

**MEETING NOTICE  
PERSONNEL COMMITTEE  
TUESDAY, APRIL 16, 2019  
6:00 P.M.  
MUNICIPAL BUILDING  
800 BORNER ST  
PRESCOTT, WI 54021**

1. Call to Order
2. Roll Call
3. Approve minutes for March 26, 2019
4. Discuss/take action on creating and funding additional fulltime Patrol Officer
5. Adjourn

**NOTICE**

**ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.**

CITY OF PRESCOTT, WISCONSIN

PERSONNEL COMMITTEE MEETING MINUTES FOR MARCH 26, 2019

Pursuant to due call and notice thereof, a meeting of the Personnel Committee was held March 26, 2019, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Alderperson Maureen Otwell called the meeting to order at 5:35 p.m. Members present were Rob Daugherty and Dar Hintz.

**Hintz/Daugherty motion to approve the minutes for February 11, 2019 passed without a negative voice vote.**

**Hintz/Daugherty motion to go into Closed session per Wisconsin State Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Performance Evaluation – City Administrator passed unanimously via roll call vote.**

**Daugherty/Hintz motion to come out of closed session passed without a negative voice vote.**

The personnel committee authorized Alderperson Otwell to complete the performance evaluation with City Administrator Jayne Brand

**Hintz/Daugherty motion to adjourn passed without a negative voice vote.**

Respectfully Submitted,

Maureen Otwell  
Personnel Chairperson

## Remedy

- Created a B shift
  - Now have two officers on days and two at night
    - (A) 5:00a-4:30p
    - (B) 6:30a-6:00p \*newly created shift
    - (C) 4:00p-3:30a \*Sgt. On only one rotation
    - (D) 6:00p-5:30a
  - B shift officers float to cover open shifts eliminating overtime from vacations while keeping a minimum staff of 1
    - On days when two are gone I help cover currently
  - Would like to hire one more fulltime officer
    - Would use the current PT wages budget and over time budget and school contribution (SRO) to cover the cost.
      - \*See Insert
        - Fulltime SRO in the schools rather than PT
          - Build a solid relationship with students
          - Little to no turnover
  - Hiring one officer coupled with the current schedule basically eliminates the need for overtime.
    - Exceptions are court and mandatory trainings
      - Mandatory Trainings which would require OT
        - Firearms - \$4000 (high estimate)
          - 5 Shoots at two hours each, 10 Officers
        - EVOC - \*bi-annually \$1800(high est)
        - Intox - \*bi-annually \$900(high est)

### Projected Shift and Rotation Set-up

#### Rotation 1

1) A Shift Officer

3) B Shift Officer\*could be SRO

5) C Shift Officer

7) D Shift Officer

9) Investigator/SRO

#### Rotation 2

2) A Shift Officer

4) B Shift Officer \*could be SRO

6) C Shift Officer

8) D Shift Officer

- Bringing on another FT Officer
  - Budgeted OT wages for 2017
    - Budgeted \$34,000
    - used \$50,137.00
  - Budgeted OT wages for 2018
    - Budgeted \$44,500.00
    - used \$66,076.55
  - Part time hours used in 2017
    - Budgeted \$33,000.00
    - used \$42,431.93(Luke Radke/Steve Robinson) working FT hours
    - used \$1755.37 on part time overtime that was not budgeted at all.
  - Part time hours used in 2018
    - Budgeted \$35,000.00
    - used \$30,359.52
      - Steve Robinson was covering all the shifts
        - Paid benefits due to too many hours worked
- Current Part time list
  - 3 officers with one on FTO(plan is officer on FTO would become FT)
    - All have full time jobs
    - Unable to fill most shifts as they happen suddenly(Sick call ins)
    - Haven't been able to get them to fill some shifts that were projected(Vacations/Trainings)
    - Contacted all of them for Flood Run and none can work
  - Open job posting for 6 months
    - had three applicants
      - Did not pass initial background (social Media etc.)
      - Reached out to local education institutions with no success
  - Cost Hiring/Retention
    - Each officer needs supplied a vest, uniforms, duty gear.
      - If officer leaves, vest and uniforms are retained but fitted for that officer who is now gone
        - Hope to hire another PT officer that is similar in size
    - \$9306 – wages for FTO
    - Approx. \$2200 in gear
      - Total of \$12k just in training and uniforms/vest to start
      - 24 hours of training(minimum every year)
        - Cost of training, meals, hotels



**CITY OF PRESCOTT**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2019**

GENERAL FUND (100)

|                              | CURRENT<br>PERIOD                  | YTD ACTUAL       | BUDGET<br>AMOUNT | VARIANCE          | % OF<br>AMOU           |
|------------------------------|------------------------------------|------------------|------------------|-------------------|------------------------|
| <u>POLICE ADMINISTRATION</u> |                                    |                  |                  |                   |                        |
| 100-52-100-1-10              | POLICE CHIEF WAGES                 | 16,923.07        | 16,923.07        | 85,000.00         | 68,076.93 19.9         |
| 100-52-100-1-15              | CONTRACTED EMPLOYEE EXPENSE        | 7,337.40         | 7,337.40         | .00 (             | 7,337.40) .0           |
| 100-52-100-1-20              | POLICE ADMIN. ASSISTANT WAGES      | 8,698.80         | 8,698.80         | 39,122.00         | 30,423.20 22.2         |
| 100-52-100-1-30              | POLICE ADMIN. FICA                 | 1,939.85         | 1,939.85         | 9,940.00          | 8,000.15 19.5          |
| 100-52-100-1-31              | RETIREMENT                         | 2,295.14         | 2,295.14         | 12,055.00         | 9,759.86 19.0          |
| 100-52-100-1-32              | HEALTH INSURANCE                   | 7,476.84         | 7,476.84         | 33,000.00         | 25,523.16 22.7         |
| 100-52-100-1-34              | LIFE INSURANCE                     | 34.77            | 34.77            | 400.00            | 365.23 8.7             |
| 100-52-100-1-35              | DISABILITY                         | 227.43           | 227.43           | 800.00            | 572.57 28.4            |
| 100-52-100-1-39              | CLOTHING ALLOWANCE                 | 206.36           | 206.36           | 600.00            | 393.64 34.4            |
| 100-52-100-1-40              | TRAVEL/ TRAINING COSTS             | 2,479.80         | 2,479.80         | 1,000.00 (        | 1,479.80) 248.0        |
| 100-52-100-1-42              | HIRING EXPENSES                    | 291.00           | 291.00           | 500.00            | 209.00 58.2            |
| 100-52-100-1-70              | JANITORIAL WAGES - POLICE          | 608.85           | 608.85           | 3,200.00          | 2,591.15 19.0          |
| 100-52-100-1-71              | BLDG REPAIR/MAINT WAGES PW-FT      | 294.55           | 294.55           | 1,075.00          | 780.45 27.4            |
| 100-52-100-1-72              | BLDG REPAIR/MAINT WAGES PW-PT      | 54.80            | 54.80            | 1,500.00          | 1,445.20 3.7           |
| 100-52-100-2-14              | DATA PROCESSING                    | 753.66           | 753.66           | 6,200.00          | 5,446.34 12.2          |
| 100-52-100-2-20              | TELEPHONE                          | 4,126.44         | 4,126.44         | 17,200.00         | 13,073.56 24.0         |
| 100-52-100-2-21              | ELECTRICITY                        | 1,547.63         | 1,547.63         | 5,900.00          | 4,352.37 26.2          |
| 100-52-100-2-22              | WATER/ SEWER                       | 200.58           | 200.58           | 720.00            | 519.42 27.9            |
| 100-52-100-2-24              | NATURAL GAS                        | 692.59           | 692.59           | 900.00            | 207.41 77.0            |
| 100-52-100-2-40              | EQUIPMENT REPAIR/ MAINTENANCE      | .00              | .00              | 500.00            | 500.00 .0              |
| 100-52-100-2-41              | CONTRACTUAL SERVICES               | 1,107.24         | 1,107.24         | 2,500.00          | 1,392.76 44.3          |
| 100-52-100-3-10              | OFFICE SUPPLIES                    | 724.39           | 724.39           | 2,000.00          | 1,275.61 36.2          |
| 100-52-100-3-12              | POSTAGE                            | 75.85            | 75.85            | 700.00            | 624.15 10.8            |
| 100-52-100-3-20              | SUBSCRIPTIONS/ DUES                | 5,979.00         | 5,979.00         | 3,000.00 (        | 2,979.00) 199.3        |
| 100-52-100-3-25              | POLICE BANK FEES                   | 10.92            | 10.92            | 50.00             | 39.08 21.8             |
| 100-52-100-3-95              | BUILDING MAINTENANCE               | 20.32            | 20.32            | 2,000.00          | 1,979.68 1.0           |
| 100-52-100-5-15              | LIABILITY INSURANCE                | 955.25           | 955.25           | 3,400.00          | 2,444.75 28.1          |
|                              | <b>TOTAL POLICE ADMINISTRATION</b> | <b>65,062.53</b> | <b>65,062.53</b> | <b>233,262.00</b> | <b>168,199.47 27.9</b> |

**CITY OF PRESCOTT**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2019**

GENERAL FUND (100)

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|--------------------------|--------------------------------------|----------------------|----------------------|------------------------|------------------------------|
| <u>POLICE DEPARTMENT</u> |                                      |                      |                      |                        |                              |
| 100-52-120-1-20          | POLICE PATROL WAGES                  | 106,948.65           | 106,948.65           | 501,000.00             | 394,051.35 21.4              |
| 100-52-120-1-21          | POLICE PATROL - O/T WAGES            | 9,605.61             | 9,605.61             | 50,000.00              | 40,394.39 19.2               |
| 100-52-120-1-22          | POLICE PATROL - P/T WAGES            | 1,411.44             | 1,411.44             | 38,000.00              | 36,588.56 3.7                |
| 100-52-120-1-26          | ORDINANCE ENFORCEMENT WAGES          | 2,951.76             | 2,951.76             | 16,300.00              | 13,348.24 18.1               |
| 100-52-120-1-30          | POLICE PATROL FICA                   | 9,580.17             | 9,580.17             | 46,370.00              | 36,789.83 20.7               |
| 100-52-120-1-31          | RETIREMENT                           | 11,797.65            | 11,797.65            | 62,000.00              | 50,202.35 19.0               |
| 100-52-120-1-32          | HEALTH INSURANCE                     | 16,169.59            | 16,169.59            | 80,900.00              | 64,730.41 20.0               |
| 100-52-120-1-34          | LIFE INSURANCE                       | 122.81               | 122.81               | 600.00                 | 477.19 20.5                  |
| 100-52-120-1-35          | DISABILITY                           | 1,006.48             | 1,006.48             | 3,000.00               | 1,993.52 33.6                |
| 100-52-120-1-39          | CLOTHING ALLOWANCE                   | 339.60               | 339.60               | 5,000.00               | 4,660.40 6.8                 |
| 100-52-120-3-20          | ORDINANCE ENFORCEMENT EXP.           | 59.98                | 59.98                | 200.00                 | 140.02 30.0                  |
| 100-52-120-3-31          | TRAINING/ TRAVEL COSTS               | 1,428.52             | 1,428.52             | 7,000.00               | 5,571.48 20.4                |
| 100-52-120-3-40          | OPERATING EXPENSES                   | 3,601.71             | 3,601.71             | 7,500.00               | 3,898.29 48.0                |
| 100-52-120-3-55          | TECHNOLOGY EXPENSE                   | 21.09                | 21.09                | 9,000.00               | 8,978.91 .2                  |
| 100-52-120-3-91          | VEHICLE REPAIR & MAINTENANCE         | 1,353.71             | 1,353.71             | 7,500.00               | 6,146.29 18.1                |
| 100-52-120-3-92          | VEHICLE FUEL                         | 2,202.33             | 2,202.33             | 15,700.00              | 13,497.67 14.0               |
| 100-52-120-5-10          | VEHICLE INSURANCE                    | 616.00               | 616.00               | 2,200.00               | 1,584.00 28.0                |
| 100-52-120-6-10          | WORK COMP INSURANCE                  | 4,971.12             | 4,971.12             | 24,000.00              | 19,028.88 20.7               |
| 100-52-120-7-10          | PROPERTY INSURANCE                   | .00                  | .00                  | 750.00                 | 750.00 .0                    |
|                          | <b>TOTAL POLICE DEPARTMENT</b>       | <b>174,188.22</b>    | <b>174,188.22</b>    | <b>877,020.00</b>      | <b>702,831.78 19.9</b>       |
|                          | <b>TOTAL FUND EXPENDITURES</b>       | <b>239,250.75</b>    | <b>239,250.75</b>    | <b>1,110,282.00</b>    | <b>871,031.25 21.6</b>       |
|                          | <b>NET REVENUE OVER EXPENDITURES</b> | <b>( 239,250.75)</b> | <b>( 239,250.75)</b> | <b>( 1,110,282.00)</b> | <b>( 871,031.25) ( 21.6)</b> |