

City of Portage
Human Resources Committee Meeting
Tuesday, September 13, 2016, 6:00 p.m.
Municipal Building, Conference Room One
Agenda

Members: Rick Dodd, Chairperson, Dennis Nachreiner, Jeff Montfort, Martin Havlovic, Doug Klapper, Rita Maass

1. Roll call
2. Approval of minutes from the July 12, 2016 meeting.
3. Discussion and possible recommendation on 2017 non-represented employees cost of living adjustment.
4. Convene to Closed Session per Chap. 19.85(1)(c), Wis. Stats. to review proposed classification of selected employees.
5. Return to Open Session.
6. Discussion and possible recommendation on proposed classifications of Teamster employees in 2017.
7. Adjournment

The meeting location is handicap accessible. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting

**City of Portage
Human Resources Committee Meeting
Tuesday, July 12, 2016, 6:00 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Rick Dodd, Chairperson, Doug Klapper, Rita Maass & Jeff Monfort.

Excused: Marty Havlovic & Dennis Nachreiner

Also Present: City Administrator Shawn Murphy, Administrative Assistant Angela Clemmons

Media Present: Bill Welsh, CATV

1. Roll call

The meeting was called to order at 6:00 pm by Mayor Dodd.

2. Approval of minutes from the June 22, 2016 meeting.

Motion by Maass, second by Monfort to approve minutes from the June 22, 2016 meeting. Motion carried unanimously.

3. Discussion and possible recommendation on appointment of Municipal Services Crewperson

Mr. Eberle was recommended for the municipal Services Crewperson position by Shawn Murphy, Aaron Jahncke, and Kim Standke. Mr. Eberle was a finalist when Mr. Armson was hired to fill Brad Wilson's position last year. He has a tentative start date of August 1st. Alderperson Maass asked if he had his CDL. Mr. Murphy said that he did. Mayor Dodd expressed concern about the step increase when the Teamster agreement folds into regular non-representative employees in January, 2017. Mr. Murphy advised the contract would change once the Teamster agreement expires at the end of 2016. Motion by Dodd to approve with revised wording of 6 month probationary period and step increases per the Teamsters agreement while it is in effect, in addition to satisfactory completion of the background check, drug test, and physical, second by Klapper. Motion carried unanimously.

4. Discussion and Review of FLSA Salary and Overtime Regulations Effective December, 2016.

Mr. Murphy explained the FLSA requirements have changed, but it will not impact City of Portage employees. The City currently meets all new requirements and no action will be taken.

5. Adjournment

Motion by Maass, second by Monfort to adjourn the meeting at 6:12pm. Motion carried unanimously.

Submitted by Angela Clemmons, Administrative Assistant

Date Approved: _____

Draft

MEMORANDUM

To: Mayor Dodd & Human Resources Committee
From: Shawn Murphy, City Administrator
Re: 2017 Non-Represented COLA
Date: September 8, 2016

Per Section 2-115(d)(4), the city may adjust non-represented employee wages based on current market trends. In determining the level of such adjustment, the city will consider several market indicators, including: most recent Consumer Price Index (CPI); comparison community salary survey data; and collective bargaining agreement wage adjustments.

The economy has shown steady, albeit modest improvement over the last 2 years. Interest rates remain low and energy costs (particularly vehicle fuel) has decreased almost 20% from last year at this time. However, housing and medical costs have increased and average of 3.7% from 12 months ago. The most recent Consumer Price Index (CPI) from July, 2016 is 0.8% higher as compared to July, 2015. Wages are increasing, particularly for skilled employees. The 2017 collective bargaining agreements provide for a net 1.5% wage increase for police and fire. The City hired individuals in 4 positions this past year in which the hire rate was equal to the rate of the incumbent or outgoing employee. Portage, as well as other communities and the private sector have observed the overall number and skill level of applicants for vacant positions declining.

Given the need to attract and retain quality employees, I wish to recommend a 1.5% cost of living increase or Market Adjustment for non-represented compensation as of 1st pay period in 2017.

CONSUMER PRICE MOVEMENTS JULY 2016

The Consumer Price Index for All Urban Consumers (CPI-U) was unchanged in July on a seasonally adjusted basis, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index rose 0.8 percent before seasonal adjustment.

The energy index declined in July and the food index was unchanged. The index for all items less food and energy rose, but posted its smallest increase since March. As a result, the all items index was unchanged after rising in each of the 4 previous months.

The energy index fell 1.6 percent after rising in each of the last four months. The decline was due to a sharp decrease in the gasoline index; other energy indexes were mixed. The food at home index declined 0.2 percent as four of the six major grocery store food group indexes decreased, while the index for food away from home rose 0.2 percent.

The index for all items less food and energy increased 0.1 percent in July after rising 0.2 percent in June. The shelter index rose 0.2 percent, its smallest increase since March, and the indexes for medical care, new vehicles, and motor vehicle insurance also rose. In contrast, the indexes for airline fares, used cars and trucks, communication, and recreation were among those that declined in July.

The all items index rose 0.8 percent for the 12 months ending July, a smaller increase than the 1.0 percent rise for the 12 months ending June. Similarly, the index for all items less food and energy rose 2.2 percent for the 12 months ending July, a smaller increase than the 2.3 percent rise for the 12 months ending June.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un- adjusted 12-mos. ended July 2016
	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016	May 2016	June 2016	July 2016	
All items0	-.2	.1	.4	.2	.2	.0	.8
Food0	.2	-.2	.2	-.2	-.1	.0	.2
Food at home	-.2	.2	-.5	.1	-.5	-.3	-.2	-1.6
Food away from home ¹3	.1	.2	.2	.2	.2	.2	2.8
Energy	-2.8	-6.0	.9	3.4	1.2	1.3	-1.6	-10.9
Energy commodities	-4.8	-12.5	1.9	7.8	2.4	3.3	-4.4	-19.4
Gasoline (all types)	-4.8	-13.0	2.2	8.1	2.3	3.3	-4.7	-19.9
Fuel oil ¹	-6.5	-2.9	1.7	1.9	6.2	3.3	-1.3	-17.8
Energy services	-.7	.1	.2	-.1	.2	-.5	1.0	-.9
Electricity	-.7	-.2	.4	-.3	-.2	-.5	.5	-1.0
Utility (piped) gas service	-.6	1.0	-.7	.6	1.7	-.4	3.1	-.4
All items less food and energy3	.3	.1	.2	.2	.2	.1	2.2
Commodities less food and energy commodities2	.3	-.2	-.1	-.2	-.2	-.1	-.6
New vehicles3	.2	.0	-.3	-.1	-.2	.2	.0
Used cars and trucks1	.2	-.1	-.3	-1.3	-1.1	-1.0	-3.7
Apparel6	1.6	-1.1	-.3	.8	-.4	.0	.3
Medical care commodities4	.6	.3	.5	-.2	1.1	.4	3.6
Services less energy services3	.3	.2	.3	.3	.3	.2	3.1
Shelter3	.3	.2	.3	.4	.3	.2	3.3
Transportation services4	.2	.2	.7	.3	.3	-.2	3.0
Medical care services5	.5	.1	.3	.5	.2	.5	4.1

¹ Not seasonally adjusted.

Consumer Price Index Data for July 2016

Food

The food index was unchanged in July after falling in May and June. The index for food at home fell 0.2 percent in July, its seventh decline in the last 9 months. Four of the six major grocery store food group indexes decreased. The index for meats, poultry, fish, and eggs continued to fall, declining 0.6 percent after a 0.7 percent decrease in June. The dairy and related products index fell 0.4 percent, and the indexes for cereals and bakery products and other food at home both fell 0.2 percent. The index for fruits and vegetables, however, turned up in July, rising 0.3 percent as the indexes for fresh fruits and fresh vegetables both increased. The index for nonalcoholic beverages also increased 0.3 percent in July after falling in June.

The food index has risen 0.2 percent over the past year, its smallest 12-month increase since the period ending March 2010. The food at home index has declined 1.6 percent over the last 12 months, with the index for meats, poultry, fish, and eggs falling 5.6 percent