CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: **Finance & Personnel Committee Sub Committee**

DATE OF MEETING: September 3, 2015 (Thursday)

PLACE OF MEETING: City Hall – 415 Main Street (Room 112)

TIME OF MEETING: 4:00 p.m.

PURPOSE OF MEETING

1. Call to order and roll call.

2. Public Input (limited to 3 minutes per individual)

Consideration and possible action on the following items:

3. Review and consideration of hiring a full-time City Administrator or City Manager and review of options for Mayor position.

Adjournment

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

Notices Mailed To:

Mayor Joe Chilsen	*Ron Johnson
Ald. Jim Olson	*Lori Olson
Ald. Jim Bialecki	
*Ald. Harvey Bertrand	
Ald. Jim Binash	
Ald. Barry Blomquist	
*Ald. Bob Muth - Chair	
City Attorney Dept Heads Charter Com.	
La Crosse Tribune WLSU WKBT WXOW	Tourism
Onalaska Holmen Courier Life	Omni
WIZM WKTY WLXR WKBH	Onalaska Public Library

*Committee Members

Date Notices Mailed and Posted: 08/31/15

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

City Administrator Education/Job Responsibility Comparison

Municipality	Education Required	Experience Required	Job Function 1	Job Function 2	Job Function 3	Job Function 4	Job Function 5	Job Function 6	Job Function 7	Employment Contract Y/N? & Term
Caledonia										
Combined Locks										
DePere *City Administrator* *PT Mayor*	Bachelor's in Public Administration or Business Administration. Masters desired	10 years of progressive responsibility	Day to day administration of City, operation and general office management City Hall	Prepares annual budget in cooperation with department heads. Investigates and advises mayor and council on	Advises Mayor and Council on proposed legislation. Responsible for effectuating all actions of the Council.	Performs comptroller duties as defined in section 62.09 (10). Directs preparation of reports outlining the City's financial position in areas of revenues and expenses. Directs audits of accounts.	Performs Purchasing Agent duties	Recommends salaries, wages and working conditions of employees. Assists in labor relation matters	Meets w/ business/ industrial representatives regarding development in the City. Negotiations involving economic development.	Yes, Per City Ordinance: "Term of office for city administrator. The city administrator shall serve no definite term and shall serve at the pleasure of the common council. The city administrator may be removed by the common council for any reason or for no reason upon a three-

										fourths vote of the elected membership of the common council."
Eau Claire *City Manager* *PT Mayor*	None listed on the job description online	The duties regularly require the use of written and oral communication skills; read and interpret complex data,; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; perform highly detailed work on multiple, concurrent tasks with interruptions; work under intensive deadlines and interact with internal and	Plans, coordinates, and directs the operation of City departments and programs; oversees evaluation and analysis of service delivery. Facilitates problem solving at all levels of the organization and works with department head and senior management to ensure effective coordination and cooperation	Identifies and evaluates organizational opportunities, issues and problems, and facilitates strategies to address issues and problems to meet overall goals of the Council. Works closely with the Council to define and accomplish established strategic goals and objectives and execute successful strategies.	Oversees the budget development process. Presents the annual budget to Council.	Submits policy proposals to elected officials and provides facts and advice on matters of policy as a basis for making decisions and setting community goals.	Provides oversight, direction and leadership to the management of the personnel resources of the City. Evaluates and monitors senior management staff performance on a regular basis and provides assistance for performance improvement and development	Directs and provides oversight for the development, administration and maintenance of the physical facilities and assets of the City.	Engages in inter-governmental relations and collaborative partnership with other cities, public and private organizations. Communicates orally and in writing with internal and external customers. Attends meetings or functions outside the normal business	Yes, 3 year term

		external customers.	among departments.						working hours.	
Fitchburg *City Administrator* *PT Mayor*	Undergraduate degree in Public Administration, Finance, HR Management, Business Admin or related field. Master's degree preferred.	6 years of progressively responsible municipal operations. 3 year's experience in budgeting/finance	Coordinates and administers all City functions. Assures that persons affected by City Council actions are properly notified. Develops and maintains positive relationships with the community etc.	Reviews and assesses pending and adopted legislation. Attends meetings of Council committees as required or requested. Oversees preparation of agendas for Council meetings.	Coordinates negotiations w/special interest groups including developed, builders, and citizen groups.	Coordinates, advises and prepares work papers necessary for annual report, capital improvement plan, City budget, issuance of municipal debt, TIF	Serves as participant in negotiation team. Coordinates and administers all employee relation activities.	Provides information, including a regular review of expenditure and revenue status. Prepares periodic and special reports.	Maintains ongoing program of employee performance and evaluation with advice and assistance from Mayor, Council, Personnel Committee, and dept. heads	Yes, indefinite term based on separation clause
Fond du Lac										
Germantown *Village Administrator* *PT Mayor*	Extensive experience in municipal government and graduation from a college or university of recognized standing with major coursework in public administration or	Equivalent combination of experience and training which provides the required knowledge, skills and ability to effectively carry out the duties of the	Directs and coordinates all Village services, functions and programs; keeps the President and Board informed on a regular basis of all	Serves as Chief Personnel officer with responsibility for all employee relations matters, responsible for risk management and all safety	Oversees, advises and prepares the annual budget; reviews and approves purchases and vouchers; coordinates all legal matters	Hears, discusses, and investigates citizen and other complaints as necessary; conducts staff meetings; Sees that all Village ordinances are carried out	Reviews and assesses pending and adopted legislation that may have an effect on Village; represents Village's	Performs research and develops plans for new and innovative approaches for municipal services. Administers Village	Oversees the Village's economic development efforts pertaining to commercial and industrial development.	Yes, indefinite period based on parties mutually agreeing to part ways.

	related field. Master's degree required.	position.	activities, programs and department functions	programs for Village, disciplinary matters; Responsible for EAP program	affecting the Village	and enforced;	interest in behalf of inter-government al relationship with neighboring municipaliti es	benefit programs; assists in the long-term planning of the Village related to land use and financial matters		
Hortonvil le *Village Administrat or*	4-year college degree in finance, business administration, public administration, community/eco nomic development or closely related field. Master's degree preferred.	3 or more years of satisfactory performance in administrative and/or financial management position in business, industry or government required.	Assists with development of agendas, prepares materials for distribution, provide administrativ e support	Coordinate policies, plans and programs with dept. heads and other representativ es	Answers inquiries or requests for assistance from internal and external customers	Monitors financial matters, cash flow and investment, reviews financial reports	Prepares budget reports for revenues and expenditure etc., develops village budget	Functions as personnel manager, hiring, testing, discipline, separation, EOO, Affirmativ e Action etc.	Monitors the long range community developme nt plan, strategic plan and other plans	Yes, 2 year term
Howard										
Janesville										
Kenosha										
Marshfiel d *City Administrat or*	Bachelor's degree in business, public administration or related field. Master's degree in public administration	8-10 years of progressively responsible experience in local government.	Organize, plan for future Council and committee agendas (ordinances, memos,	Receives and responds to questions and concerns from internal/exter nal customers	Works with HR on hiring, discipline, policy contract negotiation, policy	Provides guidance/dire ction of annual budget, works with Finance Director on preparation	Reviews/ approves assorted documents.	Attends meetings of Council and other various committee s.	Represents the City at various activities and functions.	Yes, indefinite period until terminated by mutual agreement

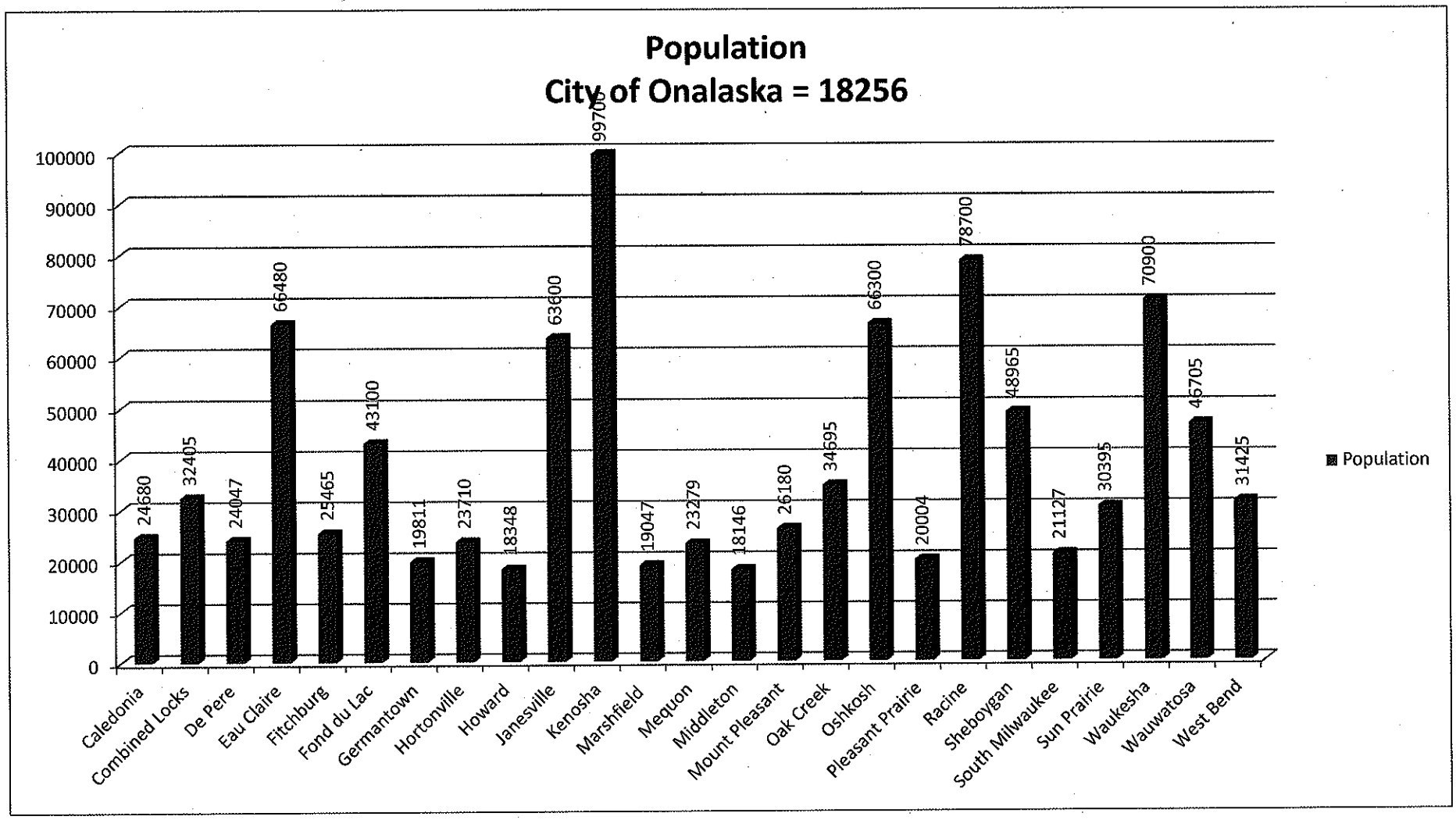
PT Mayor	preferred.		reports, resolutions)		issues, benefits.	and financial management issues				
Mequon										
Middleton *City Administrator* *PT Mayor*	Bachelor's and Master's degree in Public Administration, a similar field or its equivalent.	5 years of work experience in municipal administration with strong knowledge of finance & budgeting, personnel management, planning, public works, economic development and inter-governmental relations.	Administer all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes, state & federal statutes.	Direct and coordinate the city's economic and community development programs and functions with specific attention to long-term sustainability.	Serve as personnel officer for the city with responsibilities to see complete and current personnel records, job descriptions, evaluations, recommend salary and wage scales for city employees in non-bargaining unit, work closely with department heads to promptly resolve personnel problems or grievances.	Assists with labor negotiations; recommend appointment, promotion and suspension or termination of department heads.	Administer the budget as adopted. Oversee the financial and accounting systems of the city and ensure that the system employs methods in accordance with current professional accounting practices. Keep informed concerning the availability of funding sources.	Carry out directives of the Mayor and Council. Serve as ex-officio non-voting member of all boards, commissions and committees of City.	Keep the mayor and council informed about the activities of the Administrator. Ensure appropriate agendas are prepared for all meetings.	n/a
Mount Pleasant	Graduation from accredited university w/ focus on public administration,	At least 7 – 10 years of progressively responsible experience in	Directs, manages, coordinates activities of all Village	Serves as spokesperson and representative for Mt.	With assistance of Finance Director, oversees	Oversees the Personnel Director ensuring City rules and	Recommends or suggests improvement of the	In cooperation with Village President	Informs Village Board regarding actions and	Yes, initially one year, then indefinite

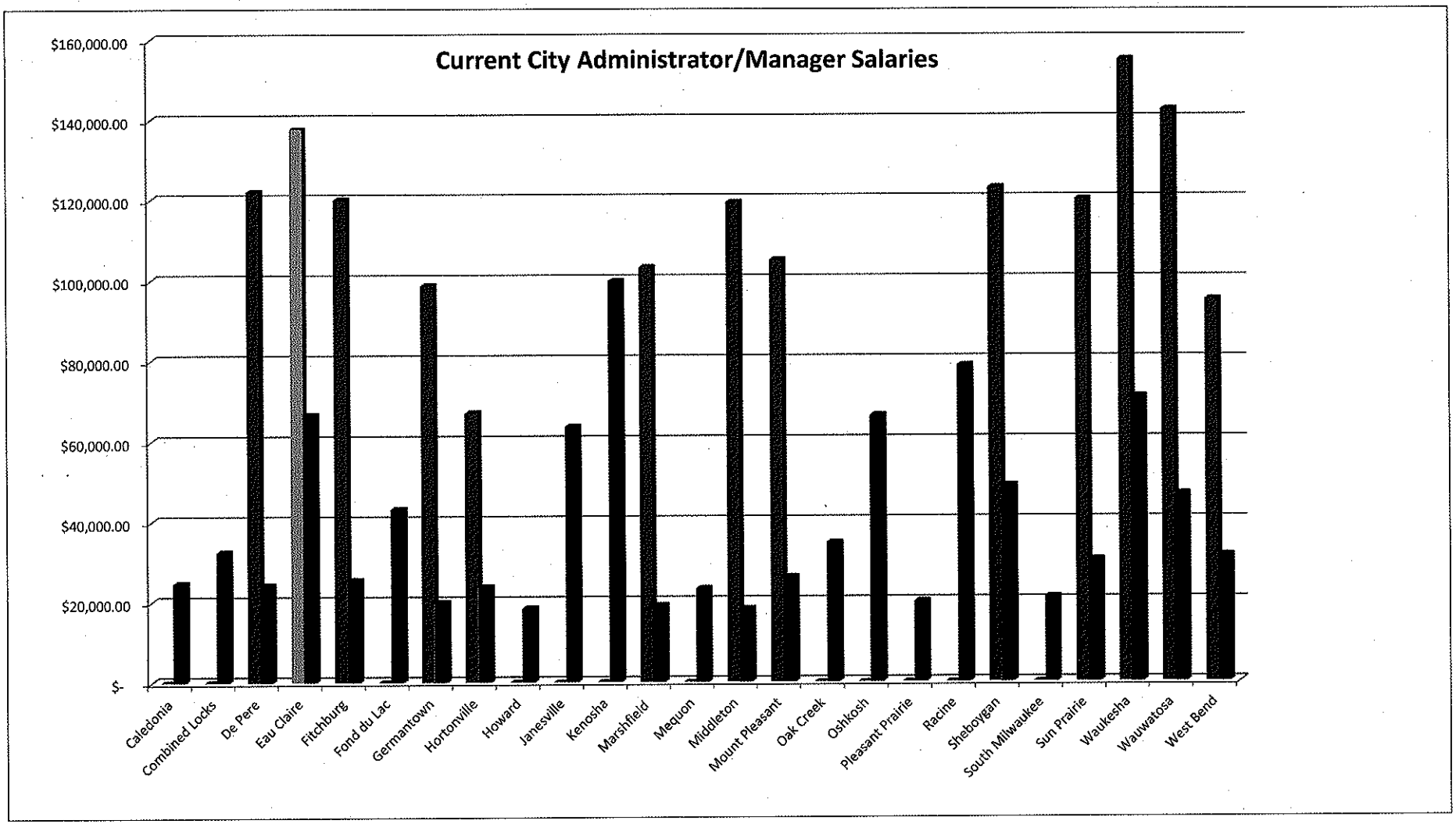
Village Administrator *PT Mayor*	public policy, political science or related field. Master's degree in public administration preferred.	public administration with a focus on management.	department	Pleasant	annual budget process	policies are applied uniformly and that salaries and wages of positions in the City are reviewed;	administration of the Village, public safety, health, welfare and economy to the Village Board	and Board, and other departments, creates, implements, and updates planning and development; provides leadership and direction in the development of short and long range goals	trends of other levels of government.	period until terminated by mutual agreement
Oak Creek										
Oshkosh										
Pleasant Prairie										
Racine										
Sheboygan *Chief Administrative Officer* *FT Mayor*	Bachelor's Degree from accredited college or university with advanced degree such as an MBS or MPA required.	Position requires at least 10 years of progressively responsible work experience in a municipal or private sector and a	Develop and present a detailed budget	Develop and present an annual strategic plan, which has a 3 year rolling budget plan, and a 5 year capital improvement plan	Establish and maintain procedures to facilitate communications between citizens and government and ensure	Conduct research, prepare reports and make recommendations to Council and Mayor.	Serve as ex-officio non-voting member of standing committees of the City, except as specified by Council or WI	Attend meetings of Council. Provide information about the administrator's office through oral or written	Acts as public information officer for the City. Effectuate actions of Council and implement	5 year appointment, can extend upon mutual agreement

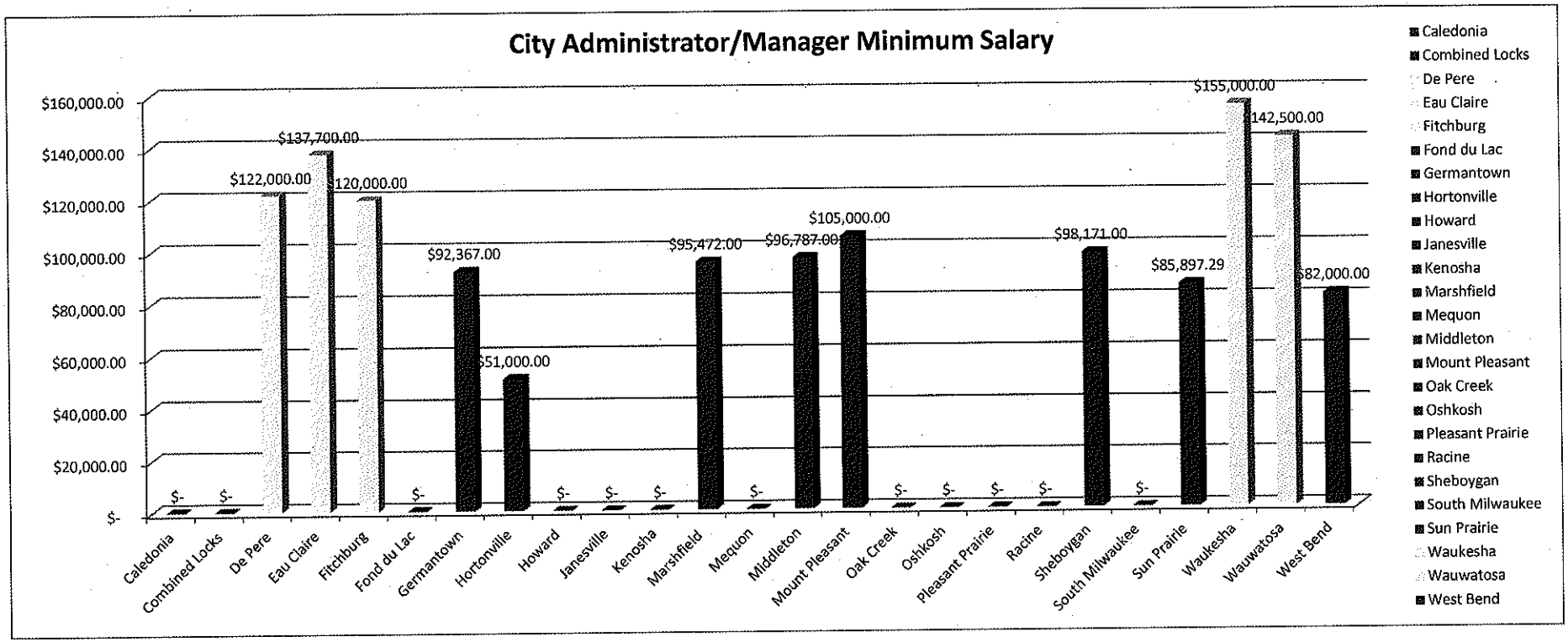
		minimum of 5 years in a senior leadership position.			complaints are resolved.		Statutes.	reports. Consult Council and Mayor on emergent matters requiring policy decisions.	administrative matters under direction of Council and input from Mayor.	
South Milwaukee										
Sun Prairie *City Administrator* *PT Mayor*	Bachelor's degree in public or business administration, or related field.	6 years of supervisory and management experience in municipal government, with at least 2 of those years being responsible for performing assistant administrator or administrator duties of a similar sized jurisdiction	Provides information and policy alternatives to Mayor and Council. Identifies items of business and prepares the bi-weekly agenda for Mayor and Council.	Administers the non-union salary plan and recommends adjustments to positions to the Personnel and Finance Committee.	Directs all purchase of routine and emergency supplies, materials, and equipment. Reviews and modifies the annual operating budgets of dept. heads. Submits recommended annual budget to Mayor and Council.	Administers personnel policies enacted by the Mayor and Council. Recommends all candidates for appointment to department head positions to Personnel Committee and Mayor. Authorizes all hiring for positions except department heads and sworn personnel	Forster and maintains effective employee relations. Serves as a member of the city's management negotiating team.	Represents the City at various meetings with various government agencies, private organizations, businesses and citizens. Attends and participates in various meetings of Council and sub-committees.	Coordinates negotiation with special interest groups including developers, builders and citizen groups.	Yes, 3 year agreement
Waukesh	Graduation from	Over 5 years	General	Confer with	Supervise	Regularly	Using	Act as	Recommen	Yes, no

a *City Administrator* *FT Mayor*	an accredited four year college or university with major course work in Public Administration, public policy or closely related field. An advanced degree preferred in these areas.	of municipal government administrative experience or equivalent amount of experience, knowledge, skills and abilities	administrative duties include review and recommendation of department organization and procedures at all levels of the organization. Evaluate performance of department heads and supervisors and provide results to Mayor and Council.	individuals and representative of public and private organizations desiring information on City services, activities, plans and programs	the development of the City's strategic plan. Assess the broad and long term impact of trends in local government, including issues related to growth and development	inform Mayor and Council on departmental operations, services, etc.; attend all meetings of Council and Finance committees, and other meetings as required	information provided by Finance Director prepare the annual executive budget, supervise development and implementation of Capital Improvement program and long range plan	Chief Spokesperson in collective bargaining process, act as third step in grievance procedures. Serve as the administrated of the City's self-insured health insurance program.	d pay increases, benefit adjustment and policy revisions to Council for non-rep group. Serve as final approval for reclassification requests, pay grade adjustment requests and pay increase requests.	specific time limit.
Wauwatosa *City Administrator* *PT Mayor*	Graduate level studies in public administration or related field.	At least five years of progressively responsible experience in public management.	Directs, coordinates, and expedites activities of all City departments	Submits recommendations or suggestions regarding improvements of the administration of the city, public safety, health, welfare, and economy to Council	With assistance of City Treasurer, oversees annual budget process	Oversees the Personnel Director ensuring City rules and policies are applied uniformly and that salaries and wages of positions in the City are reviewed; develops	Creates, implements and updates the City's planning and development; ensures Mayor and Council are aware of impacts of growth and developme	Advises Mayor and Council on proposed or adopted legislation	Serves as liaison to Council by attending meetings.; approves all meeting agendas	

						bargaining procedures	nt			
West Bend *City Administrator* *PT Mayor*	Master's degree in public administration, political science or related field	8-10 year's work experience, including a minimum of 3-5 years as a city administrator or manager	Responsible for all city operations	Provides leadership skills to staff to successfully accomplish the mission, goals, and objectives established by the Mayor and Council for the City. Makes recommendations to Mayor and Council for operational changes or staff modifications.	Serves as chief spokesperson for the city; represents the city at community functions and events.	Provides supervision and direction to department managers and staff; evaluates department managers	Performs administrative functions, i.e. develops reports, documents, agenda items as needed	Plans and attends Council and Committee meetings as required	Serves on Task Forces and Committees as directed or needed	Yes, three year term.


Population
City of Onalaska = 18256
100000
90000
80000
70000
60000
50000
40000
30000
20000
10000
0
24680
32405
24047
66480
25465
43100
19811
23710
18348
63600
99700
19047
23279
18146
26180
34595
66300
20004
78700
48965
21127
30395
70900
46705
31425
Caledonia
Combined Locks
De Pere
Eau Claire
Fitchburg
Fond du Lac
Germantown
Hortonville
Howard
Janesville
Kenosha
Marshfield
Mequon
Middleton
Mount Pleasant
Oak Creek
Oshkosh
Pleasant Prairie
Racine
Sheboygan
South Milwaukee
Sun Prairie
Waukesha
Wauwatosa
West Bend
Population


Current City Administrator/Manager Salaries
$160,000.00
$140,000.00
$120,000.00
$100,000.00
$80,000.00
$60,000.00
$40,000.00
$20,000.00
$-
Caledonia
Combined Locks
De Pere
Eau Claire
Fitchburg
Fond du Lac
Germantown
Hortonville
Howard
Janesville
Kenosha
Marshfield
Mequon
Middleton
Mount Pleasant
Oak Creek
Oshkosh
Pleasant Prairie
Racine
Sheboygan
South Milwaukee
Sun Prairie
Waukesha
Wauwatosa
West Bend


City Administrator/Manager Minimum Salary
$160,000.00
$140,000.00
$120,000.00
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$40,000.00
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$122,000.00
$137,700.00
$120,000.00
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$92,367.00
$51,000.00
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$95,472.00
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$96,787.00
$105,000.00
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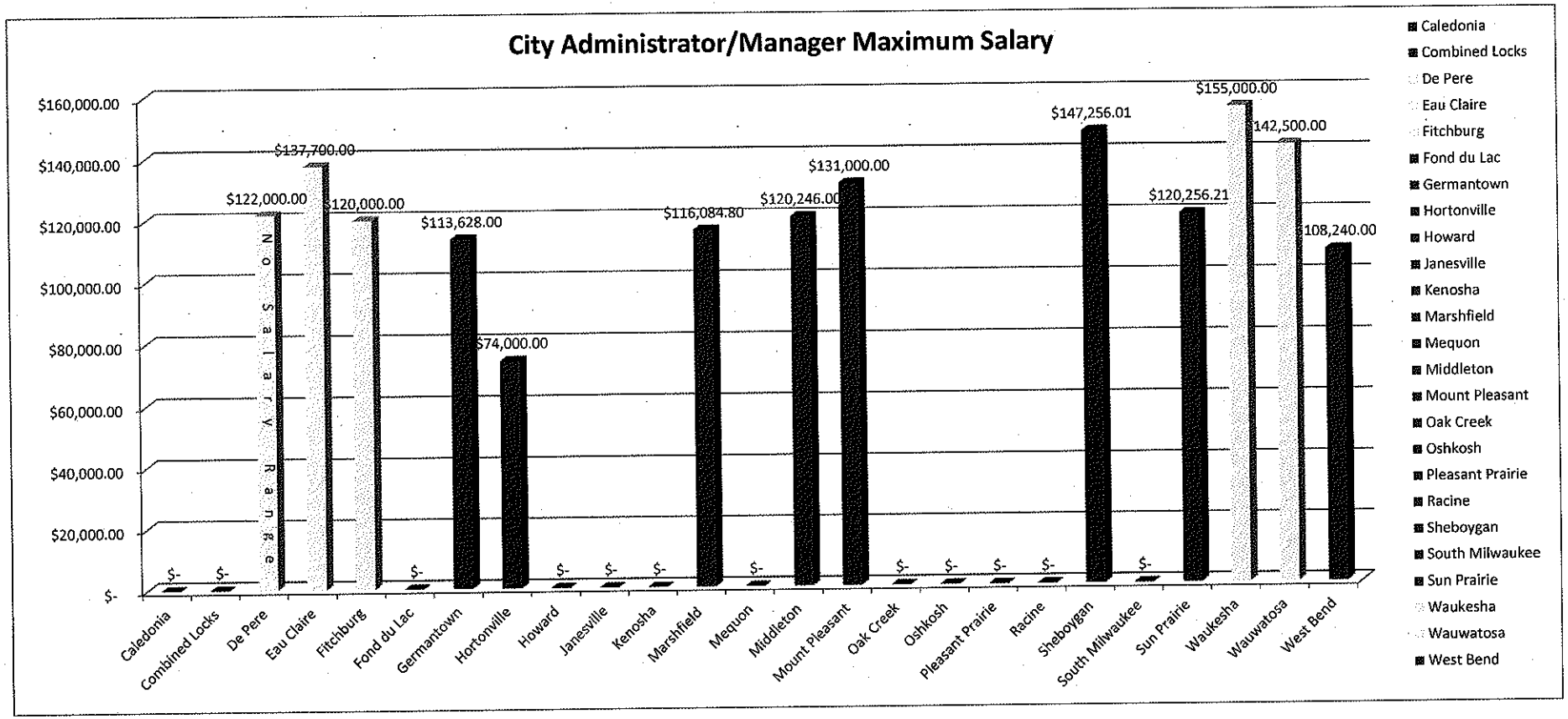
$98,171.00
$-
$85,897.29
$155,000.00
$142,500.00
$82,000.00
Caledonia
Combined Locks
De Pere
Eau Claire
Fitchburg
Fond du Lac
Germantown
Hortonville
Howard
Janesville
Kenosha
Marshfield
Mequon
Middleton
Mount Pleasant
Oak Creek
Oshkosh
Pleasant Prairie
Racine
Sheboygan
South Milwaukee
Sun Prairie
Waukesha
Wauwatosa
West Bend


City Administrator/Manager Maximum Salary
$160,000.00
$140,000.00
$120,000.00
$100,000.00
$80,000.00
$60,000.00
$40,000.00
$20,000.00
$-
No Salary Range
$122,000.00
$137,700.00
$120,000.00
$113,628.00
$74,000.00
$116,084.80
$120,246.00
$131,000.00
$147,256.01
$120,256.21
$155,000.00
$142,500.00
$108,240.00
Caledonia
Combined Locks
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Eau Claire
Fitchburg
Fond du Lac
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Hortonville
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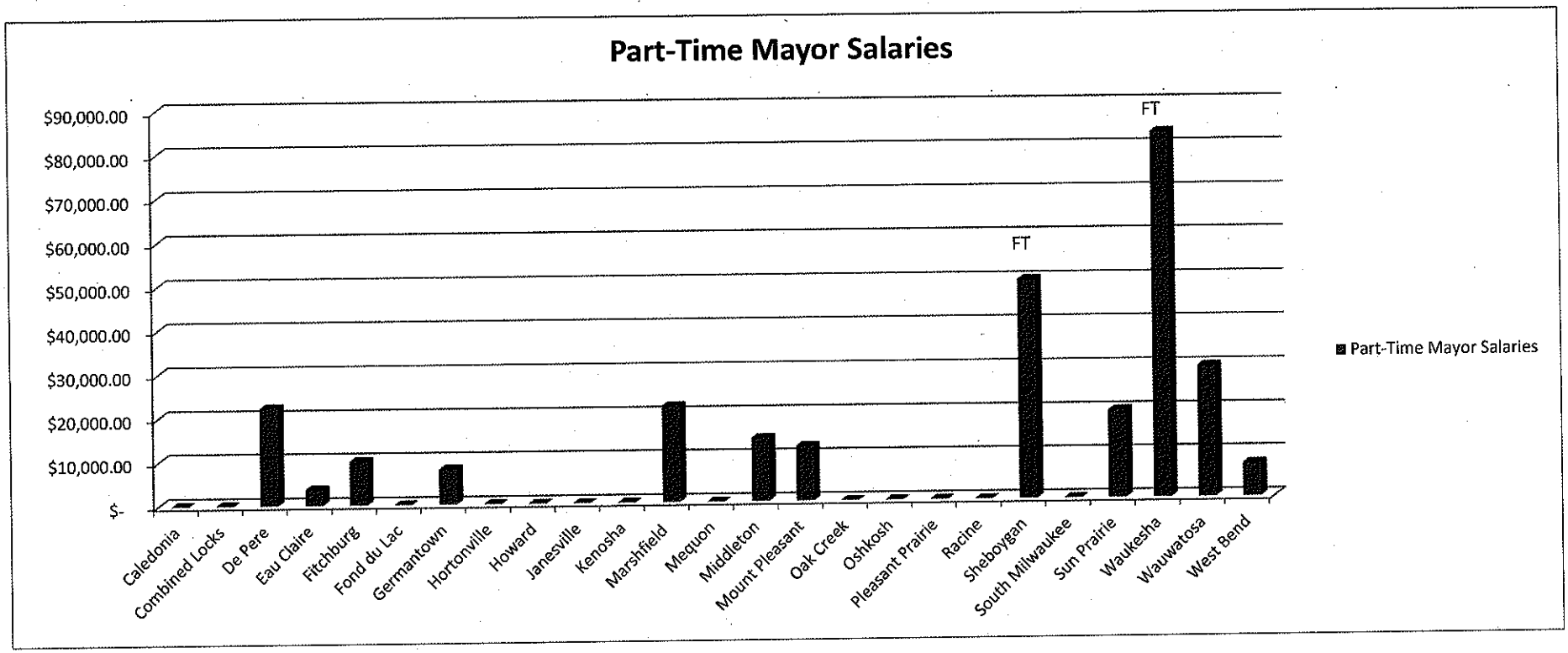
Part-Time Mayor Salaries
$90,000.00
$80,000.00
$70,000.00
$60,000.00
$50,000.00
$40,000.00
$30,000.00
$20,000.00
$10,000.00
$-
FT
FT
Caledonia
Combined Locks
De Pere
Eau Claire
Fitchburg
Fond du Lac
Germantown
Hortonville
Howard
Janesville
Kenosha
Marshfield
Mequon
Middleton
Mount Pleasant
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Oshkosh
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Racine
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South Milwaukee
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West Bend
Part-Time Mayor Salaries