



CITY OF VERONA
FINANCE COMMITTEE
MONDAY, JULY 10, 2023 – 6:00 P.M.
VERONA CITY CENTER-Conference Room D110
111 LINCOLN STREET

AGENDA

1. Call to order.
2. Roll call
3. Discussion and Possible Action re: Recommended Approval of the June 26, 2023 Finance Committee Minutes
4. Discussion and Possible Action re: Request for Public Works Maintenance Position
5. Discussion and Possible Action re: Position Description, Reclassification, and Compensation for the Building Facilities Manager Position.
6. Discussion and Possible Action re: Request for Part-Time Fire Department Administrative Assistant Position.
7. Discussion and Possible Action re: 2024 Budget Items
8. Discussion and Possible Action re: Payment of Bills
9. Adjournment.

Chairperson Chad Kemp

POSTED: Verona City Hall
Verona Public Library
Miller's Market
City Web Page at www.ci.verona.wi.us

7/7/2023

Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Finance Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting.

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.



City of Verona

Finance Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES
FINANCE COMMITTEE
JUNE 26, 2023

The meeting was called to order by Chairperson Chad Kemp at 6:30 p.m.

Roll Call: Chairperson Chad Kemp and Alder Mara Helmke were present, Alder Christine Posey was excused.

Also present: City Administrator Jamie Aulik and Finance Director Brian Lamers

Discussion and Possible Action regarding approval of June 12, 2023 Finance Committee minutes: Motion was made by Helmke, seconded by Kemp to approve the June 12, 2023 Finance Committee minutes with no changes noted. Motion carried 2-0.

Discussion and Possible Action regarding the 2024 Budget: Lamers stated that the Departments deadline to get their capital budgets in was June 30th. They were also to get to the Administration any changes to the personnel within their departments. Lamers stated that the amount of shared revenue was going up by approximately \$361,000.

Discussion and Possible Action regarding the payment of bills: Motion was made by Kemp, seconded by Helmke to approve the payment of bills totaling \$296,472.90. Motion carried 2-0.

Adjournment: Motion was made by Helmke, seconded by Kemp to adjourn the Finance Committee Meeting at 6:35 p.m. Motion carried 2-0.

Respectfully submitted,
Brian Lamers CPA
Finance Director



CITY OF VERONA

111 Lincoln Street
Verona, WI 53590-1520

Jamie J. Aulik, City Administrator

Phone (608) 848-9942 Email: jamie.aulik@ci.verona.wi.us

MEMORANDUM

To: Personnel Committee, City of Verona
From: Jamie J. Aulik, City Administrator
Date: July 7, 2023
Re: Summary of agenda items – Finance Committee

Below is a summary of items on the agenda for the upcoming Finance Committee meeting:

Discussion and Possible Action Re: Request for Public Works Maintenance position.

Staff is requesting to fill a new Public Works Maintenance position due to operational need. The Position will be funded in 2023 by savings from other vacant position in the department. Funding for the position beyond 2023 would be subject to approval through the budget process.

Discussion and Possible Action re: Position Description, Reclassification, and Compensation for the Building Facilities Manager Position

Per Section 5-2 of the City Personnel Policy regarding Reclassification, Staff is requesting reclassification of the position due to a change in job duties over time. Staff is requesting the position be reclassified from Grade 11 to Grade 13 on the compensation scale. Staff is requesting a salary increase for the employee from Grade 11, Step 9 (\$32.18/hr. base pay) Grade 13, Step 9 (\$36.16/hr. base pay). The total increase with the longevity add-on included is \$4.06/hr. (\$32.82/hr. to \$36.88/hr.). The proposed reclassification would be effective 07/10/2023.

Discussion and Possible Action re: Request for Part-Time Fire Department Administrative Assistant Position

Staff is requesting a part-time 50% Administrative Assistant position. Savings from a vacant Battalion Chief position in the Fire Department would be used to fund the position in 2023.



MEMO

To: Finance Committee
CC: Jamie Aulik, City Administrator
From: Adam Waszak CPRP, Parks & Urban Forestry Director
Date: 7/3/2023
Subject: Additional DPW/Utility Maintenance Position Request

BACKGROUND INFORMATION

The City has been recruiting to fill (2) DPW/Utility Maintenance positions. One of these positions has been vacant since early June, and the other will become vacant in September upon the retirement of a current employee. At the closing of the position posting, the City received 13 applications. 6 individuals were invited for in-person interviews. At the conclusion of interviews, 3 individuals were identified as Q+ candidates.

The Department of Public Works has been requesting additional maintenance staff in the past several draft annual budgets. Since adding an additional maintenance staff member (2013) the City has added 35+ lane miles of City-Owned streets, 5+ miles of paved pedestrian trails, and 50+ miles of water/sewer/storm main pipes. Staff believe that the level of service provided by the Department of Public Works has dropped as a result of the City's rapid growth, over the past decade. Adding an additional field staff members is critical as the Department works to meet the service level expectations of community members and elected officials.

FINANCIAL IMPACT

During the past several months of transition within the Department of Public Works, City Personnel have had discussions surrounding future staffing structures within the department. During the discussions the position of Assistant Director of Public Works was regularly talked about. Previously the position was tasked with primarily administrative functions (i.e. developing contracts/Bids and project management). Many of Administrative functions of the Assist. Dir. Seem to overlap with duties of both the Streets and Utility Superintendents. Staff feel that filling this position may not be as valuable as hiring additional field staff. Included is a wages breakdown for the (2) positions.

STAFF RECOMMENDATION

Staff are recommending placing a hold on recruiting and filling the vacant Assistant Public Works Director position, and adding an additional DPW/Utility Maintenance Position. The Assistant Director position would be re-evaluated upon the hiring of a permanent Director of Public Works. For the purpose of the 2024 operating budget the wages associated with the Assistant Director of Public Works will be included.

ATTACHMENTS

- Wage Breakdown

Asst PW Director							
Use Grade 16/Step 5					PW	Water	Sewer
					34%	33%	33%
Salary	39.8	2080	82,784.00				
FICA	7.65%		6,332.98				
WRS	6.90%		5,712.10				
Health	1834	12	22,008.00				
Dental	166.76	12	2,001.12				
			118,838.19		40,404.99	39,216.60	39,216.60
PW Maint Position							
Use Grade 10/Step 5					PW	Water	Sewer
					40%	20%	30%
Salary	28.06	2080	58,364.80				
FICA	7.65%		4,464.91				
WRS	6.90%		4,027.17				
Health	1834	12	22,008.00				
Dental	166.76	12	2,001.12				
			90,866.00		36,346.40	18,173.20	27,259.80

CITY OF VERONA

POSITION DESCRIPTION

BUILDING FACILITIES MANAGER

CURRENT POSITION DESCRIPTION

GENERAL STATEMENT OF DUTIES: Building Facilities Manager is responsible for the operation and maintenance of City owned buildings, grounds, various equipment, and related facilities. This position will perform routine and seasonal equipment maintenance functions or schedules and coordinates services with master service contractors, responds to emergency breakdowns, building repair orders, and may report to the immediate supervisor or department head of City building on performance of custodial staff in carrying out departmental duties. This position will also be involved with winter maintenance activities for each facility and assistance with other public works staff. This position will report to the Director of Public Works and designated management staff.

EXAMPLES OF WORK PERFORMED: Examples of the specific tasks of the Building Facilities Manager include, but are not limited to, the following:

1. Suggest buildings and grounds economic and physical needs. Develops building preventive maintenance schedule.
2. Oversees the performance of custodial personnel, meets established policy and required building needs.
3. Serves as building safety coordinator, ensuring safety needs for fire protection, conducts fire drills, fire suppressive testing, emergency generator testing, fall-out shelter, safe storage and work environment.
4. Provides information to allow supervisors to properly plan portions of the City budget and maintains necessary administrative records.
5. Establishes and implements a preventive maintenance program for all City equipment and structures, as approved by the Director of Public Works and / or Building Inspector.
6. Receives building maintenance requests, prioritizes and completes the repairs internally or

contacts necessary contractual services to take action.

7. Responsible for outdoor maintenance of building parking area maintenance, building exterior maintenance, exterior lighting and flags.

8. Provide assistance as requested for winter maintenance.

9. Provides daily monitoring and emergency care of all City buildings' structure, heating, cooling, plumbing, electrical, mechanical, and alarm systems.

10. Performs or coordinates with contractor's regular schedule of maintenance of heating, cooling, electrical, plumbing, mechanical and water treatment equipment.

11. Assists in scheduling larger building maintenance replacement projects with Director of each facility.

12. Carries through on building maintenance requests; prioritizing and completing the repairs internally, or contacting necessary contractual services to take action.

13. Sets up or coordinates the set-up of meeting rooms for group use.

14. Drives to various City suppliers to purchase or pick up needed materials and supplies.

15. Ability to work independently and with others.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: The Building Facilities Manager must have the following:

1. Knowledge in care of buildings and equipment.

2. Ability to express ideas of a technical nature clearly and concisely.

3. Ability to establish and maintain a satisfactory and productive working relationship with department heads, employees, City administrative staff, outside vendors/contractors and the public.

4. Ability to perform routine maintenance work such as minor roof repairs, internal carpentry improvements, snow removal, and lawn mowing.

5. Ability to schedule and coordinate mechanical, electrical, plumbing and structural repairs as per manufacturer's specifications. Ability to perform routine painting, staining and caulking repairs and maintenance. Knowledge in performing minor concrete and masonry repairs and maintenance.

6. Ability to express ideas of a technical nature clearly and concisely.
7. Must possess valid Wisconsin driver's license.
8. Familiarization with automated building mechanical equipment through work experience or classroom training.

EDUCATION AND EXPERIENCE:

1. Graduation from an accredited high school or GED is required.
2. At least five (5) years' experience in public works, building grounds maintenance experience, landscaping, and / or related field.
3. Ability to operate office equipment such a computer and telephone is required.
4. Ability to self-manage, coordinates with contractual services, and organizes schedules.
5. Ability to problem solve and determine solutions independently or in a team setting.

LICENSE REQUIREMENTS:

1. Must possess State of Wisconsin Driver's License.
2. Class A commercial driver's license (CDL) is required to be maintained, if does not possess ability to obtain within 6 months.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS: Work is performed outdoors (50%) and indoors (50%). Work is performed under all types of weather and temperature conditions, exposure to hazardous conditions (heights and traffic) and may require the ability to walk on various types of slippery and uneven surfaces. The position must meet the following physical standards:

1. Sit at a table or desk
2. Stand and walk for up to 12 hours
3. Bend, crouch and stoop
4. Intermittently sit, stand, walk and bend
5. Lift objects weighing less than 75 pounds
6. Must be able to operate and use hand tools, motorized vehicles and equipment
7. Climb ladders and enter vehicles
8. Must be able to enter and work in confined spaces

9. Must be able to work on heights

ADDITIONAL REQUIREMENTS:

1. This position is subject to pre-employment as well as random drug/alcohol testing.
2. This position must pass a background check if not employed by City of Verona.

City of Verona
Position Description
Building Facilities Manager
PROPOSED UPDATED POSITION DESCRIPTION

Description:

The Building Facilities Manager performs complex, routine, and extensive preventative maintenance and repair procedures on City buildings, mechanical, plumbing, electrical equipment and utility systems. This technical specialist troubleshoots alterations and repairs involving heating and cooling systems; plumbing systems; electrical systems; mechanical systems; carpentry, doors, keys and locks, and other duties as assigned.

As a key partner to department heads and leaders, the role listens to employees' concerns and observations to identify key needs in the areas of building, facilities, and equipment components of these facilities. This front-line leader fulfills not only an operational role in maintenance, but also provides insight to the Departments Heads and City government in the challenges and possibilities inherent in the City's brick and mortar infrastructure. This position is also involved with winter maintenance activities for each facility and provides assistance to other public works staff. The position reports to the Director of Public Works and designated management staff.

Essential Job Functions:

Examples of the specific tasks for the Public Works Building Facilities Manager position include, but are not limited to the following:

- Troubleshoot, and repair plumbing systems, including piping, sinks, and lavatories, along with all supporting components.
- Troubleshoot, and repair HVAC systems in the City buildings, perform routine HVAC system preventative maintenance work, determine HVAC system problems, and make recommendations for repair by using test meters, owner's manuals, blueprints, schematics, and reference manuals.
- Troubleshoot, and repair centrifugal pumps and valves associated with various building heating and cooling systems, including, but not limited to, hot water boiler systems, chillers, heating pumps, bearings, air handlers, exhaust fans, rooftop units, split systems, unit heaters, etc.
- Maintain, troubleshoot and repair building emergency electrical generators.
- Install, maintain, troubleshoot and repair building electrical distribution systems and equipment, including fuses, circuit breakers, light fixtures, relays, electric motors, electric controls, receptacles, switches, and fire alarm systems.
- Install, maintain, troubleshoot and repair lockable hardware such as doors, automatic electric doors, and magnetic keying systems to ensure the safety of facilities.
- Perform maintenance at City buildings, including, but not limited to, moving furniture, carpentry, light fixture repair, plumbing fixture repair, and painting.
- Oversee the contracts and performance of custodial personnel.

- Research needed parts and supplies; locate suppliers and best prices; prepare and maintain an inventory of parts, supplies, tools, and equipment; prepares related reports and maintains updated lists of vendors and contractors; provides supplies to various facilities.
- Serve as building safety coordinator, ensuring safety needs for fire protection, conducts fire drills, fire suppressive testing, emergency generator testing, fall-out shelter, safe storage and work environment.
- Provide information to allow supervisors to properly plan portions of the City budget and maintains necessary administrative records
- Establish and implement a preventive maintenance program for all City equipment and structures, as approved by the Director of Public Works and / or Building Inspector.
- Recommend and specify new and improved equipment, materials, and work methods for consideration by Department Heads, and the City Administrator.
- Respond to emergency and non-emergency calls 24 hours a day, seven days a week.
- Perform other special projects and other job duties as assigned or required during regular and non-business hours, including providing support as a part of any City response to essential or emergency operations.
- Perform and coordinated activities associated with grounds maintenance of various facilities.
- Responsible for outdoor maintenance of building parking area maintenance, building exterior maintenance, exterior lighting and flags.
- Participate in snow and ice control operations as directed.

Knowledge, Skills, and Abilities:

- Extensive knowledge of facility operations, maintenance, and repair work.
- Considerable knowledge of the principles, practices, methods, and procedures as applied to HVAC, building, plumbing, electrical, and mechanical maintenance and repair.
- Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, troubleshooting, and repair activities.
- Considerable knowledge of electrical, heating, ventilation, and air conditioning systems.
- Knowledge of materials, tools, equipment, and procedures used in floor cleaning, repair of cleaning equipment, carpentry, and locks.
- Working knowledge of the care and use of the tools and equipment used in construction, maintenance, and repair activities.
- Considerable Knowledge of occupational hazards, safety measures, and precautions of the plumbing, mechanical, and electrical trade.
- Ability to safely operate a variety of maintenance tools, equipment, and machinery.
- Excellent time management, organizational, and prioritization skills.
- Basic computer skills, including use of work order management software, Microsoft Outlook, Excel, and Word.
- Ability to communicate effectively, both verbally and in written form, with supervisors, vendors, fellow employees, the general public, and City officials.

- Ability to establish and maintain effective working relationships with Department Heads, City staff, co-workers, vendors, customers, and the general public.
- Ability to learn and apply new technology and computerized systems/building systems in order to detect and diagnose operational problems and maintenance needs.
- Ability to maintain confidential information, possess a high level of integrity, and a professional work ethic.
- Ability to self-manage, coordinate with contractual services, and organize schedules.
- Ability to problem solve and determine solutions independently or in a team setting.
- Ability to work a varied schedule, including nights and weekends. Ability and willingness to respond to emergent situations twenty-four (24) hours a day, seven (7) days a week.

Education and Experience:

Required Education and Experience:

- High School Diploma or equivalent (GED etc.) required.
- A minimum of five (5) years' experience in public works, building grounds maintenance, landscaping, and/or related field is required.

Additional Requirements:

- A valid Drivers' license.
- A valid Class B commercial driver's license (CDL) is required. Must obtain within six (6) months of hire.
- This position is subject to pre-employment as well as random drug/alcohol testing
- This position must pass a background check if not employed by City of Verona.

1Work Conditions and Physical Requirements:

Work is performed outdoors (50%) and indoors (50%). Work is performed under all types of weather and temperature conditions, exposure to hazardous conditions (heights and traffic) and may require the ability to walk on various types of slippery and uneven surfaces. The position must meet the following physical standards:

- Sit at a table or desk
- Stand and walk for up to 12 hours
- Bend, crouch and stoop
- Intermittently sit, stand, walk and bend
- Lift objects weighing less than 75 pounds
- Must be able to operate and use hand tools, motorized vehicles and equipment
- Climb ladders and enter vehicles,
- Must be able to enter and work in confined spaces
- Must be able to work on heights

**CITY OF VERONA
POSITION DESCRIPTION**

ADMINISTRATIVE ASSISTANT FIRE (PART-TIME)

GENERAL STATEMENT OF POSITION:

Under general direction of the Fire Chief, this position is in charge of performing and coordinating the administrative office, personnel and departmental functions of the Fire Department. Assign and oversee the office work activities of full-time, temporary or volunteer staff, and function as the department's confidential administrative assistant in planning and coordinating premier customer services, accident reports, budget support, recruiting, payroll administration, special events and information technology updates.

Essential Job Functions:

The following duties are normal for this position; however, the duties listed are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform administrative duties such as formulation and preparation of complex and confidential records and correspondences, narrative reports and prepare articles for publications; respond to phone inquiries, maintain Chief's calendar, and other schedules, files and follow-up systems.
- Process accounts payable invoices, verify print outs of monthly activities and resolve discrepancies, and provide liaison with Finance Department. Also maintain petty cash fund and calculate, process and monitor other funds as required; prepare invoices for accounts receivable and maintain records of revenues and contract documents.
- Coordinate and perform troubleshooting for the department's network computer system and for telephone system and serve as a technical resource to department staff, including training staff on proper use of phone system.
- Administer department payroll for career, paid-on-premise, and paid on-call Firefighters: prepare monthly payroll, calculate time sheets for paid staff assuring accurate paid leave reporting; verify and resolve discrepancies upon receipt of paychecks.
- Attend meetings as required; distribute agendas; take, transcribe and distribute minutes.
- Participate in testing procedures for paid on-call Firefighters and related programs: screen applications, conduct background and reference checks, score tests and schedule medical exam, drug screening and immunizations as required. Participate in orientation for new members and prepare job advertisements.
- Maintain confidential files and records, and department files to include updating, transferring and purging. Oversee and submit accident reports to HR for staff.
- Research, compile data and prepare graphs for the Department's annual reports.
- Prepare press releases and coordinate with media on various projects as directed by Fire Chief.

- Establish and maintain effective and cooperative working relationships with public officials, department heads, co-workers, supervisors, other City departments, and to interact with the public using good judgment in a courteous and helpful manner in stressful situations.
- Research and gather information for grant preparation, follow-up and maintain files.
- Maintain the department website (input, edit, and update information and format).
- Attend meetings, seminars, conferences and other training programs to keep informed on current laws and changes that may affect the Fire Department.

OTHER JOB FUNCTIONS:

- Perform other projects and duties as assigned by the Fire Chief.
- Transport items to City Hall and other locations as required.

EDUCATION AND EXPERIENCE:

- High school diploma/GED or equivalent with two years college-level coursework or vocational training in a combination of office management, accounting, administrative, secretarial, and/or business skills.
- Four (4) years' experience in a responsible administrative assistant position providing support to a division manager or department director, in a highly visible agency or office.
- A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.
- Preference will be given for experience in a municipal, public sector, or fire service environment.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.

ADDITIONAL REQUIREMENTS:

- Possess and maintain a valid Driver's License during entire course of employment.
- Working knowledge of Fire Department policies, practices and procedures.
- Knowledge of departmental accounting, payroll, budgeting and personnel procedures.
- Knowledge of network computers, internet and software applications.
- Organizational skills and ability to prioritize work, multi-task, deal with interruptions, last minute changes and rigid deadlines.
- Oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Written skills and ability to compose complex correspondence and reports from written drafts and oral instructions as well as ability to research, organize and compile data into meaningful reports.
- Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Creativity to design and develop desktop publishing projects.
- Ability to maintain confidentiality as appropriate.
- Ability to work independently with minimal supervision to meet departmental work expectations.

- Ability to oversee the work of others in a manner conducive to efficient and effective performance and positive morale.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed indoors in an office environment and requires the ability to sit for extended periods of time, walk throughout the facility including climbing stairs, as well as occasional travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination bending, twisting, reaching, stooping and fine manipulation skills to operate a personal computer, telephone system, and other equipment. Occasional attendance at evening meetings is required. May work under stressful conditions to provide support for department emergency response operations.

POSITION REPORTS TO: The Fire Chief

Fire Battalion Chief

6 Months

Wages	40,182.50
FICA	3,073.96
WRS	5,312.13
Health	10,470.00
Dental	1,002.00
	<u>60,040.59</u>

I would assume there would have been an offset of some overtime with coverage.