

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE**

Tuesday, September 19, 2023 at 6:00 pm

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Confirmation of Meeting Notice posted Monday, September 18, 2023.
3. Consider August 21, 2023 Personnel Committee minutes.
4. Discuss and Consider Health Insurance for 2024.
5. Discuss and Consider Dental Insurance for 2024.
6. Discuss and Consider across the board wage adjustments for 2024.
7. Discuss and Consider staff retention efforts.
8. Staff Reports
9. Adjourn.

cc: Mayor
Department Heads

All Council Members
Newspapers

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: (608) 884-3341.

**AUGUST 21, 2023 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 6:00 p.m.

Present: Jim Burdick, Candy Davis, and Tim Shaw.

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, and Municipal Services Director Howard Moser.

Flanigan confirmed the meeting agenda was properly posted on Friday, August 18, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Tim Shaw/Jim Burdick motion to approve the June 26, 2023 Personnel Committee meeting minutes passed, all voted in favor.

ELECT CHAIR: A Jim Burdick motion to nominate Candy Davis for Chairperson passed on a 3/0 roll call vote.

CONSIDER APPOINTMENT OF DEPARTMENT OF PUBLIC WORKS OPERATOR:

A Candy Davis/Tim Shaw motion to approve Michael Gladney to the DPW position passed on a 3/0 roll call vote.

Being no other business before the Committee, a Tim Shaw/Candy Davis motion to adjourn passed on 3/0 roll call vote.

Ramona Flanigan/wjl
City Administrator

Memo

To: Personnel Committee
From: Staff
Date: 9/18/2023
Re: September 19, 2023 Meeting

Retirement: The rate of the City's contribution for retirement will increase by 0.10% for general employees and by 1.20% for sworn officers. The impact on the budget for levy supported employees based on 2023 wages is estimated to be a \$6,956.81 increase. If wages increase for 2024 so will the cost of retirement.

The portion of the 2024 retirement costs paid by all employees will increase by 0.10%.

Health Insurance for 2024: The City is currently enrolled in the state health insurance (ETF) low deductible plan. ETF health insurance for the lowest cost HMO will increase by 11% in 2024. Currently employees pay the annual deductible of up to \$500/single and \$1,000/family. The personnel policy dictates that non represented employees pay 7% of the annual premium. However, the ETF rules prohibit cities from paying for more than 88% of the **average** premium of HMOs operating in the county. The 88% rule will apply this year and will result in non-represented employees paying 12% of the lowest cost premium. The cost per month for employees who take family insurance and also select the lowest cost provider will be \$238.15 which is a \$101.23 per month increase. This increase equates to \$0.58 per hour in wages. Or another way to quantify the change is, it would require an approximate 3% wage increase to "cover" the employee's share of the increased family insurance cost for the employee lowest on the pay scale.

The projected increase in health insurance cost to the City for 2024 considering increase in premium costs and changes in employees coverage is \$5,422.04.

If an employee selects an HMO that is not the lowest cost plan, the employee pays the difference.

Dental Insurance for 2024: The City has its dental insurance through Delta Dental. There will be a 2% increase in premiums for 2024. The City would see an estimated increase in levy supported costs for 2024 dental insurance of approximately \$779.05.

2024 Wages - Across the Board Adjustment: According to the Personnel Policy and Procedures manual, across the board wage increases are based on the following: the COLA increase; increases given to represented employees; and the financial position of the City.

- COLA will be announced in October. Most COLA estimates are 3.2%. The Consumer Price Index, which is used by the WI DOR for the Expenditure Restraint Program, is 3.7%.
- Negotiations are ongoing with represented employees.
- Allowable levy increase: The levy limit law allows for an increase in the **operating** levy for new growth and retiring TIFs. The City's maximum operating levy increase for 2024 will be 4.08% or \$108,998

Represented and non-represented employees received a cost-of-living wage increase of 4% in 2023.

Every 1% increase in wages "across the board" for all levy supported staff, (not including represented employees) results in an \$13,088.00 increase to the budget for wages and wage related increases (retirement and FICA). The cost increase for the 1% wage increase for represented employees is \$6,655.15.

Staff Retention: Please recall from a recent conversation about the increase in Shared Revenue, the Council asked for input from staff about effective actions to retain staff. The following ideas were mentioned:

- Most staff and department heads felt wages were the most important retention factor.
- Increase in the current maximum PTO amount;
- flexible scheduling;
- a four-day, ten hour per day work week;
- overtime after eight hours as opposed to a 40-hour week;
- some type of employee appreciation whether it is a years of service recognition or a staff picnic.

Many of these ideas do not have budget implications but do have operational impacts. The non budgetary items could be discussed at a future personnel committee meeting.

The Police Chief also feels wages are the most important factor in staff retention. Other than the three management staff in the Police Department, the police officers are represented and they have a formal process to negotiate for those items they believe are most beneficial to them.