately!

Sincerely,

Kevin Schlueter, DPW Superintendent

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/19/2023
REPORTS & RECOMMENDATIONS	Annual Market Adjustment, Market Adjustment to Wage and Salary Rates, and Progress to Market Wage Adjustment for Non-Represented Employees	ITEM NUMBER

BACKGROUND

Franklin’s Classification and Compensation Plan, which was implemented at the end of 2015, identified the following three potential annual adjustments to employee wage rates:

1. Market Adjustment to Wage and Salary Rates: The Annual Market Adjustment changes the overall pay plan structure. Individual wage rates then need to be adjusted at a rate equal to the Annual Market Adjustment to allow each employee to maintain their position in the market. This action does not advance employees within their range but attempts to keep employees at an equitable wage to the cost of living and with our comparable cities.

2. Progress-to-Market-Rate Adjustments: Identifies the portion of a merit increase that an employee is eligible for annually unless otherwise directed by the Common Council, based upon where the employees are within their applicable Salary Range.

Note: This is conceptually similar to a step increase in some plans. Franklin’s increases are graduated, as follows, depending upon an employee’s current position in the range:

- Below 30% in the applicable salary range = 2.25% adjustment,
- Below the Midpoint, from 30% up to less than 50% in the range = 1.5% adjustment, and
- From Midpoint up to Market Rate, from 50% up to less than 65% in the range = .75% adjustment

3. Merit Performance Increases: With the upcoming implementation of an improved performance evaluation system, additional funding would be available, based upon the performance evaluation results, to those individuals performing above a satisfactory level.

Funding included in the 2024 budget for the above-noted pay adjustments for categories #1 and #2 is approximately \$317,020, including the corresponding benefit costs. The planned breakdown is (1) Approximately \$251,074 for the 3% market adjustment for non-represented employees and (2) approximately \$65,946 for the progress-to-market-rate adjustment. Additional funds are budgeted in 2024 and carryover from 2023 and 2022 for the merit performance increases; however, those funds are not part of this approval request. Rather, the funds will be requested when the Common Council authorizes the merit program.

ANALYSIS

Comparable City Wage Increases

A five-year review of our comparable communities, as determined in our Classification & Compensation Study, has been completed yearly except for 2023. The recommended increase for 2024 is a little below the average of the comparable municipalities of approximately 3.21% and a median of 3.5%. Most communities are also implementing their increases in January 2024. Franklin is still lagging somewhat on a five-year rolling average for the increase and the overall wages paid.

Franklin needs to consider the pay of comparable cities, as the pool of employees drawn upon by the majority of these cities are the same as those Franklin works to attract vacancies, and, with the workforce becoming more mobile, competition for staff is more competitive than ever.

Classification and Compensation Plan-Continued Implementation

Regarding the Classification and Compensation Plan, which was implemented in late 2015, the execution of the plan did not immediately place employees at their designated market rate if they were below it, even if they were productive, longstanding employees while allowing those over their market rate to retain their current level of pay. Instead, it laid out a plan for those employees to progress slowly to their market rate, based on the details in the second item in the Background section above, which makes this piece of the increase critical to continue moving those employees toward their established market rate.

Merit Increases

As noted above, merit increases were part of the planned wage increase mix for 2021. However, there was not an established, approved merit-based plan in place, so these budgeted funds were requested and approved for carryover to 2022 and again to 2023, and a carryover request will be forthcoming in 2024 to allow staff time to create a prudent merit program. With several competing priorities, this initiative was not accomplished in 2022 or 2023 but is high on the priority list for 2024, along with a refresh to the 2015 Classification and Compensation Study, which is already in progress. Staff will bring a draft plan forth when it is ready for the Personnel Committee and Common Council consideration. Please note that there is flexibility with this item, and it will be structured to work within the confines of the 2024 Budget Plan.

Finally, as set forth within the adopted policy for the pay plan, all wage increases are subject to each employee receiving a performance review grade of at least "Standard" or better, which will be confirmed and documented by the department heads since there is not yet a formal appraisal process in place. As the plan requires, only employees who successfully complete their job duties are considered for any of the above-noted increases. A formal appraisal process will also be created.

RECOMMENDATION

Staff recommends that the Council authorize the 3% market adjustment to both the salary schedule and wages and the progress to market adjustment, as outlined above.

COUNCIL ACTION REQUESTED

Motion to approve a 2024 Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates, both by 3%, along with a Progress to Market Wage Adjustment, for non-represented employees effective with the start of the pay period with a pay date of January 12, 2024, and authorize Human Resources to incorporate the new Salary Ranges into the Employee Handbook.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/19/2023
REPORTS & RECOMMENDATIONS	Authorization to Modify the 457(b) Plans Offered by the City of Franklin, Including Adding Roth Options	ITEM NUMBER

The City of Franklin has offered 457(b) Deferred Compensation programs for decades, allowing employees to save a portion of their wages on a pre-tax basis for their future retirement needs. A resolution was approved many years ago (2005-5942) that allows for a maximum of 3 deferred compensation vendors, and they must meet certain participation guidelines.

The City currently has agreements with three vendors:

1. Mission Square (formerly ICMA) - approximately 59 participants
2. North Shore – approximately 12 participants
3. AXA/Equitable – only 3 participants

Employees have been asking to add Roth accounts (where you can put money into your deferred compensation retirement fund on an after-tax basis) for many years. There is a letter of understanding in the Fire labor agreement whereby the City agreed to try to add Roth accounts back in about 2013. This has never been accomplished.

Mark Lubberda, former Director of Administration, did not want to adjust 457(b) plans without having an attorney develop an “umbrella” policy and have the selected 457(b) vendors sign off on our umbrella policy. I believe the request to have these vendors sign “outside their norm” contracts were a catalyst in this project falling apart. (See the attached 7/14/14 memo explaining Mr. Lubberda’s reasoning.)

Many employees have requested that we add the WI Deferred Compensation Program through the WI Department of Employee Trust Funds (ETF), which also handles the WI State Retirement System (WRS) pension plan. The WI Deferred Comp Plan takes over all plan fiduciary responsibilities and makes sure legal updates and changes occur.

I did reach out to the HR Manager or Director in both Oak Creek and Greenfield to see if they have special “umbrella” policies. Both Cities offer the WI Deferred Comp Plan and Nationwide, along with a few other vendors, and utilize the vendors' standardized plan documents.

The Federal Secure 2.0 Act will require plans to add Roth post-tax options, or employers will be unable to allow Catch-up provisions for employees close to retirement age. This provision was to be enacted on 1/1/24 but has been postponed for two years. The Secure 2.0 Act is another reason for the push to add the Roth accounts.

I recommend ending contributions for AXA/Equitable accounts in January of 2024 to use those existing payroll codes to implement the WI Deferred Compensation program. The attached Resolution of Inclusion form must be approved and signed to apply to the State program. Implementation of the plan will then take a few months.

Continued participation in the Mission Square and North Shore plans will be determined once we see how many participants move their funds to the State plan. Staff recommends that the Council authorize the approval for staff to cancel vendors as they deem appropriate (Mission Square or North Shore). We will also be considering implementing a Nationwide plan per the request of the fire department personnel. If staff believe Nationwide would be a good option, we can bring that back for Council approval if the Council wishes.

To ease administration and provide the benefits employees desire, the goal would be to end up with 2 457(b) vendors, with both plans offering pre-tax and Roth options.

COUNCIL ACTION REQUESTED

Recommended Motion: Motion to authorize a Resolution for Inclusion Under the State of Wisconsin Deferred Compensation plan, allowing staff to implement plans (including Roth options), terminate contributions through AXA/Equitable, and to terminate other current 457(b) vendors, or add the Roth option, as determined by staff to be appropriate.



MEMORANDUM

Date: July 14, 2014
To: Personnel Committee Members
From: Mark W. Lubberda 
Director of Administration
RE: 457(b) Plan Changes and Recommendations

The Common Council approved a labor agreement with the Franklin Professional Firefighters Association Local 2760, I.A.F.F. which included a letter of understanding relative to the following:

The purpose of this side-letter is to acknowledge that, prior to the end of 2013, the City of Franklin will increase the number of deferred compensation plans to include the Wisconsin Deferred Compensation Program (ETF) and Nationwide, unless 1) the provisions of the plan would restrict the City's participation in the plan in a manner similar to the current plans, 2) the plan has fee or administrative requirements substantially more burdensome than the current plans, or 3) the plan requires termination of any of the City's existing plans.

Related to this same topic, the City previously adopted Resolution 2005-5942 relative to "Limiting the Number of Deferred Compensation 457 Savings and Retirement Plan Vendors To a maximum of Three and Requiring Each Vendor to Maintain a 10% Participation Rate." The City currently has arrangements with ICMA-RC, North Shore Bank, and The Equitable.

This issue has been slightly more complex than anticipated, and due to the IRS implications and details, I have been working together with employee benefits Attorney Matthew Flanary of Buelow Vetter with respect to the City's desire to add the new 457(b) plan providers as contemplated by the agreement with the Union. The process of reviewing the documents from Nationwide Retirement Solutions has uncovered another question and prompted an additional recommendation from Attorney Flanary.

By way of additional background, the City, as noted above, has established arrangements with multiple investment providers that allow employees to defer compensation, on a tax-preferred basis, into eligible deferred compensation plan arrangements as defined by Internal Revenue Code Section 457(b). Under IRS rules, every 457(b) plan is required to have a "plan document" which details the terms of the plan and outlines certain provisions regarding the administration of the plan. Historically, the City has relied upon the different investment providers to provide the City with appropriate documentation for their own products. Under those same IRS rules, however, the City is ultimately responsible for ensuring that the different plan documents remain current with applicable IRS requirements and, more importantly, implementing certain administrative safeguards regarding the various different providers. To the extent that any of these 457(b) arrangements fail to satisfy the IRS requirements, the City would be responsible to the IRS for having failed to properly report and withhold income taxes from the participating employees.

The applicable IRS regulations are somewhat unclear with regard to whether the IRS would view the City as having multiple 457(b) plans (i.e., with each investment provider) or one 457(b) plan (i.e., one plan with multiple investment providers). Certain IRS requirements, such as the annual limit on contributions, would always apply as if all of the different providers were part of a single plan. On the other hand, some provisions such as allowing employees to transfer money from one investment provider to another would not be allowed if the IRS were to view the City as having multiple 457(b) plans.

Attorney Flanary has recommended that the City adopt an “umbrella” or “wrap” plan document which would serve to memorialize the fact that the City views all of the different investment providers as though they operate under one 457(b) plan. As such, the document would clearly limit employee contributions to the maximum amount allowed by IRS rules. It would also more clearly allow employees to transfer money from one investment provider to another. The wrap document would provide the City with more authority to enforce uniform obligations on the different investment providers and it would simplify the process of adding new investment providers or removing current investment providers in the future.

Additionally, the IRS has made it allowable to incorporate access to Roth IRAs as part of the Plan. The City has elected not, to this date, to incorporate the necessary amendments related to Roth IRAs. I would look to add this provision to make them available to the extent allowable under the law.

Prior to investing in Attorney Flanary’s time to create the wrap plan document as a preliminary step to adding the additional investment providers, **I am seeking the Committee’s concurrence that the effort and cost does not amount to “administrative requirements substantially more burdensome.”** This is the standard used in the Memorandum of Understanding. Attorney Flanary has provided an estimate of \$1,500-\$2,500 to prepare the wrap plan document, to review and coordinate the terms of that wrap plan document with the various current investment providers, and to provide guidance regarding possible changes that would need to be made to accommodate the current investment providers. The Administration Department has available and budgeted appropriations sufficient to address this cost. Attorney Flanary would likely be able to provide us with a draft wrap plan document such that it could be reconsidered at your next meeting. At that time we can address any additional details such as modifying the attached resolution, evaluating vendor volume levels and the 10% standard, and addressing any special requirements that the Wisconsin Retirement System might have for participation. We do not anticipate any significant opposition from the current investment providers, but would need to deal with any such opposition individually as we proceed with this process.

I recommend approval of a motion from the Committee as follows: **“Move that the Personnel Committee supports the clarification of the 457(b) plans by the creation of a single ‘umbrella’ or ‘wrap’ plan document with the intent that the process provide for the additional providers as per the Memorandum of Understanding and the inclusion of access to Roth IRAs, subject to further review of steps and requirements as to be provided at a future meeting.”**



Resolution for Inclusion Under the State of Wisconsin Deferred Compensation Program

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

Be it resolved by the _____ of the _____ that
(Governing body) (Employer)
pursuant to the provisions of Section 40 81(1), Subchapter VII of Chapter 40 of the Wisconsin Statutes which
provides in part as follows

An employer other than the State may provide for its employees the Deferred
Compensation Plan established by the Board under Section 40 80. Any employer, including this
state, who makes the Plan under Section 40.80 available to any of its employees, shall make it
available to all its employees under procedures established by the department under this
subchapter

Such _____ hereby determines to be included under the State of Wisconsin Deferred
(Governing body)
Compensation Program ("the Plan") provided by Subchapter VII of Chapter 40 of the Wisconsin Statutes and
regulated by Chapter ETF 70 of the Wisconsin Administrative Code for its eligible personnel, and

Be it further resolved, the proper officers are herewith authorized and directed to take all actions and make
such reductions and submit such deferrals as are required by the Department of Employee Trust Funds of
the State of Wisconsin pursuant to Subchapter VII of Chapter 40 of the Wisconsin Statutes, and

Be it further resolved, that _____ agrees to be bound by the Terms and
(Employer)
Conditions of the contracts between the State, its investment providers, and its Plan Administrator, and the
"Plan and Trust Document" and the "Employer Guide" as amended from time to time The employer certifies
it has received a copy of the Plan and Trust document

Be it further resolved, that the _____ representative submits a certified copy of
(Employer)
this Resolution and "Designation of Agent" to the State of Wisconsin, Department of Employee Trust Funds
and the Plan Administrator.

Be it further resolved, that the _____ recognizing the Deferred Compensation
(Governing body)
Board's responsibility for maintaining the integrity of the Plan, the _____ hereby resolved
(Governing body)
that the proper officers of _____ are hereby authorized and directed to cooperate fully with
(Employer)
the Plan Administrator in accordance with procedures established by the Department of Employee Trust
Funds.

Be it further resolved, that the _____ of the _____ acknowledges
(Governing body) (Employer)
and submits that the Plan offered under Section 40.80 et seq., Subchapter VII of Chapter 40 of the
Wisconsin Statutes is not and cannot be used as an alternative or replacement plan for purposes of FICA
taxes The Plan is meant to act as a supplemental retirement benefit in addition to social security (FICA)
benefits

Dated this _____ day of _____, 20____

Employer _____ Governing body _____

Authorized signature

Authorized signature

Print name

Print name

Designation of Agent

The person in the following position is hereby designated as the agent in matter pertaining to the State of Wisconsin Deferred Compensation Program.

Note: Employer email addresses will be automatically subscribed to ETF E-mail Updates, an ETF email service providing employers with important ETF benefits administration information. It is your responsibility to read, forward to others in your agency as necessary, and take the necessary action related to information in each ETF E-mail Update. Add etfwi@public.govdelivery.com to your email address book to prevent news from ETF from ending up in a SPAM folder. If you have questions, please call the Employer Communication Center at 1-877-533-5020.

Agent: _____

Title of position of designated agent: _____

Alternate agent: _____

Address _____

Telephone, including area code _____

Email: _____

Office hours: _____

Federal employer ID number: _____

WRS ID number (if applicable) _____

Certification

I hereby certify that the foregoing Resolution is a true, correct, and complete copy of the

Resolution duly and regularly passed by the _____ of
(Governing body)

_____ of _____ on the _____ day of
(Employer name) (City)

_____, 20____, and that this Resolution has not been repealed or amended, and is now in full force and effect

Dated this _____ day of _____, 20____.

Employer representative title

Employer representative signature

Number of eligible employees _____



*Helping You Turn
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Retirement Leaf*

Adopting the Wisconsin Deferred Compensation Program (WDC)



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About the Wisconsin Deferred Compensation Program (WDC)

The WDC Program is a supplemental retirement savings plan available to public employees in Wisconsin. It is authorized under Section 457 (\$457) of the Internal Revenue Code and is designed to help your employees reach their retirement goals by providing before-tax and after-tax (Roth) savings opportunities, similar to other employer-sponsored retirement savings plans.

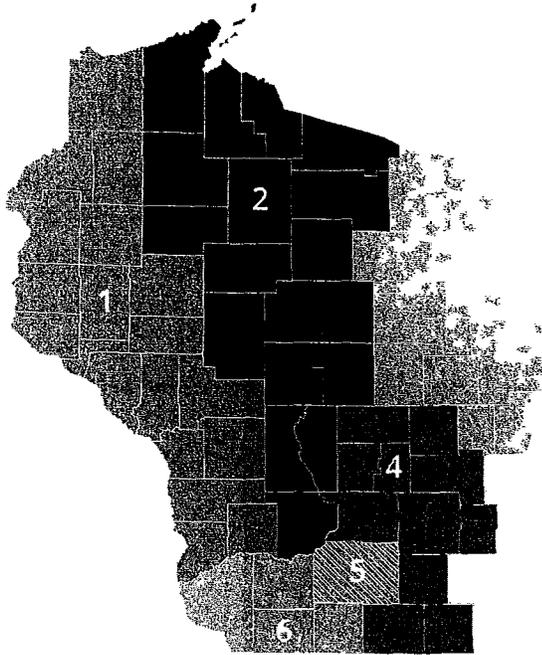
Offering this valuable benefit to your employees gives them a wide variety of investment options. A governing board and the State of Wisconsin Department of Employee Trust Funds (ETF) are responsible for WDC administration and selecting and monitoring the investments offered in the plan. Many improvements to WDC participant services and enhanced features have been implemented over the past several years.

No cost to employers

There are currently no costs to employers interested in joining the WDC, and no minimum number of employees is needed. Employees can participate in the WDC as soon as you hire them. They can contribute on a before-tax basis or on an after-tax basis through a Roth option. Employees may also be eligible to roll over savings from other qualified retirement plans into the WDC.

Easy to set up

Processing employees' contributions to the WDC is easy. The WDC's recordkeeper, Empower, works with your payroll staff to establish payroll procedures with you. The entire initial setup process takes approximately 60 days from the date the WDC's signed resolution is received until the first contribution can be processed. Once the process is established, ongoing maintenance is minimal (15-30 minutes per pay period). You will be able to view important participant information and manage your data whenever you choose through the Plan Service Center (PSC). The PSC also provides access to a library of WDC reports, forms, and other features, including daily fund value graphs and email notifications.



Help is available

The WDC has a fully staffed office in Madison, open weekdays from 8.00 a.m. to 4 30 p m.

Seven local, salaried WDC representatives are available to meet with employers and participants throughout the state. One-on-one or group meetings are available at no cost to employers or employees to help with topics, including budgeting, enrolling in the WDC and investment basics.

As the employer, you also have access to a comprehensive lineup of educational materials designed to help employees easily understand the benefits of investing in the WDC and planning for retirement.

Participants may access their WDC account information and make changes 24/7 on the website or through the interactive voice response system.

1 West Region

2 North Central Region

3 Northeast Region

4 Southeast/Central Region

5 State Agencies in Dane County

State Agencies in Dane County

6 Southwest/Central Region



Local Employers in Dane County, Dane County, UW, UWHC, Madison College



Grant, Green, Lafayette, and Iowa

7 Southeast Region

Please note Regions are subject to change Visit the website for the most up-to-date information

Board responsibilities

The Deferred Compensation Board consists of five members, appointed by the governor, and confirmed by the state Senate. They serve four-year overlapping terms. Board members serve as trustees for the WDC and select and approve investment options for the plan, as well as maintain quality services and features. The board contracts with a third-party recordkeeper for day-to-day administration of the WDC through a competitive bid process. Additional board responsibilities include:

- Establishing investment policies and objectives for the WDC as a whole and for each investment
- Selecting investment options that are consistent with the prudent investor rule
- Overseeing, monitoring, and evaluating the performance of investment options
- Adding or replacing investment options as circumstances change
- Monitoring the reasonableness and competitiveness of the fees that investment options charge
- Appointing, monitoring, and replacing, if necessary, persons whose expertise the board deems appropriate and necessary for it to properly discharge its obligations and responsibilities, including auditors, consultants, and other professionals

Fiduciary oversight

The WDC is administered by ETF. The Deferred Compensation Board has fiduciary oversight, taking the burden off your personnel. For additional details about the WDC's fiduciary responsibilities, please refer to the *Employer fiduciary responsibilities overview page*.¹

Competitive fees

Ongoing WDC expenses are paid by participants via a monthly asset-based fee to participant accounts. State funds are not used for administration of the WDC. It is a self-supporting program. Because the WDC is a large, well-established 457 plan, it is able to successfully negotiate competitive program administrative fees. The current fees (as of 1/1/2023) are noted in the table to the right.

Participant Account Balance	Monthly Fee/ Annual Fee
\$0 - \$5,000	\$0/\$0
\$5,001 - \$25,000	\$1.25/\$15.00
\$25,001 - \$50,000	\$3.00/\$36.00
\$50,001 - \$100,000	\$6.50/\$78.00
\$100,001 - \$150,000	\$8.25/\$99.00
\$150,001 - \$250,000	\$11.75/\$141.00
Over \$250,000	\$17.25/\$207.00

Empower Advisory Services²

The WDC offers additional investment services called Empower Advisory Services. These optional services, provided by Empower Advisory Group, LLC, a registered investment adviser, can provide participants with investment help and professional account management for an additional fee. Please note: There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.

About Empower

Headquartered in Colorado, with a dedicated local WDC office in Wisconsin, Empower is a business unit of Empower Annuity Insurance Company of America focused on providing high-quality retirement plan services to employers and their employees. Empower is one of the leading service providers of employer-sponsored deferred compensation retirement programs for government, healthcare, and nonprofit entities.

Learn more today!
For more information about the WDC, visit the WDC website at **wdc457.org** or call the Madison office at **(608) 241-6604**.

¹ For additional copies of this overview, please contact the WDC at wdcquestions@empower.com or (608) 241-6604.

² Online Advice and My Total Retirement[™] are part of the Empower Advisory Services suite of services offered by Empower Advisory Group, LLC, a registered investment adviser.

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The benefits of offering

Partnership with the WDC Education and communication

Local WDC representatives are available to provide education and investment services at no cost to employers or participants. Representatives are salaried, and they do not sell other products. Participants can schedule meetings with retirement plan advisors by phone or online using the Online Meeting Scheduler tool.

What's in it for public employers? Lower costs

As a state-sponsored benefit, the WDC is non-profit and is usually a lower cost provider when compared to other plans, while offering the same services and features. There are no separate employer fees for the WDC; all administrative costs are paid by participants.¹

Relief from fiduciary responsibilities

By joining the WDC, public employers are relieved of many of the fiduciary responsibilities associated with funding and managing a deferred compensation plan. For additional details about the WDC's fiduciary responsibilities, please refer to the *Employer fiduciary responsibilities overview page*.¹

More options for employees

When participating in the WDC, employees have the opportunity to access expanded in-person and online resources, advisory services, and plan features.

There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.²

Onboarding made simple

The WDC's onboarding checklist makes it easy for a public employer to take the next step:

- Governing board or committee adopts Resolution for Inclusion Under the WDC
- Receive access to the online account service portal
- Submit banking forms for online debits
- Schedule kickoff meetings with employees
- Payroll center receives notification to begin deferral process

¹ For additional copies of this overview, please contact the WDC at wdcquestions@empower.com or (608) 241-6604

² Online Advice and the managed account service are part of the Empower Advisory Services suite of services offered by Empower Advisory Group LLC a registered investment adviser

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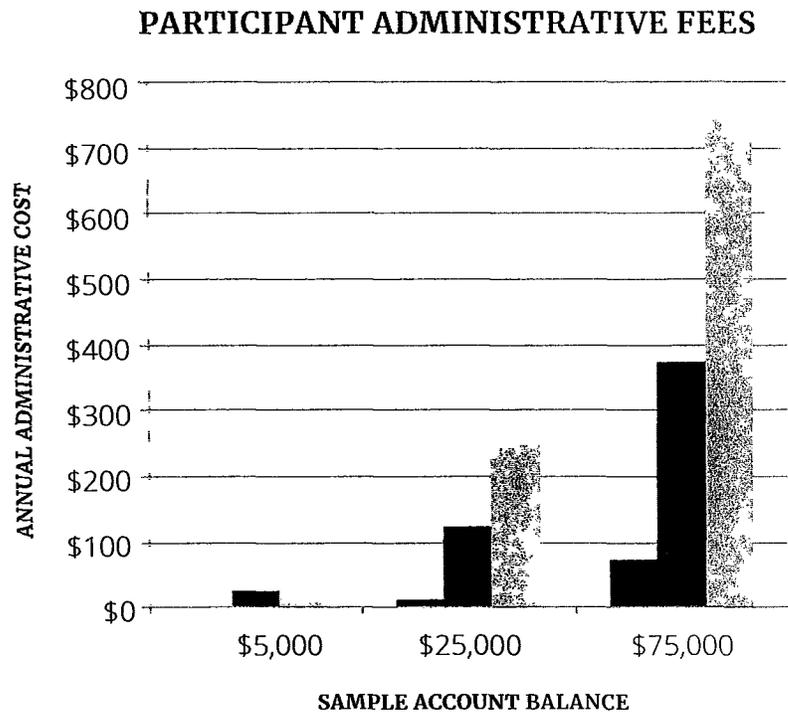
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Participant administrative cost comparisons

Wisconsin Deferred Compensation Program (WDC) administrative expenses for participants are low compared to what you could be charged in another plan or an outside account. This is important because all fees diminish potential returns. The higher the fee, the larger the impact. The illustration below shows how fees can affect how much you have saved for your retirement.

- WDC (varied on account value)
- 0.5% of account value
- 1% of account value

FOR ILLUSTRATIVE PURPOSES ONLY This hypothetical illustration doesn't represent specific administrative fees. Other fees may apply. It shows the WDC Program administrative costs versus higher program administrative costs at 0.5% and 1%, respectively.



Compare the costs of similar plans with the WDC. As a large state plan, we are able to use our scale to negotiate highly competitive costs for your employees. Use the chart on the next page to determine if the costs are lower with the WDC.

Compare the WDC's fees with another plan or IRA

Description of Fees/Expenses	WDC	Other Plan or IRA																
Annual Fee Also known as a recordkeeping fee	None																	
Mortality and Expense Fee (M&E) Fee charged by insurance companies to cover the cost of death benefits and other expenses for variable annuities	None																	
Contingent Deferred Sales Charge (CDSC) Back-end load sales charge that is incurred if funds are withdrawn or transferred before the end of the holding period. Also called a redemption fee	None																	
Investment Management Fee A mutual fund or variable annuity fee, also known as an expense ratio, that pays the fund company for its services. This is deducted from investment returns, so you will not see it on your account statement.	Vary by investment option, WDC's average expense ratio is 0.20% ¹																	
Administrative Fee Annual fee, assessed to participants monthly. These fees pay for administration of the program. No state funds are used to pay for this self-sufficient program.	The fee, charged monthly, varies based on account balance <table border="1"> <thead> <tr> <th>Account Balance</th> <th>Monthly Fee</th> </tr> </thead> <tbody> <tr> <td>\$0 - \$5,000</td> <td>\$0</td> </tr> <tr> <td>\$5,001 - \$25,000</td> <td>\$1.25</td> </tr> <tr> <td>\$25,001 - \$50,000</td> <td>\$3.00</td> </tr> <tr> <td>\$50,001 - \$100,000</td> <td>\$6.50</td> </tr> <tr> <td>\$100,001 - \$150,000</td> <td>\$8.25</td> </tr> <tr> <td>\$150,001 - \$250,000</td> <td>\$11.75</td> </tr> <tr> <td>Over \$250,000</td> <td>\$17.25</td> </tr> </tbody> </table>	Account Balance	Monthly Fee	\$0 - \$5,000	\$0	\$5,001 - \$25,000	\$1.25	\$25,001 - \$50,000	\$3.00	\$50,001 - \$100,000	\$6.50	\$100,001 - \$150,000	\$8.25	\$150,001 - \$250,000	\$11.75	Over \$250,000	\$17.25	
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Empower Advisory Services² <i>There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.</i>	Online Advice Available at no additional cost to participants My Total Retirement™ annual fee (assessed quarterly) based on a percentage of assets under management <table border="1"> <tbody> <tr> <td>Up to \$100,000</td> <td>0.45%</td> </tr> <tr> <td>Next \$150,000</td> <td>0.35%</td> </tr> <tr> <td>Next \$150,000</td> <td>0.25%</td> </tr> <tr> <td>Greater than \$400,000</td> <td>0.15%</td> </tr> </tbody> </table>	Up to \$100,000	0.45%	Next \$150,000	0.35%	Next \$150,000	0.25%	Greater than \$400,000	0.15%									
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Next \$150,000	0.25%																	
Greater than \$400,000	0.15%																	

Not intended to show all fees. Other fees may apply.

¹ Average gross expense ratio for mutual funds and collective investment trust options available in the WDC as of June 30, 2022.

² Online Advice and My Total Retirement are part of the Empower Advisory Services suite of services offered by Empower Advisory Group, LLC, a registered investment adviser.

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Employer fiduciary responsibilities

Wisconsin Deferred Compensation Program (WDC)



wdc457.org



(877) 457-9327

Maintaining your own supplemental retirement savings plan versus participating in the WDC

The Wisconsin Deferred Compensation Program (WDC) is a public employee deferred compensation plan authorized under Section 457 (§457) of the Internal Revenue Code. The WDC helps public employees in Wisconsin complement their Wisconsin Retirement System pension for a more sound retirement income.

Employer versus fiduciary functions

Employers sponsoring a deferred compensation plan act in a dual capacity — both as the employer and as a fiduciary to the plan. Acting as a fiduciary means you are legally and ethically obligated to act in the best interest of plan participants

Employer functions

Employers determine the benefits to offer to their employees. Certain functions are the employer's responsibility and do not rise to the level of fiduciary duties. For example, each employer decides whether to offer health insurance, a defined benefit plan, life insurance, a defined contribution plan, or other benefits.

You are acting with your "employer hat" on with respect to a deferred compensation plan when you:

- Design the plan's benefits and features
- Determine who is eligible to participate
- Amend the plan to add or remove optional provisions, such as loans or Roth accounts
- Terminate the plan

If you decide to establish and maintain your own separate plan, you will be charged with all of the plan fiduciary functions in addition to these employer functions.

Fiduciary functions

You are a plan fiduciary acting with your "plan sponsor hat" when you implement and administer plan decisions made by an employer. Prudently performing each of the many duties required of fiduciaries requires a significant amount of time and effort, but it can also result in a well-maintained plan that benefits your employees.

Fiduciary duties that you must perform on an ongoing basis include, but are not limited to:

- Establishing policies and procedures for your plan
- Administering and operating your plan in compliance with the plan document by ensuring plan policies, procedures, and forms match plan provisions
- Keeping your plan document compliant and updated for all required changes in law
- Developing a formal written Investment Policy Statement to detail the criteria you will follow in selecting, monitoring, and replacing your plan's investment options
- Monitoring the fees being charged by each investment option to ensure they are reasonable
- Selecting and monitoring service providers, trustees, consultants, and others who assist with your plan to ensure compliance with their contracts and ensure they have no conflicts of interest
- Monitoring each vendor's fees periodically and benchmarking them to fees paid by plans of similar size and complexity
- Creating and distributing participant communications to educate participants about the benefits of your plan and encouraging participation
- Educating participants about your plan's investment options and providing tools that can help them save for a secure retirement

- Maintaining all signed documents as well as minutes of all meetings describing the decision-making process used in every plan-related decision in a safe, accessible place — multiplied by the number of recordkeepers or other service providers assisting with your plan

Adopting the WDC 457 plan

Fortunately, Wisconsin allows cities, counties, and other political subdivisions to adopt the state's 457 plan, the Wisconsin Deferred Compensation Program (WDC). You, as the employer, can decide to adopt the state's plan (the WDC). Note: The WDC is meant to act as a supplemental retirement benefit. The WDC is not eligible for and should not be used as a replacement or alternative plan to Social Security (FICA) taxes. Contact ETF or your local WDC representative for more information.

WDC fiduciary functions

The WDC's board serves as the plan fiduciary. Its members have the duty to amend the plan to comply with federal or state requirements and may also make discretionary amendments when deemed to be in the best interest of plan participants. The fiduciary duties the WDC's board is responsible for include, but are not limited to:

- Implementing the plan
- Administering and operating the plan
- Establishing policies and procedures for the plan
- Selecting and monitoring plan investments
- Selecting and monitoring the plan trustee
- Selecting and monitoring plan service providers and ensuring such providers are free from conflicts of interest
- Ensuring all fees paid by the plan for investments and services are reasonable

Employer responsibilities under the WDC

When you adopt the WDC, you agree to be subject to all the terms, provisions, and conditions of the WDC's Resolution for Inclusion Under the WDC. You also agree to comply with the important adopting employer functions in that agreement, which typically includes following the WDC's plan and trust document and the Internal Revenue Code §457. For example, with respect to your employees in the WDC, you must ensure compliance with, among other provisions, the:

- First-day-of-the-month rule for participant deferral agreements
- Maximum contribution/deferral level limits
- Special catch-up eligibility, timing, and limits
- Requirement to transmit participant deferrals into the plan as soon as practicable

It is your responsibility as an employer to provide all information about your employees that the WDC needs to administer the plan, such as birth dates and employment status. It will also be your responsibility as the adopting employer to correct any mistakes you make that violate any provisions of the Internal Revenue Code with respect to your employees. Employers should also review the WDC from time to time (just as you do with your other employee benefits) to determine that the WDC continues to be a valuable benefit to your employees.

Additional information, including the WDC's Plan and Trust Document and Resolution for Inclusion, can be found at wdc457.org under the Employer tab. For more information, email wdcquestions@empower.com or contact your local WDC Retirement Plan Advisor at (877) 457-9327.

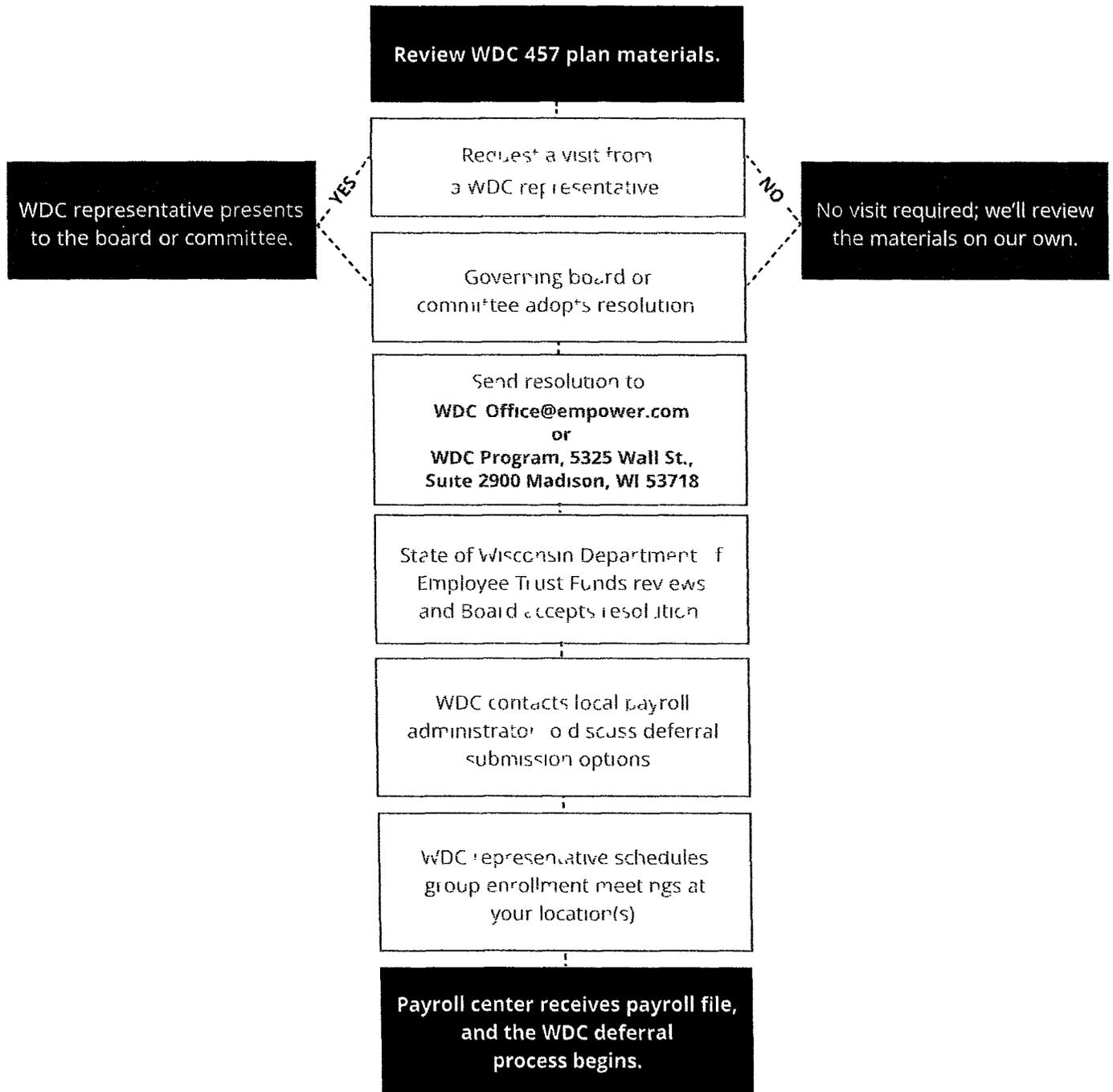
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Steps to adopting the WDC

If you are ready to adopt the WDC for your employees, simply follow the steps outlined in the flowchart below.



*WDC must receive and process enrollments prior to payroll submitting first deferrals

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Staffing Report Data as of December 14th, 2023

		Open Positions			
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
1	Firefighter/ Paramedic	6/19/2023	Resignation	Fire Union	
1	Fire Chief	1/5/2024	Retirement	Non-Rep	Chief Adam Remington is retiring AC Jim Mayer has been appointed Fire Chief His position will need to be filled which may cause a series of openings
3	Dispatcher	1/3/24, and 1/3/24	Resignation and 2 Retirements	Non-Rep	One applicant is starting 12/27, another in January, and 1 more needs to be selected yet
1	Associate Planner	new	New Position	Non-Rep	Luke Hamill started on 12/11/23
1	Chief Plumbing Inspector	10/2/2023	Resignation	Non-Rep	Position is vacant due to the promotion of Justin Ligocki to Director We have not yet been able to fill the position
1	Light Equipment Operator	12/8/2023	Resignation	Non-Rep	An employee left to pursue his dream of becoming a police officer (he had been attending the Police Academy while working at the DPW)
1	Director of Clerk Services	1/5/2024	Resignation	Non-Rep	Karen Kastenson has submitted her resignation The position is posted to accept resumes until 12/29/23
1	Police Chief	1/2/2024	Retirement	Non-Rep	Chief Rick Oliva is retiring AC Craig Liermann has been appointed to fill the Chief position His Assistant Chief position will need to be filled, likely causing a string of promotions
1	Sewer & Water Tech	8/1/23	Promotion	Non-Rep	We continue to look for one additional employee

XIII