

**City of Portage**  
**Human Resources Committee Meeting**  
**Tuesday, February 3, 2015, 6:30 p.m.**  
**Municipal Building, Conference Room One**  
**Agenda**

Members: Bill Tierney, Chairperson, Rick Dodd, Martin Havlovic, Doug Klapper, William Kutzke, Rita Maass

1. Roll call
2. Approval of minutes from the January 6, 2015 meeting.
3. Discussion and possible recommendation on Alderperson salaries.
4. Discussion and possible recommendation on City Administrator contract.
5. Discussion and possible recommendation on City Administrator 2015 Goals.
6. Review of Upcoming Labor Projects
  - a. Staffing Evaluation
  - b. Police Labor Contract
  - c. Fire Labor Contract
  - d. Personnel Handbook Update
7. Adjournment

**City of Portage  
Human Resources Committee Meeting  
Tuesday, January 6, 2015, 6:00 p.m.  
Municipal Building, Conference Room One  
Minutes**

Members Present: Bill Tierney, Chairperson (arrived 6:17 p.m.), Rick Dodd, Doug Klapper, William Kutzke, Rita Maass and Marty Havlovic

Also Present: Shawn Murphy, Craig Sauer from Daily Register and Bill Welsh

**1. Roll call**

Rick Dodd called the meeting to order at 6:09pm.

**2. Approval of minutes from the November 12, 2014 meeting.**

Motion by Maass, second by Kutzke to approve the minutes from the November 12, 2014 meeting. Motion carried 6-0 on call of roll.

**3. Discussion and possible recommendation on Appointment to Building & Grounds Maintenance Position.**

Murphy distributed a memo indicating after an internal posting, Joe Sadlon was sole applicant. Sadlon was the permanent, part-time incumbent and has been performing very well and developed knowledge and familiarity with the job duties. Some reallocation of funding for the position occurred to reflect projected time spent at each facility. Specifically, 50% Library, 40% PEC and 10% General Fund. Motion by Maass, second by Klapper to appoint Sadlon to full-time Building & Grounds Maintenance position. Dodd asked reason for repeating probationary period. Murphy indicated this was consistent with Personnel Manual and reflected wage step increase after 6-months. Motion carried 6-0 on call of the Roll.

**4. Discussion and Possible Recommendation on Modification to Municipal Judge Salary.**

Dodd referenced a memo from current Judge Pulfus to Murphy which provided a summary of area Municipal Court Judge salaries. The 2015 budget included funding to increase the salary from \$5400 to \$6400, annually. The increase would become effective at the beginning of the next term (May, 2015). Mayor Tierney arrived. Motion by Dodd, second by Maass to recommend approval of Resolution increasing Municipal Judge salary to \$6400 effective 5/1/2015.

**5. Discussion and Possible Recommendation on Alderperson Salaries.**

Tierney indicated Klapper requested this item for discussion late last week so it was added to the agenda, although staff has not had an opportunity to research area salaries of comparable communities. Klapper clarified that he wished to include a review/comparison of all elected municipal officials as the last one

occurred in the 1990's. Some discussion occurred as to the structure of remuneration (i.e. flat salary or per diem compensation). Klapper noted that with staggered term and council phasing into 3-year terms, if any changes were made they would not become effective until the end of term resulting in unequal pay for several years. Staff will survey area communities and results will be discussed at the February meeting. No action taken.

**6. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss performance evaluations and proposed wage adjustments for specified employees.**

Motion by Dodd, second by Klapper to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss performance evaluations and proposed wage adjustments for specified employees. Motion carried 7-0 on a call of the roll at 6:36 pm.

**7. Discussion and possible recommendation on matters discussed in closed session**

Motion by Dodd, second by Klapper to reconvene to open session to vote on matters discussed in closed session. Motion carried unanimously on call of roll at 9:32 pm.

Motion by Dodd, second by Klapper to recommend 1.25% merit increase to City Clerk, effective on anniversary date of hire. Motion carried 6-1 with Maass voting no.

Motion by Tierney, second by Klapper to recommend \$500 bonus to City Engineer payable on anniversary date of hire. Motion carried 5-2 with Maass and Dodd voting no.

Motion by Dodd, second by Havlovic to recommend 1.5% merit increase to Finance Director effective anniversary date of hire. Motion carried 7-0 on call of roll.

Motion by Maass, second by Dodd to recommend 2% merit increase to Manager of Parks & Recreation effective next pay period. Motion carried 7-0 on call of roll.

Motion by Havlovic, second by Kutzke to recommend 1% merit increase to Director of Business Development & Planning anniversary next pay period. Motion carried 6-1 with Maass voting no.

Motion by Dodd, second by Maass to recommend 2015 salary for City Administrator of \$96,100 effective anniversary date of hire. Motion carried 7-0 on call of roll.

**8. Adjournment**

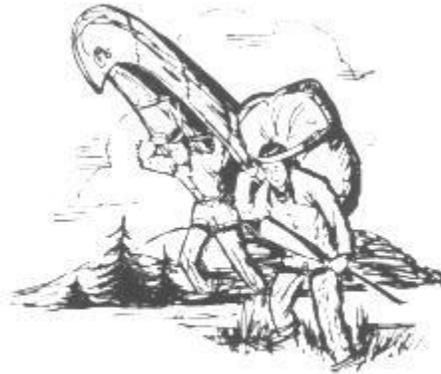
Motion by Maass, second by Dodd to adjourn the meeting. Motion carried unanimously on call of roll at 9:40 pm.

Submitted by Shawn Murphy, City Administrator

Aldersperson Compensation in Comparable Municipalities  
(Listed highest to lowest)

- City of Portage: \$300 per month (\$3,600 per year)
- City of Baraboo: \$300 per month – (\$100 is salary and \$200 is expense allowance (\$3,600 per year)
- City of Ripon: \$3,600 per year
- City of Stoughton: \$300 per month (\$3,600 per year)
- City of Merrill: \$133.07 biweekly (\$3,459.82 per year);  
council president \$143.07 biweekly (\$3,719.82 per year);  
special meeting \$15/\$25, committee of the whole \$25 (Note the person I spoke with wasn't sure what committee of the whole was and how often they met. I left a message for the clerk but haven't heard back.)
- City of Fort Atkinson: \$250 per month (\$3,000 per year);  
council president \$300 per month (\$3,600 per year)
- City of Monona: \$250 per month (\$3,000 per year).  
In the process of changing to \$400 per month (\$4,800 per year)
- City of Monroe: \$3,000 per year paid on a monthly basis
- City of Tomah: \$3,000 per year
- City of Jefferson: \$2,500 per year

01/27/15



*"Where the North Begins"*

**REQUEST FOR PROPOSALS**

**City of Portage, WI**  
*Organizational Staffing Evaluation*

*Release Date: January 19, 2015*  
***Due: February 12, 2015***

Submit Sealed Proposals to:  
Marie A. Moe, City Clerk  
City of Portage  
115 W. Pleasant Street  
Portage, WI 53901  
[Marie.Moe@portagewi.gov](mailto:Marie.Moe@portagewi.gov)  
Phone: 608-742-2176  
Fax: 608-742-8623

# REQUEST FOR PROPOSAL

## Organizational Staffing Evaluation

Organizational analysis on the feasibility, benefit or disadvantage from an efficiency or cost prospective, of evaluating staffing levels, structure, workload and responsibility distribution in the following departments; Administration, Fire, Parks & Recreation, Police, Public Works & Utilities. Specific recommendations for other operational improvements, individually or collectively, will be welcome.

The City of Portage, WI (City) is inviting any qualified individual or company to submit a proposal for professional services to conduct a comprehensive evaluation of the aforementioned operations for the purpose of delivering a report that includes an evaluation of current operations, their effective functionality (quality, volume of work and efficiency) with recommendations to improve efficiency and distribution of workload. This analysis will review all tasks and functions necessary to deliver effective and efficient performance within a framework that provides support to all operations within the listed departments. Interested firms may submit a proposal to Marie A. Moe, City Clerk **no later than 3:00 PM on Thursday, February 12, 2015**. Proposals shall be submitted in sealed packages labeled "RFP – Organizational Staffing Evaluation"

### Introduction

The City of Portage, WI operates under a Mayor-Council form of local government with an appointed City Administrator that oversees the operations of 9 departments. Due to a significant decline in property values since 2008, annual budgets (and therefore staffing levels) have remained stagnant and in some cases declined. It was felt that a comprehensive evaluation of current staffing in order to determine optimum distribution of workload and provide objective recommendations on staffing levels and position workload distribution will be beneficial in the preparation of future budgets. This analysis shall also make recommendations on how to deliver effective and efficient delivery of services with existing staff, consolidation of positions/function or if additional staff/functions are needed.

The City is interested in obtaining the services of one or more qualified individuals or companies to provide the evaluation however, the City reserves the right accept any proposal that is in the best interest of the City or reject any or all proposals or to retain services from other individuals or companies for related projects/services at any time.

Project completion is negotiable; however a final report for review is expected no later than July 1, 2015.

### Community and Department Profile

Portage, Wisconsin (established 1854) is the County seat for Columbia County with an estimated population of 10,238 (2013). The City covers approximately 10 square miles and has 86 FTE employees, paid by-weekly.

Administration: Located in the Municipal Building, City Administration is comprised of 7.15 full-time employees, including the City Administrator, City Clerk, Finance Director, Deputy Clerk, Deputy Treasurer (25%), Administrative Assistant, Business Development/Planning Director (70%)-located at 1800 Kutzke Rd (Enterprise Center), Court Clerk and Fire Dept. Secretary (20%). Administrative Services comprises the collective management and support activities for the City. Departmental operations are overseen by the City Administrator, City Clerk and Finance Director. The operations are grouped into three broad functional components: General Administration, Financial Administration and Clerical/Recordkeeping Services. Within these broad categories specific responsibilities include: budget preparation/management; financial management; human resource management; risk management; payroll/accounting/information technology operations; records management; municipal court services; planning & zoning; clerical support; and inter-governmental relations.

Fire: Located in the Municipal Building, the Fire Department has 4 full-time Fire Fighters, 1 Inspector/Fire Fighter (Both subject to a collective bargaining agreement), a full-time Chief and Secretary (80%). The Department has authorization of up to 40 paid, on-call fire fighters which are not subject to this evaluation.

Parks & Recreation: The Parks & Recreation (P&R) Department is located in 2 separate locations with full-time Manager of P&R and full-time Secretary located in the P&R Office at 806 Silver Lake Drive and 2 full-time maintenance crewpersons and 1 Park Foreman located in the P&R Maintenance Garage on Fair Blvd. The P&R Dept employs a variety of seasonal employees which will are not subject to this evaluation per se; however their collective functionality and utilization can be included.

Police: Located in the Municipal Building, the Police Dept consists of the following full-time non-represented personnel: Chief, Detective Lieutenant, Administrative Lieutenant, Patrol Lieutenant, 2 Community Service Officers and 2 Confidential Secretaries. In addition, the Department has the following full-time represented personnel: 5 Sergeants, 2 Detectives and 11 patrol officers.

Public Works: The Public Works Department is located in a garage facility at 616 Washington Street and consists of the following full-time personnel: Public Works Superintendent, 1 Public Works Forman, 6 Crewpersons and 2 Mechanics. There is also 2 custodial staff that maintains 4 buildings. The City Engineer/Public Works Director and an Engineering Technician are located in the Municipal Building. Garbage collection and building inspections are contracted out.

Utilities: The wastewater and water utilities have a total of 10 employees operating out of 3 separate locations. The Wastewater (Sewer) utility has 4 full-time staff stationed at the treatment facility, located at 1600 E Wisconsin St consisting of 3 operators and one Superintendent. The Water utility has 3 operators operating out of a maintenance facility at 701 W. Slifer Street and 1.75 Account/Billing Clerks located at the Utility office, 135 Northridge Drive. Additionally, the Water Utility Superintendent has an office at 135 Northridge Drive.

## **Services**

The successful consultant shall design a report that provides recommendations on staffing levels, job descriptions, organizational charts, complexities related to reporting and competing priorities, etc.

The scope of this project shall include at a minimum the following:

- A comprehensive analysis of the existing operations that will review quality, workload, processes, efficiency and overall performance.
- An evaluation of current positions (tasks, job descriptions, skill level, experience, etc). This task shall include individual interviews with staff (approximately 20 - 25 employees). Develop a detailed questionnaire prior to the interviews.
- An evaluation of the way each department and its employees work within their respective department and how the departments work within the organization as a whole, including reporting requirements.
- A framework that best serves the needs of the organization as a whole.
- An implementation plan for any recommendations.

Additionally, one position (City Engineer/Public Works Director) will be retiring in early 2016. This project shall include an in depth evaluation of the current position description and make recommendations for a possible restructuring of its scope of oversight and responsibilities in preparation for a recruitment of its successor.

## **Minimum RFP Submittal Requirements**

The proposing firm must not be affiliated with any software company that sells, develops, advises or implements specific software projects. The firm must be independent and unbiased.

Six (6) copies of the complete proposal (no more than 10 pages in length) are required and shall include:

1. Name, address and brief description of the business entity. This may include a brochure about the firm.
2. Qualifications to undertake the City's needs. If the firm intends to use other firms for specialized services associated with the list of services described in this RFP, the qualifications must include information on the other firms to be used.
3. A list of similar projects completed by the firm that demonstrates the firm's capabilities working with other municipalities. The list should include the name, address, and telephone number for each client.
4. Profiles of key personnel to be involved in the design of this project.
5. Statement of current workload and demonstration that the firm is capable of taking on additional work.

6. A schedule of fees keyed to each component of the scope of services. The fees for this project shall be lump sum for each component of the project. Include hourly rate schedule for all personnel who will work on this project. Note that the City may conclude the project at the end of any phase.
7. A one page Executive Summary.
8. Any additional information that is believed to be useful in the evaluation of the firm's qualifications.

**Selection Process**

Proposals will be evaluated pursuant to the Qualifications Evaluation and the firms judged by designated City officials to be most appropriately qualified will be interviewed. The selection will be based on qualifications, experience, and fees. Cost is one of several evaluation criteria; the City may choose not to select the proposal with the lowest cost. The project is solely funded by the City of Portage. No reimbursement will be made for costs incurred during preparation/presentation of the proposal.

**Qualifications Evaluation**

Selection criteria will be the based upon the following: (10 BEING THE HIGHEST)

	Item	Rating	Weight %	Total
1)	Firm's history and resource capability to perform required services.	X	20%	=
2)	Related Firm experience.	X	10%	=
3)	Qualifications of staff and consultants.	X	10%	=
4)	Quality and content of references included.	X	10%	=
5)	How creative was this submittal? Was it prepared specifically for our purpose?	X	15%	=
6)	Completeness and professionalism of information submitted.	X	15%	=
7)	Fees for services and any reimbursable.	X	20%	=
	Total Score		100%	

The City of Portage reserves the right to accept or reject any or all proposals or select the proposal that it deems to be in the best interests of the City.

**Tentative Selection Process Schedule**

Proposals Due: **February 12, 2015 at 3:00 PM**

Interviews: TBD

Firm Selection: March 12, 2015

**AMENDMENTS, ADDENDA OR QUESTIONS**

The City of Portage reserves the right to modify or issue amendments to this RFP. If questions result in the modification of this RFP, the written modifications will be distributed to known proposers, or anyone who has indicated an interest in writing a proposal.

Questions of this RFP should be directed to: Shawn Murphy, City Administrator, (608) 742-2176, Ext 324 or email at [shawn.murphy@portagewi.gov](mailto:shawn.murphy@portagewi.gov). All questions, requests for interpretations or corrections of this RFP must be received by February 2, 2015. Proposers interested in receiving any proposal addenda shall provide an email address to the City Administrator by no later than February 4, 2015.

**INSURANCE REQUIREMENTS**

Consultants who are awarded a contract shall be expected to provide proof of insurance coverage naming the City of Portage as additional insured. Proof of insurance shall include liability coverage - Occurrence Form in the following limits:

~Vehicle Liability (owned/un-owned & hired vehicles) Bodily Injury & Property Damage:	\$1,000,000
~Personal & Advertising Injury	\$1,000,000
~Professional Liability (E & O)	\$1,000,000

**WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by the proposer provided a written request is received by the City Clerk before the proposal opening date and time has passed. Any proposal withdrawn will be returned, unopened, to the proposer after the opening process has been completed.